



MEMORANDUM

To: Executive Committee of Faculty Council (January 23, 2017)
Faculty Council (February 28, 2017)

From: Professor James Davis
Chair, Examinations Committee

Date: February 10, 2017

Re: **Changes to the Final Mark Recheck Policy**

REPORT CLASSIFICATION

This is a routine or minor policy matter that will be considered by the Executive Committee for approving and forwarding to Faculty Council for information.

BACKGROUND

The current mark recheck policy serves both as a request for term and exam mark rechecks, and also as an unofficial request for an examination regrading.

The proposed changes will separate these two functions, making the process more transparent to both instructors and students.

These changes will also make our process more consistent with the process in Arts & Science.

PROCESS AND CONSULTATION

The change in policy has been discussed at several Examinations Committee meetings over the past six months, with the final version approved at our meeting on November 23, 2016.

Proposed implementation is for the 2017/2018 academic year.

RECOMMENDATION FOR COUCIL

For information.

Final Mark Recheck and Final Exam Regrading

Short link to this page: <http://uoft.me/rechecks>

A student may request his or her instructor review the marks on a final exam from the last academic session. The fee for a (i) final mark recheck is \$13.00 and for (ii) exam regrading is \$36.00 and is non-refundable; however, if the student's final grade is changed because of a recheck or regrade, the fee will be refunded.

Once the Office of the Registrar receives the request and payment, the student's original exam paper is forwarded to the professor for review.

Deadlines to request a final course mark recheck or exam regrading for courses offered by the Faculty (2015-2016):

Fall Session (December exams)	February 15, 2016
Winter Session (April-May exams)	October 15, 2016
Summer Session (June exams)	October 15, 2016

A request for a final course mark recheck or exam regrading will not be processed until the Office of the Registrar receives payment. The Office accepts payment by credit card (using the online request form), cash, cheque, or money order; cheques and money orders must be made payable to the University of Toronto.

1. **For a mark recheck**, the professor-instructor ensures that no question was overlooked, the addition of marks was correct and all term marks were calculated correctly. **The student must identify on the request form all errors or omissions.** ~~The professor is not obligated to re-evaluate any of the work; however, he or she does have the authority to re-grade an exam if they deem it necessary.~~
2. **For an exam regrading**, the instructor will regrade the questions indicated on the request form. For each question to be regraded, the student must indicate how the question was not graded properly. Any regrading of a student's paper will be done in a manner consistent with the rest of the class.

NOTE: A recheck or regrade may result in a raised mark, a lowered mark, or no change. For both types of request, the instructor has the authority to regrade other questions on the exam if they deem it necessary.

~~The professor will be able to review the information the student entered on the request form and know what to look for on the exam.~~ Although it is not necessary for a student to purchase a copy of his or her exam before requesting a recheck or regrade, it may be helpful since he or she will be able to review the exam and alert the professor of any possible error. **it is essential that the student view their exam to identify possible errors. Recheck or regrading requests will not be accepted unless specific errors have been identified.**

A final mark recheck/regrade request typically takes **3-6 weeks** to process, depending on the availability of the Instructor or Course Coordinator to review the exam. The request may be further

delayed if the Instructor or Course Coordinator is away during the next academic session. When the final mark recheck/**regrade** is complete, email notification is sent to the student. ~~who requested the recheck.~~

Log in to the [Engineering Portal](#) to request an Engineering course mark recheck **or regrade**.