

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.](#)

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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 studentsupport@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



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 D Tw 25.87vC /P AMTrhMf (ino5 (n)4.02.002 (.998 (de)-2.002rhMf (ino5/5liTs8 (0o/P 4c 44.166C002gR9-5.92

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



