

## INFORMATION FOR INSTRUCTORS: Student Illness & Missed Exams

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Lakehead University is temporarily suspending the need for a student who is ill to provide a Certificate of Illness or Incapacitation completed by a Medical Professional as per University Regulation IV “Examinations – Missed Examinations Due to Illness or Other Extenuating Circumstances”.

Students who are ill and need to defer an exam will:

1. **Inform their instructor(s) directly by email from their lakeheadu.ca email prior to their exam.**  
(Note: In exceptional circumstances, should a medical situation arise leading up to or during the exam, students will inform their instructor immediately.);
2. **Within the email provide a self-declaration affirming their illness to be true** (see sample email below that the student will need to provide in order for you to accept their self-declaration for the purposes of rescheduling their exam);
3. **Once the student has returned to good health, the student will immediately contact their instructor(s) to arrange a new exam date.**

Note: No additional documentation (e.g. Certificate of Illness, Medical Note) will be required from the student.

Please keep track of the students who have missed an exam and make arrangements with the student to reschedule on another date. It is advised to plan and prepare a second exam in the event that you have students who may miss the originally scheduled exam due to illness.

Students writing a deferred exam and who meet the eligibility to write a Special Exam will still have the option to write a Special Exam. A deferred exam does not replace a Special Exam. It is important that deferred exams are rescheduled prior to the Special Exam period.

**If you have any questions or require any assistance related to this, please contact Nikki Maronese, Scheduling & Exam Coordinator at ext. 8498 or [schedule@lakeheadu.ca](mailto:schedule@lakeheadu.ca).**

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### **Student Self-Declaration Email:**

I am submitting this self-declaration as a request made in good faith for academic consideration due to illness that has temporarily impaired my physical health and ability to write my exam/test as scheduled.

By making this declaration I am affirming these statements to be true. Once I have returned to good health, I will contact my professor directly via email to arrange a new exam date.

I understand that providing any false or misleading information, or using this self-declaration to delay or avoid fulfilling academic requirements, constitutes a breach of academic integrity as outlined in the Lakehead University’s [Academic Integrity and Policies](#).

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