

## Assignment and Exam Pick Up/Review Service Policy

The Kresge Learning Support Team (KLS) staffs the Kresge Library front desk (K4521 Kresge Hall East) where students can pick up or review assignments and exams in a secure, supervised environment. 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 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.

### 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 or later time. Once viewing period is over materials will be returned to Faculty Support Coordinator's office at Ross and then delivered to the specific 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 period of time after submission (required for processing and delivery) before notifying students the material is available for pick up or review at the Learning Support Desk.
- 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 a 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, and any special instructions).
- print out cover page and include it with the delivered material.
- Alphabetize and box up material before delivering to the Learning Support Staff.

#### 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 and track student viewing information.

- inform students of regrade procedures: they will write their questions on a piece of paper that will be attached to the exam and placed in a folder with other regrades for that exam. We will notify faculty via email (approximately once a week), until material is returned to Ross, if there are any grade appeals.
- notify faculty and if needed report any student violations to the University of Michigan Ross Community Values Committee.

**Students will:**

- 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
- 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).
- Only 7-8 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.

Due to security and confidentiality concerns KLS will not be able to accommodate exceptions to the policy such as taking photos, scans, or allowing students to remove a "view only" exam temporarily with instructor approval.

***Kresge contacts:***

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

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