

UNIVERSITY COUNCIL  
ACADEMIC PROGRAMS COMMITTEE  
REQUEST FOR DECISION

**PRESENTED BY:** Gordon Hill, Chair, Academic Programs Committee

**DATE OF MEETING:** April 16, 2009

**SUBJECT:** **Administrative revisions to the Examination Regulations**

**DECISION REQUESTED:**

*It is recommended:*

That Council approve the April, 2009 administrative revisions to the University of Saskatchewan Examination Regulations.

**PURPOSE:**

Under the University of Saskatchewan Act (1995), University Council is responsible for prescribing the methods and rules for evaluating student performance.

**SUMMARY:**

As was reported to Council at its March meeting, the Academic Programs Committee of Council is developing a policy on Academic Courses to include many of the broader course management and student assessment practices which are presently included in the Examination Regulations. However, for implementation with the April, 2009 examination period, a number of administrative or “housekeeping” changes to the regulations are required.

There were two points of discussion regarding the draft regulations at the March, 2009 Council meeting. The draft was tabled so that the Academic Programs Committee could review these issues and determine what wording changes should be made.

1. In regard to the terminology of “mid-term” and “mid-year”, the Committee agreed to retain the term “mid-year” to describe the exams from six-credit-unit two-term first-year courses. The mid-year marks from these courses are reported to the Office of the Registrar for student advising purposes, so that college advisors are notified about first-year students who are at risk of failing their first-year classes.
2. In regard to the question of whether Council regulations should prevail in any situation of absence or conflict with college, departmental or faculty regulations, the Committee agreed that this policy should remain in the revised regulations.
3. A typographical error in section 1.6 was also corrected.

**ATTACHMENTS:**

Chart showing additional revisions, as described in this report  
[Exam Regulations Final Version approved April, 2009](#)

<b>1.4.4 Reporting, Recording and Issuing Examination Results and Grades</b>		<b>April, 2009 Revision</b>
<p>ii. Reporting of Grades by Instructors:</p> <p>Reports of final grades for all one- and two-term courses and for 100-level, two-term courses examined at mid-year will be submitted according to procedures established by the Registrar:</p> <ul style="list-style-type: none"> <li>• no later than the end of the official examination period in a given term, for those courses with no examination in the official examination period, and for mid-year examinations in 100-level, two-term courses offered over the Fall and Winter terms; or</li> </ul> <p>...</p>	<p>Reports of final grades for all one- and two-term courses and for 100-level, two-term courses examined at mid-<del>term-year</del> will be submitted according to procedures established by the Registrar:</p> <ul style="list-style-type: none"> <li>• no later than the end of the final examination period in a given term, for those courses with no final examination in this period, and for mid-<del>term-year</del> examinations in 100-level, two-term courses offered over the Fall and Winter terms; or</li> </ul> <p>...</p>	<p>Retain “mid-year” terminology</p>
<p><b>1.4.10 Mid-Year Examinations</b></p> <p>...</p> <p>Mid-year grades in 100-level six credit-unit courses are to be reported to the Registrar.</p>	<p><b>1.4.10 Mid-Term Examinations</b></p> <p>...</p> <p>Mid-<del>term-year</del> grades in 100-level six credit-unit courses held over the Fall and Winter terms are to be reported to the Registrar.</p>	

<p><b>Grade Disputes Between Instructor and Student</b></p> <p>A student who is dissatisfied with the assessment of their work or performance in any aspect of course work, including a midterm or final examination, should consult the University Council policy titled <i>Student Appeals in Academic Matters</i>. This policy describes the process to be followed in appealing the assessment. Appeals based on academic judgment follow a step-by-step process including consultation with the instructor and re-reading of written work or re-assessment of non-written work. The policy is available from the Office of the University Secretary, the college dean's office and online at .</p>	<p><b>1.6</b></p> <p><del>A student</del> <u>Students</u> who <u>are</u> <del>is</del> dissatisfied with the assessment of their work or performance in any aspect of course work, . . . .</p>	<p>Grammatical correction</p>
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