

**(Revised 2/23, JAV)**

## **PROCEDURE FOR GRADING AND REVISIONS OF COMPREHENSIVE EXAMS**

Faculty will grade and submit their feedback and ratings to the graduate administrator no later than two weeks following the completion of the exam.

Faculty score each question using the following scale:

- P+: Outstanding; exceeds expectations for a high quality response
- P: Passing answer; meets expectations for a high quality response
- P-: Inadequate answer; below expectations for a high quality response
- F: Failing answer; unacceptable response of inferior quality

Committees may consist of 4 or 5 members. Typically 3 people will grade each question, but more may grade, particularly if there is not consensus on a question. If at least 2 of the 3 committee members assigned the answer a grade of 'P' or 'P+', the student passes that question. If at least 2 of the 3 committee members assigned the answer a grade of 'P-' or 'F' the student fails that question. For the overall exam, students pass if all answers received a passing grade. If more than 50% of the exam received a passing grade, the student passes with revisions. Any answer receiving a failing grade must be rewritten. If more than 50% of the exam received a failing grade, the student fails the exam. The entire exam (with all new questions) must be re-taken at a later date after a considerable interval of renewed study.

Students who receive a failing score on any particular comps answer will be asked to revise that particular answer. Students will have the same time period (1.5 hours per question) to revise their answers. Retakes of comps questions must be completed within one month of the original scheduled exam.

Faculty will have one week from the completion of the exam to grade the revised answers. These answers (including the letter that explains the revisions) are graded on a 2-point scale:

- 2=Accept
- 1=Reject

The grading scheme for each question from the revised answers is:

- 1.5–2.0=Passed
- 1.0–1.49=Failed

If the student fails any section of comps two times, then they are subject to dismissal from the program, pending review by the CNS faculty.

Students cannot discuss the questions or answers with anyone, anywhere (faculty or students or non-faculty or non-students) during the original 48-hour period or the 48-hour revision period. Students are expected to abide by all relevant ethical principles while taking comprehensive exams. Students' work is expected to be original, with appropriate use of citations and quotations when referring to the work of others. As per university policy,

evidence of plagiarism will be treated as a serious infraction of academic honesty, with consequences up to and including dismissal from the program.