

SCHOOL OF LAW TEACHING FORMS AND GUIDELINES – TL14

Feedback on final examinations

LAST UPDATED: 30/11/15 by S Wells

- 1 Written feedback about final examinations,¹ together with the examination question papers, will be made available on the Course Website following completion of the Deferred/Supplementary Examination Period for the relevant semester.
- 2 Prior to or during the Deferred/Supplementary Examination Period, students who are eligible for a supplementary examination² may view a copy of their final examination paper at the Law School Office and request oral feedback from the Course Coordinator. No other students will be permitted to view their final examination script/s prior to the Examination Viewing Sessions set out below.
- 3 All other students who wish to view their final examination scripts must register for an Examination Viewing Session by completing (online) an Application to Attend an Examination Viewing Session by no later than the dates set out in the table below. Late applications will not be accepted.
- 4 Examination Viewing Sessions will be held on the dates set out in the table below. Students who have applied (see section 3 above) will be notified of the particular session times and venues by email to the student's UQ email address. Examination Viewing Sessions will follow the format outlined below:
 - 4.1 Examination Viewing Sessions will be conducted in two hour blocks. Students may attend at any time within the two hours except that no student will be allowed to enter a session within the last 15 minutes.
 - 4.2 Students must print out and bring to the Examination Viewing Session the feedback and examination question paper available on the Course Website. Copies will NOT be available in the Examination Viewing Sessions.
 - 4.3 Students must present their student ID cards on entry to the Examination Viewing Session. They will then be given their examination script/s.
 - 4.4 At the Examination Viewing Session students should consider their examination script/s with reference to the written feedback. In most cases this should satisfy feedback requirements.
 - 4.5 Students should consider taking their own notes during the Examination Viewing Session as copies of examination scripts will NOT be provided.
 - 4.6 Students must return their examination script/s to the supervisor before leaving the room.
- 5 This application process does not apply to deferred examinations. Students who sit deferred examinations must contact the Law School Office to arrange to view their papers. These papers will be available to view in the week following the Examination Viewing Sessions.
- 6 Students who, after viewing their examination script/s in conjunction with the written feedback, wish to obtain additional verbal feedback from the course coordinator/s are required to submit an Application to Attend an Examination Feedback Session. Application forms will be available from the Law School Office and must be submitted by no later than the dates set out in the table below. Note: Only students who have attended an Examination Viewing Session are able to apply to attend an Examination Feedback Session. Students seeking feedback in relation to deferred and supplementary examinations should contact their Course Coordinators after viewing their papers

¹ 'Final examinations' does not include deferred and supplementary examinations.

² 'Supplementary examination' does not include deferred examinations.

(see section 5 above).

- 7 Examination Feedback Sessions will be held on the dates set out in the table below. Students will be notified of the particular session times and venues by email to the student's UQ email address. Students must attend at the scheduled time and must advise the course coordinator if they do not propose to attend the session. There will be only one Examination Feedback Session scheduled for each course. This will be the only opportunity for students to meet with course coordinators for feedback on their examination performance. If no students register for a session, the session will be cancelled.
- 8 Students who wish to apply for a formal remark must follow the procedure set out in PPL 3.10.10 Assessment Re-mark: Assessment: <https://ppl.app.uq.edu.au/content/3.10.10-assessment-re-mark>. Students are strongly advised to participate in both the Examination Viewing Session and the Examination Feedback Session prior to applying for a remark, however this is not compulsory. In preparing their written request for a remark the student may view their examination script at the Law School Office during office hours.
- 9 Students who have a valid reason for not being able to attend Sessions on the dates set out in the table below (eg illness or other medical condition, personal crisis, absent from Brisbane) should contact the Law School Office for alternative arrangements.

	Due date for submission of Application to Attend Examination Viewing Session	Dates Examination Viewing Sessions will be held*	Due date for submission of Application to Attend an Examination Feedback Session	Dates Examination Feedback Sessions will be held	Deadline for submission of request for remark
Semester 1 exams	4pm Friday of Week 1 in Semester 2	Week 3 in Semester 2	4pm Friday of Week 3 in Semester 2	Week 6 in Semester 2	First day after mid-semester break in Semester 2
Semester 2 exams	4pm Friday of last week in January	Second week in February	4pm Friday of second week in February	O-week of Semester 1	First day of Week 3 in Semester 1
Summer semester exams	4pm Friday of Week 1 in Semester 1	Week 3 in Semester 1	4pm Friday of Week 3 in Semester 1	Week before mid-semester break in Semester 1	First day after mid-semester break in Semester 1

* Students will be able to choose from three Examination Viewing Sessions for Semester 1 & 2 and two Examination Viewing Sessions for Summer Semester. The Sessions will be offered on different days and at different times within the weeks listed.