

**Dean of Faculty Office
Guidelines for Reading Week**

(i) The provision of a Reading Week in the College academic calendar is meant to give students an opportunity to prepare for examinations, without the distraction of other assignments and deadlines. Thus, no reports, papers, or other forms of assessment should normally be due during reading week, whether or not a module has an examination.

(ii) The Reading Week can be used for supplementary, review, or make-up activity for modules, whether or not those modules have a final examination. Except where extenuating circumstances, such as a professor's illness, warrant a make-up class, any plan to use the Reading Week for supplementary or make-up activity should be clearly stated in the module description and explained in class at the start of the semester.

(iii) The syllabus should state clearly the mode and schedule of assessment.