



Deferred Exams Policy

Category: Academic

Responsibility: Associate Dean, UGME

Approval: Student Academic Management Committee

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Purpose:

To ensure students can request deferred assessments for in-term exams, final exams, or supplemental exams in the Undergraduate Medical Education Program.

Scope:

- Pertains to all Undergraduate Medical Education Students in the University of Saskatchewan, College of Medicine.
- Includes all current sites in the province.
- This option for deferred assessment exists in conjunction with the current policies guiding both MD Program Attendance and Absence in regard to the in-term assessment; <https://medicine.usask.ca/policies/pre-clerkship-attendance-and-absence-policy.php>
- This policy does not apply to requests for deferral of assignments. [Assignment Submission Policy and Procedures](#)
- Policy is to consider a deferred assessment for in-term exams, final exams, or supplemental exams (related to significant health issues and/or exceptional personal situations)

Principles:

Consideration will be given to reasonable requests for deferred assessments for in-term and final exams, or supplemental exams.

All requests for deferred assessment for in-term exam, final exams or supplemental exams, when granted, will not compromise the student and program goal for a successful outcome of their Undergraduate education.

A deferred examination may be granted to a student who is not able to complete an examination through no fault of their own, for medical, compassionate, or other unforeseen or exceptional circumstances.

Policy:

The UGME Program reserves the right to grant deferred assessment for in-term exams, final exams, or supplemental exams while maintaining expectations and rigors of a professional program. There are two kinds of requests.

A. In-Term Assessment

- Deferred assessment may be granted due to a pre-approved absence, significant health or personal issue [Preclerkship Absence and Attendance Policy](#)
- Requests must be accompanied by supporting documentary evidence.
- Documentation may be submitted to the Office of Student Affairs to protect confidentiality if required.
- For operational reasons any deferred exam will be rescheduled to the following Friday, whenever possible except if not possible for logistical reasons.

B. Final or Supplemental Assessment

- Deferred assessment may be granted due to significant health or personal issues.
- Other unforeseen exceptional circumstances will be adjudicated on case-by-case basis.
- Requests must be accompanied by supporting documentary evidence.
- Documentation may be submitted to the Office of Student Affairs to protect confidentiality if required.

C. Two or More Deferred Examinations within an Academic Term

- Deferred exams are intended for exceptional circumstances.
- Students requesting two or more deferred examinations within an academic Term will meet with the Year Chair (or designate) and the Office of Student Affairs to ensure appropriate supports are available.
- College of Medicine reserves the right to determine that a student may have to repeat portions of the program, if the deferral requested exceeds reasonable expectation for retaining required clinical knowledge and skills.
- The process and any conditions for return to the program will be outlined in writing to the applicant.

D. Procedures to Request an Exam Deferral

- Students will apply in writing (email is appropriate) to:
 - Year Chair and/or Year Site Coordinator,
 - UGME Administrative Staff,
 - Module Director or
 - Course Director

- The deadline to apply for deferred exam is 3 business days prior to the start of the exam.
- Requests for shorter application timelines due to exceptional or unforeseen circumstances will be considered individually and should be made as soon as the personal situation arises.
- If an unplanned absence affects an exam, students must submit a separate request for a deferred exam via email to the year chair, module or course director and admin staff. After **TWO** deferrals in term students **MUST** provide supporting documentation (e.g. medical note, other official documentation) to the Office of Student Affairs, the year chair or designate will inform the student of the deferral decision as soon as it has been made.
- The decision made by the Year Chair and/or Year Site Coordinator is final.
- If a deferral is granted, the student will be required to complete a *Declaration of Secrecy*.

E. Final Exams or Supplemental Exams

- Students applying for deferral of a final exam or supplemental exam, will be charged a \$40 non-refundable fee when the exam deferral is granted (\$40/deferred exam if more than one final exam needs to be deferred).
- The requirement for the fee may be reviewed in exceptional circumstances.
- Students **must provide** any supporting documentation (eg. medical note, other official documentation) to the Office of Student Affairs for final exam deferral.

F. Unanticipated Illness During an Exam

A student who becomes ill or is unable complete the examination for valid reasons must notify the invigilator immediately the student should then notify relevant administrative coordinator as soon as possible and may then apply for a deferred examination following the procedures outlined above.

G. Conference Attendance and Exam Deferral Policy

Students attending a conference are required to submit a Planned Absence Request at least four (4) weeks in advance.

If an exam deferral is required, the Exam Deferral Request must also be submitted at least four (4) weeks before the absence or deferred exam date.

Requests made with less than four weeks' notice, including those within three (3) days of the exam, may be denied.

Decisions will follow the same principles as other deferral processes. Lack of preparation is not an acceptable reason for deferral. Allowing deferrals for inadequate preparation undermines the integrity and fairness of the assessment process, create inequity among students, and compromise academic standards. The expectation is that students manage their time and responsibilities to prepare adequately for scheduled assessments.

Responsibilities:

UGME Administrative Staff, Year Chair, Year Site Coordinator and Module/Course Director will consider all documentation and information in their decision to approve or deny a deferred exam.

Contact:

Academic Director, UGME

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