

Procedures for Comprehensive Written Exam
Congratulations on reaching this milestone in pursuit of your
PhD in Early Childhood Education!

We are proud of you and the work you have accomplished. The following is expected during the exam over the next two days:

- Open a new Word document for each exam period (Thursday AM, Thursday PM, Friday AM, Friday PM). Name each file with your name and the day/timeframe.
- Put your name as a header on each page of the document.
- Respond to the questions on the exam during the allotted timeperiod.
- Do not access any other electronic documents or Internet sites while taking the exam.
- Do not use any notes or comprehensive study binder during the exam.
- Save your document at the end of each exam period to the desktop.
- Edit your exam during the 15-minute period at the end of each session.
- The Proctor will transfer your exam document from the computer desktop to a flash drive and then collect the questions before you will be allowed to leave the exam room after each exam period.

I agree to abide by the procedures listed above.

(PhD student signature)

(Date)