

Dr.

6. Multiple choice scan sheets for machine scoring (bubble sheets) are considered the authentic exam answer paper and will be retained by the department for 1 year.

7. Professors may refuse to review/remark exams not written in indelible ink. In addition, requests for review/remark of a midterm exam must be made within one week of the exam being returned. Students are expected to promptly pick up midterm exams after marking has been completed, either in class or from the instructor.

8. Examination papers that have pages removed, or are mutilated will not be marked.

Revised Mar 2015