

Comprehensive Exam Information

To: Comprehensive Exam Chairs

Please review the complete set of procedures and guidelines available through the Educational Leadership Department. You should have received a white binder with all procedures, policies, and guidelines, along with copies of appropriate forms. If you have not received this information, please contact the Leadership Department office.

The comprehensive exam is an oral discussion, led by the student, based on a set of questions prepared by the committee that reflect knowledge, theories, and applications the student gained through the coursework.

Here is a summary checklist to help you prepare to serve as chair or committee member of a comprehensive exam committee:

✓	Task	Date
	Students must pass all of the courses attempted and required prior to participating in the comprehensive exam process.	
	The committee members hold a meeting with the student to discuss the comprehensive exam process, create a timeline, and gather information to help in the development of questions. It is recommended that the committee chair keep records and notes of all meetings with the committee and/or the student that include time and date, as well as, a summary of the discussion.	
	It is expected that comprehensive exams will be held between October 1 and November 15. Exceptions will be made for extenuating circumstances and will be determined by the comp committee.	
	Comps should be completed within a 3-hour timeframe. Typically, 2 hours are set aside for students to answer questions and respond to follow-up questions. The additional time may be used for further questioning, introductions, and conclusions.	
	Students should be given 3-5 questions to answer and be expected to address 3 of the questions during the exam. Students should receive the comp questions 2 weeks prior to the exam date.	
	There is a database of possible questions for committees to review and use/tweak. The link to the database is available through the Educational Leadership office. Questions should reflect material covered in courses and do not need to address the dissertation study.	
	Students may bring a 1-page handout to the exam and distribute it to the committee members. They may also bring a page of notes for quick reference during the exam. The notes should not be read as responses to the questions.	
	A rubric will be used to evaluate the oral exam. The chair of the committee will collect each committee member's evaluation rubric, have the committee sign the results form and prepare a packet to submit to the Educational Leadership office that includes the rubrics, the result form, the questions asked of the student, a copy of any handouts the student provides to the committee during the exam, and, if possible, a copy of any notes the student brings into the exam.	
	Students may only take the comprehensive exam twice and must pass it prior to moving on to the dissertation proposal defense.	



Department of Educational Leadership
Results of Comprehensive Examinations*

Candidate: _____ Cohort # _____ Date _____

Committee Members	Pass	Fail
Total		

Recommendation of Doctoral Committee _____ **PASS** _____ **FAIL**

Chair/Co-Chair Signature

Department

Chair/Co-Chair or Member Signature

Department

Member Signature

Department

*NOTE: A **PASS** judgment on all questions by consensus of the Committee is required to pass the examination. If the candidate does not receive a pass judgment, he or she may reschedule the oral examination with the Committee. The Committee will determine the amount of time needed before the candidate retakes the exam. The candidate may retake the comprehensive examination **one (1) time**. The candidate's dissertation proposal and IRB to proceed with his or her study may not be approved until 2 weeks from the PASS date of the comprehensive exams.*

*** The chair of the committee will prepare a packet to submit to the Educational Leadership office that includes the rubrics used to evaluate the student, this result form, the questions asked of the student, a copy of any handouts the student provides to the committee during the exam, and, if possible, a copy of any notes the student brings into the exam (ask to make a copy).**

**UNCW EDUCATIONAL LEADERSHIP AND ADMINISTRATION DOCTORAL PROGRAM:
Comprehensive Examination Rubric**

Comprehensive Examination Rubric

The purpose of this rubric is to support the Doctoral Advisory Committee in assessing the quality of Comprehensive Examination responses. Submit a completed rubric along with the *Results of Comprehensive Exam* form to the Educational Leadership Department.

Doctoral Candidate:

Date:

Committee Member:

Expectations	Meets Expectations	Does Not Meet Expectations	Comments
Responses <u>fully</u> and accurately/appropriately address questions.			
Responses are clear, coherent, and well-organized with an introduction and conclusion.			
Responses are well-prepared and well-presented (e.g., Candidate does not overly rely on notes).			
Responses demonstrate reflection, insight, creativity, and original thinking that goes beyond generalities.			
Responses include analysis and synthesis of key concepts.			
Responses demonstrate the application of coursework, including internships, to professional practice.			
Responses include descriptions and specific examples in support of main ideas.			
Responses demonstrate the ability to meaningfully cite and use research and theory in support of ideas presented.			

*Note: *Responses* refers to prepared responses to questions and responses to probing/clarification questions asked during the oral examination.