Revision: April 2009

McGill School of Computer Science

Undergraduate Programs Office

Instructors' Guide

2009

The information captured in this guide highlights very important information for all instructors teaching in the School of Computer Science. It does not replace the regulations and procedures found in the 2009-2010 Undergraduate Calendar website. Both should be used as reference material.

Release of Personal Information Related to Students (Current or Former):

If an instructor receives a request for information about a student from an individual other than the student himself/herself, he or she must refer the request to the Registrar's office. No one should acknowledge that a student is registered in one of our programs especially if the caller/agency is unknown, because the caller may have hidden motives. For example, a parent that has lost touch with their son or daughter might try to get in touch with them in this way. Under no circumstances should one divulge information on the student, unless the student has requested this personally (as is the case, for instance, for recommendation letters). The Registrar's Office has published a policy concerning access to records found under section 3.1.4, page 40 of the undergraduate calendar, and reproduced below for your reference. McGill has already obtained a release form from all students at the time of admissions and any request for information about a student should be referred to the Admissions Office.

3.1.4 Policy Concerning Access to Records

Statements of account and all other correspondence are sent directly to students who retain full control as to who has access to their records or accounts. (Officers and members of the University staff may also have access to relevant parts of such records for recognized and legitimate use.) No progress report or any other information is sent to parents and/or sponsors unless specifically requested by the student in writing.

In accordance with the Act Respecting Access to Documents held by Public Bodies and the Protection of Personal Information (the "Access Act") personal information, including transcripts of academic records, may be released only with the authorization of the student. When a student applies to McGill, he/she authorizes the University to release certain personal information (name, address, telephone number, e-mail address, date of birth, program and student status) to the persons and bodies listed below.

The following persons and bodies are included in the authorization:

a. libraries of other Quebec universities with which McGill established reciprocal borrowing agreement (ID number and bar code may also be disclosed to such libraries)
b. the Quebec Ministère de l'Éducation, du Loisir et du Sport (MELS), in order to create, validate and/or modify the student's Permanent Code
c. the appropriate authorities involved with the external or internal funding of the student's fees (financial records may also be disclosed to such authorities)
d. the Association of Universities and Colleges of Canada
e. the Association of Registrars of Universities and Colleges of Canada and the Conférence des recteurs et des principaux des universités du Québec, or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics
f. the school(s) or college(s) which the student attended
g. students and alumni who have volunteered to speak with admitted students
h. the Student Associations recognized by McGill University for the category(ies) of students to which the student belongs
i. the McGill Alumni Association
j. professional bodies or corporations (e.g., engineers, dentists)
k. McGill Network and Communications Services for the purposes of listing the student's McGill e-mail address in an on-line e-mail directory.

Students who choose not to authorize the University to disclose personal information to the organizations mentioned above in **h**, **i**, **j** and **k** must complete and submit an **opposition form.** The opposition form is available at the Admissions, Recruitment and Registrar's Office.

Viewing of Exams:

- In accordance with the Charter of Student Rights, students have the right to consult any written submission for which they have received a mark, to discuss this submission with the examiner, and to obtain an impartial and competent review of any mark.
- As a general rule, the viewing of an exam should be overseen by the professor who taught the course. The ***associate examiner**** designated for your final exam can also be consulted if the principal lecturer cannot be present at the time.
- If at a much later date, neither you nor your associate examiner can be available, please make arrangements with another academic staff to oversee any requests to view the exam. Then you should ensure that all the students' exams are in that person's possession. Note that only an academic staff member can clear up students' questions regarding the exam or their grade.
- Note: You should keep all your exams in your office for about a year, or as long as possible. In the event that students request to view their exams, the exam will be easily accessible to access.

** The **associate examiner** is a member of the academic staff appointed at McGill as a professor (assistant, associate, or full) or as a lecturer (full-time or sessional). Policy on Associate Examiners for final examinations enclosed.*

Rereads of Final Examinations:

It is strongly recommend, but not required, that students consult the instructor of the course before requesting a reread of a final exam. If, after reviewing the student's exam, the instructor still disagrees that a grade change is in order, the student might consider having a reread of his/her final exam.

The student must apply in writing to the Student Affairs Office by:

- March 31 (for courses in the Fall term), and
- September 30 (for courses in the Winter term).
- The fee for such rereads is $35.

Note: Students should be warned of the following: If a grade is deemed unfair, it is changed, whether the new grade is higher or lower than the original- i.e., the reviewer's grade takes precedence over the original grade.

Exam storage:

After a period of a year, generally, the School collects old exams for shredding. At that time, you can ship your exam(s) to Room 318 where they will be temporarily stored in the supply room (to the side of the copier room) until a shipment is sent off for shredding.

Grades submission:

- We emphasize the importance of deadlines; there are consequences for not meeting them. Please read below deadlines.
- If instructors need extra time, the Faculty is often quite willing to give an extension.
- However, if too much time has elapsed, the instructor may need to complete a grade change form for every student registered in the exam. Someone with a large class can find this to be a very arduous task.
- In this case, students will get to see their grades only at a much later date.

Deadline for Mark submission

FALL courses	FIRST day before lectures begin in January
WINTER courses (& courses spanning Fall & Winter)	
- with no final exam	ONE week after lectures end in April
- with final exam, graduating	ONE week after date of exam
- with final exam, non-graduating	TWO weeks after date of exam
SUMMER courses	within ONE week after date of exam period
Supplemental and **Deferred** Exams	within 3 days after date of exam
Additional Work	within 3 days of the supplemental / deferred exam period
grades of K for **FALL** courses	April 30
Grades of K for **WINTER** courses (& courses spanning Fall & Winter)	July 30
Grades of K for **SUMMER** courses (& courses spanning Fall & Winter)	November 15

Final exam submission:

- Instructors failing to submit their exams within a reasonable time limit are responsible for photocopying their exams and following specific labelling and packaging instructions for exams, dictated by the Faculty.
- Exams should be submitted to **Ann Jack**, Room 2060, Trottier Building.
- Instructors are responsible for the delivery of their exams. Final exams must be delivered in hard copy. E-mailing the exam is not acceptable.
- **Sample** of Final Exam cover page enclosed.

Supplemental/Deferred Exams:

It is highly recommended that supplemental/deferred exams be submitted along with the final exams. This will allow us to collect the exams early, and we will not have to collect exams from instructors who are on vacation or out of town.

Timetable:

Room requests for lectures, midterms or final exams should be e-mailed to **Ann Jack**, ann.jack@mcgill.ca.

Scheduling Optional Tutorials:

- When scheduling a tutorial it is best to give at least a week notice. Otherwise, it may be difficult to find an appropriate room.
- As a general rule, tutorials can only be booked after the add/drop deadline for the fall/winter semesters.

Requests should be directed to **Ann Jack** (ann.jack@mcgill.ca or extension 00739)

> Note: *Tutorials cannot be booked during exam period. If you need to schedule an extra tutorial, you should do so before the start of the exam period.*

Labs:

To reserve a computer lab in the Trottier Bldg. on the 3rd floor, please contact Ron Simpson at rgws@cs.mcgill.ca. For further information please visit:
http://socsinfo.cs.mcgill.ca/wiki/Lab_Reservations

Course Outlines:

A course outline (syllabus) is requested from every instructor. You will be asked to provide a copy to **Ann Jack.** This can be submitted by e-mailing ann.jack@mcgill.ca or by placing a hard copy in the Trottier Office mailbox (room 318, McConnell Bldg.). Emailing the link to ann.jack@mcgill.ca is also acceptable.

Method of Evaluation Forms:

Prior to the start of each term you will be given the method of evaluation form for your course, which must be completed and returned to **Ann Jack.** It is important that the forms be completed prior to the indicated deadline.

Course Evaluations ~ Mercury (online course evaluation system):

Every instructor is reminded that **Mercury**, the online evaluation system, (formerly know as MOLE) is available. On May 12, 2006, Senate approved Mercury as "the official means" for collecting student course evaluations at McGill. Instructors are responsible to remind students to go online and complete the course evaluation.

For each term, an evaluation period is announced, and the course evaluation is conducted during the determined period only. No course evaluation is possible after the end date of the evaluation period.

It is essential especially for professors seeking tenure to make a point to the students of the importance of completing the online evaluation.

Inquiries:

Matters related to students, student records, Faculty guidelines or procedures, permit overrides, adding courses, etc. should be directed to **Liette Chin** (liette.chin@mcgill.ca or extension 00118). She also acts as SOCS' liaison to the Faculties of Arts and Science, the Student Affairs Office etc. She can carry out further inquiries to ensure that procedures are followed and that students' rights are not violated.

Matters related to timetable (lectures, tutorial, exams), coordination of course evaluations (& outlines), method of evaluation forms; collecting final exams (deferred/supplemental) should be directed to **Ann Jack** (ann.jack@mcgill.ca or extension 00739).

Sample Cover Page

McGill

April 2007
Final Examination

VERSION # (Only required for multiple choice exams)

COURSE TITLE

COURSE NUMBER & SECTION

DATE & TIME OF EXAM

Examiner: Assoc Examiner:

Student Name:		**McGill ID:**									

INSTRUCTIONS: (Examples)

- This is a **CLOSED BOOK** examination.
- Only two hand-written double-sided **CRIB SHEETS** permitted.
- This is a **MULTIPLE CHOICE** examination.
  - The Examination Security Monitor Program detects pairs of students with unusually similar answer patterns on multiple-choice exams. Data generated by this program can be used as admissible evidence, either to initiate or corroborate an investigation or a charge of cheating under Section 16 of the Code of Student Conduct and Disciplinary Procedures.
- Mark your answers on the computer sheet using PENCIL **ONLY**.
- **SPACE IS PROVIDED** on the examination to answer essay questions # 1 - 12.
- You are permitted **TRANSLATION** dictionaries ONLY.
- **STANDARD CALCULATOR** permitted ONLY.
- This examination consists of 25 multiple choice questions, 10 short answer questions and 2 (two) essay questions of a total of 18 pages, including the cover page.
- This examination is **PRINTED ON BOTH SIDES** of the paper
- This examination paper **MUST BE RETURNED**

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POLICY ON ASSOCIATE EXAMINERS FOR FINAL EXAMINATIONS

The onus is on the Examiner to secure an Associate Examiner to aid in the conduct of his or her examination. Associate Examiners for final examinations are to be chosen, where possible, from the full-time professorial staff of the department or of any other department provided that the chosen person is sufficiently familiar, according to the Examiner's judgment, with the course content. The Associate Examiner must indicate his or her agreement to act in this capacity by reading and signing the Examiner's Information Sheet.

Upon signing the Examiner's Information Sheet, the Examiner agrees to:

- Provide the Associate Examiner with a draft copy of the examination for review. The review copy should be accompanied by drafts of all materials that are to be supplied to student during the exam period (e.g. graph paper, formula sheet, etc.) and by solutions to examination questions. In the absence of any of these materials, the Associate Examiner reserves the right to decline signing to indicate approval of the examination.
- Provide the Associate Examiner with final copies of the approved version of the exam, all associated materials, and solutions to the final exam at least 24 hours prior to the Faculty deadline for the submission of the examination.

Upon signing the Examiner's Information Sheet, the Associate Examiner:

- Acknowledges that he or she is familiar with the course content and can handle questions arising during the final examination.
- Agrees to review the examination and to indicate his or her approval of the content and form of the final version of examination by signing a copy for submission to the Faculty.
- Agrees that, in the absence of the Examiner, he or she will be available for questions during the time slot allocated to the final examination.

If the Examiner is required to be away during the time slot in which the examination is scheduled, the Examiner must inform both the Associate Examiner and the University Exam Office of this fact at least 24 hours in advance of the conduct of the exam. This will alleviate unnecessary confusion when the Examiner or Associate Examiners are being sought to respond to questions during the examination period.

New Procedure to Request a Deferral Exam for a Formal Final Take-Home Exam

Effective immediately, April 15, 2009, the procedures for students who need to request a deferred exam for a formal final take-home exam will be as follows:

Students who do not submit the formal final take-home exam on the scheduled date, and have serious, documented reasons**, must apply for a deferred exam on Minerva**. The request will be processed by Arts OASIS as for all formal final exams.

Instructors may no longer grant deferrals of formal final take-home exams. **Instructors must submit a grade of "J"** for students who do not submit the formal final take-home exam.

These students may apply for a supplemental exam through the Minerva supplemental exam module if their request for a deferral is not approved.

Enrica Quaroni, PhD
Associate Dean (Student Affairs)
Faculty of Arts