

**Supplemental Exams and the E Grade Process**  
**March 21/2014 Office of the Registrar**

**Background**

During the course of the percentage grades project, the Percentage Grades Project Team were faced with translating three different failing letter grades (E, F, N) to a percentage range of 0-49%. In an attempt to better understand how E grades and supplemental exams were managed, an analysis was undertaken. The results of the analysis would inform a decision about how to handle supplemental exams and E grades when we move to percentage grades.

As part of the analysis, the Percentage Grades Project Team met with representatives from faculties of Business, Engineering, and Humanities, Science and Social Sciences that offered supplemental exams to better understand their process in managing these grades and exams.

**Analysis**

During the analysis of the historical assignment of E grades, inconsistencies were found across departments and faculties. The following observations have been made with reference to the current assignment of E grades and management and supplemental exams:

- Some departments assign E grades when the calendar states that they do not offer supplemental exams.
- Vetting for eligibility to write a supplemental exam has not always occurred prior to the assignment of E grades where the assignment has been assumed to indicate eligibility. The criteria to write a supplemental exam may include the grade achieved, as well as the students' registration and course completion; regulations governing supplemental exams are available in the UVic [Calendar](#).
- Some students are assigned E grades who do not exercise their option to write a supplemental exam.
- Students who are not eligible to write a supplemental exam have been assigned E grades. When students are eligible communication regarding the supplemental exam options is varied across faculties and in some cases, no communication is sent out. The E grade has inappropriately remained on the student record permanently and is misleading.
- There has not been a consistent process for managing supplemental exams for first term or summer term courses as the departments managed exams for these terms while the Registrar's Office managed only the exams for second term of Winter Session courses.

During the meetings with faculty representatives, it was recognized that a standardized process would provide benefits to students and academic units. With a focus on accuracy, student service and ultimately student success, it was determined prudent to implement a consistent front-end review and approval process for the assignment of E grades across all faculties. Therefore, after the FAST go-live with percentage grades, instructors will no longer have the option to directly assign an E grade in FAST; this will ensure that the appropriate vetting, student communication and management are established and followed.

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**New Process**

Effective 2014 Summer Session (201405), when an instructor submits class grades via FAST, a **grade of 0-49% F** will be assigned as appropriate. If the instructor would like to offer the student the opportunity to write a supplemental exam they may forward their grades spreadsheet to their department administrator and indicate which student(s) are to be considered to write a supplemental exam. The department administrator will fill out a **Request for Supplemental Exam spreadsheet** including the pertinent student(s) from the instructor's grade list and will forward it to the Associate Dean/ designate for consideration.

The Associate Dean/ designate will evaluate the student's eligibility to write a supplemental exam and approve or deny the request based on university, faculty and departmental criteria. The decision will be communicated with the department, the student and the Office of the Registrar to facilitate the management of the supplemental exam

**Benefits**

In implementing this new process:

- Associate Deans will have the opportunity to evaluate and determine if a student is eligible to write a supplemental exam prior to an E grade being assigned.
- Beginning from May 2014 an E grade will indicate when the option to complete a supplemental exam was approved
- The option for instructors to assign E grades incorrectly through FAST will be eliminated.
- The accuracy of a student's academic record, in relation to E grades and supplemental exams, will be improved.
- The reporting of supplemental exams will be based on reliable data.
- This process will introduce consistency in the management of supplemental exams across faculties, benefitting students enrolled in courses in various departments.
- Provides an opportunity to follow-up with "eligible" students to provide assistance and advising to enhance student success and retention.
- The Associate Dean for the faculties of Humanities, Science and Social Sciences will have the opportunity to vet supplemental exam requests for students in all terms.
- This process may lead to a standardization of timing and writing of supplemental exams across faculties.