

OUT-OF-TIME EXAM POLICY

PROCEDURE

A student may apply to write an out-of-time examination by submitting a completed Out-Of- Time Examination Form to the Distance Education office. Other than in exceptional circumstances, students must complete and submit their request for an out-of-time examination form at least 3 weeks in advance of their scheduled examination.

NOTE: All communication about out-of-time examination requests will be sent to your MyOkanagan email address. This includes information about request approvals, denials, or if more information is needed from you. It is the student's responsibility to make sure they check their MyOkanagan email address regularly for updates related to their requests. MyOkanagan emails can be forwarded to personal email addresses using the instructions below.

How to forward my myOkanagan email to another email account

CRITERIA FOR APPROVAL OF OUT-OF-TIME EXAMINATIONS

1. Exam Schedule Conflict

Approval of an out-of-time examination request shall be granted if the student has two or more examinations scheduled at the same time or, has three or more examinations scheduled within a 24-hour period. Submission of a form is NOT required for exam schedule conflicts. Please send an email to exams@okanagan.bc.ca and include your name, student number, and exam conflict information.

2. Unforeseen Circumstances

Medical/Health: Approval of an out-of-time examination request may be granted if the student has been injured, or hospitalized or is under the care of a health care professional/practitioner for a condition which prevents the student from writing the examination at the scheduled time.

Compassionate: Approval of an out-of-time examination request may be granted for compassionate reasons such as, but not limited to, a death, serious illness or injury of a member of the student's immediate family. At the discretion of the Director, or designate, consideration may also be given for other unforeseen events beyond the student's control.

Legal Obligations: Approval of an out-of-time examination request may be granted for legal obligations which include but are not restricted to jury duty or court appearances. Note: In all cases the student must submit written confirmation and/or documentation verifying that the student is or was unable to write the examination at the scheduled time because of unforeseen circumstances beyond the control of the student. In the event of illness or injury, the student and/or the physician must indicate in writing when the student could reasonably be expected to write the examination.

3. Religious Beliefs

Approval of an out-of-time examination request shall be granted if an examination is scheduled on a day recognized for observance by the student's religion or church, as guaranteed by the Canadian Charter of Rights and Freedoms. The student will be required to submit a letter from his or her church or equivalent.

4. Employment or Extraordinary Activities

Students are expected to make every effort to co-ordinate work schedules with published exam dates. Students who are unable to do so must provide appropriate documentation. Approval may be given for extraordinary athletic activities (example: participation in the BC, Canada Games or the Olympics).

5. Participation on College athletic Teams and College-related Student Activities

Approval of an out-of-time examination request may be given for participation as a team member in scheduled games of a College athletic team or for participation in College-related student activities such as competitions.

NOTE: Applications for out-of-time examinations shall **not be approved** for **vacations, trips,** or reasons other than those satisfying the aforementioned criteria