

## UOIT STUDENTS REGISTERED IN TRENT UNIVERSITY FALL 2013 COURSES

**\*Please note that this memo is in regards to Fall half-course final exams and full-year Fall/Winter course midterm exams which fall in the official Trent University Oshawa exam period – Monday, December 9<sup>th</sup> to Wednesday, December 18<sup>th</sup>. \***

1. Students who are scheduled to write and complete three examinations within a 24 hour period are eligible to write the middle exam on the alternative exam date. If your middle exam is a Trent University exam, please send notice of your conflict, by email, to Amber Ashton (Administrative Coordinator, Trent University Oshawa) at [alashton@trentu.ca](mailto:alashton@trentu.ca). Please list all three of the exams in the 24-hour period including course code, exam date and exam time. You must include your UOIT student ID number. If your middle exam is a UOIT exam, please refer to the UOIT Final Examination Policy which is posted on the UOIT website.

The following scenario would qualify - Exam # 1 - Monday 9:10 am, Exam # 2 - Monday 11:10 am and Exam # 3 - Monday 7:10 pm.

The following scenario would **NOT** qualify - Exam # 1 - Monday 9:10 am, Exam # 2 -Monday 7:10 pm, Exam # 3 - Tuesday 9:10 am - the third exam is outside the 24 hour period.

2. UOIT students who have a UOIT exam scheduled at the same time as a Trent University exam are eligible to write the Trent exam on the alternative exam date. Please contact Amber Ashton at [alashton@trentu.ca](mailto:alashton@trentu.ca) specifying the courses/exams in conflict along with your student ID number.

**\*\*Your eligibility will be confirmed or denied by email only. Therefore, please make your requests by email, before the deadline– Monday, November 25, 2013.** Your request must be from your UOIT email account and must include all details (i.e. your name, student number, course code for each exam and exam date and time details). Incomplete requests will be delayed therefore, it is important to include all of the required information. Once your conflict has been verified by the UOIT Registrar's Office, a confirmation of eligibility will be sent to you along with alternative exam details.\*\*

If you are eligible to write your exam on the Trent University Oshawa campus Alternative Exam date, the date has been set for:

**\*\*TRENT OSHAWA ALTERNATIVE EXAM DATE - FRIDAY DECEMBER 20, 2013 at 9am on the Trent University Thornton Rd. S. Campus\*\* 55 Thornton Road South Oshawa**

**DEADLINE TO REQUEST PERMISSION TO WRITE ON THE TRENT OSHAWA ALTERNATIVE EXAM DATE IS:**

**\*\*MONDAY, NOVEMBER 25, 2013\*\***