

This will provide an overview of the Deferred Final Examination process and how to navigate to the **Task List** and the **Faculty Centre**. You will be able to view any DFE requests in the following status:

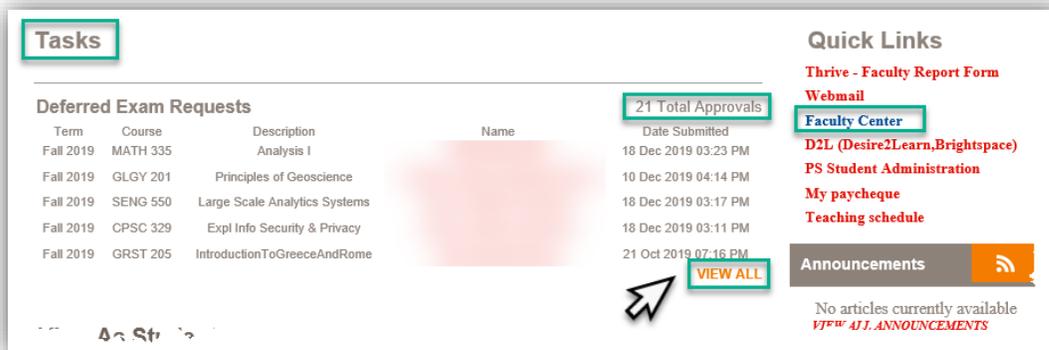
Approved  
Submitted  
Denied

Please consult the job aid and/or online learning for: Deferred Examination Approval Process for complete details on how staff members can review and either approve or deny a Deferred Final Examination request.

### Task List:

The following steps indicate how to navigate to Deferred Final Examination request on the **Task List**.

- After logging into the My UofC Portal any Deferred Exam requests pending an approval decision will be listed on the Task List. To view the full list of pending applications on the Task List, click **VIEW ALL**. *Note: For FOIP reasons some information has been removed.* Click the **View All** button.  
**VIEW ALL**



The screenshot shows the 'Tasks' section of the My UofC Portal. It features a table titled 'Deferred Exam Requests' with columns for Term, Course, Description, Name, and Date Submitted. A callout box indicates '21 Total Approvals'. A 'VIEW ALL' button is highlighted with a red box and a mouse cursor. To the right, there are 'Quick Links' for Thrive - Faculty Report Form, Webmail, Faculty Center, D2L (Desire2Learn, Brightspace), PS Student Administration, My paycheque, and Teaching schedule. Below these is an 'Announcements' section with a message: 'No articles currently available VJFW AJJ. ANNOUNCEMENTS'.

Term	Course	Description	Name	Date Submitted
Fall 2019	MATH 335	Analysis I	[REDACTED]	18 Dec 2019 03:23 PM
Fall 2019	GLGY 201	Principles of Geoscience	[REDACTED]	10 Dec 2019 04:14 PM
Fall 2019	SENG 550	Large Scale Analytics Systems	[REDACTED]	18 Dec 2019 03:17 PM
Fall 2019	CPSC 329	Expl Info Security & Privacy	[REDACTED]	18 Dec 2019 03:11 PM
Fall 2019	GRST 205	IntroductionToGreeceAndRome	[REDACTED]	21 Oct 2019 07:16 PM

- At this point, you may click on the **name of the student** that has submitted a Deferred Examination Request (e.g. DFE for Winter 2020, OBHR 317). Click the **desired DFE** link.



The screenshot shows a close-up of the 'Deferred Exam Requests' table. A red box highlights the 'Student's Name' column, and a mouse cursor points to the name 'Student's Name' in the row for Winter 2020, OBHR 317. The table also shows other rows with their respective details.

Term	Course	Description	Name	Date Submitted
Fall 2019	ACCT 601	IntroductoryFinancialAccountin	[REDACTED]	17 Dec 2019 09:24 AM
Fall 2019	MGST 613	Managerial Decision Modeling	[REDACTED]	17 Dec 2019 09:24 AM
Winter 2020	OBHR 317	Organizational Behaviour	Student's Name	28 Feb 2020 12:32 PM
Winter 2020	SOCI 371	Sociology Of Families	[REDACTED]	28 Feb 2020 12:32 PM
Winter 2020	ACCT 603	Management Accounting	[REDACTED]	07 Feb 2020 10:06 AM
Winter 2020	BTMA 601	Business Technology Mgmt	[REDACTED]	07 Feb 2020 10:20 AM

# Overview of the Deferred Final Examination Process

## SA – Exams and Exam Scheduling



- The Application for Deferred Final Examination displays the Tracking Number (e.g. 0000001435) which is very important to reference as there may be more than one tracking number per student. Also displayed will be the submission date, the student's last name, first name, student id number, email address and phone number display. The Academic Group (Faculty) and Primary Plan, which indicates their primary program, are also indicated. Scroll down to view additional details on the application.

Tracking No. **0000001435**

Submitted on **28 Feb 2020 12:32 PM**

Enrolment Services  
Phone: 403.210.7625  
Email: [examinfo@ucalgary.ca](mailto:examinfo@ucalgary.ca)

Application for Deferred Final Examination

This application is for requesting a deferral for Registrar-scheduled final exams only. It is not to be used for instructor-scheduled tests (including take home exams), term papers or assignments. If you have sat the Registrar-scheduled final exam, you are not eligible for a deferral. Information regarding deferred examinations, including the exam schedule, will be sent to your @ucalgary.ca email address only. Please be sure you are able to access your account. For help with your UCalgary email account, please contact IT Services.

**Last Name**      **First Name**      **U of C Student ID#**

**Email Address**      **Phone Number**

**Faculty**      **Primary Plan**

HA      ACCT-MAJ

This form may be used for multiple exams.

- Select course(s) you require a deferral
- Select the reason for the deferral. If you need to defer multiple courses for different reason, submit a request for each reason of absence
- Add information in comments area (required)
- If you have supporting documents for your request, submit them to your faculty office via email (email contacts can be found at the "Info" button at the top of the page)

Winter 2020 | Undergraduate Programs | University of Calgary

Subject	Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor
<input checked="" type="checkbox"/>	OBHR 317	Organizational Behaviour	2020/03/24	8:00AM	11:00AM	Haskayne School of Business	

4. Further down the application are the courses for the current term (e.g. Winter 2020) for which a final exam is scheduled including the date and time of the final exam. The student may have one or more selected (e.g. OBHR 317). Also indicated is the reason for the absence (e.g. Domestic Affliction) and the student must enter a comment. Scroll down for additional information.

Last Name		First Name		U of C Student ID#	
Email Address		Phone Number			
Faculty		Primary Plan			
HA		ACCT-MAJ			

This form may be used for multiple exams.

1. Select course(s) you require a deferral
2. Select the reason for the deferral. If you need to defer multiple courses for different reason, submit a request for each reason of absence
3. Add information in comments area (required)
4. If you have supporting documents for your request, submit them to your faculty office via email (email contacts can be found at the "Info" button at the top of the page)

Winter 2020 | Undergraduate Programs | University of Calgary

Subject	Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor
<input checked="" type="checkbox"/>	OBHR	317	Organizational Behaviour	2020/03/24	8:00AM	11:00AM	Haskayne School of Business
<input type="checkbox"/>	ENTI	317	Entrepreneurial Thinking	2020/05/13	8:00AM	11:00AM	Haskayne School of Business
<input type="checkbox"/>	SOCI	371	Sociology Of Families	2020/05/26	8:00AM	11:00AM	Faculty of Arts

Reason for absence: (please select one)	Description
<input checked="" type="checkbox"/> Domestic Affliction	<a href="#">Click Here</a>

Comments (max 200 characters):

**Student must enter comment**

I have read and understand the application guideline.

- The deferred examination: schedule is available approximately a week prior to the deferred exam dates. Date, time and location of your exam will be sent to your University of Calgary email, not your personal email. It is your responsibility to monitor your email notifications. The timetable will also be posted on the Registrar's website. NOTE: The timetable is not posted on the Student Centre.
- Applications will not be accepted without the required supporting documents for a deferral (if required). Submission of

# Overview of the Deferred Final Examination Process

## SA – Exams and Exam Scheduling



5. The student will have selected they have read and understand the application guidelines and confirmed the information submitted is true, complete and accurate.

I have read and understand the application guideline.

- The deferred examination: schedule is available approximately a week prior to the deferred exam dates. Date, time and location of your exam will be sent to your University of Calgary email, not your personal email. It is your responsibility to monitor your email notifications. The timetable will also be posted on the Registrar's website. NOTE: The timetable is not posted on the Student Centre.
- Applications will not be accepted without the required supporting documents for a deferral (if required). Submission of supporting documentation does not in itself constitute grounds for the approval of a deferral. The rationale must clearly demonstrate extraordinary circumstances beyond the student's control that would warrant exemption from the regular examination schedule.
- The deferred exam is the last opportunity for students to write a final exam. You must be available to write your deferred examination during the deferred examination dates noted above.
- If you defer an exam for a prerequisite course for the following term, please contact your faculty advising office to verify progression options.
- If you have applied to graduate in the current term, please contact your faculty advising office.
- You are fully responsible for identifying the exact date, time and location of the deferred examination when it is available.
- If you have completed the scheduled final examination or have completed less than half of the assigned work in a course, you are not eligible for a deferral.
- After your application is approved, if you decide to write a final exam rather than an approved deferral, email [examinfo@ucalgary.ca](mailto:examinfo@ucalgary.ca) as soon as possible.
- Please consider contacting your faculty advisor to determine academic support.

More information is available at:  
The [Deferred Exam website](#)  
The [University Calendar](#)

I confirm that the information I have provided in this request is true, complete and accurate.  
[University Calendar -- Academic Misconduct](#)

6. Note at this point the Approval Status is "Submitted" indicating a decision is still required to either approve or deny the DFE request. There is also an option to indicate a student action is required by using the "Action Required" indicator. Please consult the lesson **Deferred Final Exam Approval Process** for complete details since this lesson is intended as an overview.

I confirm that the information I have provided in this request is true, complete and accurate.  
[University Calendar -- Academic Misconduct](#)

Action Required

Approval Status Submitted

Internal Comment (not visible to Student) - Optional

- 7.

8. Approver Comments can be included. Click the **Drop Down** button.



For Approver Comments, there are several options available and depending on which one is selected the text field will auto populate an explanation.

9. Further down on the lower portion of the application is the area where the faculty or staff can complete the approval process (Approve or Deny). Note the name of the Deferred Final Exam approver will be indicated in the "Pending" display (removed for FOIP reasons). Click the **Return to Search** button.

**Return to Search**

# Overview of the Deferred Final Examination Process

SA – Exams and Exam Scheduling



- Return to search displays a grid of information based on the last DFE reviewed. Note specifically the Approval Status, Description, Action Required and Withdrawn.

**DFE Approval**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

Use Saved Search:

Tracking No. begins with

Academic Institution begins with

Term begins with

Student ID begins with

Last Name begins with

First Name begins with

Approval Status =

Academic Group begins with

Submission Date =

Reason for absence begins with

Case Sensitive

[Basic Search](#) [Save Search Criteria](#) [Delete Saved Search](#)

Search Results

[View All](#) First 1 of 1 Last

Tracking No.	Academic Institution	Term	Student ID	Last Name	First Name	Approval Status	Academic Group	Submission Date	Reason for absence	Description	Action Required	Withdrawn
0000001435	UCALG	2201				Submitted	HA	2020/02/28	30	Domestic Affliction	N	N

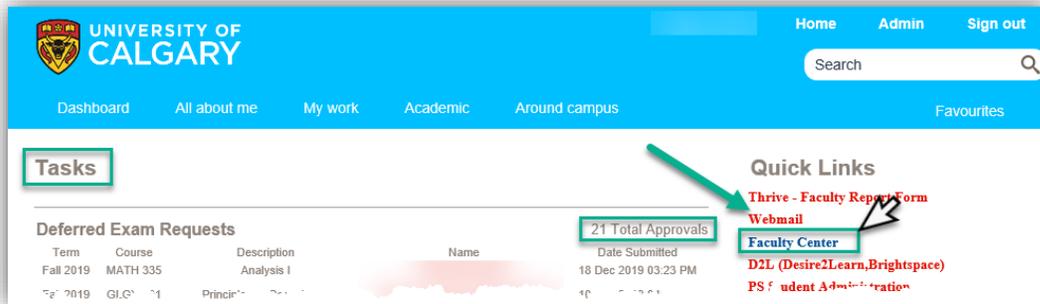
- If desired, you can return for editing to the same DFE by clicking anywhere on the DFE line. Click the **DFE** link.
- When completed viewing the DFE you can also close the window if no decision is made. Click the **Close** link.



### Faculty Centre:

The following indicates how to navigate to Deferred Final Examination requests From the Faculty Centre.

1. After logging into the My UofC Portal, navigate to **Faculty Centre** from Quick Links. Click the **Faculty Center** link.



2. Click the **Deferred Final Exam Approval** link.  
**Deferred Final Exam Approva**
3. The DFE Approval Status defaults to Submitted. Click on the drop down to view additional Approval Status' options. Click the **Approval Status** list.

There are other options available to refine the search criteria:

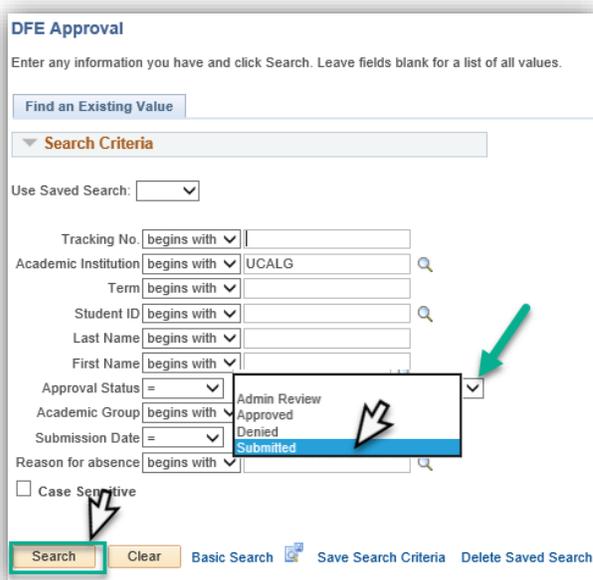
**Admin Review** - The Exam office is reviewing the request

**Approved** - Displays any previously approved DFE's

**Denied** - Displays any previously denied DFE's

**Submitted** - Displays any previously submitted DFE's regardless of status.

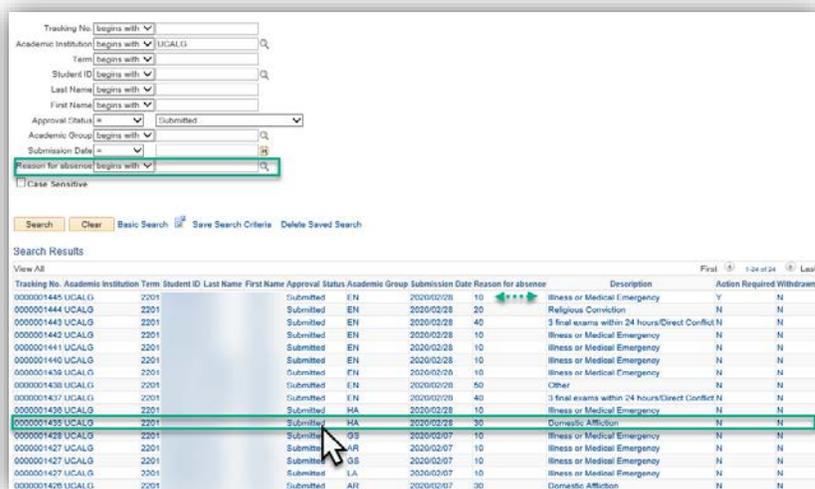
Click the **Submitted** list item and press Search.



# Overview of the Deferred Final Examination Process

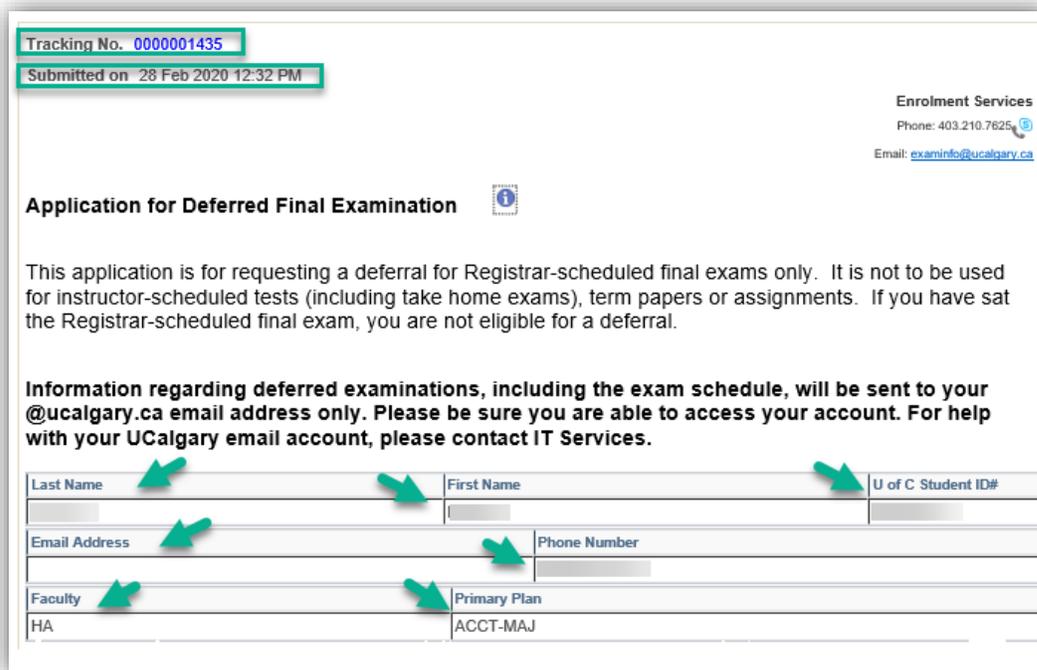
## SA – Exams and Exam Scheduling

- The same list of DFEs as the Task List display. Note the search criteria displays a grid of previously submitted DFE's including a code in the Reason for absence column that corresponds with the description. You can also use the lookup tool to search Reason for absence to specify a particular reason. Click anywhere on the desired DFE to view the details. Click the **Desired** link (e.g. Tracking Number 0000001435)



Tracking No.	Academic Institution	Term	Student ID	Last Name	First Name	Approval Status	Academic Group	Submission Date	Reason for absence	Description	Action Required	Withdrawn
0000001445	UCALG	2201				Submitted	EN	2020/02/28	10	Illness or Medical Emergency	Y	N
0000001444	UCALG	2201				Submitted	EN	2020/02/28	20	Religious Conviction	N	N
0000001443	UCALG	2201				Submitted	EN	2020/02/28	40	3 final exams within 24 hours/Direct Conflict	N	N
0000001442	UCALG	2201				Submitted	EN	2020/02/28	10	Illness or Medical Emergency	N	N
0000001441	UCALG	2201				Submitted	EN	2020/02/28	10	Illness or Medical Emergency	N	N
0000001440	UCALG	2201				Submitted	EN	2020/02/28	10	Illness or Medical Emergency	N	N
0000001438	UCALG	2201				Submitted	EN	2020/02/28	10	Illness or Medical Emergency	N	N
0000001436	UCALG	2201				Submitted	EN	2020/02/28	50	Other	N	N
0000001437	UCALG	2201				Submitted	EN	2020/02/28	40	3 final exams within 24 hours/Direct Conflict	N	N
0000001430	UCALG	2201				Submitted	HA	2020/02/28	10	Illness or Medical Emergency	N	N
0000001435	UCALG	2201				Submitted	HA	2020/02/28	30	Domestic Attraction	N	N
0000001428	UCALG	2201				Submitted	GS	2020/02/07	10	Illness or Medical Emergency	N	N
0000001427	UCALG	2201				Submitted	GS	2020/02/07	10	Illness or Medical Emergency	N	N
0000001427	UCALG	2201				Submitted	GS	2020/02/07	10	Illness or Medical Emergency	N	N
0000001427	UCALG	2201				Submitted	LA	2020/02/07	10	Illness or Medical Emergency	N	N
0000001426	UCALG	2201				Submitted	ARI	2020/02/07	30	Domestic Attraction	N	N

- Note the tracking number (e.g.0000001435), date and time submitted, last name, first name, student ID, Faculty and Primary Plan display.



Tracking No. **0000001435**

Submitted on **28 Feb 2020 12:32 PM**

Enrolment Services  
Phone: 403.210.7625  
Email: [examinfo@ucalgary.ca](mailto:examinfo@ucalgary.ca)

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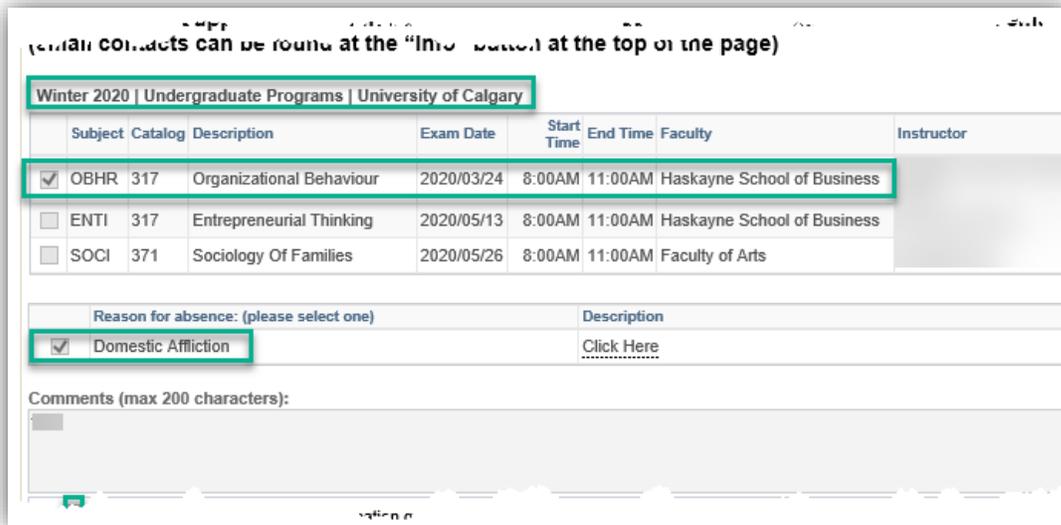
**Information regarding deferred examinations, including the exam schedule, will be sent to your @ucalgary.ca email address only. Please be sure you are able to access your account. For help with your UCalgary email account, please contact IT Services.**

Last Name	First Name	U of C Student ID#
Email Address	Phone Number	
Faculty	Primary Plan	
HA	ACCT-MAJ	

6. Note the same information is displayed regardless of navigation (Task List or Faculty Centre):

- Courses for the current term (e.g. Winter 2020)
- The student selected course for the DFE Request (e.g. OBHR 317).
- Reason for the absence (e.g. Domestic Affliction), etc.

Scroll down for additional information.



Some contacts can be found at the "Info" button at the top of the page)

Winter 2020 | Undergraduate Programs | University of Calgary

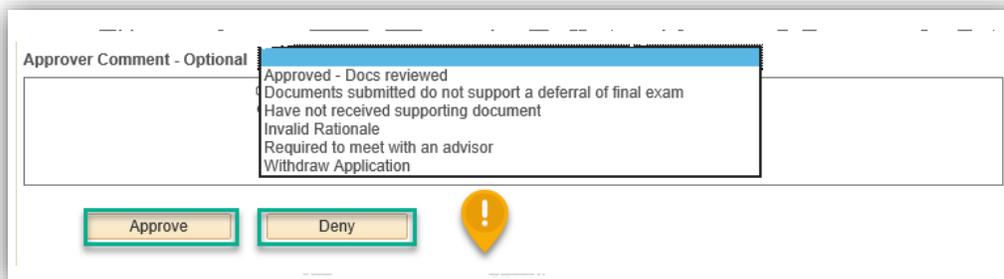
Subject	Catalog	Description	Exam Date	Start Time	End Time	Faculty	Instructor
<input checked="" type="checkbox"/>	OBHR 317	Organizational Behaviour	2020/03/24	8:00AM	11:00AM	Haskayne School of Business	
<input type="checkbox"/>	ENTI 317	Entrepreneurial Thinking	2020/05/13	8:00AM	11:00AM	Haskayne School of Business	
<input type="checkbox"/>	SOCI 371	Sociology Of Families	2020/05/26	8:00AM	11:00AM	Faculty of Arts	

Reason for absence: (please select one)

Reason for absence	Description
<input checked="" type="checkbox"/> Domestic Affliction	<a href="#">Click Here</a>

Comments (max 200 characters):

7. The same information is required on the DFE. (Student will have selected they have read and understand the application guidelines and confirmed the information submitted is true, complete and accurate.)
8. Click the **Approver Comment - Optional** list to view the same list of optional Approver Comments. This is also the area where the faculty or staff can complete the approval process (Approve or Deny).



Approver Comment - Optional

- Approved - Docs reviewed
- Documents submitted do not support a deferral of final exam
- Have not received supporting document
- Invalid Rationale
- Required to meet with an advisor
- Withdraw Application

Approve Deny

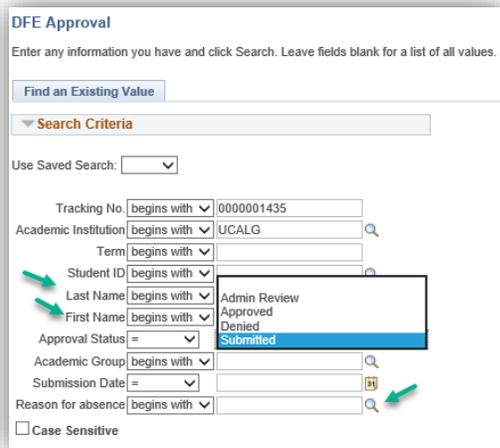
9. To navigate back to the list of submitted DFE's use the Return to Search button at the bottom of the DFE. Click the **Return to Search** button.

[Return to Search](#)

# Overview of the Deferred Final Examination Process

SA – Exams and Exam Scheduling

- To select another Approval Status type, click on the drop down and select another status. Additional search criteria allows a more robust search for previously submitted deferred exam requests. For example, Last Name, First Name, Academic Group, Submission Date and Reason for absence can also be used as additional search criteria.



DFE Approval

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Use Saved Search: [v]

Tracking No. begins with [0000001435]

Academic Institution begins with [UCALG]

Term begins with [ ]

Student ID begins with [ ]

Last Name begins with [ ]

First Name begins with [ ]

Approval Status = [Submitted]

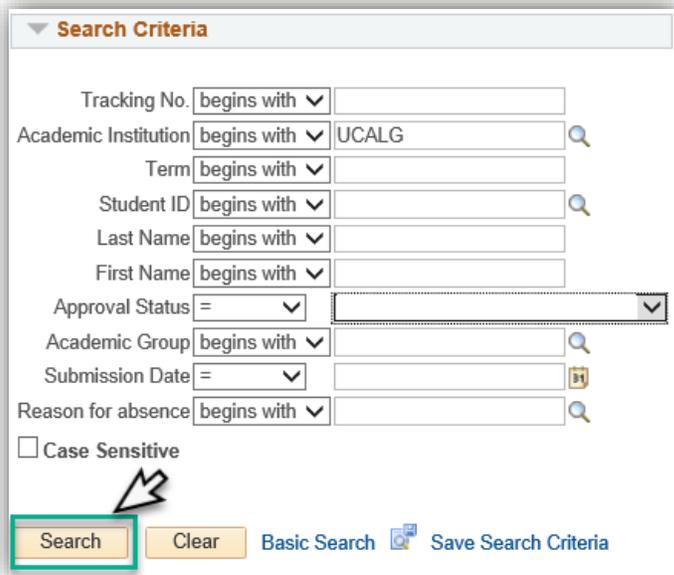
Academic Group begins with [ ]

Submission Date = [ ]

Reason for absence begins with [ ]

Case Sensitive

- Tip:** To complete an audit, clear all Search Criteria and press Search. Click the **Search** button.



Search Criteria

Tracking No. begins with [ ]

Academic Institution begins with [UCALG]

Term begins with [ ]

Student ID begins with [ ]

Last Name begins with [ ]

First Name begins with [ ]

Approval Status = [ ]

Academic Group begins with [ ]

Submission Date = [ ]

Reason for absence begins with [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Please refer to the job aid and/or online learning for complete instructions on the **Deferred Final Examination Approval Process** to learn how to Approve and Deny a DFE on the Student Administration (PeopleSoft Campus Solutions) training website.  
**End of Procedure.**