

MEMORANDUM, DCD #6, 2023-2024

To: Chairs, University of Toronto Scarborough
 Cc: Chairs' Assistants
 Undergraduate Coordinators & Departmental Assistants
 From: Office of the Vice-Principal Academic & Dean and Office of the Registrar
 Date: 7 November 2023
 Re: **Changes to Deferred Exam Timing**
 Note: For broad distribution to Fall course instructors and administrative staff

The Office of the Registrar has been working with campus partners to improve the deferred exam experience. Currently, students who miss their final exams submit a petition to defer writing the exam to the following session, four months later. This model can be stressful and does not support student success. Our campus will be implementing an **Expedited Deferred Exam Schedule**. This is aligned with the approach used at the University of Toronto Mississauga, which allows students to write their missed exams earlier. St. George is also exploring this process. The earlier scheduling for deferred exams will enable students to write their deferred exam within a month of missing the originally scheduled exam. This new deferred exam timing will replace the current deferred exam window and the practice of writing deferred exams with the current class.

Students who missed exams in Summer 2023 or earlier will write those exams as scheduled in the December deferred exam period from 5-20 December. **The new timing will come into effect for students who miss exams beginning in December 2023.**

Table 1: Expedited Deferred Exam Timing

First Exam Sitting Missed In:	Deferred Exam Sitting Scheduled For:
December 2023	31 January, 2-4 February 2024
April 2024	29, 31 May and 1, 2 June 2024 (special early sittings for graduating students will still occur 10 & 11 May 2024 as usual)
Summer 2024	20-23 September 2024

This expedited deferred exam window will be used for students who:

- Have missed an exam for the first time;
- Submit their petition and payment on time; and
- Provide appropriate supporting documents.

Additional Adjudication and Further Deferred Exam Timing

Some petitions will require additional adjudication and cannot be accommodated in the expedited deferred exam period and will need to wait until the next deferred exam period. The later timing will be used for students who:

- Petition to further defer their exam (e.g., Deferred their exam and need to defer again) or
- Lack supporting documents or require more in-depth adjudication, or
- Have valid reasons for not submitting their petition or payment by the deadline.

Table 2: Further Deferral Sitings

Further Deferral Sitting Missed In:	Deferred Exam Sitting Scheduled For:
December 2023	29, 31 May and 1, 2 June 2024 (special early sittings for graduating students will still occur 10 & 11 May 2024 as usual)
May/June 2024	20-23 September 2024

Deferred exam grade submission deadlines will continue to be five business days after the deferred exam is completed and an additional five days with the Chair’s approval.

Changes to Deferred Exam Petition Supporting Documents

Effective Fall 2023, the ACORN Absence Declaration cannot be used for final exams. Students petitioning for an exam deferral will need to provide:

- The University’s official Verification of Illness Form, or
- Approval to contact their disability consultant at AccessAbility Services for disability related concerns, or
- A death certificate or funeral notice, or
- A police report, or
- Other document that substantiates a valid reason for missing the exam, or
- The U of T Scarborough Self-Attestation in the petition request (currently in development and only for use for a first missed exam, not a further deferred exam)

Action Items for Instructors

Instructors are asked to upload two versions of exams in the Course Information System (CIS) to support faster deferred exam processing. Instructors who do not upload two versions of their exams are advised that they may receive short notice (e.g., less than 5 days) to provide an alternate exam version for deferred exams. If no second version is submitted, the original version will be used. Instructors of classes with 75 students or more are strongly encouraged to upload two exam versions, as the likelihood of a deferred exam request is high.

Please inform your students of the changes to deferred exam timing by referring them to the [Office of the Registrar](#) web site.

Questions can be directed to Shelby Verboven, Registrar & Assistant Dean, Strategic Enrolment Management - shelby.verboven@utoronto.ca or Naureen Nizam, Associate Registrar and Director of Systems & Operations - naureen.nizam@utoronto.ca.