

GRADES AND AMENDED MARKS

Instructors will be notified of the due date for submission of Marks Reporting Lists by Gillis Aning. Instructors are responsible for entering their own grades in the emarks system in the Faculty of Arts and Science.

Marks **MUST** be submitted by deadlines. All students on the list must have a mark, even if it is O. If a student's name does not appear on the Marks Reporting List, her/his mark should be submitted on a separate Amended Marks form. Amended Marks forms can be obtained from Gillis.

If your course has a final exam ("Faculty final") during the official exam period, then marks are due in the Faculty of Arts & Science no later than 7 working days after the date of the examination. Marks for "final exams" held in class during the term are usually due 1 week after classes end.

Please respect this deadline as it affects the length of time it takes for students to receive their transcripts. These are crucial in determining prerequisites for future courses or programmes in which they plan to register.

You will receive an email from Gillis regarding the new e-marks system that is now used to enter grades from the Faculty of Arts & Science.

SOME NOTES ON COURSE MARKS:

Please note that course marks must be determined by the students' performance in the course. As stated in the Code of Behaviour on Academic Matters, instructors must not evaluate a student's work "by reference to any criterion that does not relate to its merit, to the time within which it is to be submitted or to the manner in which it is to be performed". A desire to qualify for a scholarship or avoid academic probation is not a reason to give a student a higher mark. Marks must also be determined by the formula given in the course syllabus. This must not be changed just to obtain some desired grade distribution. It is **very** desirable that any needed adjustments in grades be made to the marks on individual tests or assignments, and communicated to students when these are returned, so that students will be aware of how well they are doing so far in the course. If this is done, there should be no need for any large adjustments to the final course grades.

Any adjustments to marks must be monotonic, with a higher unadjusted mark giving a higher (or at least not lower) adjusted mark. Furthermore, an unadjusted mark that is zero or very low should not result in an adjusted mark that is a pass, or close to a pass. So, for instance, adding 50 to all marks (out of 100) on a test is not an appropriate adjustment. Adjusted marks on tests and assignment greater than 100% are also problematic, although it is OK if a few students' marks get adjusted to slightly more than 100 and then reduced to 100.

Note that there are no absolute rules on the distribution of final course grades. If you find that you have a large number of very low or very high course grades, even after adjustments that seem reasonable, you should discuss with the Associate Chair for Undergraduate Studies whether anything needs to be done to adjust the final grades. The objective is to produce grades

that correctly reflect the degree to which the students learned the course material, not to achieve any predetermined distribution.