



Policy Number: 02-70-045

Policy Title: CHANGE IN SCHEDULED EXAM AND OTHER ASSESSMENTS

Effective Date: August 16, 2019

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1. Generally

This policy defines the terms and conditions under which a student may request a change in the schedule for an exam or other assessment. **All requests are subject to the approval of the faculty of record or program director and appropriate school dean.**

Reasonably excused absences include but are not limited to the following:

- Serious illness
- Hospitalization
- Death in the immediate family, generally defined as spouse, children, siblings, parents and parents in-law
- Approved religious observance
- Approved accommodations
- Jury duty

Students who have missed or seek to delay an exam or other assessment, due to unforeseeable medical reasons may be required to provide appropriate documentation.

2. Responsibilities

- A) Students are responsible for requesting changes in the schedule for exams or other assessments consistent with the requirements established by the school or college.
- B) It is the responsibility of the faculty of record to approve or deny all requests for changes to the exam schedule or other assessments.
- C) The faculty of record is responsible for ensuring that makeup exams are proctored per the requirements of Policy 02-70-050, Exam Proctoring.
- D) Students deferring exams must take the exam within one week of the original exam date, absent extenuating circumstances. Failure to do so may be cause for assigning a grade of "incomplete," "F" or "no pass." Students who are approved for an exam deferral must reschedule the exam through the faculty of record.
- E) Students who defer exams shall sign the following affirmation prior to taking a deferred exam: "I affirm that I have not received any knowledge of the content of the exam that is to be made-up or discussed its contents with my classmates or others who may have knowledge of its contents."

- F) Students who receive permission to take an exam early shall sign the following affirmation prior to taking the exam: "I affirm that I will not disclose any knowledge of the content of the exam or discuss its contents with my classmates or others who may take this exam later."

Implementation Date: May 1, 2013

Revision History: August 16, 2019

Related Requirements: ORS353.200, Rights of Students Ordered to Active Duty

Related Policies and Procedures: [OHSU Code of Conduct](#); [OHSU Policy 02-01-002](#); [OHSU Policy 02-70-050, Exam Proctoring](#); [OHSU Policy 02-01-002 Equal Access for Students with Disabilities](#); [OHSU Policy 03-05-030, Equal Opportunity](#); [OHSU Policy 03-05-037](#), Religious Exercise and Religious Expression; [ORS 353.190](#).

Responsible Office: Office of the Provost, academicpolicy@ohsu.edu

Supersedes: CAP Policy 0-01-0513

Key Words: Exam schedule, course requirements, student assessments, accommodations, proctoring