

## **Comprehensive Exam Policy Rehabilitation counseling Program DRAFT**

The Comprehensive Exam is one of a series of outcome measures adopted by the Rehabilitation Counseling Program (RCP) to assess student learning. It is also one of three experiences that students can select for their culminating graduate experience, the other two being projects or thesis. Students should carefully consider their choice of culminating experience as students can only choose one of the three and once made, the choice cannot be changed. Students choosing the comprehensive exam for their culminating experience will be governed by this comprehensive exam policy.

### **Content and Structure**

The content and structure of the Comprehensive Exam will be determined by the faculty of the RCP. Program faculty will establish and use multiple forms of the exam. RCP faculty should ensure accessible forms of the exam to meet the needs of any student with any disability. No accommodation, may in any way, change the requisite standards of performance expected of the student. Faculty will ensure that the Comprehensive Exam will remain current and accurately measure student mastery of the Program curriculum.

The exam will be offered in two parts. Part A contains multiple choice, matching, true/false and/or fill in the blanks and will be offered first. Part B consists of essay questions and will be offered in the second half of the exam. Students are given 2 hours for each part with a 15-minute break in between.

### **Eligibility**

Students have to be advanced to candidacy before they can be eligible to sit for the exam. Students should check with their advisor or the RCP office administrator if they have questions regarding their advancement to candidacy. Once approved for candidacy by the graduate office, students who decide to do their comps should sign up with the RCP office by the published sign-up deadline.

### **Grading Policy**

The exam will be offered once a semester close to the date of the CRC exam with one remedial exam scheduled for those who fail. The passing grade for the multiple choice is 70% and 3.5 for the essays unless changed by the faculty of the RCP. Students may repeat the exam as many times as they need to attain criterion score keeping in mind that it is only offered once a semester during spring and fall semesters for a total of two offerings a year (excluding the two repeat exams). Students must pass both parts of the exam to pass the Comprehensive Exam. In the event of a failure, students will be given one opportunity to repeat the exam at a set date within the semester. Students are only required to repeat the part that was failed and do not have to sit for the whole exam again. When repeating part of the exam, the student should show up the when that part is offered. Therefore, if repeating Part A, students should show up at the

beginning of the exam. If repeating Part B they should show up for the second half of the exam. Times of the exam will be published via email and through student mailboxes. Except in cases of remediation (when a student is repeating one part that she/he failed) a student may not sit for Part A or Part B separately. Instead, in every non-remedial sitting for the exam, the student will be graded on both parts of the exam whether they completed both parts or not. The RCP faculty may select other modes of remediation according to what they decide is appropriate.

Part A will be graded by scantron. For Part B, two faculty will read each essay and a third if there is a tie. In the event of too many essays or too few faculty, essays may be read by only faculty and those that fall between 3-4 points or otherwise questionable, will be read by a second faculty and a third invited in the event of a tie. Generally, all readers will be full time faculty of the Program.

### **Behavior during exams**

The program has consistently emphasized honesty and integrity among other values and virtues. Any student caught cheating or engaging in any dishonest behavior will receive a failing grade and may be banned from ever repeating the exam which may preclude graduation. Students are under the dual professional obligation to avoid cheating or any dishonest behavior and to report cheating or dishonesty by others. In order to maintain honesty:

- Students are encouraged to arrive at least 10 minutes before the start of the exam
- Students will be required to follow seating assignments made by the exam monitor.
- All cell phones and electronic devices must be turned off for the duration of the exam.
- If a break is needed, students have to obtain the permission of the monitor and follow all of the exam monitor's instructions. Students can only leave singly and for a short time.
- If computers are allowed, special precautions will be instituted and must be followed in order to avoid dishonest behavior. (At present, computers may not be used).
- No time will be added to accommodate a student who is late for the exam.
- Students with disabilities may choose to take the exam at SSD and receive approved accommodations.
- Students are required to pre-register for the exam by the date set by the program each semester. These dates are distributed to students each semester along with other deadlines.
- All immediate decisions regarding the exam will be made by the exam monitor. All instructions of the monitor should be followed by the students taking the exam.

### **Conclusion**

This policy is subject to approval by the RCP faculty and advisory board. All changes will be implemented by program faculty and ratified by the advisory board within a year of the changes. Faculty may proceed with changes needed without waiting for the approval of the advisory board but must seek the approval of the board within the year stipulated.

Approved by Advisory Board, Spring 06