

# COMPREHENSIVE EXAM 1

*Important note: Comprehensive Exam 1 **must** be completed by the summer session (May to August) of the first year of study in the ALD PhD program.*

## Exam Procedures and Instructions for Comprehensive Exam 1

### **In advance of the examination:**

- The student must work with their supervisor to determine the date, time, mode of exam, annotated bibliography and [assignment of the second assessor](#) for their Comprehensive Exam 1.
- The student must submit the [booking form](#) and annotated bibliography to initiate the booking process for the exam.
- Any medical, mental health, and/or accessibility issues must be discussed with the Assistant Registrar, Research-based programs and/or the appropriate University Office (e.g., the Accessibility Office) at least six weeks prior to the exam. Any accommodation suggested by those offices must be in place before the exam begins.

### **At the time of the examination:**

- Exam questions will be sent to you at the time listed on your booking form. If you do not receive your exam by 15 minutes past this time, please email [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca) immediately.
- Be sure to send a quick reply to confirm receipt of the questions, and indicate in your email that you read and understand these instructions, as well as the [University's policy on Academic Integrity](#) and the [Code of Behavior on Academic Matters](#).
- You are required to answer **three (3) questions (one question from each of parts A, B & C)**. Each answer should be no more than **1000 words** (12-point Times New Roman font, standard margins, and double-spaced) in length. On your answer sheet you must clearly reference the question you are answering.
- If you need clarification or have questions that arise once the exam has been sent to you, direct your questions to [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca) with a CC to your Supervisor.
- Upon completion, please attach your completed exam to this form and send it as one PDF document via email to [researchstream@daniels.utoronto.ca](mailto:researchstream@daniels.utoronto.ca) and C the PhD Director with a subject line of: STUDENT LAST NAME, FIRST NAME – COMPREHENSIVE EXAM 1 – COMPLETED.
- **Answers must be submitted by the deadline noted.** Answers will not be accepted after this time. Your exam will be marked as a fail in these cases.
- Given the nature of the exam, there is no expectation that students will quote directly from sources but will rather be able to offer general assessments of the arguments, approaches, etc. from each text. As such, a standard citation style is not necessary. However, when referring to a source, it is expected that students will integrate authors and titles into the body of their text.

- The exam is closed book (i.e., notes are not permitted).
- No one other than you may read, edit, or comment on your exam prior to submission.
- If, for any reason, you feel you cannot complete the exam on time, do not quit writing and please inform the Graduate Administrator. You must turn in as much writing as you possibly can. If you do not turn in any writing or you do not notify the Graduate Administrator of problems at the time they occur, the exam will be marked as a fail.

### **Assessment of the examination and next steps:**

- The Supervisor will work with the second assessor to assess the written exam.
- The Supervisor will complete the 'Assessment of Comprehensive Exam 1' form and ensure that the assessment/result of the exam is sent to the Graduate Office within 2 weeks from the date of the exam.
- The exam will be recorded as a DEX (departmental exam) committee meeting on ACORN with a result of Satisfactory (Pass), Unsatisfactory (Fail).
- Students must pass comprehensive examination 1 before requesting to take comprehensive exam 2.
- In the event of a failing grade, a second attempt of the comprehensive examinations must be attempted again within six months and will only be allowed on the recommendation of the student's supervisor.
- If the student fails the exam the second time, current rules and regulations apply, including the student's right to appeal to the Faculty's Standing Committee overseeing appeals and the department's right to recommend to SGS that the student no longer be eligible to continue in the PhD program.