

Approval Date: May 28, 2012

Parent Policy: [Assessment and Grading](#)

Access to Evaluative Course Material Procedure

Office of Administrative Responsibility:	Provost and Vice-President (Academic)
Approver:	General Faculties Council
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

University regulations regarding the conduct of examinations are contained in Section 23 of the University Calendar, with the exception of this procedure concerning access to past evaluative material and the procedure concerning Consolidated Final Examinations.

Purpose

To define University-wide procedures with respect to access to past or representative evaluative material.

PROCEDURE

1. EVALUATIVE COURSE MATERIAL

The provision of student access to past or **representative evaluative course material** in undergraduate courses as outlined herein is intended to (a) ensure equal access to such material by all students and (b) provide students with a potentially useful aid to their studying.

a. Assessable Materials

Access must be provided to past or representative evaluative course material, listed below:

- Final examinations;
- Evaluative course material that accounts for 30% or greater of a student's course grade;
- Past evaluative course material that is made available by the Faculty, department or professor to students directly or via students' associations;
- Past evaluative course material that is permitted to leave the classroom;
- Representative evaluative course material where actual examinations are not provided.

b. Access requirements

Evaluative material will be made available in at least one of the following ways:

- By submission to the Students' Union Exam Registry by a representative of the teaching unit, such as a department or, in the case of non-departmentalized Faculties, the Faculty.
- By electronic publication on a website maintained by an instructor, a department or a Faculty where every student registered in a course will have equal access to the material.
- Answer keys are not required to be made available. No keys or answers to evaluative material will be made available unless the instructor has made these keys or answers available to students.
- Evaluative course material submitted by students or student associations must be approved by the Faculty, Department, or instructor.
- For the purposes of administering the Exam Registry, the Registrar's Office shall provide a list of all course changes to the Students' Union Exam Registry.

c. Exemptions

Particular courses or entire departments can be exempted from this policy at the discretion of each Faculty Council, provided that the Faculty has a policy that ensures the evaluative material to be exempted is neither permitted to leave the classroom nor made available to students in any manner outside the classroom.

Faculty Councils shall refer these exemptions, together with the minutes of that meeting, to the Students' Union for information.

Where a Faculty Council has approved the withholding of evaluative material, it is encouraged to provide access to representative course material, where possible.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

Evaluative course material	Evaluative course material shall be considered to be any final examination paper, any mid-term examination paper and any other examination paper which counts towards a student's course grade.
Representative evaluative course material	Representative evaluative course material shall be sample examination papers or questions that give a fair representation of the length, nature and level of difficulty of an actual examination in the course.

FORMS

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