

VIEWING FINAL EXAMS/FORMAL REVIEW

Students who would like to view their final exam should follow the procedure outlined below:

1. Submit a Request to View the Exam

A student's written request to review the final examination script must be submitted to the Department Chair by June 30 following the Fall/Winter Session or by October 15 following the Spring/Summer Session. The relevant Session is the one during which the last graded material for the course was due.

The letter must be clearly written or typed on 8-1/2" x 11" paper, and MUST contain the date, the student's signature and the following information:

1. Student name and student number
2. Course code, course title, year and term
3. Instructor's name
4. Reason(s) for review – please include a brief explanation of any discrepancies
5. Student's telephone number and e-mail address – where you can be contacted within a few weeks upon receipt of your letter to set up an appointment.

Letters should be addressed to:

Chair, Department of Biochemistry and Biomedical Sciences
c/o Undergraduate Assistant
Department of Biochemistry and Biomedical Sciences
Health Sciences Centre, Room 4N59
McMaster University
1280 Main Street West
Hamilton, ON L8S 4K1

Please note that letters sent by email and fax will not be accepted. Letters may be mailed to the above address, or submitted to the Undergraduate Program Office in HSC 4H45 or Biochemistry Office HSC 4N59. You will be contacted to arrange a time for your exam review.

2. Contacting the Course Instructor

Once you have viewed your final exam, you may contact your course instructor to discuss your exam further. The course instructor will not conduct any remarking of the final exam unless obvious errors are found (i.e. error in the sum of the marks).

3. Reassessment of the Final Exam

Students who wish to have their final exam remarked may apply to the Associate Dean's office for a formal reassessment of their exam and pay the appropriate fee. Information about the formal reassessment can be found here:

<http://www.mcmaster.ca/policy/Students-AcademicStudies/StudentAppeal.pdf>

Instructions for Final Exam Review

1. Students may not bring in any course materials, tools or cellphones with them during the final exam review. Laptops, textbooks, custom courseware, lecture notes, articles etc. cannot be used during the viewing session.
2. Students are NOT authorized to take notes during the viewing session, write notes on the final exam or to submit notes during the viewing of their exam.
3. Course instructors may or may not provide a copy of the marking key for consultation. If a marking key is provided, students may consult it alongside the copy of their final exam. Students are not authorized to keep the marking key, or to make a copy, if it is provided.
4. After having viewed their exam, students who wish to meet with the course instructor to discuss their final exam are responsible to contact their course instructor and notify them as such. The Department of Biochemistry and Biomedical Sciences is not responsible for forwarding such requests to the course instructors.
5. If students wish for their exam to be remarked, they must file for the formal review with the Associate Dean of Science's office, following the policy outlined by the university policy.
6. A staff member from the Department of Biochemistry and Biomedical Sciences program will supervise the Exam Review Session and will remind the students of the above instructions.

BY ATTENDING AN EXAM REVIEW SESSION, A STUDENT AGREES TO FOLLOW THE INSTRUCTIONS OUTLINED ABOVE AND THE ONES PROVIDED AT THE EXAM REVIEW SESSION.