

Preliminary Exam Scheduling Form

Due 30 days prior to essay exam

Student Name: _____

Date: _____

Exam Committee Chair (s): _____

Exam Committee Members:

1

3

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Written Exam Start Date: _____

Written Exam End Date: _____

Oral Defense Date/Time: _____

Oral Exam Room: _____

Essay Question Exam Scheduling

Question From (committee member)	In-House / Take-Home?	Open Book?	Date/Time Question Begins	Date/Time Ends	Question

(Note: take-home essay responses can only begin M-F, 8:30 a.m. - 4:00 p.m.; In-house essay exams can only be scheduled M-F; they cannot begin before 8:30 a.m. and they must conclude by 4:30 p.m.)

_____ Please list any approved accommodations

Chair Resposibllites (initial to acknowledge)

_____ Gather exam questions from committee members and send to Silvia Martinez one week prior to start of exam (Date: _____)

_____ Communicate agreed upon terms of the exam to student and committee members prior to the exam.

_____ Set up zoom for oral exam (if applicable) and send link to student and committee

_____ Complete assessment form and remind committee members to do the same.

Student Resposibilities (initial to acknowledge)

_____ Initiate Preliminary Exam Checklist and Report through ARCS

_____ Submit "journal quality essay" to Silvia no later than Written Exam Start Date.

_____ Essay Questions by due date to Silvia via email smartinez1@tamU.edu

Graduate Office Checklist (Office Use only)		
_____ Oral Exam Room Scheduled	_____ In-House room scheduled	_____ IT emailed
_____ Login Received	_____ In-House instructions sent	_____ Responses/Essay emailed to committee
_____ ARCS paperwork routed	_____ Assessement matrix sent	_____ Matrix scores received

Committee Chair

Executive Associate Head