

Send to: Winter 2024 instructors, Deans + Associate Deans (Undergraduate & Graduate Studies),
Departmental Exam Reps

From: Registrar's Office Masters regmstrs@uwaterloo.ca

Date: February 9, 2024

Subject: IMPORTANT: Winter 2024 Make-up Exam Sessions



To: Winter 2024 instructors, Deans + Associate Deans (Undergraduate and Graduate Studies) + Departmental Exam Reps

Winter 2024 make-up dates and times:

Date	Time	Odyssey Printing Deadline
Monday, April 29, 2024	9 a.m. – 11:30 a.m. 1:30 p.m. – 4 p.m.	Sunday, April 21, 2024
Friday, May 3, 2024	6:30 p.m. – 9 p.m.	Sunday, April 28, 2024
Saturday, May 4, 2024	9 a.m. – 11:30 a.m.	Sunday, April 28, 2024

Note: These make-up exam sessions are not mandatory. Instructors have the option to accommodate students outside of these dates and times.

To be included in one of these make-up sessions, student information must be entered into [Odyssey](#) by the instructor. The course co-ordinator/advisor or Exam Representative can also enter this information upon approval of the instructor into Odyssey. Students who are approved can view their make-up date, time, and assigned seat in Odyssey once the exam print deadline has passed. Students who show up to an RO make-up exam session who are not entered into Odyssey or reported to the Scheduling Office will not be permitted to write and will be directed to contact their instructor.

It is recommended that an alternate exam be sent to regmstrs@uwaterloo.ca, or the instructor may choose to use the existing upload in Odyssey for the make-up exam session(s). All alternate exams must be submitted to the Registrar's Office by the print deadline to be included in the make-up exam sessions. Once the exams are submitted, the Registrar's Office will print, administer, and proctor the make-up exam sessions in designated rooms (space will be determined and assigned by the RO once we have final registration numbers). Instructors are not required to attend the make-up exam but are welcome to attend.

Instructions on how to enter student information and create instructor make-up exam sessions in Odyssey can be found online at [Registrar's Office Final Examination Makeup Sessions](#).

All written **Crowdmark** exams will be sent to W Print for scanning the day after they have been written unless otherwise requested.

All other written exams will be couriered to your department mailroom the next business day. Any exams with **Akindi** bubble sheets will be scanned by the Registrar's Office and sent to the instructor via email and the written exam in its entirety will be couriered to your department mailroom the next business day.

If the instructor or a designate would like to pick up written exams in **MC 4043**, an email from the instructor must be sent to regmstrs@uwaterloo.ca before the date of the written exam. Available pick-up days:

Date	Time
Tuesday, April 30, 2024 (Exams written on April 29)	10 a.m. – 4 p.m.
Monday, May 6, 2024 (Exams written on May 3)	10 a.m. – 4 p.m.

Questions can be directed to regmstrs@uwaterloo.ca.

Thank you,

The Registrar's Office