

## Department of Microbiology: Policies on Viewing Final Exams

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

**VIEWING DATE:** Thursday, May 16, 2024

**TIME:** 1:30PM - 3:00 PM

**LOCATION:** Buller 302

**DEADLINE FOR APPLICATION:** Tuesday, May 7, 2024, 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 has been determined by the Department of Microbiology, which will occur prior to the deadline 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: \_\_\_\_\_

**Notice Regarding Collection, Use, and Disclosure of Personal Information by the University**

Your personal information is being collected under the authority of The University of Manitoba Act. The information you provide will be used by the University for the purpose of coordinating final exam viewing. Your personal information may be disclosed to the Department of Microbiology office staff and the Head and/or Associate Heads. Your personal information will not be used or disclosed for other purposes, unless permitted by The Freedom of Information and Protection of Privacy Act (FIPPA). If you have any questions about the collection of your personal information, contact the Access & Privacy Office (tel. 204-474-9462), 233 Elizabeth Dafoe Library, University of Manitoba, Winnipeg, MB, R3T 2N2.

*Department Copy*