FAQ: Exams

1. Will all of my classes have final exams?
   Not necessarily—this varies by course. Check the course syllabus or ask the instructor.

2. Where do I find my exam schedule?

   a. Bear Tracks
      Students can view their personal exam schedule in Bear Tracks by navigating to: Academics > My Academics > Exam Schedule
      The final examination schedule will be available:
      - Fall Term - mid-November
      - Winter Term - mid-March
      - Spring Term - mid-May
      - Summer Term - mid-July

   b. UA Exam Planner (http://www.registrarsoffice.ualberta.ca/Examinations.aspx)
      * The dates and times of any final exam can be found by looking up the day and time of the first lecture in any course each week, and following the table to determine the date and start time of the exam.
      * Dates and times for consolidated exams are noted in a separate chart on the exam planner page, listed alphabetically by course name (e.g CH E 243, CIV E 270).

NOTE: This FAQ applies only to courses offered by Mechanical Engineering—other departments may have their own policies.
3. **What’s a consolidated exam?**

   A consolidated exam is when a single final exam is held for multiple sections of a course in a term. Example: MEC E 250 has three lecture sections in fall term (Lec A1, A2, and A3) and two in winter term (Lec B1 and B2). Instead of holding three separate exams in fall and two in winter, the exams for all sections are consolidated to one final exam per course, per term.

4. **Where will my final exam be held?**

   Students will be able to look up exam locations on Bear Tracks once the final exam schedule is available each term.

5. **What happens if I miss an exam?**

   See the UA Calendar, 23.3: Attendance.

   - If the exam is a **midterm or other course exam**: contact the course instructor as soon as possible. If you are ill, you do NOT need to do this in person—email or phone is fine. From the UA Calendar, 83.3(11): There are no deferred term exams for courses offered in the Faculty of Engineering. In instances where a student has a documented reason for missing a term exam(s) and at the discretion of the instructor, the value of a missed term exam(s) can be added to the value of the final exam. A missed term exam(s) is considered assigned term work which has not been completed in determining eligibility for a deferred final exam.

   - If the exam is a **final**: contact the course instructor as soon as possible. Again, if you are ill, you do NOT need to do this in person—email or phone is fine. You can apply for a deferral at the Faculty Office, 6th Floor, ETLC.

   See also 23.3(2): Absence from final Exams, the PDF “What to do if you are sick” on the Office of the Registrar’s Examinations page, and “Can I postpone a final exam to a later date”, below.

6. **What happens if I fail a final exam?**

   You can apply to rewrite the final exam to try to get a higher mark. See the UA Calendar, 23.5.5: Reexaminations for full regulations regarding reexaminations, including application deadlines and fees.

   Students can apply to rewrite a final exam if the following conditions are met:

   - The course was failed.
   - The final exam is worth 40% or greater of the course mark as a whole.
The student’s GPA, inclusive of the failed course, is 2.0 or above. There are no exceptions to this rule.

Note: for a fall term course, only that term’s GPA is considered. For a course in winter term, the combined two-term (fall and winter) GPA must be 2.0 or above. The UA reports GPA to one decimal point and does not round up values.

Students may only be granted one (1) reexamination in a Fall/Winter or Spring/Summer period (see 23.5.5(5) of the Calendar). The MEC E department holds re-exams and deferred exams for Fall term during Reading Week. Winter term re-exams and deferrals are held the week of Victoria Day in May to accommodate students who may be graduating in June.

Reexaminations are not permitted for any other reason, including if a student has passed a course but wants a higher mark. This includes if a student receives a failing grade on the final exam, but passes the course as a whole (e.g. final exam grade is F but the course mark is D).

To apply for a reexamination, see the Undergraduate Program Coordinator in MEC 4-9.

7. I think I should have gotten more marks on a question. Can I ask my professor to regrade my final exam?

Yes, this is called a reappraisal, and there is a formal process. Students may apply for a reappraisal only if they have good reason to believe that an error has been made in the marking of their exam. You may not ask for a question to be regraded informally as you would be asking for a privilege not given to all other students in the class.

To apply for a reappraisal, you must submit a request in writing to the Associate Chair (Undergraduate) before the deadline (February 1 for Fall courses, or June 22 for Winter). The request must include a statement of whether you intend to have your grade raised or lowered. If no such statement is present, it will be assumed that the intent is to have the grade raised. The department will notify you whether the appraisal will proceed. A fee for the reappraisal will be assessed once you sign the application.

See also 23.5.4(2): Reappraisals in the UA Calendar.

8. Can I re-write a final exam?

Final exams can only be rewritten in the case of a failed course. See “What happens if I fail a final exam”.

9. Can I postpone a final exam to a later date, or arrange to write it earlier?

See the Calendar, 23.3(2): Absence from Final Exams, and 23.5.6: Deferred Final Exams.
Deferred exams may be approved by the faculty only in the case of “incapacitating illness, severe domestic affliction or other compelling reason (including religious conviction” (23.3(2)).

**Travel plans, even when made in advance, are not suitable reasons to be granted a deferral.**
The UofA exam periods are set more than a year in advance and fall on similar dates each year. If you are considering travel on any date close to an exam period, be aware that you may have a final exam any time within the periods December 5-23 (Fall) and April 5-30 (Winter).