



**Office of the Associate Dean
Academic and Student Relations**
Phone 250.721.8152 Fax: 250.721.6390
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Memorandum

To: All Law Students

From: Associate Dean Academic and Student Relations

Re: **VIEWING OF FINAL EXAMINATIONS AFTER THE OFFICIAL RELEASE OF GRADES
AND GRADE REVIEW PROCEDURES**

After the **official** release of grades by the Associate Dean Academic & Student Relations, students may view final examinations in accordance with the arrangements listed below:

1. A student may not take the examination away from the Faculty of Law.
2. A student may look at one examination at a time, for a maximum of 30 minutes in a supervised area. Contact the main office to make arrangements.
3. A student may review the exam with the professor. The student should make an appointment with the professor and the professor will have the examination available at the time of meeting. The student may look at the examination before meeting with the professor (see (2) above).
4. A student may have a copy of his or her examination answers for a fee of \$10.00 (includes GST) per examination, paid in advance by cash, cheque or e-transfer. Students should be aware that instructors are not required to place written comments on final exams and to provide their marking guides. Requests should be made to the Assistant to the Manager Academic and Students by emailing lawaoa@uvic.ca and the copy will normally be available within 24 hours. Note: A student officially appealing a grade will pay a grade appeal fee of \$25 per examination and not be charged this photocopy fee (see (7) below).
5. Students who wish to view their exams should make every effort to do so in person. However, where this is not possible (e.g. because the student is away from Victoria at the relevant time), arrangements can be made through the Front Office to have copies of examinations forwarded by mail or email (see (4)).

6. Students who are considering a request for a “formal” grade review should make every effort to discuss their examinations with the instructor concerned, prior to making the request. Our experience has been that these informal discussions are almost invariably sufficient to resolve any questions a student might have about his or her grade.

7. **A written request for a formal review of a final grade must reach the Associate Dean Academic and Student Relations by no later than 21 days after the official release of grades.** The request should be addressed to the Associate Dean and must clearly describe the grounds on which the student believes that the grade awarded should be raised. It must be accompanied by cash, a cheque or money order or an e-transfer in the amount of \$25.00 made payable to the University of Victoria - Faculty of Law. The fee will be returned if the appeal is successful.

Please see the *review of an assigned grade and grade appeal* procedures on the “[Student and Academic Matters](#)” webpage in the “Grades and Graduation” section.

8. Prior to viewing any final examination, students must sign and submit an examination viewing declaration. A copy of this declaration is below and copies are available in the Front Office.

Please direct any concerns regarding the above to the Associate Dean Academic and Student Relations (lawassoc@uvic.ca) or the Manager, Academic Administration and Student Services (lawmaass@uvic.ca).

Examination Viewing Declaration

I, _____, solemnly declare that I will not in any way alter or copy any part of the examination(s) being viewed and that I will return the examination with all of its contents to the Faculty of Law as soon as I have completed the examination review, and that I will not share the contents with anyone.

I understand that to alter the examination would be to commit a serious academic offense and would constitute cheating.

Examination: _____
(course name and/or number)

Examination: _____
(course name and/or number)

Examination: _____
(course name and/or number)

Codename: _____

Signature: _____ **Date:** _____