

Department of Microbiology: Policies on Viewing Final Exams

The review period for Winter Term final exams is set for:

VIEWING DATE: Monday, May 29, 2023

TIME: 1:30PM - 3:00 PM

LOCATION: 315 Machray

DEADLINE FOR APPLICATION: Friday, May 19, 2023, 3:30PM in 213 Buller

Policies regarding viewing of final exams

1. Requests to view final exams must be made by the deadline above, or no later than two weeks following the date of a deferred exam, whichever is appropriate.
2. Lab and course final exams are considered to be separate exams.
3. A single date and time for viewing exams will be determined by the department of Microbiology, and will occur prior to the final date for applying for an appeal. There will be no "deferred" date.
4. All students that have requested to view their exams will be allowed to view a photocopy of their final exam in the presence of an invigilator. **Student cards must be presented.**
5. Unless indicated specifically by the instructor, photocopies of exams **must be returned** immediately after viewing to the invigilator, who will record the return of the exam.
6. Students are **not permitted** to make copies or take information, in any form, from their exam paper. Writing materials, cameras, cell phones, and any type of digital recording devices are not allowed during the proceedings.
7. The purpose of viewing exams is **not to negotiate** the marking of an exam. The only exception is if an obvious case of incorrect addition is discovered; the student should then contact the instructor with this information.
8. Viewing of Biochemistry (CHEM/MBIO 2360, 2370, 2770 and 2780) exams will be available through the Department of Chemistry and falls under the rules of that Department.
9. Exams that are machine-marked and contain no written answers will be treated as follows for viewing: A copy of the final exam, a copy of the student's bubble sheet and a copy of the answer sheet will be provided to the student in order that they may review their answers.

Student's Copy

DEPARTMENT OF MICROBIOLOGY: REQUEST TO VIEW A FINAL EXAM

Please submit ONE FORM PER COURSE. Forms should be handed in to the Microbiology General Office (213 Buller).

Name: _____

Student Number: _____

Course: MBIO _____

Instructor: _____

Final Exam (circle one) YES NO

Laboratory Exam (circle one) YES NO

I have read and understood the Exam Viewing Policies.

Student Signature: _____

Authorized Departmental Signature: _____