



**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. Each school or college may decide if make-up arrangements are required for quizzes or assessments that utilize laboratories, on-line classes, and simulation activities.

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.”

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**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](#); [Policy 02-01-002](#); [Policy 02-70-050, Exam Proctoring](#); [Policy 02-01-002, Equal Access for Students with Disabilities](#); [Policy 03-05-037, Religious Exercise and Religious Expression](#); [ORS 353.190](#).

**Responsible Office:** Office of the Provost, [academicpolicy@ohsu.edu](mailto:academicpolicy@ohsu.edu)

**Supersedes:** CAP Policy 0-01-0513

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