

DEPARTMENT OF CIVIL ENGINEERING  
Request to Review Graded Online Final Examination  
Please submit completed form to [cr\\_ugciv@mcmaster.ca](mailto:cr_ugciv@mcmaster.ca)

STUDENT NAME: _____ STUDENT NUMBER: _____
EMAIL ADDRESS: _____ PHONE NO: _____
COURSE: _____ INSTRUCTOR: _____
Reason(s) for Review — Please include any discrepancies of which you are aware.
<b><i>THIS SECTION IS TO BE COMPLETED BY THE DEPARTMENT.</i></b>
<b>Dept. Chair Signature:</b> _____ <b>Date:</b> _____

*The information gathered on this form is collected under the authority of The McMaster University Act, 1976. The information is used for the academic, administrative, financial and statistical purposes of the University including, but not limited to, admissions; registration and maintaining records; awards and scholarship[s]; convocations; provision of student services, including access to information systems; alumni; and disclosure to or on behalf of the applicable McMaster student government. This information is protected and being collected under section 39 (2) and section 42 of the Freedom of Information and Protection of Privacy Act of Ontario. Questions regarding the collection or use of this personal information should be directed to the University Registrar, University Hall 209, McMaster University, 905-525-9140*

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## Graded Final Examination Review Conditions Agreement

McMaster University is dedicated to providing a safe and secure environment in which all community members conduct themselves in a manner that respects rights and upholds their responsibilities as a member of the community. As such, it is anticipated that all participants will conduct themselves accordingly.

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 through an online meeting 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 any course material, cameras, communication devices, recording devices, or tools with them during the viewing of their final exams. Internet searches, textbooks, custom courseware, lecture notes, articles, etc., cannot be used during the viewing session. Students may not be accompanied by a 3<sup>rd</sup> party.
- 5) If students do not have a copy of the questions for the final exam one will be provided. 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) Participants are not authorized to take notes, screenshots or recordings during the viewing session.
- 7) 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.
- 8) 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). A fee is associated with this process.

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

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_