

School of Kinesiology Procedures for Preliminary Written and Oral Examinations

Note: The School of Kinesiology changed the Preliminary Written Examination Policy in Spring 2007. The new policy changes the test from a timed, closed-book exam to a more flexible open-book exam. **The new preliminary written examination procedure will govern all School of Kinesiology students who enter our doctoral programs beginning Fall semester 2007. Students admitted prior to Fall 2007 may choose to follow, in consultation with their advisers, either the new procedure or the procedure that was in place when they were admitted.** Both procedures are described below.

Preliminary Writtens (Open Book Test)

Consult with your adviser when you are ready to take the preliminary written examination. The detailed procedure may be found in the current School of Kinesiology Graduate Student Handbook, or check with the graduate studies coordinator.

Preliminary Writtens (Closed Book Test)

1. Secure room location for exam. Cooke 110 is the preferred location, scheduled via UMCal.
2. Reserve the laptop computer dedicated to preliminary written exams from Marta Fahrenz. You are not permitted access to the Internet or any external media.
3. Personal belongings, including backpacks and electronic devices such as palm pilots, cell phones, music players, etc., are not allowed in the room. You will be asked to turn over these items to a staff person before the exam.
4. You are allowed restroom breaks and a lunch break. You may not leave the building for lunch, and if you bring a lunch, you must leave it with a staff person until you are ready to take your break. A staff member will check on you periodically throughout the exam.
5. Save your exam answer document often.
6. When you are finished for the day, please save your document but leave it open and inform the staff member. The staff member will save your final copy and print a hard copy for you and your adviser. Your advisor will also receive an electronic copy of your document.

Note: Scholastic dishonesty is a disciplinary offense. See the University of Minnesota Student Conduct Code, <http://www.umn.edu/regents/policies/academic/StudentConductCode.html>

Preliminary Orals

1. After successful completion of the Preliminary Written Exam and **at least one week before** the Preliminary Oral Exam, submit the Preliminary Written Examination Report Form to the Graduate School in 316 Johnston Hall. The form must be signed by the adviser and the DGS. (Check with the graduate studies coordinator on his procedure if you have questions.) Schedule the Preliminary Oral Exam with the Graduate School by submitting a Preliminary Oral Examination Scheduling Form to 316 Johnston Hall.

2. Secure room location for exam. Cooke 110 is the preferred location, scheduled via UMCAL. If it is not available, contact Carol Nielsen to book an alternate location:

URecCtr 27 conference room

Mariucci 141 conference room

Classroom, as deemed available

3. Inform Student Office personnel and graduate studies coordinator of date(s) and location.

4. If necessary, reserve A/V equipment (laptop, data projector) via UMCAL. If technical assistance is required in setup, technical staff can assist.

Final Orals

1. Follow the instructions for Preliminary Oral Exams.

November 2008: Until further notice, the School will not provide food at Final Oral Exams and students should not bring food to their Final Orals.

2. In addition, adhere to School policy on Food at Final Oral Exams, as follows:

The student will not provide food for committee members *before* or *during* the examination.

At the student's request, the School may provide beverages at Final Oral Examinations (e.g., coffee, juice, sodas). If the exam is scheduled over the lunch hour, the School may provide a light lunch (e.g., bagels and cream cheese, fruit, and beverages).

After completing the Final Oral Examination, the student is free to provide food to share in celebration with family, friends, and colleagues.