Information for Students Applying to Write Deferred Final Exams Off-Campus

Deferred Final Examinations for **2019 Winter** term will be held **May 17 - 29, 2019**. Deferred Examinations approved to be written off-campus will be written on the same date and time as the on campus examinations, unless otherwise noted with the information confirming your location. The schedule will be posted by **May 8, 2019** through Carleton Central. Please take the time to review carleton.ca/exams/rules-and-procedures/ before this or any other Carleton examination. From this site you can also access the public view of the Deferred Examination schedule if necessary.

When you applied to write a Deferred Exam, you had the option of **choosing to write off-campus**. If you either did not choose this option and now wish to apply for it, or if you now want to change the location from your original choice, you have up to the deadline indicated below to request an off-campus exam arrangement. There are different deadlines and instructions when asking to write either **WITHIN** or **OUTSIDE** Canada. Please ensure you follow the appropriate procedure below: (Note: there will be a **processing fee** per exam charged to your student account for this arrangement.)

Any cancellation of such arrangements must be made in writing and emailed to deferredexaminations@carleton.ca. Fee refunds for cancellation notices of fewer than 48 business hours will not be possible in the majority of cases, and in some cases cancellation notice of fewer than 72 hours will result in only a partial refund – depending on the refund policy of the host test centre.

1) **Writing WITHIN Canada:**

- The deadline to apply to write a deferred final examination off-campus **within Canada** is **May 8, 2019**.
- Information about where to report for your exam will be emailed to your Carleton Student account by **May 13, 2019**.
- **Please Note:** we will select an approved testing facility within a 160km radius of the city that you chose.

2) **Writing OUTSIDE Canada:**

- The deadline to apply to write a deferred final examination off-campus **outside Canada** is **May 7, 2019**.
- Information about where to report for your exam will be emailed to your Carleton Student account by **May 13, 2019**.

Scheduling & Exam Services will choose the test center. Types of centers typically used include libraries, universities, colleges, Academy of Learning and internationally could also include British Council.

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