

**AA21****DEFERRED EVALUATION**

Classification:	Academic Affairs
Responsible Authority:	Dean, Academic Development
Executive Sponsor:	Senior Vice President, Academic
Approval Authority:	Algonquin College Executive Team
Date First Approved:	November 2, 1988
Date Last Reviewed:	December 05, 2023
Date to Complete Next Mandatory Review:	December 05, 2028

**PURPOSE**

To provide a mechanism to address evaluations that will be or have been missed by learners due to exceptional circumstances.

**SCOPE**

All learners of the College.

**DEFINITIONS**

<b>Word/Term</b>	<b>Definition</b>
Academic Administrator	An Academic Administrator is a Program Chair, Academic Manager, Associate Chair, Dean, Testing Services Manager, or designated decision-maker
Academic Advisor	A professor or instructor who has been assigned the responsibility of providing academic guidance to students in their program at one or more specific levels.
Creed	As adopted by the Ontario Human Rights Commission: "Creed is interpreted to mean "religious creed" or "religion." It is defined as a professed system and confession of faith, including both beliefs and observances or worship. A belief in a God or gods, or a single supreme being or deity is not a requisite. Religion is broadly accepted by the OHRC to include, for example, non-deistic bodies of faith, such as the spiritual faiths/practices of aboriginal cultures, as well as bona fide newer religions (assessed on a case by case basis). The existence of religious beliefs and practices are both necessary and sufficient to the meaning of creed, if the beliefs and practices are sincerely held and/or observed" (OHRC, 1996).
Evaluation	A formal measurement of how a learner has demonstrated their achievement of the course learning requirements.

Exceptional Circumstances	Serious illness, personal or family tragedy, religious creed based and Indigenous spiritual practices, legal obligations (e.g. jury duty, witness, defendant).
Learner	A learner is a prospective student; a lead or applicant; a registered student; a graduate; or an employee that is engaged in a learning activity with Algonquin College.
Professor	All teaching members with full time, other than full time or contract status.
Program Coordinator	The Program Coordinator is a professor who is assigned the duties and responsibilities as central point of contact when a student has any questions or concerns about their program. The Program Coordinator is assigned complimentary hours on their SWF for this purpose.
Retroactive Accommodation	Accommodation relating to circumstances where the learner has failed to meet a deadline due to a significant and/or unanticipated change in their functional abilities or health status.

## POLICY

Learners demonstrate their mastery of the program learning outcomes by participating in evaluation mechanisms scheduled throughout the term. The College has the responsibility to ensure that all learners are evaluated in an equitable manner by scheduling evaluation sessions throughout the term.

The College recognizes that learners may face exceptional circumstances during the semester which can prevent them from completing an evaluation(s) as scheduled. In those circumstances, learners can request an extension to complete the evaluation(s) that will be or has been missed.

1. Professors shall indicate expectations about appropriate notice for absences due to illness or other exceptional reasons on the weekly schedule.
2. Learners are expected to make every effort to meet the originally scheduled course requirements by writing tests and examinations as scheduled and submitting assignments by the due date.
3. Learners can request to have an evaluation rescheduled if one of the following eligibility criteria of exceptional circumstances is met:
  1. Suffer from a severe illness or other medical issues, such as attendance at essential medical appointments, receiving treatment, resulting in the inability to be present for a scheduled evaluation;
  2. Have legal obligations such as jury duty or court appearances;
  3. Face significant personal circumstances such as family bereavement or family crisis;

4. Have a conflict with religious, creed based, and/or Indigenous spiritual practices (see Creed definition).
4. Learners are to notify their professor of their absence in writing and of the need for a rescheduled evaluation as soon as possible, before or, in extenuating circumstances, as soon as they are able after the evaluation is missed, generally within three (3) business days. Under certain circumstances, requests submitted past the evaluation due date and after the allocated three (3) business days may be considered at the discretion of the Academic Administrator. An explanation as to the reason for the delay in submitting the request may be required.
5. For a deferral request related to religious, creed based, and/or Indigenous spiritual practices, a minimum of ten (10) business days prior notification must be provided to the professor.
6. Documentation to support any of the eligibility criteria may be required of learners. Professors are to exercise discretion when requiring documentation, mainly when the evaluation in question constitutes a small proportion of the course grade, or when alternative means for carrying out the evaluation are available.
7. If the learner believes the accommodation or denial of the request is unfair, the learner has the right to appeal the decision (refer to AA19 Academic Appeal policy).

## PROCEDURE

	Action	Responsibility
1.	Deferred Evaluation Notification	
1.1	Before the scheduled evaluation date, notify the professor in writing of the extenuating circumstances detailing the affected course(s), evaluation(s) impacted, date(s), and the eligibility criteria of the exceptional circumstance.	Learner
1.2	When the absence of a learner affects more than one course and/or evaluation, the formal request to reschedule the evaluations will be submitted by the learner to the Program Coordinator or Academic Advisor, who will discuss the exceptional circumstance with the Academic Administrator.	Learner
2.	Deferred Evaluation Request Review	
2.1	Review the written request and any accompanying documentation and seek clarification as required. If necessary, request that the learner submit supporting documents to support the eligibility criteria. As required, consult with the Academic Administrator and the Centre for Accessible Learning (CAL) to determine other accommodation eligibility options such as retroactive academic accommodations.	Professor and/or Program Coordinator, Academic Advisor

2.2	If request is granted, proceed to Step 3.	Professor and/or Program Coordinator, Academic Advisor
2.3	If the request is not supported, submit the request and accompanying documentation to the Academic Administrator and proceed to step 2.4.	Professor and/or Program Coordinator, Academic Advisor
2.4	As required, grant or deny the request and notify the learner in writing of the decision. Suggest alternatives such as retroactive academic accommodations, etc. as appropriate.	Academic Administrator
2.5	Notify the professor(s), Program Coordinator and/or Academic Advisor involved of the learner's absence and the need to reschedule the evaluations.	Academic Administrator
3.	<b>Implementation of Deferred Evaluations</b>	
3.1	If the evaluation deferral is granted, the professor may:  3.1.1 Make arrangements with the learner to have missed course work, test(s) or assignment(s) completed beyond the regularly scheduled deadline;  3.1.2 Give alternate assignments or evaluations;  3.1.3 In extenuating circumstances, apply the weighting of a missed assignment or term test to the weighting of the final grade if agreed to by the learner.	Professor
	NOTE: At the request of the learner(s) and/or College staff, the Academic Administrator may extend the timelines above, with notice to the learner and the professor/staff of the extended timeline where extenuating circumstances necessitate a further delay within due process.	

### RELATED MATERIALS

Please refer to the [Religious Holiday Index](#) for a general listing of recognized holidays and spiritual days of significance. This list is not exhaustive and subject to change.

### RELATED POLICIES

AA13 Assessment and Evaluation of Learning

AA19 Academic Appeal

AC01 Students with Disabilities