

**FACULTY OF ARTS & SCIENCE MARKING SCHEME FORM
2018–19 Fall/Winter Session**

Course: _____ Instructor’s Signature: _____

Please read the following notes carefully to ensure that your marking scheme for this course conforms to Faculty regulations. Details of these regulations and further explanations on best practices for syllabi are in the Academic Handbook (<http://www.artsci.utoronto.ca/faculty-staff/teacher-info/academic-handbook-for-instructors>)

MARKING SCHEME REGULATIONS

You must inform the class of your marking scheme as early as possible in the course: the expectation is that you will do so **before the end of the first week of classes**, and the absolute deadline to inform the class of the marking scheme is the last day to add/change courses. After that date, you cannot change this scheme – be it the number of items, nature of items, weighting of items, or due dates – without the consent of a simple majority of students present in class. You must give students notice of the proposed change and the planned vote; **this notice must be provided at least one class session prior to holding the vote.**

TERM WORK and TEST REGULATIONS

Instructors shall return **by the deadline** one or more marked assignments worth a combined total of at least 10% of the total course mark for H courses and 20% for Y courses. The deadline for returning such marked work shall be the last regularly scheduled class meeting prior to the deadline to cancel without academic penalty (i.e. the Drop Date); for F courses, the Drop Date is November 5, 2018; and for S courses it is March 17, 2019. For Y-section courses (Y1Y and H1Y), the deadline to return work is the last regularly-scheduled class meeting of the first week of classes in January.

YOU CANNOT HOLD A TERM TEST OR A COMBINATION OF TERM TESTS WORTH MORE THAN 25% IN THE LAST 2 WEEKS OF CLASSES.

Note: “take-home exams” and “final examinations” held while classes are still meeting are term tests, not final examinations.

One marks component can be class participation. There are several other points; please refer to the [Academic Handbook](#).

Term Work & Term Test Components of Course Mark:

1. _____ due: _____ worth: _____ %
2. _____ due: _____ worth: _____ %
3. _____ due: _____ worth: _____ %
4. _____ due: _____ worth: _____ %
5. _____ due: _____ worth: _____ %

(If more space is needed, use back of form.)

Penalty for lateness: _____
(Penalties are often expressed as “X% per day of lateness” reduction in mark)

Final Examination Component of Course Mark: _____ % Exam Duration ____ 3 hours ____ 2 hours

FINAL EXAMINATION & FINAL MARKS REGULATIONS

All 100-series (except 199Y courses) MUST have a final examination worth at least 33% and at most 66% of the final mark; 200-series courses normally have a final exam. Requests for exemptions start with the academic unit, and are either forwarded to the Dean’s Office via the Office of the Faculty Registrar (100-series) or are decided by the unit (200-series).

Final examinations can ONLY be held in the examination period AFTER classes finish; all other tests are TERM TESTS.

N.B. STUDENTS MUST BE WARNED THAT ALL COURSE MARKS ARE TENTATIVE UNTIL APPROVED BY DEPARTMENT CHAIR AND DEAN’S OFFICE, AND RECORDED IN THE OFFICE OF THE FACULTY REGISTRAR.

University regulations require you to file this form with your department or program by the end of the first week of classes. If you make subsequent changes, please file a new form.