

SPEECH-LANGUAGE PATHOLOGY PROGRAM

FINAL EXAM REVIEW AND RETENTION POLICY

DEFINITION

- i. **Final Exams** are considered any material submitted or any assessment of clinical competence during the final examination period of each unit. Final Exams will simply be referred to as an exam, hereafter.

RETENTION OF EXAMS

All exams will be retained by the program for a period of 1 year, and will not be returned to the student. All material submitted on A2L will remain accessible to the student until the completion of the program.

EXAM REVIEW

Students who would like to view their exam should follow the procedure outlined below:

Submit a written request - A student's written request to review the exam must be submitted to the Program Coordinator at slpadmin@mcmaster.ca within 60 days of the final exam date. The request must contain the following information:

- a) Student name and student number
- b) Unit number, course code, course title, and Instructor's name
- c) Reason(s) for review – please include a brief explanation of any discrepancies if known

You will be contacted to arrange a time for your exam review. After reviewing your exam, you may contact your course instructor to discuss your exam further. The course instructor will not conduct any remarking of the exam unless obvious errors are found (i.e. error in the sum of the marks).

INSTRUCTIONS FOR FINAL EXAM REVIEW

1. Students may not bring any course materials, tools or cellphones with them during the exam review. Laptops, textbooks, custom courseware, lecture notes, articles etc. cannot be used during the viewing session.
2. Students are NOT authorized to take notes during the viewing session, write notes on the final exam, or to submit notes during the viewing of their exam.
3. Course instructors may or may not provide a copy of the marking key for consultation. If a marking key is provided, students may consult it alongside the copy of their final exam. Students are not authorized to keep the marking key or to make a copy, if it is provided.
4. After having viewed their exam, students who wish to meet with the course instructor to discuss their final exam are responsible for contacting their course instructor and requesting the meeting.
5. A staff member from the program will supervise the Exam Review Session. BY ATTENDING AN EXAM REVIEW SESSION, A STUDENT AGREES TO FOLLOW THE INSTRUCTIONS OUTLINED ABOVE.

REASSESSMENT OF THE EXAM

Students who wish to have their exam remarked may apply to the Program Coordinator for a formal reassessment of their exam and pay the appropriate fee.

Information about the formal reassessment can be found here: <http://www.mcmaster.ca/policy/Students-AcademicStudies/StudentAppeal.pdf>