



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

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 codename system for all mid-term 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. You must use your midterm codename on midterm examinations and your final codename on final examinations.

Near the beginning of each term, students will receive their midterm and final codenames 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.