

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

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

**VIEWING DATE:** Wednesday, January 18, 2023

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

**LOCATION:** 306 Buller Building

**DEADLINE FOR APPLICATION:** Friday, Jan. 13<sup>th</sup>, 2023, 3:30PM in 213 Buller

### **Policies regarding review 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 invigilator should be informed, and will forward the information to the instructor.
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 may not be available for viewing, because viewing the bubble sheet will not be informative. Check with the instructor.

*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: \_\_\_\_\_

Student Email/Phone: \_\_\_\_\_

Course: MBIO \_\_\_\_\_

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

Final Exam (circle one)	YES	NO
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Laboratory Exam (circle one)	YES	NO
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**I have read and understood the Exam Viewing Policies.**

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

Authorized Departmental Signature: \_\_\_\_\_

*Department Copy*