

Students submit this form, with signatures, at least 1 week *before* the last day for graduate students to add courses and register late per the current SFU Calendar. On approval by the Director of Graduate Programs, the Graduate Programs staff will register you in EDUC 983. You must be registered in EDUC 983 *before* any part of the comprehensive examination is issued. See overleaf for important information about the comprehensive examination.

Student \_\_\_\_\_ Student # \_\_\_\_\_

Program \_\_\_\_\_ Degree  EdD  PhD

Parts of the Examination (at least 2 lines must be filled, e.g., paper, portfolio, oral exam, colloquium) Issue Date<sup>1,3</sup> Due Date<sup>2,3</sup> Results Date<sup>4</sup>

- |          |       |       |       |
|----------|-------|-------|-------|
| 1. _____ | _____ | _____ | _____ |
| 2. _____ | _____ | _____ | _____ |
| 3. _____ | _____ | _____ | _____ |
| 4. _____ | _____ | _____ | _____ |

<sup>1</sup>When a part of the examination is given to the student.  
<sup>2</sup>When the student returns copies of answers for *all* readers to the Senior Supervisor or sits an oral examination.  
<sup>3</sup>Changes to dates require notice (e.g., telephone, fax, email) to Graduate Programs from *each* person signing below.  
<sup>4</sup>No more than 14 days after the Due Date, the Senior Supervisor returns marks and annotations to the student.

***Students, Committee Members, and Readers: See overleaf for important information.***

Normally, three committee members/readers are sufficient for doctoral comprehensive examinations. If the student’s supervisory committee consists of three members (or more), that committee will constitute the comprehensive examination committee. If the student’s supervisory committee consists of two members only, at least one additional person (reader) must be added to form the comprehensive examination committee. All signing below agree to return marks and annotations to the Senior Supervisor *before* the Results Date. The Senior Supervisor and Committee Member(s) mark and annotate all parts of the examination. A Reader not on the supervisory committee marks and annotates each part of the examination. Different readers may mark different parts.

**Name (print)**

**Signature**

Senior Supervisor	_____	_____
Committee Member	_____	_____
Committee Member	_____	_____
Reader 1	_____	_____
Reader 2	_____	_____
Reader 3	_____	_____
Reader 4	_____	_____

Approved \_\_\_\_\_ Date \_\_\_\_\_

Director of Graduate Studies

Registered \_\_\_\_\_ Date \_\_\_\_\_

Graduate Programs staff

Protocol for the Comprehensive Examination in EdD and PhD Programs

1. Form a Supervisory Committee.

Doctoral candidates should consult with their Pro-tem Advisor to nominate a Senior Supervisor and at least one Committee Member. File the Supervisory Committee Approval Form. The Senior Supervisor and the First Committee Member must be tenure-track or tenured members of the Faculty of Education, Assistant Professor or above. The second Committee Member must be a faculty member at SFU.

2. Set parts comprising the comprehensive examination.

The Senior Supervisor will set the examination after consulting with the student and the Committee Members. Examinations normally will consist of at least two but not more than four parts. A part may be (a) a paper to be written, (b) an analysis of a previously developed portfolio, (c) an oral examination on a topic provided to the student when the examination is issued, or (d) a mix of these formats. Care should be taken to insure that the examination is well matched to the student's curriculum.

For each part of the examination, the Senior Supervisor will set a reasonable time for the student to complete that part. Parts of the examination need not be taken contiguously but should be scheduled so that marking of all parts can be completed in time to submit a grade for EDUC 983.

3. File the Comprehensive Examination Form.

Students submit the Doctoral Comprehensive Examination form, with signatures, at least 1 week *before* the last day for graduate students to add courses and register late per the current SFU Calendar.

The Director of Graduate Programs must approve the Comprehensive Examination Form *before* the comprehensive examination can begin. Graduate Programs staff will register students in EDUC 983.

4. Taking the examination: Issue Dates and Due Dates.

The student receives the examination questions or tasks on the Issue Date(s) recorded on the Comprehensive Examination Form. The examination may be picked up from the Senior Supervisor or staff in the Office of Graduate Programs, sent as an email from the Senior Supervisor, or faxed.

All written responses to a comprehensive examination are due to the Senior Supervisor at or prior to 16:30 on the Due Date recorded on the Comprehensive Examination Form. In the case of an oral part of the examination, the Due Date is the date of the oral examination. Between the Issue Date and the Due Date, the student may not consult with any person about any part of a comprehensive examination.

Written material produced during the examination (e.g. a paper) must be typed or computer printed according either to APA or Chicago style. Graphics or other figural material should be produced in a legible form.

The student should supply one (1) copy of each part of the examination for each person who will mark that part. The student will also supply one (1) copy of each examination question or task, plus (1) copy of each response (except oral examination responses) to be placed in the student's permanent file.

5. Marking the examination and the Results Dates.

Each part of the examination will be marked, either satisfactory or unsatisfactory, by each reader. Each reader also will prepare a review of each paper, each portfolio analysis, and/or each oral examination that presents detailed and constructive feedback about the substance of the student's work and the reader's justification for the mark. Readers will return their written review(s) and the student's papers or materials to the Senior

Supervisor no later than noon of the Results Date(s) recorded on the Comprehensive Examination Form. The Results Date is no more than 14 days after the Due Date for the examination as recorded on the Comprehensive Examination Form.

The Senior Supervisor will collate readers' marks and prepare a brief memo for the student's file indicating the status of each part of the examination, satisfactory or unsatisfactory. One copy of (a) this memo, (b) the student's original papers (portfolios, etc.) on which readers made annotations, and (c) a copy of each reader's review(s) will be returned to the student on or before the Results Date; and one copy of (a), (b) and (c) will be placed in the student's permanent file.

6. Results of a satisfactory examination.

Students must receive marks of satisfactory from all readers on all parts of the examination to pass

7. Results of an unsatisfactory examination.

A student who fails any part of the examination on a first try has the option to be re-examined once. A student who elects not to be re-examined will be required to withdraw.

When a re-examination is scheduled for the semester following the one in which the student first registered in EDUC 983, a mark of IP (In Progress) will be recorded for the first semester of registration in EDUC 983. The re-examination must be complete by the end of the semester following the first semester of registration or the IP grade is converted automatically to a grade of unsatisfactory and the student will be required to withdraw.

The re-examination may be written or oral, as determined by the Senior Supervisor after consultation with the student. A re-examination will precede as described in steps 1-4, with a provision that the Senior Supervisor, Committee Member(s), if any, and Readers are the same as those for the first examination.

In the case of an oral examination, the examining committee will include the Director of Graduate Programs or designate. A student who fails any part of the re-examination will be required to withdraw.