

## Preliminary Comprehensive Exam Form

**Due 30 Days Prior to Exam**

Name \_\_\_\_\_

Please type form

Date \_\_\_\_\_

**You are scheduled to take your in-house written comprehensive exams in Bolton 103**

*Complete Sections I, II & III*

| I. Date   | List specific dates/times or TBD | Location In-House or Take Home                                     |
|---|----------------------------------|--|
|   |                                  |  |
|   |                                  |  |
|   |                                  |  |
|   |                                  |  |
|   |                                  |  |
| II. List in order of exam names and email addresses of your committee: (Chair & Members)  |                                  |  |
|   |                                  | Response to questions will be emailed to Committee Chair & Members |
|   |                                  |  |
|   |                                  |  |
|   |                                  |  |
| Oral Defense Room Reservation or Conference Phone: Contact Silvia Martinez <a href="mailto:smartinez1@tamu.edu">smartinez1@tamu.edu</a>   |                                  |  |
| For Skype submit a ticket one week prior to exam date to: <a href="mailto:LiberalArtsIT@tamu.edu">LiberalArtsIT@tamu.edu</a>              |                                  |  |
| III. Date   | Time                             |  |
| For Office Use Only   |                                  |  |
| <input type="checkbox"/> Room 103 reserved for Oral Defense <input type="checkbox"/> Skype Via IT <input type="checkbox"/> Teleconference |                                  |  |

**Please review the following information:**

1. You will be taking your comps in room 103. You will type the answers to your exam questions on a PC desktop connected to a printer. The computer does not have internet access or any data access (thumb drives, CD, disks), if you need this or have other equipment needs, your chair will need to email [smartinez1@tamu.edu](mailto:smartinez1@tamu.edu) or [sandra-m@tamu.edu](mailto:sandra-m@tamu.edu) 2 weeks prior to the start of your exam.
2. Arrive at least 15 minutes prior to each exam.
  - b. You will be given a login ID & password. Once logged in you will need to change your password.
  - c. Create and name a Word Doc & save in your folder on the C: drive
    - My Computer
    - C: Drive
    - Comp Exams (folder)
    - Your own folder that has the same name as your login
  - d. Exam will begin, **pages need to be numbered**
3. At the scheduled end-time you will be asked to print. If you finish early, save and print 1 hard copy of your answer. **Periodically save your document!**

IF AT ANY TIME DURING AN EXAM SESSION, YOU EXPERIENCE THE INABILITY TO SAVE YOUR WORK OR YOU RECEIVE AN ERROR MESSAGE ON THE COMPUTER, STOP WHAT YOU ARE DOING, PRINT DOCUMENT IF POSSIBLE, NOTE THE TIME, AND GET HELP. Make copies of all documents for your departmental graduate file.

Advisor \_\_\_\_\_

Director Graduate Studies \_\_\_\_\_

| For Office Use Only  | <input type="checkbox"/> IT notified via email <input type="checkbox"/> 103 BLTN Reserved |
|--|---|
| <input type="checkbox"/> Login received from IT <input type="checkbox"/> Responses emailed | Date / /  |

Return form to Silvia Martinez

[smartinez1@tamu.edu](mailto:smartinez1@tamu.edu)

Revised 12/5/17