

**HELPFUL INFORMATION
FOR
ANYONE WRITING A STANDING DEFERRED EXAMINATION IN A MATHEMATICS COURSE
PLEASE READ THIS ENTIRE DOCUMENT CAREFULLY**

If you have been granted an Academic Concession from your Faculty, which resulted in the granting of a Standing Deferred (SD) status in a Math course from a previous term, you are eligible to write a Standing Deferred exam.

In the Math Department, you can write this exam in one of two ways:

- A) during the next regularly scheduled final exam sitting for that Math course.
- or**
- B) during the Enrolment Services SD exam sittings in the summer.

A) To Write an SD Exam With the Next Regularly Scheduled Exam Sitting for a Course in the December or April Final Exam Sittings.

If the course you have been granted an SD status in is being offered in the September or January academic term, you may write that final exam to complete the course. Please follow the following steps.

1. Make a note of the exam date, time, and location from the exam schedule posted outside the Math Office. See #2 below to determine which exam section and location to attend.
2. Some courses are multi-sectioned while others have just one section. Multi-sectioned courses can have either the same exam for all of the sections or a different exam for each section.

Multi-Sectioned Course with the Same Exam for Each Section:

- contact the instructor in charge of that course to confirm that all sections will write the same exam. You can discover who is in charge of a course by looking at the timetable on the bulletin board outside of the Math Office. On the top line of a course listing, in bold print, there is a course number, term number, and then a name of an instructor and the course title. For example - **MATH 100 TERM 1 Gupta, R. Differential Calculus.....** In this example, Dr. Gupta would be whom you would contact. Contact information for instructors can be found on the list posted on the bulletin board outside the Math Office, at the front counter within the Math Office, or at www.math.ubc.ca.
- When all sections of a course are writing the same exam, it does not matter which section of the exam you write with. Find out from the instructor in charge what aids to bring to the exam and areas to study.

- Make a note of the date, time and location of the exam.
- Take your UBC ID card to the exam sitting. Write on the front page that it is a Standing Deferred exam. Point out to the invigilator when you hand the exam in at the end of the sitting that it is a Standing Deferred exam.

Multi-Sectioned Course with a Different Exam for Each Section

- Contact the instructor in charge of this course to find out if all sections are writing the same exam for each section or a different exam for each section. See above for directions for finding the instructor in charge.
- If the exams are different for each section, we recommend you speak to each instructor to find out which exam would best match the material that you studied in the course.
- Once you have determined which section's exam you will write, make a note of the date, time, and location of this specific exam. Ask the specific instructor what aids to bring and what areas to study.
- Take your UBC ID card to the exam sitting. Write on the front page that it is a Standing Deferred exam. Point out to the invigilator when you hand the exam in at the end of the sitting that it is a Standing Deferred exam

Single-Sectioned Courses

- Contact the instructor of the course to find out what aids to bring to the exam and what areas to study. Instructor contact information can be found above, within this document.
- Make a note of the date, time and location of the exam.
- Take your UBC ID card to the exam sitting. Write on the front page that it is a Standing Deferred exam. Point out to the invigilator when you hand the exam in at the end of the sitting that it is a Standing Deferred exam

Important Note: There is a deadline by which all students must complete a course by writing a Standing Deferred examination. If you are not sure what that is, check with your Faculty Office. In certain circumstances, a Faculty will extend a deadline, upon the student's request, however, don't count on it.

B) To Write an SD Exam With the Next Regularly Scheduled Exam Sitting for a Course in the June, July, or August Final Exam Sitings.

If the course you have been granted an SD status in is being offered in the Summer academic terms, you may write that final exam to complete the course. Please follow the steps below.

1. Make a note of the exam date, time, and location from the exam schedule posted on-line or on the bulletin board outside the Math Office.
2. Contact the instructor of the section of the exam you intend to write and ask what topics to study and what aids to bring to the exam. Make sure you attend that section in case multi-section courses have different exams.

C) To Write a Standing Deferred Examination during the Formal Sitting Run by Enrolment Services in the Summer.

Enrolment Services holds a sitting of Standing Deferred exams every summer. The approximate exam period is from late July to early August. Enrolment Services will send an email to all students who have been granted a Standing Deferred status by their Faculties, to inform them of this option, and to ask if they wish to participate in this sitting. This email is usually sent out in late May. If you wish to complete your course by writing an exam with this sitting, you must reply to the email or apply in person at Enrolment Services by the deadline stated in the letter (usually around June 24th). The name of the contact person for Standing Deferred exams at Enrolment Services is Sheila Williamson. She can be reached by email at sheila.williamson@ubc.ca. **If you have not received an email from Enrolment Services by June 3rd, please contact Sheila Williamson. Do not contact her earlier as she does not have any information for you before then.** Enrolment Services has its own schedule for their deferred exam sittings, separate from the Math Department. **If you have not received the date, time, and location of your exam by July 10th, please contact Sheila Williamson. Do not contact her for exam scheduling information prior to July 10th as she does not have the information earlier.** The Math Department does not have access to this information.

To find out what aids to bring to an SD exam being written through Enrolment Services, please email me at ness@math.ubc.ca a week or so before the exam is to take place.

If you have read this document carefully, and you have a question, please email me.

Mar Ness

Department of Mathematics; Email: ness@math.ubc.ca ; Tel.: (604)822-6430