

**FACULTY AND SENATE GUIDELINES**  
**FOR THE EVALUATION OF STUDENTS IN HUMANITIES**

1 - Student performance in a course shall be assessed on more than one occasion. No one essay, test, examination, or other means of assessment should have a value of more than 75% of the final grade. Supervised Study, Thesis, and Independent Research/Study courses may be exempted from this requirement.

**2 - At least one piece of term-work or its equivalent which is a part of the evaluation of a student's performance must be graded and returned to the student prior to the following deadlines:**

(a) 3-unit courses - Term I, BEFORE November 7, 2008. Term II, BEFORE February 27, 2009. The Department Chair is responsible for enforcing this guideline.

(b) 6-unit courses - BEFORE February 27, 2009. (Consult the "Sessional Dates" in the current University Calendar.)

The weighting of this term-work should be a minimum of 10% for 3-unit and 25% for 6-unit courses.

3 - Term-work in all courses must be completed by the end of lectures in the term.

4 - All Level I courses in the Faculty, with the exception of practical courses (e.g. Art), must conduct final examinations in December for Term I courses, April for Term II or III courses.

5 - Where methods of evaluation other than a written final examination are to be used, there should be safeguards to ensure, insofar as possible, that the work examined has been done by the student being graded. In order to furnish verifiable evidence in the case of an appeal, it is recommended that oral examinations be conducted in the presence of a second instructor, who should take notes. A tape recording is an acceptable substitute.

6 - Instructors should ensure that students can receive feedback on tests and examinations, so that they may learn from their performance, and, in particular, that students have access to their mid-year examination papers in Level I courses.

7 - At its meeting of March 26, 1986, the Faculty of Humanities approved the following policy on the reporting of final grades which supersedes any other instructions on this subject received from the Registrar's Office:

That all final results be reported in the form of <b>LETTER GRADES</b>
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That, where percentage marks are tabulated in the calculation of final grades, the conversion scale used by the Registrar's Office be adopted as the sole conversion scale in use in the Faculty of Humanities.

<b>MARK</b>	<b>GRADE</b>
90-100	A+
85-89	A
80-84	A-
77-79	B+
73-76	B
70-72	B-
67-69	C+
63-66	C
60-62	C-
57-59	D+
53-56	D
50-52	D-
0-49	F

8 - The schedule for the return of marks for courses in which there are formal written Final Examinations conducted by the Registrar's Office is determined by the Associate Registrar (Systems). Marks in courses in which there are no written examinations or in which written examinations are conducted solely by the instructors should be received as early as possible and certainly no later than the last day of the official examination period for that session. In the exceptional case where both the instructor and the Department Chair feel justified in allowing the student until the last day of examinations to submit term-work, an "Incomplete" instead of a mark for a student may be submitted (see Incomplete and Deferred Term Work Policy).

9 - As approved by Senate on June 13, 1990, "Instructors are responsible for ensuring that all graded material not meant to be returned to students, and the instructor's record of how the final grades in a course were determined, are accessible to the Department Chair for a period of seven months following the end of the academic year in which the course was offered (i.e., March 31 of the following winter session). For deferred examinations, instructors are responsible for ensuring that the examination papers are accessible to the Department Chair for a period of seven months following the end of the academic year in which the deferred examination was written. The end of the academic year is defined in the Senate By-laws as August 31."  
<http://www.mcmaster.ca/senate/academic/examret.htm>