



Final Exams / Final Projects

Final Exams are administered on the final class for In-class courses, and at a registered Exam Centre for Online courses. As you grade your exams or projects, please follow the required marking protocol, outlined below.

Student Number X 123456

Name DOE JANE
(SURNAME) (Given Name)

Faculty or School of Registration SCS

Course 1860-302 PM.
(e.g. PHL 303, ANTHO1)

Instructor JOHN SMITH

Date of Examination 25 JULY 2015

Place of Examination U TORONTO - MCCAW ST.

INSTRUCTIONS

Write the information sought in the spaces above.

Write the answers on the RULED SIDE ONLY; all calculations or rough drafts of answers should be shown, preferably on the unruled side.

Clearly identify the question to which each answer applies; whenever the answer to a question is divided, note at the end of the first section "see also work on page ...".

If a page is left blank, write on it "see work on page ...".

If more than one book is used, indicate the total number on the cover of each. At the conclusion of the examination, place all other books inside Book No. 1.

Do not tear any paper out of this book.

THIS BOOK MUST NOT BE TAKEN FROM THE EXAMINATION ROOM

University of Toronto

EXAMINER'S REPORT

1	7
2	10
3	4.5
4	3.5
5	9
6	
7	
8	
9	
10	
11	
12	
Total	34/40
	= 85%

Ensure the booklets are numbered, and that you record the marks for the entire Final Exam on Booklet #1. Other booklets should be tucked inside this booklet.

Student name and number should be written clearly on the exam booklet or final project, as well as Instructor name and course section number.

Please mark and record the grades for each section individually. In this example, there are five sections, in an exam that is worth a total of 40 marks. Sections one, two, and five are marked out of a possible 10 points; sections three and four are worth 5 points each, totaling 40 points.

Ensure that you enter the score out of the total number of points, and then calculate the grade as a percentage as well. Please enter both clearly on the front of the exam booklet or final project, as illustrated here.

When you have marked all of the exams or projects, please ensure you record the grades separately. When entering grades in the **My Access** section of the **Instructor Login Area**, please input student grades as a percentage (out of 100).

Once you enter the final grades, please bundle the exams or projects, in alphabetical order, with a copy of the Exam Questions/Instructions, and return them [to your Program Administrator](#) in the postage-paid envelope we have sent you. If you have grading rubrics instead (for a final project blog or website, for instance), please ensure they are sent to your Program Administrator either electronically or in hard copy. When we receive them, we will check them against the grades entered in the system, for accuracy.

The School of Continuing Studies will keep the Exams and Final Projects on file for 11 months, during which time if a student appeals a grade, we may investigate and rule out any errors.