

# DEPARTMENT OF MECHANICAL ENGINEERING

## Policy for a Student Exam Review

Students who wish to raise questions or who have a concern are encouraged to communicate informally with their instructors. To protect privacy and ensure authenticity, any email communication must be conducted through your McMaster email account. Experience shows that the great majority of questions or complaints can be resolved satisfactorily through informal communication with the instructors.

Students who wish to look at their final exams may write a letter on 8-1/2" X 11" paper, clearly written or typed, and must include the date and their signature. Please address this letter to the course instructor not later than June 30<sup>th</sup> for Fall and/or Winter courses. E-mails or faxes are not acceptable.

The letter must contain the following information:

Student Name & Student Number

Course Code, Academic Year and Term (i.e. MECH ENG 4X03, 2013-2014, T01)

Instructor's Name

Reason(s) for review -- Please include any discrepancies of which you are aware.

Your telephone number and e-mail address -- where we can contact you within a few weeks upon receipt of your letter to set up an appointment.

A student's written request to review the final examination must be submitted to the Undergraduate Administrative Assistant in the Department of Mechanical Engineering or mailed to:

Undergraduate Administrative Assistant

Department of Mechanical Engineering, JHE-310

McMaster University

1280 Main Street West

Hamilton, ON

L8S 4L7

Please note that viewing of a final exam does not imply that it needs to be remarked. You will be given an opportunity to look at your final exam paper. After this, and only if you need to discuss your exam further, you must contact the course instructor. Please note that the instructor will not conduct any remarking of the final exam, he or she will only correct an obvious calculation error (e.g. mistake in the sum of the marks).

If you wish to have your final exam formally remarked, your only option is to file for a formal review with the Office of the Associate Dean (Faculty of Engineering) in JHE-A214. A fee is associated with the formal review process.

## Instructions to be followed during and after the Exam Review

- 1) Students must show their McMaster student card prior to viewing their exam.
- 2) Students are not authorized to bring in any course material, cameras, communication devices, recording devices, or tools with them during the viewing of their final exams. Laptops, textbooks, custom coursewares, lecture notes, articles, etc., cannot be used during the viewing session. Students may not be accompanied by 3<sup>rd</sup> party.
- 3) Students are not authorized to take notes during the viewing session, or to submit notes during the viewing of their exams.
- 4) Course instructors may or may not provide a marking key for consultation. If a marking key is provided, students may consult it alongside the copy of their final exams. Students are not authorized to keep the marking key provided.
- 5) After having viewed their exams, students who wish to meet with the course instructor to discuss their final exam, are responsible to contact their course instructor. The Department of Mechanical Engineering is not responsible for forwarding such requests to the course instructors. Apart from obvious errors (e.g. mistakes in the sum of the mark obtained), the course instructor will not conduct any remarking of the final exam.
- 6) If students wish for their exams to be remarked, they must file for a formal review with the Office of the Associate Dean (Faculty of Engineering) in JHE-A214.
- 7) Either the instructor or a staff member from the Department of Mechanical Engineering will supervise the Exam Review Session and will remind students of the above instructions.
- 8) **BY ATTENDING AN EXAM REVIEW SESSION, ALL STUDENTS AGREE TO FOLLOW THE INSTRUCTIONS OUTLINED ABOVE AND ANY ADDITIONAL INSTRUCTIONS GIVEN BY THE INSTRUCTOR AND PROVIDED TO THE STUDENT AT THE EXAM REVIEW SESSION.**