

## How Do I Request Approval to Assign an E Grade for Supplemental Exam

The eligibility to write a supplemental exam, as indicated by the assignment of an E grade, requires the consideration and approval by the Associate Dean/designate of your faculty. The E grade cannot be assigned directly in FAST as of Summer Session 2014 (Term 201405). [Read the FAQs for background information on this change.](#)

1. If an instructor believes that a student meets the academic unit's criteria for a supplemental examination, the instructor assigns a grade of 0-49%, as achieved, and F (**F – Completed and Failed**) in the "F or N" column in FAST. [See detailed instructions about submitting percentage grades in FAST.](#)
2. Instructors forward their grades spreadsheet to their department administrator and indicate which student(s) are to be considered to write a supplemental exam.
3. If there is only one student who an instructor is indicating should be considered to write a supplemental exam, the department administrator can use the [Application for Approval of Supplemental Exam form](#). If there are multiple students it may be easier to use [the Request for Supplemental Exam spreadsheet](#), in which case the department administrator:
  - Copies the pertinent student information from the instructor's grade spreadsheet and pastes the information into the [Request for Supplemental Exam spreadsheet](#) columns A-E which are highlighted in grey (see screenshot #1 below).
  - Completes the columns F-L which are highlighted in blue (see screenshot #1 below).
  - Forwards the spreadsheet to the Dept, School or Program Chair for consideration and approval.
  - Forwards the completed spreadsheet to their Associate Dean/designate for consideration and approval after receiving approval from the Chair.

Screenshot #1

|   | A          | B               | C     | D      | E        | F      | G                   | H              | I          | J                            | K               | L                   |
|---|------------|-----------------|-------|--------|----------|--------|---------------------|----------------|------------|------------------------------|-----------------|---------------------|
| 1 | STUDENT ID | NAME            | GRADE | F or N | Comments | TERM   | COURSE ABBREVIATION | COURSE SECTION | COURSE CRN | SUPPLEMENTAL EXAM HANDLED BY | INSTRUCTOR NAME | CHAIR/DIRECTOR NAME |
| 2 | V00630205  | student, test74 | 35    |        |          | 201401 | ENGL 100            | A03            | 45612      | Department                   | D. SMITH        | J. DOE              |
| 3 |            |                 |       |        |          |        |                     |                |            | Department                   |                 |                     |
| 4 |            |                 |       |        |          |        |                     |                |            | OREG                         |                 |                     |
| 5 |            |                 |       |        |          |        |                     |                |            |                              |                 |                     |
| 6 |            |                 |       |        |          |        |                     |                |            |                              |                 |                     |
| 7 |            |                 |       |        |          |        |                     |                |            |                              |                 |                     |

**This information can be copied and pasted from the instructor's grade spreadsheet**

**Choose Department or OREG from the drop-down menu**

**The information is completed by the departmental administrator**

4. The Associate Dean/designate:

- Completes the columns M-P highlighted in red (see screenshot #2 below).
- Completes an **Application for Approval of Supplemental Exam** form for each student on the **Request for Supplemental Exam spreadsheet** using the mail merge function in the [Multiple Applications for Approval of Supplemental Exam](#) form. See Appendix 1 for detailed instructions to use the mail merge functionality.
- Emails the **Application for Approval of Supplemental Exam** forms for each approved/denied student to the Office of the Registrar via [grades@uvic.ca](mailto:grades@uvic.ca).
- Communicates the decision with both the department and the student.
- Coordinates as appropriate the scheduling of the supplemental exam for those students who have been approved to write one.

Screenshot #2

| M  | N                        | O  | P         |
|--|--------------------------|--|-----------|
|  | ASSOC. DEAN              |  |           |
|  | DECISION                 |  |           |
| ASSOC. DEAN/<br>DESIGNATE  | APPROVED/NOT<br>APPROVED | COMMENTS FOR<br>NOT APPROVED DECISION                                | DATE      |
| S.DEAN   | NOT APPROVED             | Student did not complete enough work to write final                  | 09-Mar-14 |
|  |                          | <b>Comments are mandatory when the<br/>decision is NOT APPROVED.</b> |           |
| <b>This information is completed by the Associate Dean/designate</b> |                          |  |           |

5. When the Office of the Registrar receives the **Application for Approval of Supplemental Exam** form, either:

- The grade is changed to an E% grade in Banner if the application to write a supplemental exam is approved.
- If the application for a supplemental exam is not approved, a note will be added to Banner. (The note will not appear on the student transcript).

6. The student writes their supplemental exam as scheduled.

7. The instructor receives and marks the completed supplemental exam and completes an **Undergraduate Grade Change** form, entering the percentage grade received on the supplemental exam. The grade change form is forwarded for appropriate signatures and returned to the Office of the Registrar for update in Banner.

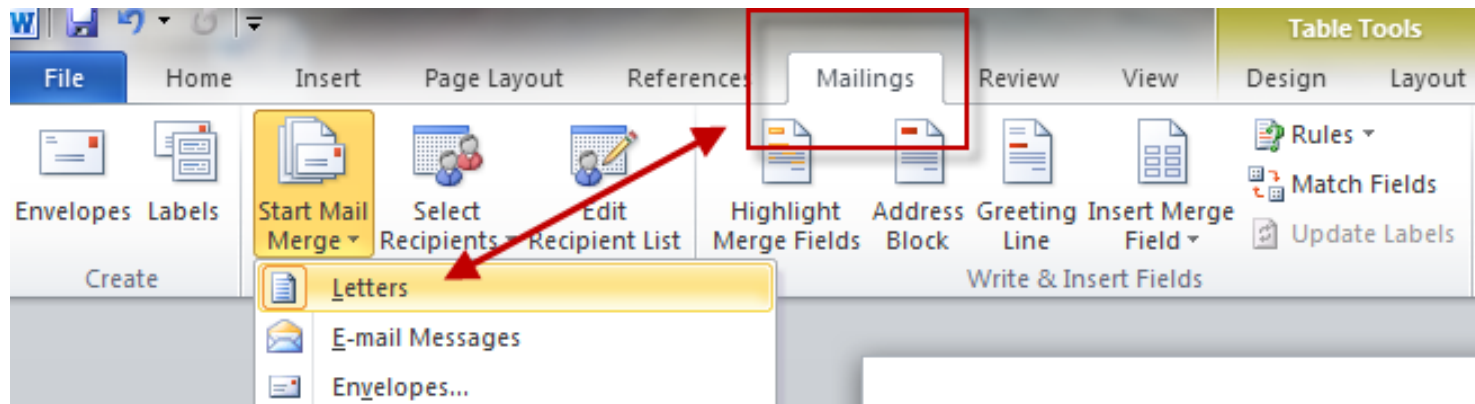
8. The supplemental exam mark is added to the student's record.

Questions? [grades@uvic.ca](mailto:grades@uvic.ca)

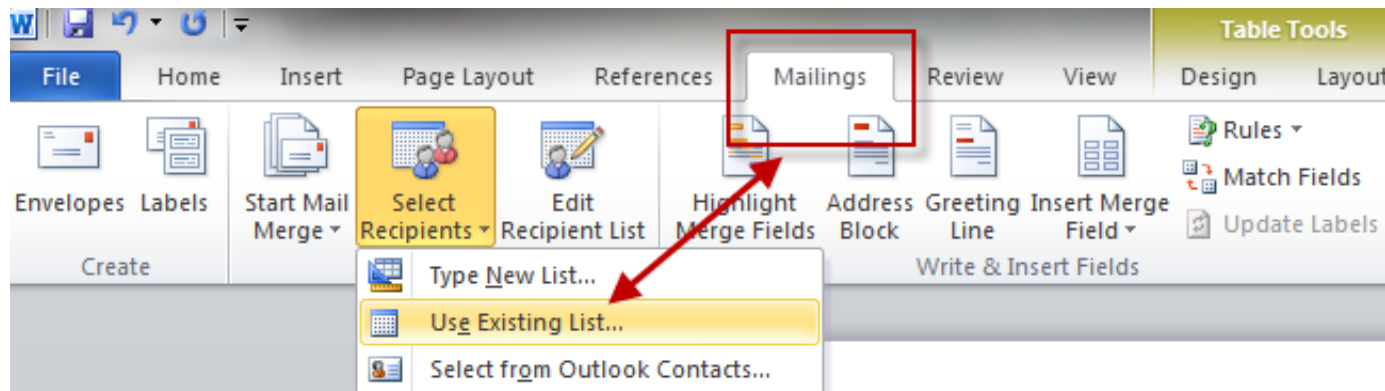
## Appendix 1: How to complete a mail merge in Microsoft Word 2010

These instructions will help you merge data from the [Request for Supplemental Exam spreadsheet](#) – that has been completed with your students' information - into the [Multiple Applications for Approval of Supplemental Exam](#) form for each student. These forms can then be emailed to [grades@uvic.ca](mailto:grades@uvic.ca)

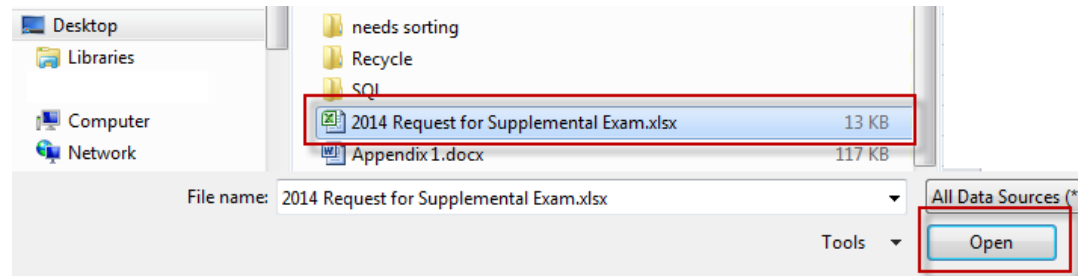
1. Open the **Multiple Applications for Approval of Supplemental Exam** document.
2. On the **Mailings** tab, select **Start Mail Merge** and **Letters**.



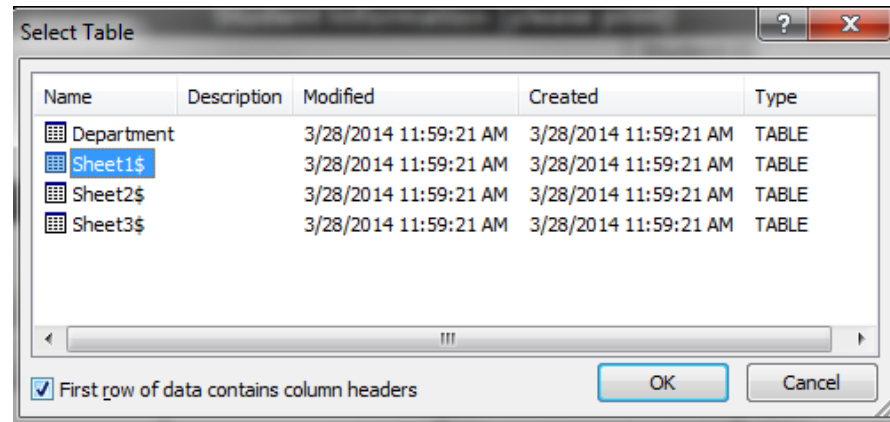
3. On the **Mailings** tab, choose **Select Recipients** and **Use Existing List**.



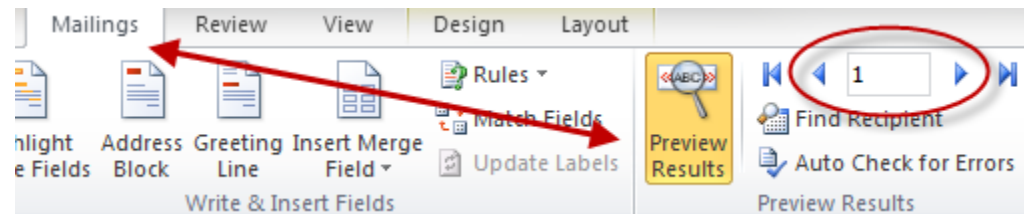
4. You will be prompted to select the Excel file that contains the data you want to merge i.e. the **Request for Supplemental Exam** spreadsheet. When selected, click Open.



5. You will be asked which worksheet contains the data you want to merge. Select **Sheet1\$** and click OK.



6. On the **Mailings** tab, select **Preview Results**. The Word document is populated with data from the Excel spreadsheet. You can scroll through each page using the blue arrows to preview.



6. From the **Finish & Merge** tab select **Print Documents** to print to PDF and then email to [grades@uvic.ca](mailto:grades@uvic.ca).

