

## Core Area Examination Checklist

### 1. Scheduling the Examination:

- Examinations should be scheduled during the academic year (from the start of classes through graduation), except by special arrangement.
- At least three weeks prior to the desired examination date, the Committee Chair must arrange for the examination in consultation with the Dean's Office. A "Ph.D. Examination Application Form" (available in the Dean's Office) must be completed and signed by the student and the Committee Chair, and submitted to the Dean.
- The Committee Chair must also establish the post-examination evaluation meeting date as part of the examination scheduling. The Committee Chair and at least one additional Committee Member must be present at this meeting with the student.
- The Dean will notify the student, and the Core Area and the Ph.D. Committees, in writing of the approved examination date. This notification will contain any exceptions to the examination procedure requested by the Committee Chair

### 2. Coordinating the Location of the Examination:

- *At least two weeks prior to the approved examination date*, the student should coordinate the location for the examination with the Associate Dean. Students may take the examination in their office, or at any suitable location within the School of Criminal Justice selected by the Dean's Office.
- The Associate Dean will notify the Core Area and Ph.D. Committees of the approved examination location.

### 3. Coordinating Word Processing Support:

- *At the time the examination location is coordinated with the Associate Dean*, the student should also coordinate any specific computer needs.
- Students must complete the examination using a word processor, normally using WordPerfect or Word. WordPerfect and Word will be made available on any computer provided by the School, and a diskette will also be provided.

### 4. Preparation of the Examination:

- *The day prior to the scheduled examination*, the Committee Chair must deliver the written examination to the Dean's Office.

### 5. Conduct of the Examination:

- The examination will begin at 9:00 a.m. and conclude by 5:00 p.m., and includes lunch or breaks at any time.
- Students may use any resources they make available to complete the examination. The student is solely responsible for obtaining such resources.
- The student may visit the Criminal Justice/NCCD Library during the examination.
- The Committee Chair must be present and available to the student being examined from 9:00 a.m. until 12 noon on the day of the scheduled examination, to clarify any questions regarding the examination.
- The diskette and a printed copy of the student's work, along with all examination materials, must be turned in to the Dean's Office not later than 5:00 p.m.

### 6. Post-Examination Evaluation Meeting:

- Once the examination has been evaluated, the Committee Chair and at least one additional Committee Member must meet with the student.
- At this meeting the student will be provided feedback on the examination by the Committee, and may be asked to clarify aspects of his or her written answers before a final grade can be determined.