



**Office of the Associate Dean
Academic and Student Relations**
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MEMORANDUM

To: All Law Students

From: Associate Dean Academic and Student Relations

RE: **INABILITY TO WRITE OR COMPLETE AN EXAMINATION – DEFERRED AND SPECIAL EXAMS**

a. Deferred exams

On the day of an examination, if you are ill, have been affected by a serious family situation, or other special circumstance *do not enter the exam room*. Contact the office of the Associate Dean by telephone 250.721.8152 or e-mail lawassoc@uvic.ca immediately to discuss your situation. The Associate Dean may authorize the writing of a deferred examination.

A deferred exam is an exam written after the originally scheduled writing time on a date set by the Associate Dean, and is administered by main office staff. Deferred exams are written as soon as possible after the originally scheduled date. You will be asked to provide documentation to support your request for a deferral as soon as you can (for example, a medical note).

b. Inability to complete an exam – Special exams

If you do enter the exam room and begin to write the exam, and then realize that you ought to have requested a deferral based on illness or serious family circumstances, please contact the office of the Associate Dean immediately after the exam to discuss your situation. You may be eligible to apply for a special exam.

A special examination is a new exam to replace the original that was written at the originally scheduled exam time. These are granted only in exceptional circumstances (eg. if a student fell ill during an examination they had already begun to write).

A request to write a special examination must be made in writing to the Associate Dean within 5 days after the date of the original exam. The student must provide a physician's report or other substantiating document as soon as possible. If your request for a special exam is granted, the Associate Dean will establish a date on which it will be written.

Please direct any questions about deferred and special exams to my office.