

# Graduate Student Written Exam Procedure

## *School of Literatures, Cultures & Linguistics*

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The following document is an overview of how Student Services administers written MA and PhD exams. The exact format, content, and guidelines of the exams are decided upon by each department individually. This document outlines only those processes common to all written exams administered by Student Services. Some departments follow their own procedures and therefore these guidelines do not apply to them (MATESL, Linguistics, Translation and Interpreting Studies, Religion).

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### Pre-exam Process

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- Students should seek guidance from their advisor and their department's Director of Graduate to schedule written exams in accordance with their department's policies. Each department makes its exam policies available to students on the departmental website, often as part of a "graduate handbook", so students can find this information there as well.
- When the student is ready to schedule an exam, they will need to fill out the [Request to Schedule Exam](#), form available on the SLCL website. They then forward this form to their department's DGS, who can approve the request or address any potential problems. If the DGS approves of the request, they will forward the request to [slclgradservices@illinois.edu](mailto:slclgradservices@illinois.edu).

**The date that Student Services receives the exam form from the DGS will be considered the "initial request" to schedule the exam.**

- Student Services assumes that by the time of the initial request all faculty members serving on the exam committee are aware of the student's request and are familiar with their role as examiners. If that is not the case – for example, a faculty member who has never served on an exam committee, or a faculty member on an exam committee outside of their department – they should consult the department's DGS or Student Services for guidance.

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### Exam Questions

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- On receiving the request to schedule an exam, Student Services will send an email soliciting exam questions to the faculty examiner(s). The email will include
  - ✓ the student's name,
  - ✓ the exam date(s) and subject(s),
  - ✓ any other relevant information.

*Faculty members are expected to take note of this information for their records.*

- Examiners can send their questions to [slclgradservices@illinois.edu](mailto:slclgradservices@illinois.edu) at any time, and are encouraged to do so as early as possible.

**Exam questions must be submitted to Student Services no later than 72 hours prior to the exam date.**

- Student Services will send a *one-time* courtesy reminder one week prior to the 72-hour deadline. If the questions are not received by the 72-hour deadline, Student Services will notify the Head of the student's department, copying the faculty examiner(s) involved, so that the situation may be addressed.

Please keep in mind that the responsibility for ensuring exam questions are available on time rests with the faculty examiners. Given the volume of exams within SLCL, it is not possible to send multiple reminders to the entire faculty involved in these exams.

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### *Post-exam Process*

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- When the student has completed their exam, Student Services will send the exam materials to the examiner(s) for evaluation. This will include a result sheet that outlines the exam's grading system as well as space for any comments. It is the responsibility of each examiner to evaluate exams in accordance with their department's guidelines.
- Examiners should send the completed result sheet to [slclgradservices@illinois.edu](mailto:slclgradservices@illinois.edu).
- **It is strongly recommended that exams be evaluated within two weeks after being received.** This is to allow time for any re-writes (if necessary), to meet deadlines (if applicable) and ensure that the student can move forward in a timely manner.

Delays and unexpected events are, of course, inevitable. When they do arise, we kindly ask that the faculty examiner email Student Services and the exam committee chair (or advisor, DGS, etc.) with an expected date of completion of the evaluation.