

COMPREHENSIVE EXAM 2

*Important note: Comprehensive Exam 2 **must** be completed by the winter session (January to April) of the second year of study in the ALD PhD program.*

Exam Procedures and Instructions for Comprehensive Exam 2

In advance of the examination:

- The student must submit required forms and supporting documents according to the enrolment requirements stated in the Enrolment section above. **Students must confirm the availability of their exam committee for the date of their exam before submitting the booking form.**
- The student must submit the annotated bibliography or course syllabus no later than 2 weeks before the exam via email to the Asst. Registrar, Research-based Programs and to the Exam Committee for review.
- The exam committee will review the content submitted by the student for Comprehensive Exam 2 (i.e., annotated bibliography or course syllabus) in advance of the exam and prepare questions to be asked at the exam.
- The Asst. Registrar, Research-based Programs, will send out official notice of the exam to the student and Committee.
- The student will continue to consult with their supervisor to prepare for the exam.
- Any medical, mental health, and/or accessibility issues must be discussed with the Asst. Registrar, Research-based Programs, and/or the appropriate University Office (e.g. 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:

- The Supervisor will review the candidate's background and receive/make note of feedback regarding the submitted documents (i.e., course syllabus/annotated bibliography) with the exam committee members prior to introducing the candidate to the committee.
- The student will then be invited to give a 30-minute oral presentation in front of the Exam Committee followed by 60 minutes of questions and discussion.
- The Supervisor will oversee the round of questioning by committee members and will keep a brief record of the main topics covered and asked. The role of the questioner and the examination committee is to judge whether the answers offered by the candidate appear to adequately meet a questioner's expectations. The supervisor must go last in the order of questioning.
- Following the question period, the student will withdraw from the examination room and committee members will discuss the candidate's performance.
- Once a decision is made, the student is invited back into the room where the Supervisor will verbally inform the student of the committee's decision and recommendation (result of the exam).

Assessment of the examination and next steps:

- The Exam Committee will assess the student's annotated bibliography or course syllabus and oral exam. A pass or fail grade will be assigned depending on the overall performance of the student.

- The Supervisor will inform the student of the result at the end of the exam.
- The Supervisor must complete the Comprehensive Exam 2: Summary and Exam Outcome form, clearly noting the result of the exam and submit it via email to researchstream@daniels.utoronto.ca.
- 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 2 before permission to submit a Thesis Proposal will be granted.
- 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 a second time, current rules and regulations will apply; including the student's right to appeal to the Academic Standing Committee and the Faculty's right to recommend to SGS that the student no longer be eligible to continue in the PhD program.