NAIT OFFICE OF THE REGISTRAR

DEFERRED EXAM REQUEST FORM

The Deferred Exam process is designed to assist students with extenuating circumstances beyond the student's control. An exam must be at least 20% of the final course grade to be eligible for a deferral. Please contact your instructor regarding exams worth less than 20% of your final mark. For more details, please refer to the Grades Procedure, section 4.5.

PART A — STUDENT INFORMATION

Student Name: (Last, First)	Student ID:	Program:

Phone Number:	Email:

I request a deferral for the following exam(s):

Course Code (e.g. ECON1110)	Class Section Code (e.g. A01)	Instructor Name	Exam Name/Description	Scheduled Exam Date & Time

REASON FOR DEFERRED EXAM REQUEST
Please provide a detailed account explaining the extenuating circumstance.

☐ **Supporting Documents Attached (please check)**

Student Signature: _____   **Date**: _____
Signature   MM/DD/YY

PART B — APPROVAL

There were extenuating circumstances beyond the student's control**:** ☐ **Yes** ☐ **No**

The exam weight is at least 20% of the course final grade: ☐ **Yes**   ☐ **No**

Approved	Denied	Course Code	Approved Deferred Exam Timeframe
☐	☐		
☐	☐		
☐	☐		
☐	☐		

Reason for denial:

Approver (print name): _____

Signature _____ Date: _____

Signature   MM/DD/YY

HOW TO SUBMIT

Student:
For deferred exam requests due to conflict with religious observance:

- Submit completed form and any supporting documents to learningservices@nait.ca at least 10 business days before the original exam date.

For all other deferred exam requests:

- Submit completed form and any supporting documents directly to your program within two (2) business days of the original exam date.
- Once approved, you are responsible to book your deferral time online through the NAIT Assessment Centre using the following link: https://canada.registerblast.com/nait/Exam/List. You may choose any exam time slot within your approval deferral time frame.

Program Area: Please review the request and inform the student of the decision within four (4) business days of receiving the request. In cases where the deferred exam impacts your ability to assign a final grade, please submit the approved deferred exam request forms via email to the Records team in the Office of the Registrar within two (2) business days of approval. Updates to final grades must be submitted to the Office of the Registrar within four (4) business days of the deferred exam date.