The following outlines the steps necessary for a student to submit a request for a Deferred Final Assessment.

1. Log into MyUofC

2. After logging into MyUofC portal, navigate to Exams and Grades page by clicking the corresponding icon on the left.
If you are using a smaller window size on your desktop or a mobile device, the navigation may appear as below:

Or, tap on Home to open the drop down menu for all navigation tabs.

3. Under the Final Exam Schedule section, click on Deferred Final Assessment Request

4. The deferral request page displays. Click the Create a new request button.
5. The application guidelines display. **These instructions are very important. Please read them entirely.**

6. Once you have read the application guidelines, click the **Checkbox** to indicate that you have read and understand the guidelines, then click **Continue.**

7. The **Application for Deferred Final Examination** displays. **Please read all information carefully.**

8. Select the course(s) for which you wish to request a deferral. Click the **Checkbox(s)** for the respective course(s).

9. Click the **Checkbox** for Winter 2020 Deferred Final Assessment

10. In the comment box, input your @ucalgary.ca email address. Then for each course, indicate the course component (paper, test, final, other). Indicate the date you will be submitting it, for example: "XXXX 201 Term Paper 2 on May 10".
If you are deferring a scheduled test (quiz, exam with specific start time), please indicate that, i.e. "XXXX 201 Scheduled final exam".

11. Review the application guideline. Once complete, click the **Checkbox** indicating your understanding of the guidelines.
12. Click the **Checkbox** below to confirm the information you have provided is true and accurate.

13. Review your application to ensure the information is complete then click the **Submit** button to complete and submit your application.

14. After the submission, the **tracking number** will be displayed on the application and on the application main page (e.g. 000000014). The **Approval Status** will be updated when your application is reviewed. To review your submitted deferral request, click the **View Request** button.

   ![Tracking Number](image)

   **End of Procedure.**