

**UNIVERSITY OF TORONTO**  
**FACULTY OF APPLIED SCIENCE AND ENGINEERING**

**MANUAL**  
**FOR**  
**THE COMMITTEE ON EXAMINATIONS**

*Approved by  
Faculty Council  
December 1, 2010*

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**The terms of reference for each committee must be clearly established and reviewed from time to time. Each Committee shall have a manual of duties and responsibilities, continuously updated, wherein all policy decisions can be recorded and which is available for immediate reference, to promote ease and consistency in committee deliberations. Each chair must assume executive responsibility for the efficient working of his/her committee, towards which he/she can expect to have strong administrative support available through the Registrar's Office.**

## **1. MEMBERSHIP AND TERM OF OFFICE**

### **1.1 Membership**

Undergraduate Programs, faculty	6*
Undergraduate students	2
Dean, ex officio	1
Vice-Dean, Undergraduate, ex officio	1
Chair, First Year, ex officio	1
Registrar, ex officio	1

\*Required to designate an alternate faculty member if unable to attend

### **1.2 Term of Office**

The Committee shall be appointed at the Spring meeting of Council, and shall assume office following the regular Fall meeting of Council. Elections for student representatives shall take place in the Fall.

## **2. TERMS OF REFERENCE**

The Committee on Examinations is responsible for administering the implementation of the University Grading Practices Policy, the Faculty Grading Policies, and overseeing the general consistency of grading procedures within the Faculty. The Committee is also responsible for all administrative matters, and policy review thereof, related to the academic promotion of undergraduate students within the Faculty.

In particular, the Committee is:

- a) To ensure that students in all undergraduate academic programs and courses are fairly evaluated;
- b) To review and adjudicate all petitions concerning:
  - 1) Course grades and promotions.
  - 2) Late withdrawals from programs.
  - 3) Re-enrollment after a suspension.
  - 4) Awarding of degrees.
- c) To review course grades recommended by instructors and maintain uniform and consistently applied standards of student evaluation. The Committee has the final responsibility for assigning the official course grade.

- d) To assess the work of each undergraduate student of this Faculty, and determine in consultation with the Department if the student should be allowed to proceed to the next term, or, if in his/her final term, be eligible to graduate;
- e) To review, and when appropriate, recommend to Council amendments to, the Faculty Grading Policies and student promotion regulations;
- f) To report its actions and recommendations according to the Rules of Procedure for Standing Committees;

### **3. RULES OF PROCEDURE**

The Committee shall operate according to the rules of procedure established and from time to time amended by Council as set out in "Procedures for Committees of Council of the Faculty of Applied Science and Engineering."

### **4. DUTIES**

#### **4.1 Routine Administrative Duties**

The committee shall be cognizant of a number of duties routinely performed by the Registrar's Office which relate to the Committee on Examinations and student evaluations. Some of these include:

- a) Administering instructor requests to deviate from Faculty Grading Policies;
- b) Collecting final examinations within three working days prior to the examinations;
- c) Ensuring that final exams are supervised wherever possible by the course instructor or an appropriate replacement from the academic staff;
- d) Collecting marks from examiners within five working days of their examination;
- e) Ensuring that term work reports are collected from instructors whenever needed to assess students' performance in the term;
- f) Providing students with official course grades as soon as possible after the Committee holds its sessional meetings;
- g) Administering Committee decisions on petitions.
- h) Providing to the University for each convocation period a complete list of students who are eligible to graduate with either pass or honours standing;

## **4.2 Recurring Duties**

The recurring duties of the Committee on Examinations are to:

- a) Adjudicate instructor requests to deviate from Faculty Grading Policies.
- b) Hear and adjudicate requests from instructors regarding grading of final exam papers by someone other than the instructor.
- c) Review the grades in all courses and determine whether adjustments should be made. If the committee deems it necessary, the committee may ask the instructor to adjust the grades accordingly, however the Committee has the final responsibility for assigning the official course grade. Where grades are adjusted by the Committee, the students as well as the instructor shall be informed. On request, the students or the instructor shall be given the reason for the adjustment of grades and a description of the methodology used to adjust the grades.
- d) Evaluate students' grades as soon as possible after the end of term and ensure that students are notified in a timely manner of their pass/fail or probation status.
- e) To review and adjudicate all petitions falling under its Terms of Reference in a timely, fair, and consistent manner. To assist the Committee in maintaining consistency in its decisions, guidelines summarizing past deliberations and decisions of the Committee will be regularly reviewed and updated.
- f) Ensure that students who graduate have completed an approved program.
- g) Ensure that the manual of procedures is updated.
- h) Report a summary of the Committee's activities for the year to Faculty Council for information purposes.

### **List of relevant documents and policies:**

- a) University of Toronto Grading Practices Policy
- b) Faculty Grading Policies
- b) Conduct of final examinations
- b) Promotion regulations
- c) Guidelines for the Examinations Committee
- d) Academic Appeals Board terms of Reference
- e) The awarding of posthumous degrees