



MEMORANDUM

To: Executive Committee of Faculty Council (October 5, 2020)
Faculty Council (October 23, 2020)

From: Professor Daniel Posen
Chair, Committee on Examinations

Date: August 25, 2020

Re: Rules for Composition of Final Marks for Lecture Courses During COVID-19

REPORT CLASSIFICATION

This is a major policy matter that will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a regular motion (requiring a simple majority of members present and voting to carry).

BACKGROUND

The following rules are proposed by the Assessment Working Group of the Associate Chairs Committee, with approval from the Standing Committee on Examinations. Rules are subject to formal governance approval.

Prior to the transition to remote delivery of courses, the Composition of Final Marks (COFM) for a course was described in terms of three categories:

- Closely supervised term work
- Non-closely supervised course work
- Final Examination

with minimum and maximum limits on the portion of the COFM to which each could contribute. Details are available under [Section XI. Grading Policies of the Academic Calendar](#). The concept of closely supervised term work does not apply to courses delivered remotely.

To maintain consistency in the COFM of courses offered by the Faculty in a remote delivery mode, new categories are proposed. The proposed rules apply to all undergraduate lecture courses delivered remotely due to COVID-19. Where appropriate, however, an instructor may apply to the Committee on Examinations for permission to deviate from these rules. Original COFM rules will automatically resume in future for undergraduate courses offered in person.

STRUCTURE

Proposed categories:

- Category of individual mastery: Must be in the range of 50% to 100% of final grade.
- Category of collaborative work: From 0% to 50% (with no more than 25% of final grade being assessed as a group)

Each course needs to have a final summative assessment due during the exam period which has a value within the range of 25% to 40% of final grade. This could be a part of either of the above categories.

Category of Individual Mastery: This is the portion of the final grade based on deliverables of work students are required to complete by themselves. Special courses (e.g., field courses, design courses, lab courses) can stray from the minimum 50% limit with approval of the Standing Committee on Examinations.

This category includes all individual work such as online equivalents of midterms, final exams, individual presentations, oral exams, individual projects, etc.

Category of Collaborative Work: This is assessed material that can be completed with classmate(s) or in a group. Consistent with existing regulations, the portion of this work that is evaluated as a group (i.e., no ability to differentiate how much work each student did), cannot exceed 25% of the final course grade.

Note that it is possible that an assignment could be given where the students are allowed to work with their fellow students to develop a strategy to solve the problem but then submit their own solutions under their own names to receive an individual mark. This is acceptable and would count as collaborative work as it would be difficult to identify how much of the solution was developed by any individual student.

Final Summative Assessment: This is the equivalent of a final exam as it covers all the material in the course and allows students to demonstrate that they understand “how all the pieces fit together”.

PROCESS AND CONSULTATION

These rules are proposed by the Assessment Working Group of the Associate Chairs Committee, with approval from the Standing Committee on Examinations. Together, these Committees include faculty representatives from every department in FASE, as well as student representatives. Additional consultation took place with Associate Chairs, Chairs & Directors, and the Centre for Teaching Support & Innovation.

RECOMMENDATION FOR COUNCIL

THAT the proposed changes to COFM rules, as described in Report 3669, be approved.