

Procedure #	AA-108-P5	Revision #	02
Accessibility level	A	Effective date	20 Jan 2021

### Final Exam Review Procedure

#### 1. Definitions

- 1.1. **Final exam:** A course exam is held once at the end of the semester.
- 1.2. **Final exam score:** the score attained by a student in the final examination for each course.

#### 2. Procedure

- 2.1. A student who feels that his final exam grade was unfair, must fill out a Request for Final Exam Review form and submit it to the chairperson of the department offering the course for approval within the first two weeks after the start of the next semester.
- 2.2. If approved, the student can discuss the matter with the instructor of the course. During the two weeks period, the student is allowed to review his final exam paper along with the instructor.
- 2.3. If the student and the instructor are able to arrive at a solution, the course instructor notes the solution on the form and send it to department chairperson for approval.
- 2.4. If the student and the instructor are unable to arrive at a solution, the student may write a petition to the chairperson of the department offering the course, no later than the end of the fourth week of the next semester.
- 2.5. The department chairperson investigates the petition and the presented arguments and refers the petition to the Department Academic Committee for a review of the instructor's evaluation.
- 2.6. The committee is provided with student's final exam sheet, the key solution and the distribution of grades among the exam questions, the committee compares the student's answers to those of the key solution, check for mathematical errors in score addition, and makes its recommendation in writing bearing the signature of the department chairperson and the majority of committee members.
- 2.7. The committee recommendation is subject to the approval of the college dean.
- 2.8. If approved, the Dean forwards the approved form to the Director of Admission and Registration for implementation and the form is kept in the student file for safeguard.

#### 3. Related Documents

- 3.1. Academic Petition Form (AA-108-F1)
- 3.2. Request for Final Exam Review Form (AA-108-F2)