The SLIS Comprehensive Examination Handbook should be thoroughly reviewed by all students choosing to take the comprehensive examination as their end of program assessment option.

When will the exam be offered?

The exam will be available on Thursday of the 8th week of the fall semester and on Thursday of the week immediately following spring break in the spring semester. This is subject to change. 

NOTE: The spring 2012 exam will be offered on Thursday, April 12, 2012 and your response must be uploaded to the D2L website on Monday, April 16, 2012.

How much time will I have to write my exam?

The exam question will be available on the D2L website at 12:00 noon (CST), on a Thursday. Your paper (response) must be uploaded to the Dropbox on the D2L take home exam website by 9:00 a.m. (CST) the following Monday.

Can I submit a paper I used for a course?

No, the exam must be original work.

Can I use sources/ideas cited in past papers as long as I am not copying from them? Can I use articles and resources from past courses that I have already digitally saved or printed, or those articles/information that were forwarded or printed and shared or posted in discussion boards from past courses? Also, comps study guides were shared in past semesters through a couple of my classes. Is it okay to use those study guides when doing research for my comps paper?

The exam is an open book exam, therefore you may use any information resource available to you EXCEPT people.

Regarding the correct citation form for an Internet resource and whether the resource might be used.

Any questions about using and citing online resources (or print resources, for that matter) should be answered by referring to the 16th edition of the Chicago Manual of Style made available 24/7 via Bizzell.

Could old D2L courses (that a student had taken) be opened for referral during the exam?

Class materials, as with other resources than people, may be used for the take-home comprehensive. However, the time for students to think about saving relevant course materials is during the time that class is being given, either face-to-face or online. Instructors will not reopen old courses for this purpose.

How will the exam be distributed?

Students who have submitted a program of graduate work/admission to candidacy form and have stated they will “take a uniform departmental comprehensive examination” will be subscribed to
a Desire to Learn site, through which they will obtain the exam. Students will be informed when they are enrolled in the D2L site. The exam (question) will become available on the D2L in the Content link

**What steps will be taken to assure my work is my own and is not plagiarized?**

Students will be required to acknowledge they are aware that they will abide by a code of honor/academic integrity in that their work on the exam will be their own, and that they are aware that the exams will be reviewed by Turnitin. Misconduct will result in a grade of unsatisfactory on the exam. These acknowledgements will be in the Quizzes section of the D2L site and must be completed prior to taking the exam.

From the SLIS Comprehensive Examination Handbook: *This paper represents my own academic work. I have applied my own knowledge, research skills, and endeavors to this new and original work, without discussing or sharing questions or responses. I have not consulted the OU Writing Center during the administration of this examination. I understand that noncompliance with the process may result in failure of the examination. I have utilized the spelling and grammar check functions of my word processing software and The Chicago Style Manual, 16th edition.*
How should the paper be written/structured and submitted?

1. The paper should be double-spaced in Times New Roman (12-point font) and word-processed.
2. The paper must be a minimum number of 2,000 and a maximum of 3,000 words (not including the title page, references, and appendices).
3. The paper will be appropriately documented.
4. The required style manual is the Chicago Manual of Style (16th edition), author-date OR notes and bibliography option.
5. The paper should be submitted as a Word (.doc) or Rich Text Format (.rtf).

The completed paper must be in the D2L dropbox by 9:00 AM (CDT) on the Monday following the receipt of the examination question. As previously noted, a paper that is late will not be eligible for consideration and will be counted as a failed first attempt. Students may make two attempts at passing the exam. If the exam is not passed on a 2nd attempt, the student will not receive the degree.

What if my exam is downloaded to the Dropbox after the deadline?

Failure to meet the deadline for downloading your exam to the Dropbox by the deadline, or if the exam is not submitted at all, will constitute a failure on this attempt at the exam. Students may make two attempts at passing the exam. If the exam is not passed on a 2nd attempt, the student will not receive the degree.

How will the exam be evaluated?

Two faculty members will read each exam. If they are in agreement (satisfactory or unsatisfactory), that is the evaluation the student will receive. If they are not in agreement, a 3rd faculty member will read the exam. That faculty member’s evaluation will be the final evaluation for the student’s exam.

What if I am taking the exam for a 2nd time (re-write)?

Students taking the exam for a 2nd time (re-write) in the spring 2012 semester may choose the current method of taking the exam (four and one/half hour exam; choose 3 questions out of 5). If you do not pass 1, 2 or 3 of those questions on the written attempt, you may choose to take oral exams over those questions. If you pass the oral exam, you will have successfully completed the comprehensive examination. If you do not, your attempt will be unsatisfactory and you will not receive the degree. You may choose to take the take-home exam. Oral exams are not an option with the take-home exam.

When will I be notified about the results of my exam?

Each semester, students will be informed about when they can expect the results from that semester’s exam.