

Examination Accommodation and Deadline Extension for Papers and Assignments

The following rules set out the procedures to be followed to obtain permission for examination accommodation or to obtain permission to have a deadline for a paper or assignment extended, except in graduate courses. Upon assigning papers or assignments, course instructors are expected to advise their students of the consequences for that course of not meeting a deadline in the absence of a deadline extension granted through the following procedures.

1. Examination Hardships

An examination hardship is defined as three or more examinations scheduled within a 24-hour period. A student facing an examination hardship shall be given an alternate examination date for the second examination causing hardship. The student must notify the Associate Dean of the second examination no later than one month prior to the examination date.

2. Requests for Examination Accommodation or for Deadline Extension for a Paper or an Assignment

Any request for examination accommodation or for a deadline extension for a paper or an assignment must be made to the Chair of the Examinations Committee using the form provided for that purpose.

3. Grounds for Accommodation or Deadline Extension

A request for an examination accommodation or a deadline extension for a paper or an assignment must be made on one of the following bases:

- (a) on medical grounds,
- (b) on compassionate grounds, or
- (c) on religious grounds.

4. Reasons for Request

Applicants for an accommodation or a deadline extension will be required to provide detailed reasons. Requests for accommodation on medical grounds must be supported by a medical certificate.

5. Form of Medical Certificates

(a) It is the responsibility of the student to establish a medical excuse entitling the student to examination accommodation or an extension for a paper or an assignment. A medical certificate is required.

(b) The medical certificate must be signed by the attending physician and will normally indicate the following:

(i) The date of issue of the certificate;

(ii) The date of the medical examination;

(iii) The date or dates on which the law examination(s) for which accommodation is sought are or were scheduled, or the date or dates on which the paper(s) or assignment(s) for which deadline extension is sought are or were due;

(iv) The nature of the illness or disability and how it affects academic performance;

(v) In the case of illness, the prognosis for return to academic performance at the end of the medical condition; and

(vi) If the illness or disability is longer than indicated on the first certificate a further certificate or certificates satisfying the above conditions will be required.

(c) Within a reasonable time after the Medical Certificate is obtained it should be forwarded to the Chair of the Examinations Committee.

6. Method of Examination on Deferred Examinations

In cases of examinations taken in advance of the scheduled date or deferred until a later date, a different examination or method of evaluation will be employed from that used for the rest of the class, unless permission to the contrary is given by the Examinations Committee.