DEPARTMENT OF CIVIL ENGINEERING
Request to Review Graded Final Examination
(Please see the conditions overleaf)
Please return completed form to the Department of Civil Engineering, JHE 301.

STUDENT NAME: _______________________________STUDENT NUMBER: __________________
EMAIL ADDRESS: ______________________________ PHONE NO. __________________________
COURSE: _______________________________________INSTRUCTOR: ___________________________

Reason(s) for Review— Please include any discrepancies of which you are aware.

THIS SECTION IS TO BE COMPLETED BY THE DEPARTMENT.

Dept. Chair Signature: ___________________________Date: __________________

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DEPARTMENT OF CIVIL ENGINEERING
Graded Final Examination Review Conditions Agreement

A student may be granted permission to view his/her graded final examination in a course, only ONCE, under the following conditions.

1) The course instructor reserves the right to provide additional instructions prior to the graded final examination review should this be deemed necessary.

2) Either the instructor or a staff member from the Department of Civil Engineering will supervise the Exam Review Session and will remind students of the conditions below.

3) Students must show their McMaster student card prior to viewing their exam.

4) 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 courseware, lecture notes, articles, etc., cannot be used during the viewing session. Students may not be accompanied by a 3rd party.

5) Students will receive a copy of the questions paper and his/her graded Final Examination, only. 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.

6) Students are not authorized to take notes during the viewing session. Students should not write or mark on the graded final examination papers.

7) Students must return the documents (questions paper, graded Final Examination, marking key, if given) immediately after completion of the review.

8) 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. 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. Please note that course instructors are not required to meet with students to discuss the final examination.

9) 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. A fee is associated with this process.

I understand and agree to abide by the conditions stipulated above.

Student Signature: ________________________________ Date: ____________________