THE UNIVERSITY OF BRITISH COLUMBIA

UBC Curriculum Proposal Form
Change to Course or Program

Category: (1)

From: Senate Academic Policy Committee	**Date: Sept. 22, 2006** **Contact Person: Paul Harrison, Chair** **Phone: 2-3659** **Email: harrison@science.ubc.ca**
Effective Date for Change: May 2007 **Proposed Calendar Entry:** *Viewing Marked* ***Work*** **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 shall receive feedback on expected and achieved outcomes. If there is a provision for marked work to be returned to the student and then re-submitted for the correction of marking errors or omissions, the instructor must provide clear guidelines in advance to ensure that the academic integrity of the work is maintained.** 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 it should be** destroyed or otherwise disposed of **in accordance with UBC Policy 117.** **Where there is no scheduled review of an examination, a** student may make written application (by January 31 for Winter Session Term 1 courses, by **May 30** for Winter Session Term 2 **and two-term courses**, and by September 15 for Summer Session **courses**) to the **course instructor 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 does not comply, at the student's request, the**	**URL:** *(http://students.ubc.ca/calendar/index.cfm?tree=3,41,93,0)* **Present Calendar Entry:** ***Viewing Marked Examinations*** A final examination becomes the property of the University and must remain in the possession of the University until destroyed or otherwise disposed of. A student may make written application (by January 31 for the Winter Session Term 1, by June 30 for Winter Session, Term 2, and by September 15 for the Summer Session) to the department head, director or dean, who will make every effort to arrange for the student to view her or his marked final examination paper(s) with the course instructor or designate. The purpose of this exercise is purely pedagogic and distinct from the *Review of Assigned Standing*. **Action:** Clarify the steps and the timing of the review. Expand the process to cover viewing of work other than final exams. **Rationale:** Viewing work other than final examinations can provide useful feedback on student learning if it happens in a timely way during the term. Some course instructors wish to retain student work (e.g., to hinder the dissemination of exam questions) but students should have controlled access to view the work. If any piece of work is to be accepted by the instructor for re-grading (e.g., to correct

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. The purpose of this exercise is purely pedagogic and distinct from the *Review of Assigned Standing*.	suspected errors in marking or addition), there must be rules to avoid any possibility that the work could be altered before resubmission. The details of the retention and destruction of examinations are clarified. Viewing an exam or other piece of work for pedagogic reasons should be a process managed by the instructor and the student who is interested in learning. Only if the course instructor does not or cannot comply with a request in a reasonable time should academic administrators get involved. Although instructors sometimes find that the number of requests adds to their workload, delaying the viewing may dissuade conscientious students and may force them to use the Review of Assigned Standing process which costs the student and does not provide the kind of useful feedback that a viewing of the piece of work does. The deadlines for making a request for a viewing can be advanced in some cases now that marks are released to students electronically soon after the exam periods each term. Some faculties, however, coordinate a review of grades and do not release grades as early as others. Limits must be placed on the response time of the instructor and the head of the unit in order that the student can view the work in time to meet the deadline for requesting a Review of Assigned Standing if that step is to be taken.