Please read the following notes carefully to ensure that your marking scheme for this course conforms to Faculty regulations. Details of these regulations are in the Academic Handbook Part 1: Course Information for Instructors, (being revised but available soon at http://www.artsci.utoronto.ca/faculty-staff/teacher-info).

MARKING SCHEME REGULATIONS
You must inform the class of this scheme no later than the end of the first week of classes. After that date, you cannot change this scheme without the consent of a majority of the class. After the last date to withdraw from a course, you can make no change in weight without unanimous consent of all students who are present and voting, with notice of the vote given at the previous class meeting.

TERM WORK and TEST REGULATIONS
Instructors must 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 is the last regularly scheduled class meeting prior to the deadline to cancel without academic penalty, with one exception: for courses that run the entire Fall/Winter Session (Y1Y or H1Y courses), the deadline is the end of the first week of classes in January.

Instructors cannot hold a term test or combination of term tests worth more than 25% of the course mark in the last 2 weeks of classes. (This includes “take-home exams” and sorts of assessments assigned in the final 2 weeks.)

One marks component can be class participation. There are several other points; see Academic Handbook.

Term Work & Term Test Components of Course Mark:

1. __Assignment 1________________________ due: part a: 6/10, part b: 15/10__ worth: __15___ %
2. __Assignment 2________________________ due: part a: 27/10, part b: 5/11__ worth: __15___ %
3. __Assignment 3________________________ due: part a: 19/11, part b: 26/11__ worth: __10___ %
4. __Assignment 4________________________ due: __7/12________________________ worth: __10___ %
5. In-class test________________________ due: __20/10________________________ worth: __15___ %

(Penalty for lateness: __15% per day of lateness, assignments more than 5 days late will not be accepted___________

Final Examination Component of Course Mark: __35__________% Exam Duration _XXX_ 3 hours _____ 2 hours

FINAL EXAMINATION REGULATIONS
All 100-series courses MUST have a final examination worth at least 33% and at most 66% of the final mark; exemption from final examinations in other courses must be approved by the head of the academic unit. Final examinations can ONLY be held in the examination period AFTER classes finish; all other tests are TERM TESTS.

FINAL MARKS REGULATIONS
Instructors should not release “recommended final marks” to students before the marks receive final approval. No mark is final until reviewed by the head of the academic unit and by the Faculty Registrar’s Office and then posted on ROSI.

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, you must file a new form.