LIFE SCIENCES PROGRAM VIEWING FINAL EXAMS/FORMAL REVIEW POLICY

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 Life Sciences Program office and follow the procedure outlined below:

1) Exam Viewing Request
Students who wish to look at their final exams must type a letter, it MUST contain the date and your signature. Please address this letter to Dr. Patricia Chow-Fraser, Director, Life Sciences Program.

A Student’s request to review the final examination script must be submitted to the Academic Program Advisor 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. Student Name & Student Number
2. Course Name, Year and Term
3. Instructor’s Name
4. Detailed reason(s) for review—Please include any discrepancies of which you 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 Life Sciences Program Office:
C/O Vanessa Killinger
Academic Program Advisor
Life Sciences Program
Burke Science Building 110
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 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 exams. 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 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 if it was 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 Life Sciences Program 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 exams to be remarked, they must file for the formal review with the Associate Dean’s office of their Faculty.

6) A staff member from the department through which the Life Science course is delivered (e.g. Biology, Earth & Environmental Sciences), or from the Life Sciences program will supervise the Exam Review Session and will remind students of the above instructions.

BY ATTENDING AN EXAM REVIEW SESSION, ALL STUDENTS AGREE TO FOLLOW THE INSTRUCTIONS OUTLINED ABOVE AND THE ONES PROVIDED AT THE EXAM REVIEW SESSION.

Last revised: May 5, 2015