

Policy Name:	Missed Exam (PE)
Policy Owner:	Director, CPE
Approved By:	ED, Programs & Partnerships
Approval Date:	10/12/2021
Effective Date:	1/1/2022
Next Review Date:	01/05/2025
Scope:	Professional Education Programs

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### I. Purpose

This Policy provides guidelines for students, program management and instructors to ensure academic integrity in relation to the administration of exams in Professional Education (PE) programs.

### II. Principles

All students in the School of Continuing Studies at York University are expected to complete their exams/assessments within the time frames and by the dates indicated in their course outline. A student may request a make-up exam under exceptional circumstances with appropriate documentation.

Requests for make-up exams will only be considered for the following reasons:

- Health circumstances that are serious enough for a health practitioner to issue appropriate documentation stating that the student is/was unable to take the exam
- Unanticipated and extraordinary personal or family circumstances (i.e., death in the family, car accident on the way to the exam, etc.).
- Religious observance as defined by York University's Academic Accommodation for Students' Religious Observances.
- Requests for make-up exams will not be considered for the following reasons:
  - Employment commitments that are not emergency or disaster situations
  - Health circumstances that are not serious enough for a health practitioner to issue appropriate documentation stating that you are unable to take the exam
  - Non-emergency travel
  - Absence for scheduled family, social, personal, or other events and functions including weddings and vacations

### III. Responsibilities

- i. Approval – Director, CPE
  - ii. Review & Maintenance – Director, CPE
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iii. Compliance – Program Managers

IV. Policy Version Control

Version	Changes	Author	Approval	Approval Date	Effective Date
1.0	Initial Policy	MDB	CBC	1/12/21	1/1/22

V. Related Documents

- i. [Academic Accommodation for Students’ Religious Observances \(Policy, Guidelines and Procedures\) | Secretariat Policies \(yorku.ca\)](#)

VI. Definitions

- i. n/a

VII. Appendices

**Procedures**

**Steps to Request a Missed Exam:**

1. Email the School of Continuing Studies at [cpehelp@yorku.ca](mailto:cpehelp@yorku.ca) and the course instructor before the scheduled exam date or within 24 hours of the scheduled exam in the event of exceptional circumstances. The student must include their full name, student number, course title, course section time, instructor’s name, and the reason for the absence.
2. Submit valid documentation to [cpehelp@yorku.ca](mailto:cpehelp@yorku.ca) (i.e. medical note, death certificate, court/legal documentation, police accident report, travel tickets, etc.) Original copies of documentation may be requested.

**If the Missed Exam Request is Approved:**

- Students will be given a date, time and location to write the new exam. The date is not negotiable.

### **If the Missed Exam Request is NOT Approved:**

- Student must sit for the exam on the original scheduled date. If the scheduled date has passed, the student will receive a grade of zero on the exam.

### **What is Appropriate Documentation?**

**Medical Circumstances** must be supported by an attending physician's statement or a statement by a psychologist or counselor. The practitioner's statement **must** be original and include the following:

1. Student's full name and mailing address.
2. Name, address and telephone number of the physician.
3. The nature of the illness and its duration (i.e., specific dates covered), and
4. An indication of whether the illness would have affected the student's ability to study and perform on the original day of the exam.

**Non-Medical Circumstances** must be supported by appropriate documentation (i.e., death certificate, interconnectivity issues/WiFi, automobile accident reports, airline/bus ticket/receipt for emergency travel - **with date of booking, departure and return dates, and destination listed on the ticket.**