



## MEMORANDUM

**To:** Faculty Council

**From:** Professor Tom Coyle  
Chair, Committee on Examinations

**Date:** October 3, 2011 for October 6, 2011 Faculty Council Meeting

**Re:** Examinations Committee Goals for 2011-2012

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## REPORT CLASSIFICATION

This is a *Routine Matter* that was presented to the Executive Committee on September 21, 2011 as a verbal report for consideration for forwarding to Faculty Council for information.

## COMMITTEE GOALS

The Terms of Reference for the Committee on Examinations state that the committee 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.

During the 2011-12 academic year, in addition to the recurring duties described in the Committee's manual, the Committee will consider three issues that have been brought to our attention:

- A review of the criteria for awarding Honours Standing at graduation, with a view towards developing revised criteria. The current set of criteria is administratively complex and therefore difficult for students to understand and departments to administer.
- A review of the requirements for clearing probation. Currently it is very difficult to clear probation, or move back from second to first probation status.
- Development of a set of guidelines to aid instructors in determining when course mark adjustments would be appropriate and what types of adjustments are consistent with the University's and Faculty's Grading Policies.

We will also continue to monitor closely the results of the new policy regarding deferred final examinations. The policy was first applied to the petition cycle for the Winter 2011 session, and resulted in the granting of deferred examinations in 14 courses in years two through four, involving 17 students. In addition, deferred examinations were granted in five first year courses involving 12 students, which were accommodated in the scheduled T-Program examinations.

## **PROPOSAL/MOTION**

For information.