



*Office of the Associate Dean
Academic and Student Relations
Ph: 250.721.8152 Fax: 250.721.6390
lawassoc@uvic.ca*

MEMORANDUM

To: All Summer Session Students
From: Associate Dean Academic and Student Relations
RE: **POTENTIAL CONFLICT BETWEEN AUGUST EXAM PERIOD AND INTERVIEW WEEKS**

Conflict between the Vancouver and Toronto articling interview weeks and the August exam period happens every summer. The Faculty has recognized that it is reasonable to accommodate this situation on a case by case basis. The general policy and practices in this regard are as follows:

(1) Students must try to avoid or minimize conflicts due to interviews to the extent possible when interviews are scheduled. However, it is recognized that conflicts may be unavoidable.

(2) If it is not possible to avoid conflicts, and if a student believes he or she requires a deferred examination because of interviews, he/she may request accommodation in accordance with the following principles:

- as soon as the student has confirmed interviews and knows that there will be a conflict on a specific date he or she should inform the Associate Dean and make a specific request for accommodation

- the form of accommodation that may be granted is a **deferred** examination, not an "early write"

- to justify accommodation the student must provide, in advance of the granting of a deferral, the Associate Dean with a list of the dates, times and location of confirmed interviews - no other proof will be necessary**

- any deferred exam must be written **as soon as reasonably possible** after the interview conflict period is over;

- the deferred exam date will be set by the Associate Dean's office in consultation with the student, taking into account the dates and location of interviews, other procedural aspects of the general interviewing process, the number of examinations the student is writing during the relevant period, and other relevant factors

- students who know that they will likely have an exam conflict during the relevant period are expected to manage their studies and exam and interview preparation accordingly so as to prepare for the fact they will be interviewing during the same general time-frame as they will be writing final exams; students should not expect to be granted lengthy deferrals;**

- students who are granted accommodation will be required to give their solemn undertaking that they will not consult, prior to writing the exam, with students who are writing the exam on the regular date as to its contents, and this undertaking must (of course!) be strictly observed by all students. The undertaking forms are available in the Main Office and must be returned there in advance of the granting of a deferral.