

Student Name: \_\_\_\_\_

Date: \_\_\_\_\_

Exam Committee Chair (s): \_\_\_\_\_

Exam Committee Members:	1	3
	2	4

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 Responsibilities (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 Responsibilities (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

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

\_\_\_\_\_  
**Committee Chair**

\_\_\_\_\_  
**Associate Head Graduate Studies**