

BIOLOGY UNDERGRADUATE STUDENT ACCESS TO FINAL EXAMINATIONS

APRIL 2015

The policy on student access to written final examinations has the following two objectives:

1. to provide an opportunity for the student to review the examination script; and
2. to enable the instructor to maintain the confidentiality of questions drawn from a limited pool of questions.

NOTE: It is not possible to request to review an exam before the marks are officially posted on Mosaic. Exam reviews will only be held after the deferred exam period is completed.

Students who wish to look at their final exam must complete the attached form for each Biology or Molecular Biology course they wish to review.

The completed application form should be returned to:

Academic Program Assistant (Undergraduate)
Biology Department, Life Sciences Building, Room 215C
McMaster University, 1280 Main St. W., Hamilton ON L8S 4K1

A student's completed application form must be submitted by June 30th following the Fall/Winter Session or by October 15th following the Spring/Summer Session. The relevant Session is the one during which the last graded material for the course was due.

The reason for the request will be reviewed as soon as possible and not later than one month after the application form is received. Upon approval of the application, your exam will be retrieved from storage at which time you will be contacted by your instructor, instructional assistant or a representative with the details on how your examination will be reviewed. You will be contacted to arrange an opportunity to look at your final exam paper.

Instructions to be followed during and after the Exam Review

1. Students are NOT authorized to bring in any course material or tools with them during the viewing of their final exams. Laptops, textbooks, custom coursewares, lectures notes, articles, etc., cannot be used during the viewing session.
2. Students are NOT authorized to take notes during the viewing session, or to submit notes during the viewing of their exams.
3. Course instructors may or may not provide a marking key for consultation. If a marking key is provided, students may consult it alongside the copy of their final exams. Students are NOT authorized to keep the marking key provided.
4. Apart from obvious errors (e.g. addition mistakes), remarking of the final exam is not an option.
5. If students wish for their exam to be formally remarked, they must file for the formal review with the Associate Dean of Science Studies Office, BSB-129.
6. **BY ATTENDING AN EXAM REVIEW SESSION, ALL STUDENTS AGREE TO FOLLOW THE INSTRUCTIONS OUTLINED ABOVE AND THE ONES PROVIDED AT THE EXAM REVIEW SESSION.**

DEPARTMENT OF BIOLOGY APPLICATION TO REVIEW FINAL EXAM

(PLEASE PRINT IN BLACK INK)

Last name: _____

First name: _____

Student Number: _____

Email address: _____

Telephone number (Daytime): _____

Telephone number (Evening/Mobile): _____

Course code and name for which you would like to review final exam: _____

Year and semester you took the course: _____

Specific reason for requesting a formal review of the final exam:

Signature: _____

Date: _____

FOR OFFICE USE ONLY

DATE RECEIVED IN OFFICE:

ACCEPTED ()

DECLINED ()