BEST PRACTICES FOR GRADUATE AREA COMPREHENSIVE EXAMINATIONS

- Eligibility for examinations are clearly defined and published in the graduate catalogue and departmental handbooks.
- Examinations are usually criterion-referenced, developed, implemented and evaluated by graduate faculty members from the appropriate department.
- Examinations measure the depth of knowledge in a specialized area in the discipline.
- Examinations measure the ability of students to integrate what has been learned in a written and oral format.
- Examinations are administered following departmental and standardized testing procedures and conditions.
- Examinations are administered frequently, usually twice a year.
- Adequate written feedback is provided to students after examinations.
- Results are provided to students in a timely manner.
- Students are allowed multiple attempts for success.
- Success rates are distributed annually to graduate faculty and advisors; chairpersons, academic deans of the college and Division of Graduate Studies.
- Results are analyzed and used to improve academic programs.
- Individual examination results are maintained for students until one year after completion of degree or up to two years after non-enrollment.

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Best Practices Workshop
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Sarah Foote, Coordinator of Student Support Services, (JSU) Presenter

EXAMINATION DATES FOR GRADUATE AREA COMPREHENSIVE EXAMINATIONS

List each program and indicate examination dates (Fall and Spring or Fall, Spring and Summer)

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