



Incomplete Mark Submission

Please complete this form for students who did not write the final examination.

Course Number: _____ Course Title: _____

Instructor Name: _____ Date: _____

Assessment items	Grading out of	% of final mark
Assignments		
Mid-Term		
Other (1)		
Other (2)		

The final examination is worth _____ % of the final mark.

1	Student Number			Last Name			First Name		
	Marks	Assignments		Mid-Term		Other (1)		Other (2)	

2	Student Number			Last Name			First Name		
	Marks	Assignments		Mid-Term		Other (1)		Other (2)	

3	Student Number			Last Name			First Name		
	Marks	Assignments		Mid-Term		Other (1)		Other (2)	

4	Student Number			Last Name			First Name		
	Marks	Assignments		Mid-Term		Other (1)		Other (2)	

5	Student Number			Last Name			First Name		
	Marks	Assignments		Mid-Term		Other (1)		Other (2)	

6	Student Number			Last Name			First Name		
	Marks	Assignments		Mid-Term		Other (1)		Other (2)	

Save or print this form and return it to Instructor Services along with your final mark breakdown spreadsheet, by email (instructors.conted@mcgill.ca), by fax (514-398-1239) or in person (688 Sherbrooke West, room 1251).