



## MEMORANDUM

**To:** Executive Committee of Faculty Council (March 20, 2018)  
Faculty Council (April 11, 2018)

**From:** Professor Phil Anderson  
Chair, Examinations Committee

**Date:** March 6, 2018

**Re:** **Modification to the Definition of Type C Exam**

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## REPORT CLASSIFICATION

This is a major policy matter that will be considered by the Executive Committee for endorsing and forwarding to Faculty Council for vote as a regular motion (requiring a simple majority of members present and voting to carry).

## BACKGROUND

The present definition of the “Type C” examination in the undergraduate calendar Section XI. GRADING POLICIES, Part 5i has led to confusion as to how it should be interpreted. This option allows an aid sheet to be brought into the exam. It is unclear as to whether photocopies and computer-generated copies are allowed.

The policy as currently written defines a Type C examination as “Papers for which the candidate may prepare, bring to the examination and use, a single aid sheet, downloaded from the Faculty's website, printed on an 8.5"x11" piece of paper. Students may enter on both sides of the aid sheet any information they desire, without restriction, except that nothing may be affixed or appended to it.”

The Examinations Committee considered alternative interpretations of this policy, and the assumed intentions of instructors selecting this examination type. A proposal to add the sentence “Such entries will be handwritten and not mechanically reproduced” in the calendar at the end of the definition of the Type C examination was approved by the Committee.

It was also noted that the Type D option, where the examiner can specify the aids to be brought and used by the candidates, is available to examiners who wished for other than the more rigid interpretation allowed by the proposed definition.

## **MOTION**

THAT the sentence “Such entries will be handwritten and not mechanically reproduced” be added in the undergraduate calendar to Section XI. GRADING POLICIES, Part 5i, at the end of the definition of the Type C examination.