



**Office of the Associate Dean
Academic and Student Relations**
Phone 250.721.8152 | lawassoc@uvic.ca

Memorandum

Date: August 28, 2020

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

1. After the official release of grades by the Associate Dean Academic & Student Relations, students may contact instructors by email to request an opportunity to view their examinations. Students should be aware that instructors are not required to place written comments on examinations or to provide their marking guides.

Informal Review of Final Examination and/or Assigned Grade

2. A student may schedule an appointment with an instructor to review an examination and/or an assigned grade. It is expected that students will have a copy of all applicable coursework, including a copy of the examination, available to them for that appointment. At the instructor's discretion, the appointment may proceed by phone or video conference.
3. 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 be prepared to make that request in writing, and to particularize specific questions or concerns for the instructor's consideration.

Formal Grade Review

4. Students who are not satisfied with the outcome of their 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.

5. The Faculty of Law is subject to the University of Victoria's regulation for the formal review of an assigned grade. A link to the relevant page of the Academic Calendar is included on the website. Students should familiarize themselves with the terms of the regulation, including the requirement for the payment of a \$25 fee.
6. Any student wishing to proceed with a formal grade review must email the Associate Dean Academic and Student Relations (lawassoc@uvic.ca) **no later than 21 days after the official release of grades**. In that request, the student must describe the grounds on which the student believes that the assigned grade should be raised.
7. Every effort will be made to complete the formal grade review within 21 days.

Questions about viewing final examinations and reviewing assigned grades should be directed to the Associate Dean, Academic & Student Relations at lawassoc@uvic.ca.