

## EXAM CONFLICTS

### CONFLICTS BETWEEN FINAL EXAMS – December and April periods ONLY.

#### A. Direct Final Exam Conflict

If you have two FINAL examinations in the same time slot (e.g. two exams scheduled at 2:00 p.m. on the same day), you will receive an email to your Western email account. The email will provide details on how to proceed and appropriate people to contact.

#### B. Direct Mid-Year/Mid-Year or Mid-Year/Final Conflict

If you are scheduled to write either one final exam and one mid-year test or 2 mid-year tests at the same time during the December or April exam periods, you will be emailed as a courtesy, however, you are responsible for contacting your Faculty Academic Counselling Office to make alternate arrangements.

#### C. Multiple Exam Situation (Examples below)

A **multiple exam** situation is defined as:

- 3 or more exams/midterm tests scheduled within 3 consecutive periods or 23 hours,
- 4 or more exams/midterm tests scheduled within 6 consecutive periods or 47 hours, or
- 5 or more exams/ midterm tests scheduled within 9 consecutive periods or 71 hours

A **period** refers to the morning, afternoon or evening slot on an exam day.

If you are in any of the above listed situations, you will be receiving an e-mail to your Western or @uwo.ca account, which will provide details on how to proceed.

### PROCEDURES FOR SPECIAL EXAMS

- ◆ Students would meet with an Academic Advisor first to receive the appropriate paperwork – **RECOMMENDATION FOR SPECIAL EXAM.**
- ◆ This form **MUST BE SIGNED** by the professor and returned to the Brescia Registrar's Office for final approval by the Academic Dean or Academic Advisors.
- ◆ Normal circumstances for approving a Special Exam include:
  - illness supported by medical documentation
  - death or illness within family
  - extra-ordinary personal circumstances
  - religious accommodation
- ◆ There will be a common rewrite day for all Brescia exams.

**Thursday January 11, 2018 at 9:00 AM, Brescia Auditorium**

- ◆ This exam rewrite day will be proctored by staff from the Brescia Registrar's Office.