



# DISTANCE EDUCATION

A student may apply to write an out-of-time examination by submitting a completed Out-Of-Time Examination Form to the Distance Education office. Other than in exceptional circumstances, students must complete and submit their request for an out-of-time examination form at least 3 weeks in advance of their scheduled examination.

All communication about out-of-time examination requests will be sent to your MyOkanagan email address. This includes information about request approvals, denials, or if more information is needed from you. It is the student's responsibility to make sure they check their MyOkanagan email address regularly for updates related to their requests. MyOkanagan emails can be forwarded to personal email addresses using the instructions below.

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1.

Approval of an out-of-time examination request shall be granted if the student has two or more examinations scheduled at the same time or, has three or more examinations scheduled within a 24-hour period. Submission of a form is NOT required for exam schedule conflicts. Please send an email to [exams@okanagan.bc.ca](mailto:exams@okanagan.bc.ca) and include your name, student number, and exam conflict information.

2.

**Medical/Health:** Approval of an out-of-time examination request may be granted if the student has been injured, or hospitalized or is under the care of a health care professional/practitioner for a condition which prevents the student from writing the examination at the scheduled time.

*Compassionate:* Approval of an out-of-time examination request may be granted for