

GUIDELINES FOR USING COMPUTERS FOR COMPREHENSIVE EXAMINATIONS (MASTERS ONLY)

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. Students must indicate on the application form that they wish to take the examination on the computer at the time of application.
2. 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.
3. Disks will be provided for students choosing to take the examination on the computer. Pens, pencils, paper, and dictionaries will be provided, and no external electronic dictionaries will be permitted during testing.
4. The College of Education and Health Professions and the off-campus testing site will not be responsible for the loss of any data during the examination period. Data disks and/or printed materials may not be reproduced. Computers will be set up with 12-point font and double-space defaults in Microsoft Word. That format needs to be followed unless otherwise specified.
5. Conversation between students during the examination is not allowed.
6. Printing will begin at the end of the test session. No checking or additional work may be done on the documents after printing is initiated.
7. 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 questions, disk(s), envelope(s), and your final printed answers.
8. Personal software will not be loaded on testing computers; however, eligible students with special needs may request to use assistive technology. The Office of the Associate Dean for Academic Affairs should be notified 48 hours in advance.
9. Students accessing the Internet before or during the examination will be immediately expelled from the examination.