

Checklist: Doctoral Comprehensive Exam

Note: Exam must be taken before data collection.

1. _____ **STUDENT** begins studying for the comprehensive examination with **committee chair** one semester before course work is completed. Coursework must be complete before exam is scheduled.
2. _____ **STUDENT** submits a signed *Scheduling Comprehensive Exam* form to the **graduate secretary** **two weeks prior** to the proposed date of the first written exam.
3. _____ **Committee chair** submits collected questions from the **committee** to the GRADUATE COORDINATOR at least **one week prior** to the exam date.
4. _____ GRADUATE COORDINATOR approves the questions and then gives them to the **graduate secretary** who clarifies the following information if needed:
 - How many hours should each question take to answer?
 - Which exam day for which questions? (Question hours should not total more than the hours allotted for the given day.)
 - Special considerations? For instance, usually notes are not allowed, but there may be an exception.
5. _____ **STUDENT** takes the written exams on 2 days within a mutually agreeable 8-day period.
6. _____ **Graduate secretary** administers the exam by:
 - Assembling questions for each day onto a blank jump drive for the student. Student may see only the questions for the given day.
 - Preparing a department laptop and clearing all information (documents, browser histories, etc.). The internet must be disabled on exam laptop.
 - Escorting the student to the exam room, posting 'Do Not Disturb' signs, and dropping in occasionally to check on needs.
 - Collecting the jump drive with responses at the conclusion of the test.
7. _____ **Graduate secretary** sends emails with each examiner's question(s) to each respective examiner with *Individual Examiner's Comprehensive Evaluation* (Form 5a) and all responses to the **committee chair** with *Committee's Comprehensive Examination Evaluation* (Form 5b) and to the GRADUATE COORDINATOR.
8. _____ **Graduate secretary** saves back-up responses in an electronic file.
9. _____ **Committee** returns *Individual Examiner's Comprehensive Evaluation* (Form 5a) to **committee chair** no later than **4 business days** before the scheduled oral exam.
10. _____ **Committee chair** forwards copies of all the individual examiner's evaluations to the GRADUATE COORDINATOR at least **2 business days** before the oral exam.
11. _____ **Committee** and **STUDENT** conduct the oral exam **within 2 weeks** of the last written exam.
12. _____ **Committee** assesses performance and completes *Committee's Comprehensive Examination Evaluation* (Form 5b).
13. _____ **Committee chair** submits all *Examiner's Comprehensive Examination Evaluation* (Form 5a) forms and *Committee's Comprehensive Examination Evaluation* (Form 5b) form to the GRADUATE COORDINATOR within 24 hours.
14. _____ After review, the GRADUATE COORDINATOR gives all forms to the **Graduate secretary** for the student file.
15. _____ **Graduate secretary** enters results on AIM.
16. _____ **STUDENT**, upon successful completion of the comprehensive written and oral exams, is advanced to candidacy.