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

In order to have your exam reviewed, you need to contact the School of Interdisciplinary Science office and follow the procedure outlined below:

1) Exam Viewing Request
Students who wish to review one of their exams (for iSci - one of the discipline specific or synoptic final examinations) must write a letter clearly written or typed, and it MUST contain the date and your signature. If a student wishes to review more than one exam (for iSci - more than one discipline specific or synoptic final examinations) then a listing of each course exam to be reviewed must be included in the letter.

A Student’s request to review a final examination script must be submitted to the School of Interdisciplinary Science no later than:
• June 30th for Fall/Winter courses
• October 15th for Spring/Summer courses

Note: Requests may be submitted via written copy only. The letter must contain the following information:
1. Date
2. Student Name & Student Number
3. Course Name, Year and Term (or listing of multiple courses, year & term)
4. Reason(s) for review – Please include any discrepancies of which you are aware
5. Contact information including telephone number and e-mail address

Letters should be submitted to the School of Interdisciplinary office (General Science Building, Room 105):

Dr. Maureen Macdonald
C/O Sarah Robinson, Administrator
School of Interdisciplinary Science
General Science Building, Room 105
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 a formal review with the Associate Dean of your Faculty (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 exam. Laptops, textbooks, custom courseware, 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 exam.

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 exam. Students are NOT authorized to keep the marking key if it was provided.

4) After having viewed their exam, 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 Interdisciplinary Science is NOT responsible for 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 exam to be remarked, they must file for a formal review with the Associate Dean’s office of their Faculty.

6) A staff member from the School of Interdisciplinary Science will supervise the Exam Review Session and will remind students of the above instructions.

BY ATTENDING AN EXAM REVIEW SESSION, A STUDENT AGREES TO FOLLOW THE INSTRUCTIONS OUTLINED ABOVE AND THE ONES PROVIDED AT THE EXAM REVIEW SESSION.

Last revised: April 5th, 2016