**Department of Microbiology: Policies on Viewing Final Exams**

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

**VIEWING DATE:** Wednesday, June 2, 2021

**TIME:** 2:30 PM to 4:00 PM

**LOCATION:** via Zoom

**DEADLINE FOR APPLICATION:** Friday, May 28th, 2021, by 3:30 PM

**SUBMISSION:**  Email to Jo.Davies@umanitoba.ca with the subject line “exam viewing”

**Policies regarding review of final exams**

The purpose of viewing exams is to determine whether or not it is reasonable to appeal the final grade. To understand the reasons for an appeal, please see: <https://umanitoba.ca/registrar/grades/appeal-grade>.

Exam viewing it is not a process for negotiating the marking of an exam. The only concerns that can be dealt with in the absence of an appeal are

i) an obvious case of incorrect addition

ii) a question or part of a question that was not marked. If one of these issues is discovered, the invigilator will forward the information to the instructor. The instructor will contact the student in response.

**Policies and procedures**

1. These policies refer to final exams, not lab exams.

2. Multiple choice questions and answers are not available for viewing because the UMLearn system ensures that only one answer is selected. Therefore, there can be no errors in transferring answers to a bubble sheet.

3. The only questions available for viewing will be those for which full marks were not obtained. These are the only ones that could alter a student’s grade upon review.

4. Students will view electronic copies of the relevant questions via Zoom, in the presence of one or more invigilators (not the instructor). Students will be informed if any part of the meeting will be recorded.

5. Student cards must be shown to the invigilator and students have their video turned on for the entire viewing. Hands must be visible at all times.

6. Students are not permitted to make copies in any form, electronic or otherwise, and are not allowed to record audio, video or still images.

7. Student concerns will be noted by the invigilator and forwarded to the instructor. The invigilator will not answer any questions with respect to grading.

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.

**DEPARTMENT OF MICROBIOLOGY: REQUEST TO VIEW A FINAL EXAM**

Please submit complete the following form, and send the entire document to Jo.Davies@umanitoba.ca

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course and section: MBIO \_\_\_\_\_\_\_\_\_\_\_\_\_

Instructor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**By typing my full name below, I am indicating that I have read and understood the Exam Viewing Policies and will follow them.**

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_