



**Office of the Associate Dean**  
Academic and Student Relations  
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## MEMORANDUM

Date: 10 January 2024

To: All Law Students

From: Associate Dean, Academic and Student Relations

**Re: Procedures for Viewing Final Examinations and Reviewing Assigned Grades**

This memorandum sets out the procedures of the Faculty of Law for students who wish to view their final examinations and/or request the review of an assigned grade.

### **Viewing Final Examinations and Graded Course Work**

1. Take home examinations and graded course work: After grades are posted, students may contact their instructors by email to request an opportunity to view their marked examinations and/or graded course work. In some cases, instructors will post marked examinations and assignments and/or course mark breakdowns on Brightspace after grades are released.
2. In-person exams on Exam 4: Instructors have the option of returning marked examinations directly to students or having marked examinations available for viewing through the Law Student Services. After grades are posted, the Associate Dean Academic and Student Relations will email students to confirm which in-person examinations will be available for viewing through Law Student Services and the procedures and times for examination viewing. Students on exchange or a co-op work term outside of Victoria should contact their instructors to view and discuss their examinations.
3. Examination viewing rules: Students are required to sign an examination viewing undertaking. Students will be provided a copy of their exam answers and the exam questions. Students may take notes but are not permitted to alter, copy or take pictures of any part of the examination materials being viewed or to share the contents of the

examination materials with anyone. Examination materials must be returned before the student leaves the examination viewing room.

4. First year midterm examinations and LRW assignments: First year instructors will return student mid-term examinations/assignments in class or on Brightspace and/or will post grades, marked exams and assignments to Brightspace. Please contact your instructor regarding any questions related to your coursework or midterms.
5. LAW104 Law, Legislation and Policy: LLP marks will be posted to your student record when grades are posted in January. Please contact your instructor if you have questions about your final grade.
6. Students should be aware that instructors are not required to place written comments on examinations or to provide students their marking guides/rubrics.

#### **Informal Review of Final Examinations and/or Assigned Grades**

7. A student may schedule an appointment with an instructor to review an examination and/or an assigned grade. At the instructor's discretion, the appointment may proceed by phone or video conference.
8. It is open to a student at the conclusion of their conversation with the instructor to ask the instructor to reconsider an assigned grade. The student should make that request in writing and raise detailed and specific questions or concerns for the instructor's consideration.

#### **Formal Grade Review**

9. Students who are not satisfied with the outcome of their informal discussions with an instructor may consider making a request for a formal grade review. However, students should be aware that their grade could be raised, remain the same, or be lowered at the conclusion of a formal grade review. Given that risk, students should make every effort to discuss the assigned grade with the instructor prior to initiating a formal grade review. Our experience has been that the informal review of an assigned grade almost invariably resolves any concerns students might have.
10. The Faculty of Law is subject to the University of Victoria's regulation for the formal review of an assigned grade. This is the [link](#) to the relevant page of the Academic Calendar. In addition, the following two [specific regulations](#) apply to the Faculty of Law:
  1. Any request for a review of a final grade must normally reach the office of the Associate Dean Academic and Student Relations within 21 days after the release

of grades by the Associate Dean's Office.

2. Where a final grade is based wholly or in part on any written materials other than an examination paper, such materials will, for the purpose of these procedures, be treated as if they are examination papers.
11. Any student wishing to proceed with a formal grade review must email the Associate Dean Academic and Student Relations ([lawassoc@uvic.ca](mailto:lawassoc@uvic.ca)) no later than 21 days after the official release of grades unless there are extenuating circumstances. In that request, the student must describe in detail, and with reasons, the specific grounds on which the student believes that the assigned grade should be reviewed. A grade review request that does not state specific grounds and reasons will be rejected.
12. In accordance with university regulations, the student must pay a grade review fee of \$25 to the Student Service Office to initiate the formal review. Instructions on payment will be provided upon receipt of the formal grade review request.
13. The Associate Dean will contact the instructor and student regarding the student's request for a formal grade review. The Associate Dean will confirm the specific basis for the grade review and will see whether there can be an appropriate resolution. The instructor will be given the opportunity to provide a written response to the student's request and the instructor's comments will be shared with the student.
14. If there is no resolution and the student wishes to proceed with the formal review process, the Associate Dean will arrange for an independent and anonymous evaluation of the grade by another Faculty member. The student's name and the reviewer's name will be kept confidential during the formal review process.
15. The usual practice is for the reviewer to be provided: (i) the course outline; (ii) the student's work subject to the review; (iii) the student's formal grade review request along with the instructor's response, if any; (iv) the exam or assignment in question along with any model answers and/or grading rubric used by the instructor; (v) if available, three comparator anonymous student works with grades above, below and at the same level as the student's work. For example, if the student obtained a B grade, the reviewer would be provided comparator work that obtained B-, B and B+ grades.
16. Every effort will be made to complete the formal grade review within 60 days.

17. The grade determined by means of a review will be recorded as the final official grade, regardless of whether it is the same as, higher than or lower than the original grade.
18. A student who is dissatisfied with the review decision may have recourse to the Senate Committee on Appeals in limited circumstances. The information relating to appeals is [here](#). Please note that the Senate Committee on Appeals has no jurisdiction to consider a decision where the sole question in a student's appeal turns on a question of academic judgment.

Questions about viewing final examinations and reviewing assigned grades should be directed to the [law.studentservices@uvic.ca](mailto:law.studentservices@uvic.ca).