### **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.
2. \_\_\_\_\_\_\_\_\_\_\_\_ **STUDENT** submits a signed *Scheduling Comprehensive Exam* form to the ***graduate secretary* three 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.
1. \_\_\_\_\_\_\_\_\_\_\_\_ **STUDENT** takes the written exams on 2 days within a mutually agreeable 8-day period.
2. \_\_\_\_\_\_\_\_\_\_\_\_ ***Graduate secretary*** administers the exam by:
* Assembling questions for each day onto a blank jump drive for the student. Student may only see the questions for the given day.
* Preparing a department laptop and clearing all information (documents, browser histories, etc.).
* 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.
1. \_\_\_\_\_\_\_\_\_\_\_\_ ***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.
2. \_\_\_\_\_\_\_\_\_\_\_\_ ***Graduate secretary*** saves back-up responses in an electronic file.
3. \_\_\_\_\_\_\_\_\_\_\_\_ Committee returns Individual *Examiner’s Comprehensive Evaluation* (Form 5a) to committee chair no later than **4 business days** before the scheduled oral exam.
4. \_\_\_\_\_\_\_\_\_\_\_\_ Committee chair forwards copies of all the individual examiner’s evaluations to the Graduate Coordinator at least **2 business days** before the oral exam.
5. \_\_\_\_\_\_\_\_\_\_\_\_ Committee and **STUDENT** conduct the oral exam **within 2 weeks** of the last written exam.
6. \_\_\_\_\_\_\_\_\_\_\_\_ Committee assesses performance and completes *Committee’s* *Comprehensive Examination Evaluation* (Form 5b)
7. \_\_\_\_\_\_\_\_\_\_\_\_ Committee chair submits all *Examiner’s Comprehensive Examination Evaluation* (Form 5a) forms and *Committee’s* *Comprehensive Examination Evaluation* (Form 5b) to the Graduate Coordinatorwithin 24 hours.
8. \_\_\_\_\_\_\_\_\_\_\_\_ After review, the Graduate Coordinatorgives all forms to the ***Graduate secretary*** for the student file.
9. \_\_\_\_\_\_\_\_\_\_\_\_ ***Graduate secretary*** enters results on AIM.
10. \_\_\_\_\_\_\_\_\_\_\_\_ **STUDENT**, upon successful completion of the comprehensive written and oral exams, is advanced to candidacy.