

## Assignment and Exam Pick Up/Review Service Policy

The Kresge Learning Support Team (KLS) staffs a central office (The Learning Support Desk , K4521F Kresge Hall East) in which students can pick up or review assignments and exams in a secure, supervised environment. Assignments and exams will be available for a four week period unless the faculty has instructed otherwise. KLS has combined this service with the course material TEXTPAK distribution, allowing students to have a single location to access or pick up course related material.

Violations to the University Honor Code or this policy will be reported immediately to the [Ross Community Values](#) Committee. All grading appeals will follow the format of a written explanation by the student which will be paper clipped to the material and held in a folder until picked up by the faculty or TA or until the material is returned at the end of the four week period.

### Submission of Material

Due to security and confidentiality concerns KLS will no longer be able to accommodate exceptions such as allowing photos or scans, or allowing students to remove a “view only” exam temporarily with instructor approval.

### Pick Up/Review Assignment or Exam

Only 5-7 students will be allowed to review material at the Learning Support Desk at one time. Additional students will be required to wait until there is space to accommodate them.

### Submitting and Returning Material

Assignments and exams are generally available to students over a four week period (maximum) unless specified to be returned at an earlier time. Once viewing period is over materials will be returned to a designated location at Ross and then delivered to faculty's office.

#### Faculty will:

- submit material to Faculty Support Coordinator's office on each floor.
- provide required information to their respective Faculty Support Coordinator, including any special details.
- allow a minimum of 24 hours after submission before notifying students the material is available for pick up or review at the Learning Support Desk (**24 hours are required for processing and delivery.**).
- inform students where and when to pick up or review their assignments or exams (reference Kresge's [website](#) for detailed maps as well as Learning Support Desk hours of operation).

#### Faculty Support Coordinator will:

- complete the Google form containing necessary information (required information: course, section, faculty, faculty office number, whether material is an assignment or exam, whether the material can be given back to the student to keep *or* if the material is to be viewed only under

supervision, and when the material needs to be returned - if no date is input material will be returned in 4 weeks).

- print out Google form and include it with the material as a cover page.
- alphabetize and box up material for delivery to the Learning Support Desk. Delivery is provided by U of M Printing Services, typically early in the morning each weekday.

**KLS will:**

- receive material and highlight any special instructions.
- not distribute any material without a photo ID.
- retrieve the assignment or exam requested and inform the student of the viewing policy.
- post appropriate signage informing students of the Academic Honor Code and about the standardized format for grading appeals.
- record student viewing information on Google spreadsheet.
- notify faculty via email, once a week or until material is returned to Ross, if there are any grade appeals.
- report any student violations immediately to the University of Michigan Ross Community Values Committee.

**Students will:**

- wait until there is space to accommodate them.
- provide photo ID to KLS (UMID, driver's license or other official photo ID). Without a legitimate photo ID no assignment or exam will be distributed
- provide KLS with the course number and section in order to receive material. If they do not know what class or section, they may step outside and look up the information online and come back.
- pick up their assignment or exam as specified by faculty *or* review their assignment or exam in view of Kresge staff at all times.
- not have any electronic devices in use while reviewing materials at the Learning Support Desk (all cell phones, tablets, laptops, etc must be contained in backpack, purse or pocket).

***Kresge contacts:***

*Kresge Learning Support Team, [kresge\\_learn@umich.edu](mailto:kresge_learn@umich.edu)*

*Fred Jablonski, Assignment and Exam Program Manager, [fjablons@umich.edu](mailto:fjablons@umich.edu), 734-936-1506*

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## Assignment and Exam Pick Up/Review Service Policy

The Kresge Learning Support Team (KLS) staffs a central office at the Kresge Annex (room 102, Law School Legal Research building) where students can pick up or review assignments and exams in a secure, supervised manner. Assignments and exams will be available for a four week period unless the faculty has instructed otherwise. KLS has combined this service with the course material TEXTPAK distribution, allowing students to have a single location to access or pick up course related material.

Violations to the University Honor Code or this policy will be reported immediately to the [Ross Community Values](#) Committee. All grading appeals will follow the format of a written explanation by the student which will be paper clipped to the material and held in a folder until picked up by the faculty or TA or until the material is returned at the end of the four week period.

### Submission of Material

Due to security and confidentiality concerns KLS will no longer be able to accommodate exceptions such as allowing photos or scans, or allowing students to remove a “view only” exam temporarily with instructor approval.

### Pick Up/Review Assignment or Exam

Only 5-7 students will be allowed in the Annex at one time. Additional students will be required to wait outside the Annex until there is room to accommodate them.

### Submitting and Returning Material

Assignments and exams are generally available to students over a four week period unless specified to be returned at an earlier time. Once viewing period is over materials will be returned to a designated location at Ross and then delivered to faculty's office.

#### Faculty will:

- submit material to Faculty Support Coordinator's office on each floor.
- provide required information to their respective Faculty Support Coordinator, including any special details.
- allow a minimum of 24 hours after submission before notifying students the material is available for pick up or review at the Kresge Annex (**24 hours required for processing and delivery**).
- inform students where and when to pick up or review their assignments or exams (reference Kresge's [website](#) for detailed maps as well as Annex hours of operation).

#### Faculty Support Coordinator will:

- complete the Google form containing necessary information (required information: course, section, faculty, faculty office number, whether material is an assignment or exam, whether the material can be given back to the student to keep or if the material is to be viewed only in the Annex office under supervision, and when the material needs to be returned - if no date is input material will be returned in 4 weeks).
- print out Google form and include it with the material as a cover page.

- alphabetize and box up material for transport to the Annex. Transportation is provided by U of M Printing Services, typically early in the morning each weekday.

**KLS will:**

- receive material and highlight any special instructions.
- not distribute any material without a photo ID.
- retrieve the assignment or exam requested and inform the student of the viewing policy. Appropriate signage will be posted informing students of the Academic Honor Code and about the standardized format for grading appeals.
- record student viewing information on Google spreadsheet.
- will notify faculty via email, once a week or until material is returned to Ross, if there are any grade appeals.
- report any student violations immediately to the University of Michigan Ross Community Values Committee.

**Students will:**

- wait in line until there is room inside the Annex.
- provide photo ID to KLS (UMID, driver's license or other official photo ID). Without a legitimate photo ID no assignment or exam will be distributed
- provide KLS with the course number and section in order to receive material. If they do not know what class or section, they may step outside and look up the information online and come back.
- pick up their assignment or exam specified by faculty.
- review their assignment or exam in view of Kresge staff at all times.
- not have any electronic devices in use while in the Annex (all cell phones, tablets, laptops, etc must be contained in backpack, purse or pocket).

***Kresge Annex contact:***

*Kresge Learning Support Team, [kresge\\_learn@umich.edu](mailto:kresge_learn@umich.edu)*

*Fred Jablonski, Annex Manager, [fjablons@umich.edu](mailto:fjablons@umich.edu), 734-764-1375*

# Assignment and Exam Pick Up/Review Service Policy

The Kresge Learning Support Team staffs a central office at the Kresge Annex (room 102 of Legal Research building) where students can pick up assignments and view exams in a secure, supervised manner. The Kresge Learning Support Team has combined this service with the course material TEXTPAK distribution, allowing students to have a single location to access or pick up course related material.

## **Submission of materials**

Faculty Submit material to Faculty Support Coordinator's office on each floor. Staff there will complete a Google form containing necessary information related to the material. Required information will be: Course, Section, Instructor, Faculty office number, whether material is an assignment or exam, whether the material can be given to back to the students to keep or if the material is to be viewed only in the Annex office under supervision, and when the material needs to be returned (if no date is input material will be returned in 4 weeks). Because of security and confidentiality concerns we will no longer be able to accommodate exceptions such as allowing photos or scans, or allowing students to remove a "view only" exam temporarily with instructor approval. This Google form will be printed out and included with the materials as a cover page. Staff will also alphabetize and box up exams for transport to the Annex. Transportation is provided by U of M Printing Services, typically early in the morning each weekday.

## **Informing students and directions**

Instructors are responsible for informing students of where (see Kresge homepage for detailed maps as well as Annex hours of operation) and when to pick up exams & assignments. A minimum of 24 hours after submission is required for processing and delivery before notifying students the material is available for pick up or review at the Kresge Annex.

## **Receiving / reviewing exams and assignments**

Students can pick up or review their assignments or exam after a photo ID is shown to Kresge Staff at the Annex. Without a legitimate photo id no assignments or exams will be distributed. Students need to know the course number and section in order to receive material. If they do not know what class or section, they may need to step outside and look up the information online and come back. Only 5-7 students will be allowed into the Annex at one time to review materials. While they are using the space other students will be required to wait outside the doors until there is room to accommodate them. Staff members will retrieve the exam or assignment requested and inform the student of the viewing policy. Any violations of the University of Michigan Academic Honor Code will be reported to the Ross Community Values Committee. Appropriate signage will be posted informing students of the Academic Honor Code and a standardized format for grading appeals. All grading appeals will follow the format of a written explanation by the student which will be paper clipped to the exam and held in a folder until picked up by the instructor or TA or until the exams are returned at the end of the 4 week viewing period. Instructors will be notified via email that there are grade appeals once a week until they are picked up.

## **Returning materials**

Assignments and exams are generally available to students over a four week period unless specified to be returned at an earlier time. Once viewing period is over materials will be returned to Ross and then delivered to faculty offices.

**Kresge Annex contact:**

Kresge Learning Support Team, [kresge\\_learn@umich.edu](mailto:kresge_learn@umich.edu)

Fred Jablonski, Annex Manager, [fjablons@umich.edu](mailto:fjablons@umich.edu), 734-764-1375