

## Deferral of Tests and Exams

Student Accessibility Services is committed to supporting students in their learning experiences and responding to their individual needs. The university recognizes that some students have temporary medical disabilities or disabilities that are episodic in nature with random or cyclical acute episodes. Should a temporary medical disability or disability-related flare-up occur that would prevent a student from writing a test/exam on the scheduled date, the following procedures should be followed.

### **Tests/Midterms/Quizzes:**

If a student misses a test/midterm/quiz due to a disability-related reason, they must contact Student Accessibility Services as soon as possible to advise of the disability-related absence. This can be done by emailing their Accessibility Consultant and copying the SAS Testing Centre ([sastesting@nipissingu.ca](mailto:sastesting@nipissingu.ca)) and their professor on the email. **Supporting medical documentation will be requested by SAS.** This medical documentation must specify that the student was unable to write the test/midterm on the scheduled date for reasons related to their disability. Once supporting medical documentation has been provided by the student, the Accessibility Consultant will reach out to the professor to confirm the disability-related absence. Student Accessibility Services will work with the professor to reschedule the test/midterm or discuss options of an alternative form of assessment (i.e. new version of test/exam, alternative assignment, etc.).

If a student misses a test/midterm/quiz for reasons unrelated to their disability (illness, etc.), they should contact the professor directly to discuss the missed test. They must also contact [sastesting@nipissingu.ca](mailto:sastesting@nipissingu.ca) to cancel their test booking with our office.

### **Final Exams:**

Student Accessibility Services provides support to students with disabilities who, due to disability-related reasons, are unable to write during final exams. On the day of the exam, students who are unable to write a final examination due to disability-related reasons, non-disability reasons, illness or circumstances beyond their control are required to follow the [Nipissing University Exam Policy](#) for Deferred Examinations. If the SAS student is granted permission by the Registrar's Office to defer the exam, the student will write on one of the special exam dates as outlined by the Registrar's Office, however, the exam may be administered within Student Accessibility Services.