Notice

To: All Students  
From: Associate Dean Academic and Student Relations  

RE: USE OF CODENAMES ON EXAMINATIONS AND ASSIGNMENTS

Faculty policy calls for anonymous grading through the use of a code name system for all midterm and final examinations and assignments valued at greater than 10% unless the nature of the assignment is such that codenames are not appropriate. Please contact your instructors if you need clarification about using codenames on a given assignment. On your midterm examinations you must use your midterm codename and on your final examinations use your final codename.

Near the beginning of each term, students will receive their codenames (midterm codename and final codename) for the term by email to their UVic email address. If you do not know what your exam codename is, please inquire at the front office prior to the beginning of the examination period. DO NOT LEAVE THIS UNTIL THE LAST MINUTE BEFORE YOUR EXAMINATIONS BEGIN.

Please note that it is contrary to Faculty regulations for a student to attempt, directly or indirectly, to identify himself or herself on an examination or coded assignment.

Do not communicate with your instructor after the examination or an assignment has been submitted. If you have any concerns about the examination, as written, please contact the Associate Dean, Academic and Student Relations, directly.

Thank you.