

## EXAM DEFERRALS & MISSED EXAMS

### **EXAM DEFERRAL:**

An exam deferral is a formal request to write an examination or test at a later date. Examinations and tests may be deferred in rare situations related to unexpected extenuating personal circumstances.

Students must send this completed form to the Undergraduate Program Director a **minimum of one week prior** to the exam or test to request a deferral.

### **MISSED EXAMS:**

A missed exam occurs when a student is unable to attend the scheduled exam or test due to unforeseen circumstances. Examinations and tests should be missed only in the case of extraordinary circumstances.

Students are expected to contact the course instructor prior to the exam/test if extraordinary circumstances arise that prevent taking the exam/test as scheduled. Students must send this completed form to the Undergraduate Program Director within **24 hours** of the missed exam.

Please note that for all missed exams/tests, students must provide appropriate documentation to the course instructor immediately upon return.

<https://www.registrar.utoronto.ca/recordsacademics/verification-of-illness-or-injury/>

**All deferred and missed tests/exams will be scheduled for the week following final exams.**

Name: \_\_\_\_\_

Course: \_\_\_\_\_

Instructor: \_\_\_\_\_

Test/ Exam Date: \_\_\_\_\_

Please provide a personal statement outlining the unforeseen or extenuating circumstances resulting in a deferred or missed test or exam.

Please return the completed form to the Undergraduate Program Director  
([heather.thomson@utoronto.ca](mailto:heather.thomson@utoronto.ca)).