

DEFERRED & MISSED EXAM/TEST

DEFERRED EXAM/TEST:

An exam/test deferral is a formal request to write an exam/test at a later date. Exams/tests may be deferred in rare situations related to expected extenuating personal circumstances (e.g., religious observances).

Students must send this completed form to the Undergraduate Program Director **within 10 business days of starting a term** to request a deferral. For requests after 10 business days of starting the term, students should follow the process for missed exams/tests.

MISSED EXAM/TEST:

A missed exam/test occurs when a student is unable to attend the scheduled exam/test due to unforeseen circumstances. Exams/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/test.

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

Please note that all deferred or missed exams/tests will be **scheduled for the week following final exams**.

If you have deferred or missed **more than one exam**, you must submit a petition to the Committee on Standing. Please see the [Undergraduate Calendar](#) for more information.

Name: _____

Course: _____

Instructor: _____

Test/ Exam Date: _____

Please provide a personal statement outlining the extenuating circumstances.

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