

**GUIDELINES FOR USING A BLUEBOOK FOR
COMPREHENSIVE/CANDIDACY EXAMINATIONS (DOCTORAL/MASTERS)**

Students have the option of answering examination questions by: (a) writing responses in a “bluebook,” or (b) using an IBM/IBM compatible computer with Microsoft Word software.

- 1 Other than a pen, pencil, and necessary items such as glasses no other materials will be allowed on desktop. This includes purses and/or any other such items.
- 2 A bluebook for the examination will be included in your test packet. A second booklet will be available in the event that you should need another.
- 3 A pencil sharpener and a dictionary will be provided in the testing room. You are welcome to use these when needed.
4. Students may not bring any materials into the testing area. Exceptions may be made for student needing the use of a calculator or international students needing a translation dictionary. Any request for an exception must be made in writing to the Associate Dean for Academic Affairs by the graduate coordinator or department head.
5. Conversation between students during the examination is not allowed.
6. Once the examination is finished and handed to the proctor, it cannot be retrieved by the student or otherwise changed in any way. All examination materials must be handed in to the proctor. This includes the printed examination, envelope(s) and your bluebook(s).