

Ph.C. WRITTEN EXAM FORMAT AGREEMENT

(complete and return to the Graduate Program Assistant at least two weeks before the exam)

Student: _____ Field: _____

Examiner: _____ Scheduled Date for Written Exam: _____

- One agreement must be completed and signed for each examination field. Students are responsible for submitting this Agreement to the Graduate Program Assistant at least two weeks prior to the scheduling of Ph.C. exams.
- Written exams must be completed and orally defended within a single quarter.
- Each written exam shall last no longer than 9 hours over a one-day period, usually from 8:30am-5:30pm or 9am-6pm. Submission of exam answers later than the specified return time may result in failure of the exam.
- Exam questions are distributed by the Graduate Program Assistant (GPA) to the student on the morning of the exam. Exam answers are returned by the student to both the GPA and the faculty conducting the exam by email attachment (submission of a printed copy of the exam to the examining faculty member may also be required).
- Where justified, other arrangements may be negotiated.

Apart from the requirements and restrictions listed above in this Agreement, faculty examiners may exercise discretion with respect to the exam format. It is the responsibility of the student to schedule meetings with each of the field examiners to discuss the exam reading list and the exam format well in advance of the exam. The terms of the exam must be specified below. Student and examiner signatures indicate acceptance of the exam format and requirements.

Location of exam (if other than student’s discretion): _____

Scheduled time of exam (check one): 8:30am-5:30pm 9am-6pm

Permitted reference material (e.g., books, articles, written outlines, notes, etc.): _____

Maximum/Minimum page length: _____

Number of exam questions (not required): _____

Printed copy of exam answers to examiner the morning after the exam (circle one): Yes No

Other: _____

Student Signature

Date

Examiner Signature

Date