Examinations Scripts

(1) “Examination script” shall include all final evaluative instruments (e.g. final examinations, re-examinations, project reports, papers, engineering designs or prototypes) in undergraduate courses in the Faculty of Engineering and Applied Science.

(2) In the case of final examinations, the examination script shall consist of all workings done by students in developing their answers to examination questions and all markings made by the individual(s) grading the examination script.

(3) In marking an examination, the course instructor(s) shall give appropriate consideration to all workings done by students in developing their answers to the examination questions.

(4) Any workings that a student does not wish to have considered in the marking of a final examination should be indicated by placing an X through that section of the examination script. When the “Official Examination Answer Book” is used for an examination, calculations that form part of an answer must be done on the ruled pages.

(5) Examination scripts are the property of Memorial University and shall not be tampered with in any way. Examinations scripts shall be provided to the Associate Dean (Undergraduate Studies) by course instructors upon request by the Associate Dean.

(6) Faculty members shall retain in their office all examination scripts for each course that they have taught for a period of at least one year from the date on which the marks are released for the course. Alternative storage or disposal of examination scripts shall be done through the Office of the Associate Dean (Undergraduate Studies).

Final Examinations

(7) In setting examinations, the course instructor(s) shall include on each examination paper a clear statement of the marks available for each examination question and question part.
(8) In marking examinations, the course instructor(s) shall indicate on the examination script the total number of marks awarded for the examination as well as number of marks awarded for each examination question or question part.

(9) Two copies of the examination paper shall be submitted by the course instructor to the Associate Dean (Undergraduate Studies) at least 24 hours before the examination.

**Release of Marks to Students**

(10) Marks in individual courses shall only be disclosed to students through the Associate Dean (Undergraduate Studies) in the Faculty of Engineering or through the Registrar’s Office.

(11) Once the marks have been released in accordance with (10) above, students may contact their course instructor to seek an informal explanation of the marking in a particular course or examination. Course instructors are not obliged to discuss exam marks with students, and students should formally request a viewing or rereading of their examination script if they are not able to obtain an informal explanation from the course instructor.

(12) When errors in marks are identified by the course instructor, he/she shall report any errors in marking to the Associate Dean (Undergraduate Studies) so that corrections can be made on the student’s record.

**Official Viewing of Examination Scripts**

(13) Students are able to view their final examination scripts, with all marks for questions and question parts indicated on the script, in accordance with the procedures outlined in the University Calendar.

(14) Requests for viewing of an examination script shall be made by completing the Examination Viewing Form (attached) which is available through the Office of the Associate Dean (Undergraduate Studies).

(15) At the request of the Associate Dean (Undergraduate Studies), course instructors shall provide the Associate Dean with the original examination script and a solution set for the examination or a written explanation of the allocation of marks for other final evaluation instruments. The instructor shall describe how part marks are allocated. It is recognized that part marks may depend on evidence of certain solution steps, intermediate results, an appraisal of the understanding exhibited in the student’s work, or some combination of these or similar measures.
(16) If, during the viewing of an examination script, a student is concerned that there has been an error in calculating the mark or that one or more questions have not been graded fairly, he/she should outline the nature of any concerns with the marking in the space provided on the Examination Viewing Form.

Rereading of Examination Scripts

(17) Students are able to request a reread of examination scripts by making a request for a reread through the Registrar’s Office.

(18) Where possible, rereads will be completed by an individual who was not involved in the original marking of the student’s work.

(19) Student identities will be withheld from the individual undertaking the reread.

(20) In advance of the reread, the original marker shall provide the Associate Dean (Undergraduate Studies) with:
   a. the original examination script
   b. a statement of the marking scheme for the course (i.e. marks allocated for assignments, quizzes, tests, midterms, projects, laboratories, final examination)
   c. a breakdown of the marks for the student requesting the reread in each aspect of the course.
   d. original examination scripts for 5 other students in the course - 1 examination script in each of the following range of marks: top 20%, next 20%, next 20%, next 20%, bottom 20%.
   e. a solution set for the examination, or a written explanation of the allocation of marks for other final evaluation instruments, or other information deemed necessary by the Associate Dean (Undergraduate Studies), in consultation with the appropriate Discipline Chair, to facilitate the reread. The original marker shall describe how part marks are allocated, and it is recognized that part marks may depend on evidence of certain solution steps, intermediate results, an appraisal of the understanding exhibited in the student’s work, or some combination of these or similar measures.

(21) The Associate Dean (Undergraduate Studies), in consultation with the appropriate Discipline Chair, will identify an appropriate individual to undertake the reread of the examination script.

(22) All information referenced in (20a, b, d and e), as well as a copy of any concerns that the student identified during any viewing of the examination, will be made available to the individual undertaking the reread.
(23) If the Associate Dean (Undergraduate Studies) identifies a significant discrepancy between the marks before and after the reread, then the Associate Dean may appoint another person (other than the original marker and the person who conducted the reread) to provide expert advice regarding an appropriate mark for the examination script.

(24) Once the reread is complete and a new mark is determined, the Associate Dean (Undergraduate Studies), in consultation with the appropriate Discipline Chair, will determine the student’s final course mark using the information provided in (20 b and c).

(Previous version approved 2009 September 30; current version approved 2010 September 29.)