

## TEACHING AND LEARNING GUIDELINES

SUBJECT/TITLE:	NUMBER	PAGE
<b>Exam Review (Undergraduate Programs)</b>		
ADDITIONAL REFERENCE NAMES:	DATE ESTABLISHED: April 25, 2008	
AUTHORIZATION: Executive Committee of Council (For Information Only) Undergraduate Program Committee	DATE LAST REVIEWED: June 11, 2013 May 8, 2023	DATE LAST REVISED: Dec 06, 2023 (editorial revisions)

### PURPOSE

The purpose of the exam review is to promote student learning following the writing of a term exam.

For final exams, the accountabilities of faculty and student are reflected in the University of Calgary Calendar, Academic Regulations, G.10 Final Examination Papers (<http://www.ucalgary.ca/pubs/calendar/>)

Final examination results are to be retained by the faculty for a period of one year from the last day of the term in which the final exam was held. During this period, students may be permitted to view their graded final examination as determined by the faculty.

### GUIDELINE FOR TERM EXAMS

Faculty will provide students with the opportunity to review the answers to the term exam questions to facilitate learning within 14 calendar days of returning the exam marks to the students. The exam review session will not be a forum where individual marking questions will be assessed; a separate appointment with the Faculty will be required to discuss the marking of the exam.

Faculty will offer the students one or both of 2 options:

- Option 1: group session(s) to review the answers, , or
- Option 2: meet with the students individually upon request

With Option 1, the session will be monitored to ensure the integrity of the exam. The student will sign in and sign out when obtaining and returning their exam; they cannot bring cellphone or writing instruments to record answers.

### POINTS OF EMPHASIS

The role of faculty is to provide the students the expected answers to the exam questions. The role of the student is to review own exam for learning purposes. This is a summary of university exam policies.

## PROCEDURE

### Option 1

The faculty will:

- announce the date and time of the exam review and arrange the session given the availability of rooms and student schedules.
- distribute the student exam to the student and collect them at the end of the session
- review the answers to the questions
- meet with individual students, if requested to clarify questions and concerns regarding their own exam performance.

The student will:

- attend scheduled exam review session, if interested
- sign in when given own exam and sign out when it is returned at the end of the exam review session
- review own exam,
- if the student so desires, they may, within one week of the exam review, request to meet with faculty to discuss own exam performance.

Students seeking reappraisal shall follow the university guidelines: [University of Calgary Calendar, Academic Regulations, I. Reappraisal of Grades and Academic Appeals \(http://www.ucalgary.ca/pubs/calendar/\)](http://www.ucalgary.ca/pubs/calendar/)

### Option 2

The faculty will:

- meet with individual students as requested to review own exam on a one to one basis

The student will:

- make an appointment with the faculty within 14 days of being notified of the mark or of the item's return to the class, to review exam at a mutually convenient time

Students seeking reappraisal shall follow the university guidelines: [University of Calgary Calendar, Academic Regulations, I. Reappraisal of Grades and Academic Appeals \(http://www.ucalgary.ca/pubs/calendar/\)](http://www.ucalgary.ca/pubs/calendar/)

## GUIDELINE FOR FINAL EXAMS

For final exams, where exam questions are derived from an exam bank repository, the Faculty will give individual students, upon request an opportunity to review their own exam without copying the exam to ensure the integrity of the exam for future testing sessions.

## POINTS OF EMPHASIS

If required, the reappraisal of a final grade will apply: [University of Calgary Calendar, Academic Regulations, I. Reappraisal of Grades and Academic Appeals \(http://www.ucalgary.ca/pubs/calendar/\)](http://www.ucalgary.ca/pubs/calendar/)

## **PROCEDURE**

The Faculty will:

- meet with the student if requested to review their final exam.

The student will:

- make an appointment with the faculty within 15 days of being notified of the mark or of the item's return to the class, to review exam at a mutually convenient time.

Students seeking reappraisal shall follow the university guidelines: [University of Calgary Calendar, Academic Regulations, I. Reappraisal of Grades and Academic Appeals \(http://www.ucalgary.ca/pubs/calendar/\)](http://www.ucalgary.ca/pubs/calendar/)