



[DCD#11, 2012-13]

MEMORANDUM

To: UTSC Department Chairs and Academic Directors

From: John Scherk, Vice-Dean, Undergraduate

Date: 19 March 2013

Re: **Viewing Final Examinations**

I am writing to remind you of the UTSC policy regarding the viewing of final examinations: within 90 days of the exam period, students may request an opportunity to view their final exam and, in courses where copying of the final exam is permitted, they may request a copy of the exam for a fee.

To view their exam, students must submit a request through e-Service. These requests will be reviewed by the Registrar's Office. For exams stored in the Registrar's Office, a staff member in the Registrar's Office will arrange viewing of the exam. For exams stored in the academic units, the Registrar's Office will forward the request to a designated staff member in the relevant unit. This person will arrange for the student to view the exam under the supervision of a member of the departmental staff. Please note that the instructor in the course may not supervise the viewing of the exam paper, and may not discuss the grading of the exam with the student. If the student is dissatisfied with the grading of the exam, they must submit a petition to have the exam reread.

In order for this process to function effectively, each academic unit is asked to identify a staff member who will deal with requests to view final examinations. In addition, academic units are reminded that it is very important the entire process proceed expeditiously.