Frequently Asked Questions and Answers Regarding Posting Grades and Returning Student Exams and Assignments



The following are answers to some Frequently Asked Questions regarding posting grades and returning student exams and assignments or other graded work.

Q1. How should I return student midterm exams and assignments?

A. A student's work must be returned in a secure and confidential manner. Putting work in a box outside your office door, or in other unsecured areas, is not a good practice. Returning work to respective students either during lecture, seminar, or from your TA's during posted office hours is recommended. Student grades and evaluative comments should be kept confidential. It is advisable not to put the mark and comments on the front cover of exams/assignments, rather on the inside cover of the work.

Q2. I understand that posting student grades on the wall or my office door is not a secure practice and should be avoided. Is this true?

A. Student ID numbers and grades are personal information, and therefore must remain confidential. Please direct students to access their grades through Student Self Serve or other secure means, such as WebCT. This respects the anonymity of the student, as set out in the Faculty Handbook III: 9.3.4.

Q3. Is it okay to have assignments submitted to a locked assignment box?

A. Continue to have students submit assignments in person to the instructor, TA or to the appropriate locked assignment box. It is advised that keys to such a box are only issued to the instructor, TAs, Head TAs, or Course Coordinators who require access to this material.

Q4. Is it okay to continue the practice of having student ID# and name both appear on the front cover of an assignment?

A. The student name on its own is not considered personal information, and therefore may continue to appear on the front cover of an assignment. However, the student number with the name is personal information and therefore ought not to appear on the front cover for other students to potentially see. Record, where practical, the student's grade or comments on the inside cover of an examination or assignment.

Q5. What should I do if I am asked to provide student information that I believe is protected under FIPPA?

A. The Registrars Office, or Graduate Studies, is the normal channel for students to obtain information from their student record. If an individual requests personal information that the above two offices do not provide, please contact Marion Hansen, the Freedom of Information and Privacy Office, at ext. 5380, or by email at mhansen@brocku.ca.