

SA – Exams and Exam Scheduling

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.

Tasks					Quick Links Thrive - Faculty Report Form
Deferred	d Exam R	equests		21 Total Approvals	Webmail Faculty Center
Fall 2019	Course MATH 335	Description Analysis I	Name	Date Submitted 18 Dec 2019 03:23 PM	D2L (Desire2Learn,Brightspace)
Fall 2019 Fall 2019 Fall 2019	GLGY 201 SENG 550 CPSC 329	Principles of Geoscience Large Scale Analytics Systems Expl Info Security & Privacy		10 Dec 2019 04:14 PM 18 Dec 2019 03:17 PM 18 Dec 2019 03:11 PM	PS Student Administration My paycheque Teaching schedule
Fall 2019	GRST 205	IntroductionToGreeceAndRome		21 Oct 2019 07:16 PM	Announcements
· ~ _ L	Va Str	°		VIEWALL	No articles currently available

2. 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.

Faii 2019	ACCT 601	IntroductoryFinancialAccountin		17 Dec 2019 09:24 AM
Fall 2019	MGST 613	Managerial Decision Modeling		17 Dec 2019 09:24 AN
Winter 2020	OBHR 317	Organizational Behaviour	Student's Name	28 Feb 2020 12:32 PM
Winter 2020	SOCI 371	Sociology Of Families	N	28 Feb 2020 12:32 PN
Winter 2020	ACCT 603	Management Accounting	4	07 Feb 2020 10:06 AN
Winter 2020	BTMA 601	Business Technology Mgmt	~	07 Feb 2020 10:20 AN
020	F			21 77



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3. 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. 0000001455 Submitted on 28 Feb 2020 12:32 FM Enrolment Services Proce: 40.321 07:32 FM Enrolment Services Proce: 40.321 07:32 FM Enrolment Services Proce: 40.321 07:32 FM Enrolment Services Enrolment Services Services Enrolment Services Enrolment Services Services Enrolment Services Enrolment Serv	acking No. 00000114351 ubmitted on 28 Feb 2020 12:32 PM Enrolment Services Power 40:210:7282_00 Enrolment Services Power 40:210:728_00 Enrolment Services Power 40:210:728_00 Enrolment Services Instruction for Deferred Final Examination Intervices								_
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SA – Exams and Exam Scheduling

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.

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Subject	t Catalog	Description	Exam Date	Start	End	aculty	Instructor
🖌 obhr	317	Organizational Behaviour	2020/03/24	8:00AM 11:0	DOAM H	laskayne School of Business	
T ENTI	317	Entrepreneurial Thinking	2020/05/13	8:00AM 11:0	DOAM H	laskayne School of Business	
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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	e application guideline.
 The deferred examination: and location of your exam will to monitor your email notification to posted on the Student Cen Applications will not be accusupporting documentation doe demonstrate extraordinary circle examination schedule. The deferred exam for a 1 yerffy progression ontions 	explore a variable approximately a week prior to the deferred exam dates. Date, time be sent to your University of Calgary email, not your personal email. It is your responsibility ons. The timetable will also be posted on the Registrar's website. NOTE: The timetable is itre. epted without the required supporting documents for a deferral (if required). Submission of is not in itself constitute grounds for the approval of a deferral. The rationale must clearly sumstances beyond the student's control that would warrant exemption from the regular sto opportunity for students to write a final exam. You must be available to write your the deferred examination dates noted above. prerequisite course for the following term, please contact your faculty advising office to
 If you have applied to grad 	uate in the current term, please contact your faculty advising office
 You are fully responsible for available. 	r identifying the exact date, time and location of the deferred examination when it is
 If you have completed the s course, you are not eligible for 	scheduled final examination or have completed less than half of the assigned work in a a deferral
 After your application is app 	proved, if you decide to write a final exam rather than an approved deferral, email
examinfo@ucalgary.ca as soo	n as possible.
 Please consider contacting More information is available a 	your faculty advisor to determine academic support.
The Deferred Exam website	
The University Calendar	
•	
I confirm that the information I hat University Calendar – Academic	ve provided in this request is true, complete and accurate. 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 communithat Innation. I have provided in this request is true, computed and accurate. University Calendar – Academic Misconduct	
Action Required Approval Status Submitted	
Internal Corponent (not visible to Student) - Optional	-

7.



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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.

Withdraw Application

 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

[Approve Deny
~ /	Approval History
D	eferred Final Exam Approval
	UC_DFE_ID=000001435:Pending Faculty Approval Pending DFE Faculty Approver
This inf the coll Retu	formation is collected under the authority of the Freedom of Information and Protection of Privacy Act and the federal Statistics Act. If you have any questions about lection or use of this information, please contact the Registrar.



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

FE Approval ter any information ind an Existing Va	you have and c	lick Search. Lea	ve fields blank	c for a list of	f all values.						
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- 11. If desired, you can return for editing to the same DFE by clicking anywhere on the DFE line. Click the **DFE** link.
- 12. 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.



SA – Exams and Exam Scheduling

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

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- 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.

Enter any information you have and click Search. Leave field	ds blank for	a list of all values.
Find an Existing Value		
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4. 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)

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





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- 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.

	Subject	Catalog	Description	Evam Date	Start	End Time	Faculty	Instructor
	oubject	Catalog	Description	Exam Date	Time	End Time	radury	instructor
1	OBHR	317	Organizational Behaviour	2020/03/24	8:00AM	11:00AM	Haskayne School of Business	
	ENTI	317	Entrepreneurial Thinking	2020/05/13	8:00AM	11:00AM	Haskayne School of Business	
	SOCI	371	Sociology Of Families	2020/05/26	8:00AM	11:00AM	Faculty of Arts	
Reason for absence: (please select one) Description Image: Comparison of the select one select one of the select one of the select one of the select one								
n	iments (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).

		 <u> </u>
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



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 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.



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

▼ Search Criteria							
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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.**