Advice to Students:
What to Do When You are Absent from an Exam or Have Not Submitted Term Work
Due to Illness or Other Reason

If you miss an exam or term work because you are sick: First, and most important, take care of yourself. Get medical assistance if needed, or stay home in bed if that is required. Unless you need to visit a doctor you should stay home until you are well enough to resume normal activities.

If you are Absent from a Term Exam or Have Been Unable to Submit Term Work:
• Contact your instructor by email or telephone as soon as you are able to in order to advise them of your absence. You do NOT need to do this in person.
• Keep your instructor updated as to when you will be able to return to class.
• Request an excused absence from term work or term exam as soon as you are well enough. A delay in doing so may harm your chances of getting the excused absence approved.
• Your instructor may request supporting documentation. In cases of illness, a medical note is no longer mandatory so you cannot be required to go to the doctor if you choose not to; however, you can choose to see a doctor and provide a medical note if you wish.
• If your instructor requests supporting documentation and you do not have a medical note, you can contact Undergraduate Student Services (USS) – 1-107 Education North, 780-492-3659, educ.info@ualberta.ca to schedule an appointment with a Commissioner for Oaths for administration of a Statutory Declaration - there is no cost for a Statutory Declaration.
• Your instructor may, at his or her discretion, provide an alternative method for you to complete the missing term work or term exam, or may shift the weight of the missing term work or term exam on to the final exam. Some departments have rules governing this choice.
• Excused absences are not automatically granted even when you provide documentation.

If you are Absent from a Final Exam:
• Contact your instructor by email or telephone as soon as you are able to in order to advise them of your absence. You do NOT need to do this in person.
• Visit USS as above to complete a Request for Final Deferred Examination form within two working days following the scheduled date of the exam missed, or as soon as you are able, having regard to the circumstances underlying your absence. A delay in doing so may harm your chances of having a final deferred exam approved. This form is also available from Forms on the USS website at www.uss.ualberta.ca
• You will also need to provide supporting documentation (see Missed Term Work or Term Exam above).
• Deferred final exams are not automatically granted even when you provide documentation.

If You Become Ill While Writing an Exam:
• Speak immediately to an exam supervisor, hand in your exam paper and request that your exam be cancelled.
• Follow the process above that applies depending on whether it was a term exam or a final exam.