

To: Executive Committee  
Faculty of Applied Science and Engineering

From: Committee on Examinations

Re: Amendment to the Grading Policies, Support in marking final exams

**Background:**

In recent years, class sizes have increased. As a result, many instructors have requested to the Committee on Examinations for exception, as per section XI.6 of the Grading Policies, for additional grading support (Teaching Assistants) to help with the marking of final examinations in order to comply with the final grade submission timelines. The committee feels that if proper guidelines were in place, the need for course by course approval would cease to exist. The current regulation is presented in the Calendar as follows:

**XI.6:** All final examinations are to be graded by the instructor unless written prior permission is obtained from the Committee on Examinations. Instructors are expected to exercise their best judgment in assessing answers to examination questions and in determining final course marks. Any assessment of the performance of students is not to be based on any system of quotas or predetermined arbitrary limits.

**Proposed Changes:**

**XI.6:** Instructors are responsible for the grading of the final exam and are expected to exercise their best judgment in assessing answers to examination questions and in determining final course marks. Any assessment of the performance of students is not to be based on any system of quotas or predetermined arbitrary limits.

Furthermore, the Committee on Examinations recommends the following guidelines be in place for the implementation of the above change. These guidelines would be available through the Office of the Registrar, in the Guidelines for Faculty published on the Faculty website.

**Guidelines for TA support in marking final examinations:**

- Marking of final exams must be clearly defined in the TA contract. Additional resources must be approved by the Chair of the Dept.
- The instructor(s) of the course will assume the ultimate responsibility for the quality and accuracy of the marking.

- The instructor(s) will respond to any enquiries from the students and the Faculty (i.e. Committee on Examinations)
- Final Mark Recheck responsibility will lie with the course instructor(s)/coordinator
- A significant portion of the final exam paper should be marked by the Professor
- The marking should be done in a controlled (on-site to ensure security) and closely supervised environment
- Each TA should mark the same part of the exam for all students to ensure consistency
- Only TAs who regularly support the course can mark the exam
- The Professor should address any issues of consistency and style at the beginning of the marking process
- If error is found in the marking process, all related questions must be re-marked by the Professor
- TAs will be asked to declare any conflicts of interest they may have before grading student exams
- TAs will receive proper instruction in the grading of final exams.

These changes to the Grading Policy and set of guidelines would allow for a simplified administration of a policy that is becoming increasingly common.

Respectfully Submitted

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Chair, Examinations Committee  
February 7, 2008