

Student Review of Undergraduate Final Examinations

1. Students may request an individual review of examination papers as per *UBC Viewing Marked Work* regulations.
2. A written request should be made to the Course Leader who will make every reasonable effort to arrange for the student to view the marked final examination within 30 days of the request. If the instructor is unable to comply, at the student's request, the director of the school offering the course will make every reasonable effort to facilitate the viewing, which normally will be completed within 15 days of receipt of that request.
3. The purpose of this exercise is purely pedagogic and distinct from a *Review of Assigned Standing*.
4. A meeting will be scheduled in which students may review their paper and the marks and any answer guide for a maximum period of 30 minutes.
5. During the review students must have a member of faculty (or their designate) present at all times, and students are not allowed to copy any part of the paper.
6. Course Leaders may also organize group reviews of examinations giving general indications of areas where students did not perform well for formative purposes if they wish, so long as individual examination performance is not discussed, or future examinations compromised by the information given.