

Protocol for PhD Written Exam Results Meeting

Procedures

***To be shared with student at the beginning of the written exam results meeting.**

Written Exam Results Meeting

- A meeting will be held once the comprehensive exam has been scored by the members of the student's dissertation committee.
- It is the student's responsibility to take notes during the meeting.
- The student discusses his/her perception of how successful he/she was with the exam.
- The student discusses how he/she prepared for the comprehensive written exam.
- The Committee Chair will discuss the following with the student:
 - Overall strengths and weaknesses of the exam
 - Final scores of each individual question
 - Any questions failed will be discussed in length and detail with the student, as to why the answer was inadequate and what aspects of the question need further description, clarity, breadth, depth, focus, and organization
- If all questions are passed the student receives a hard copy of their written exam responses to use in preparation for the oral exam. The Chair will instruct the student to read their answers and make any notes to be discussed in the oral exam meeting in relation to their responses (omissions or other comments).
- In the event of a rewrite, a Word document describing in writing again what aspects of the question need further description, clarity, breadth, depth, focus, and organization will be provided to the student at the conclusion of this meeting. In addition, an action plan will be developed for returning to the exam to answer questions failed on the first attempt.

Action Plan

- The student will determine which date (January, May, August, or another time that best suits the student and their committee) he/she plans to return for the 2nd attempt at the exam and **communicate this to the doctoral coordinator within 3 weeks of the date of the written comprehensive exam results meeting.**
- It is required that the student retake the exam within one calendar year of the original exam date.
- The student will prepare for the 2nd attempt, through further study and a review of the literature.
- If the student failed 1-2 questions on the 1st attempt he/she will be given 4 hours to complete the 2nd attempt at the exam. If he/she failed 3-4 questions he/she will be given 8 hours to complete the 2nd attempt at the exam. If he/she failed 5-6 questions he/she will be given 12 hours to complete the 2nd attempt at the exam. If

he/she failed 7-8 questions he/she will be given 16 hours to complete the 2nd attempt at the exam.

Faculty Responsibility

- It is not the responsibility of the faculty to provide individual coaching for the 2nd attempt at the exam.
- However, faculty, as always, are available to answer questions.

Student Responsibility

- Complete the action plan, including further study and research.
- Arrive on time and prepared for the 2nd attempt at the exam.
- Student must rewrite all failed questions.

If the student fails any questions on the 2nd attempt he/she will be dismissed from the program. The oral exam is scheduled once the student has successfully passed the written exam.

My signature below confirms that I have read the PhD Written Exam Results Procedures and understand the procedures and consequences stated above. By signing, I also promise to not share the questions or written responses with other PhD candidates or students.

(Student's name)

(Date)

(Witness – Committee Chair)

(Date)