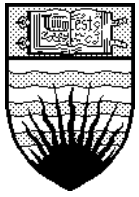


THE UNIVERSITY OF BRITISH COLUMBIA



SENATE POLICY:  
O-104

OKANAGAN SENATE  
c/o Enrolment Services  
University Centre  
UBC Okanagan campus

**Number & Title**

O-104: *Viewing Marked Work and Examinations*

**Effective Date:**

1 January 2026

**Approval Date:**

25 September 2025

**Review Date:**

This policy shall be reviewed five (5) years after approval and thereafter as deemed necessary by the *responsible committee*.

**Responsible Committee:**

Okanagan Senate Academic Policy Committee

**Authority:**

*University Act, S. 37(1)*

*“The academic governance of the university is vested in the senate and it has the following powers:*

*...(d) to determine the conditions under which candidates must be received for examination, to appoint examiners and to determine the conduct and results of all examinations; ...*

*...(s) to make rules respecting the conduct and financing of examinations referred to in paragraph (r) and other examinations conducted by the senate under any other Act;” ...*

**Purpose and Goals:**

The purpose of this policy is to establish rules around the review and retention of

marked *examinations* and other work, as well as to clarify how students may view marked *examinations* and other work in order to understand their grade, but not to change the grade.

**Applicability:**

This policy applies to all marked work and *examinations* associated with credit-based *courses* at the University.

**Exclusions:**

None.

**Definitions:**

For the purposes of this policy:

- *Course* shall mean course of instruction.
- *Examinations*:
  - o *Formal Examination* shall mean an oral, written, or practical assessment that contributes toward the determination of a final grade or standing in the respective *course*, and that is scheduled by the Registrar, and time-limited, with invigilation provided.
  - o *In-term Examination* shall mean any examination held during class-time or scheduled outside of class-time, during the *Summer* or *Winter Sessions*.
- *Winter Session* shall mean the period of study that begins in September and ends in April.
- *Summer Session* shall mean the period of study that begins in May and ends in August.

**Policy:**

- 1) Any *examination*, essay, problem set, laboratory report, or other assignment should be marked in a reasonable time and although the work may be retained by the University, the student will receive feedback on expected and achieved outcomes.
- 2) A final *examination* becomes the property of the University and must remain in the possession of the University for one year from the date of the *examination*, after which time it should be destroyed or otherwise disposed of in accordance with UBC's [Records Management Policy](#).

- 3) Where there is no scheduled review of an *examination*, a student may make a written application to the *course* instructor. The application must be submitted:
  - a. by January 31 for *Winter Session, Term 1 courses*;
  - b. by June 30 for *Winter Session, Term 2 courses*; and,
  - c. by September 15 for *Summer Session courses*.
- 4) Instructors will make every reasonable effort to arrange for the student to view the marked final *examination* within 30 days of the request.
- 5) If the instructor does not comply, at the student's request, the head of the department, director of the school, or dean of the faculty offering the *course* will make every reasonable effort to facilitate the viewing, which normally will be completed within 15 days of receipt of the request.
- 6) The purpose of this exercise is purely pedagogic.

**Calendar Statement:**

As above.

**Consultations:**

None as this policy is a codification of largely extant regulations.

**History:**

This is the first version of this policy.

**Related Policies:**

Review of Assigned Standing in a Course

<https://okanagan.calendar.ubc.ca/campus-wide-policies-and-regulations/review-assigned-standing-course>

Records Management Policy (GA4)

<https://universitycounsel.ubc.ca/policies/records-management-policy/>

**Appendix:**

There is no appendix to this policy.