



second reader should support his/her evaluation with a brief memorandum to the UPD.

7. It is strongly recommended, but not required, that students discuss the graded assignment with the course instructor first, before requesting a reassessment.
8. In the case where the course instructor is also the UPD, the request for a reassessment should be submitted to the department Chair. The Chair will carry out the reassessment process as described above in the place of the UPD.

(b) Reread of Final Examination

1. Rereads of final examinations in History (HIST) and Classics (CLAS) courses are administered by the faculty. For students pursuing a Bachelor of Arts, Bachelor of Science or Bachelor of Arts and Science, requests are made via the [Service Point Webform](#). Students from outside the Faculties of Arts and Science who are taking History or Classics courses must submit a final examination reread request directly to the Student Affairs Officer of their own faculty.
2. Deadlines for submitting such requests are determined by the student's faculty. Consult the [final examinations section of the eCalendar](#) for more information.
3. Examination reread fees apply. Refer to the [Student Accounts website](#) for more information.
4. It is strongly recommended, but not required, that students discuss the graded final exam with the course instructor first, before requesting a reread.