



MEMORANDUM

To: Executive Committee of Faculty Council (March 21, 2019)
Faculty Council (April 11, 2019)

From: Professor Daniel Posen
Chair, Committee on Examinations

Date: March 7, 2019

Re: **Winter Exam Copy Deadline**

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

Last year the Faculty introduced the *Final Mark Recheck and Final Exam Regrading* policy¹. In terms of deadlines to submit requests, the idea was to set a uniform time length of 1.5 months after the end of the examination month (i.e., term). Consequently, the deadline for students to request Exam Re-grade and Mark Re-check for the winter (April) exam was set to June 15. At that time, the deadline for requesting Winter Exam Copies was left unchanged at October 15 as per previous policy. This different deadline has created some confusion for some students and additional administrative challenges for the Registrar's Office. The Committee is recommending an alignment of the request for Winter Exam Copies deadline with the other two related services and the use of June 15 as the deadline for all three requests. The shorter deadline encourages everyone to resolve all the winter term issues as timely as possible. The deadlines for the fall and summer terms are already aligned to February 15 and October 15, respectively.

Information on exam copies is available at the following link:

<https://undergrad.engineering.utoronto.ca/exams/post-exam-services/final-exam-copies/>

¹ https://www.engineering.utoronto.ca/files/2017/02/09b-Report-3532-Revised-Exams-Final-Mark-Recheck-Policy_2017-02-10.pdf

Proposed changes are illustrated below:

Deadlines to request exam copies for courses offered by the Faculty (2018-2019)

Fall Session (December exams)	February 15, 2019
Winter Session (April-May exams)	June 15, 2019
Summer Session (June exams)	October 15, 2019

CONSULTATION

The proposed change was approved by the 2018-2019 sitting of the Committee on Examinations

PROPOSAL/MOTION

For information.