

UNIVERSITY OF TORONTO
Office of the Faculty Registrar
Faculty of Arts and Science

REQUESTING A RECHECK OR REREAD

If a student believes an error has been made in the calculation of marks or in the marking of a Faculty final examination, there are two procedures which can be followed to request a review of marks.

A. Recheck of Course Mark

If a student believes that there has been an arithmetical error in calculating the course mark, he/she may request a "recheck." This can be done with or without requesting a photocopy or viewing of the final examination. The student must fill out a "Request for Recheck of Course Mark" form and submit it to the Office of the Faculty Registrar within six months of the final examination (see list of deadlines below). *Whenever possible, the student should indicate precisely where he/she thinks the error has occurred.* The Department concerned will check that the examination marks have been added correctly; the examination will not be reread. The Department will also check that all term work marks have been correctly calculated. There is no fee for this procedure. If the mark is changed as a result of this review, the \$15.00 exam photocopy fee (if paid) will be refunded.

B. Reread of Faculty Final Examination

If a student believes that a final examination has been incorrectly marked in its substance, or that a portion of an examination has not been marked, he/she may request a "reread." The student must first purchase a photocopy or request a supervised viewing of the exam. The student must then fill out a "Request for Reread of Final Examination" form and submit it to the Office of the Faculty Registrar within six months of the final examination (see list of deadlines below). *The student must demonstrate that his/her answers are substantially correct* by citing specific instances of disagreement, supported by such documentary evidence as course handouts, textbooks, lecture notes, etc. The student must do more than simply assert that "I disagree with the marking," or that "I believe I deserve more marks." The Department concerned will reread the examination in light of the arguments presented. There is a \$36.00 fee for this procedure, which is in addition to the fee of \$15.00 charged for a photocopy of the final examination. If the mark is changed as a result of this review, both the photocopy fee (if paid) and the reread fee will be refunded. It should be noted that when a course is failed, the examination must be reread before the mark is reported.

Forms are available on the web at www.artsci.utoronto.ca/current/exams, or at the Office of the Faculty Registrar.

Deadlines for requesting a recheck or a reread:

February examinations	- the following August 31
April examinations	- the following October 31
June examinations	- the following January 15
August examinations	- the following February 28/29
December examinations	- the following June 30

Notice of Collection of Personal Information: Freedom of Information and Privacy Act

The University of Toronto respects your privacy. Personal information that you provide to the University is collected pursuant to section 2(14) of the University of Toronto Act, 1971. It is collected for the purpose of administering admissions, registration, academic programs, university-related student activities, activities of student societies, safety, financial assistance and awards, graduation and university advancement, and reporting to government. The University is also required to report student-level enrolment-related data to the Ministry of Training, Colleges and Universities as a condition of its receipt of operating grant funding. The Ministry collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities. At all times it will be protected in accordance with the Freedom of Information and Protection of Privacy Act. If you have questions, please refer to www.utoronto.ca/privacy or contact the University Freedom of Information and Protection of Privacy Coordinator at McMurrich Building, room 104, 12 Queen's Park Crescent West, Toronto, ON, M5S 1A8.

UNIVERSITY OF TORONTO
FACULTY OF ARTS AND SCIENCE
100 St. George Street, Room 1006
Toronto, Ontario M5S 3G3

office use only:

Request # _____

Copy \$ _____ +

RR \$ _____ =

Refund \$ _____

REQUEST FOR RECHECK OF COURSE MARK (no fee)

Rec'd. by _____

REQUEST FOR REREAD OF FINAL EXAMINATION (\$36.00)

Rec'd. by _____

Paid by: **Debit.** In-person only.

Credit Card. If emailing or mailing request, fill in CARD #: _____ Expiry _____ / _____

If there was a Faculty final exam in this course, did you obtain a photocopy of your exam? --- YES NO

- or - did you see your exam in a supervised viewing? - YES NO

- or - after your final exam was graded, did your instructor send your exam to you via a URL? YES NO

Course Number |____|____|____|____|____|____|____|____|____|____| Session (e.g. 20179) _____ Instructor _____

Name _____ Student Number _____

Address _____ Apt.# _____ College _____

City _____ Province _____ Date of Request _____

Postal Code _____ Telephone (_____) _____

Statement in support of request (see instructions overleaf). You may attach a separate sheet if necessary.

Decision of Department (Complete before returning to OFR; Dept. signature required in all cases):

☐ No Change to final mark - or - ☐ Change final mark to: _____ % → New final mark submitted on e-marks ☐

Signature of Chair _____ Date Signed by Chair _____