

Exam Review FAQ Document

Do I need to let you know I am referring students to this service?

No, however if you have specific instructions for the exam viewing, want to provide us the solutions, or did not use Odyssey (i.e. we don't have access to the student's exam), please reach out to us.

Is this only available to undergraduate courses, or can I use it for my graduate courses as well?

While our primary goal is to service undergraduate courses, we are more than happy to facilitate exam viewings for graduate courses as well.

I would like a specific ISC to facilitate the viewings for my course.

That's great! If you would like a specific ISC please send an e-mail directly to them, or to the general ISC e-mail, with that information.

Divya – d2lala@uwaterloo.ca

Matthew – mbabela@uwaterloo.ca

Steve - svandoormaal@uwaterloo.ca

Jenny – j5tieu@uwaterloo.ca

General ISC e-mail – sas-isc@uwaterloo.ca

When will the exam viewings take place?

We will not facilitate exam viewings until *after* the exam period has ended. Typically the viewings will take place the following term in the 2nd or 3rd week. We are very busy with advising and organizing courses in the first week of a term, so we may not be able to do any viewings during that time.

How long are students allowed to request an exam viewing? What about a remark request?

According to the MUO students are allowed to request to view their exams for up to 1 year.

If they want to ask for a remark, the viewing and remark request must be done within 30 days of the grade being posted to QUEST. After a remark request has been submitted, you have 7-10 days to resolve the request and make a grade adjustment if necessary.

How will student questions/remarks be handled?

If a student has questions about the exam or how something was graded, we will ask them to fill out the remark request form (see last page of this document). The ISC will scan the completed form and e-mail it to you.

Will this process change?

Currently there are no planned changes, however depending on the demand we may have to acquire additional resources to help facilitate the viewings.

University of Waterloo
Department of Statistics and Actuarial Sciences

Final Exam Remark Request

Name: _____

Student ID#: _____

Last Name, First Name (e.g. Doe, Jane)

e.g. 12345678

Course #: _____

Term: _____

e.g. STAT 231

e.g. Spring 2020

Quest User ID: _____

e.g. j345smith

Question #	I believe the grader didn't mark this question correctly because...