

## **VIEWING FINAL EXAMS/FORMAL REVIEW**

NOTE: It is not possible to request to view an exam before the marks are officially posted on MUGSI.

In order to have your exam reviewed, you need to contact the School of Geography and Earth Sciences (SGES) and follow the procedure outlined below:

### **1) Exam Viewing Request**

Students who wish to look at their final exams must write a letter on 8-1/2" X 11" paper, clearly written or typed, and MUST contain the date and your signature. Please address this letter to Dr. Bruce Newbold, Director, School of Geography and Earth Sciences.

A Student's written request to review the final examination script must be submitted to the Department Chair no later than:

- June 30<sup>th</sup> for Fall/Winter courses
- October 15<sup>th</sup> for Spring/Summer courses

Note: E-mails are NOT acceptable.

The letter must contain the following information:

1. Student Name & Student Number
2. Course Name, Year and Term
3. Co-ordinator/Instructor's Name
4. Reason(s) for review—Please include any discrepancies of which you are aware.
5. Your telephone number and e-mail address – where we can contact you within a few weeks upon receipt of your letter to set up an appointment.

Letters should be submitted to the main SGES office (GSB-206)

Dr. B. Newbold, Director  
School of Geography and Earth Sciences  
McMaster University  
1280 Main Street West  
Hamilton, ON L8S 4K1

Please note that viewing of a final exam does not imply that it needs to be remarked. You will be given an opportunity to look at your final exam paper. After this, and only if you need to discuss your exam further, contact the course instructor

### **2) Contacting the Course Instructor**

Once you have viewed your final exam, you may contact your course instructor to discuss your exam further.

Please note that at this step the course instructor will **not** conduct any remarking of the final exam, unless obvious errors are found (e.g. mistake in the sum of the mark obtained).

### **3) Remarking of the Final Exam**

If you wish to have your final exam formally remarked, your only option is to file for the formal review with the Associate Dean's (Faculty of Science) office in BSB-129 (formal review costs \$50).

### 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, lecture 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) After having viewed their exams, students who wish to meet with the course instructor to discuss their final exam, are responsible to contact their course instructor and notify them as such. The School of Geography and Earth Sciences is NOT responsible of forwarding such requests to the course instructors.

Apart from obvious errors (e.g. addition mistakes), remarking of the final exam is not an option at this stage.

- 5) If students wish for their exams to be remarked, they must file for the formal review with the Associate Dean's office (Faculty of Science).
- 6) A staff member from the School of Geography and Earth Sciences will supervise the Exam Review Session and will remind students of the above instructions.
- 7) **BY ATTENDING AN EXAM REVIEW SESSION, ALL STUDENTS AGREE TO FOLLOW THE INSTRUCTIONS OUTLINED ABOVE AND THE ONES PROVIDED AT THE EXAM REVIEW SESSION.**