

Graduate Division of Religion

DREW
UNIVERSITY



DREW
THEOLOGICAL SCHOOL

SCHEDULING AND TAKING COMPREHENSIVE EXAMINATIONS

(For further details please see the student handbook pages 65-68 at: <http://www.drew.edu/gdr.aspx?id=30849>)

- 1. Schedule a conference with your adviser** to discuss topics and possible readers for the exam.
- 2. Complete the comprehensive exam petition form** along with the supporting materials required by your area. This form must have the approval of your adviser and your area convener. The form must be signed by both your adviser and area convener prior to submission to the GDR office. The form is available at: <http://www.drew.edu/gdr.aspx?id=30849>
- 3. Submit the completed petition form** and supporting materials to the GDR Administrative Office (Davies House, Room 201).
- 4. Reserve an exam date** by contacting Kim Booth in writing via email (kbooth@drew.edu). Exam dates will be posted in the “Current Students” section of the GDR website under “Important Dates for GDR Students.” The exam date is provisional and will be confirmed or canceled depending upon whether the proposal is approved by the Area and the Academic Standing Committee. Once an exam date is confirmed, it may not be rescheduled with less than two weeks notice and approval by the adviser and first reader.
- 5.** You will be notified via email regarding the approval of your petition.
- 6.** You will be notified via email regarding additional exam information (date, time, locations, etc.). Your exam will be sent directly by your first reader to the GDR Administrative Office.
- 7. Location of Exam:** All closed-book comprehensive examinations will take place in a room assigned by the GDR Administrative Office.
- 8. What to bring to the exam:** Pen/pencil and snacks/beverages. A laptop, mouse, scrap paper and an English dictionary will be provided. No other items will be allowed in the exam room except as specified in writing on the exam (e.g., a Bible).
- 9. Time:** All exams start at 10:00 am unless otherwise noted by the GDR Administrative Office. The amount of time for completing each exam will be stipulated at the top of the exam, which is also the amount of time specified on the comp petition form.
- 10. Grading:** There are three possible grades for comprehensive exams: **Qualifying (Q), Qualifying with Distinction (QD), or Not Qualifying (NQ)**. Students will be notified via confidential email regarding comp exam results. **If a student fails an exam, he or she is automatically allowed to retake it. Retakes must be done within 45 days of being notified about the grade.** GDR faculty have committed to using a grading rubric for comp exams, beginning in Spring 2009, and sharing it ahead of time with students taking exams. (See the reverse of this sheet for a sample grading rubric. Faculty have discretion to develop their own rubric, as appropriate. They also have discretion in the matter of how to provide feedback to the student on his or her performance in the exam.)

Sample Grading Rubric for Comprehensive Examinations

Student name: _____ Exam topic: _____
 Area: _____ Date: _____

	4	3	2	1
Critical analysis	The exam makes arguments that are clearly articulated, critically insightful, and thoughtfully responsive to the questions or themes posed.	The exam makes arguments that are reasonably clear, insightful, and responsive to the questions or themes posed.	The exam makes arguments but there are some problems with the arguments.	The exam does not make clear arguments.
Support from relevant sources	The arguments are persuasively supported by skillful referencing and interpretation of appropriate sources, reflecting necessary mastery of languages.	The arguments are adequately supported by appropriate sources, reflecting necessary mastery of languages.	The exam refers to appropriate sources, but the references do not adequately support the arguments.	The exam does not draw support from appropriate sources.
Addressing significance for the field	The exam relates its arguments to contexts of scholarly discourse in such a way as to shed new light on both scholarship and the objects of its discourse.	The exam competently relates its arguments to contexts of scholarly discourse.	The exam relates its arguments to contexts of scholarly discourse but is not fully effective.	The exam does not address the contexts of scholarly discourse.
Writing	The exam reflects mastery of the arts of scholarly writing—organization, style, grammar, punctuation, spelling, diction, formatting.	The exam reflects competence in the arts of scholarly writing.	The exam reflects notable deficiencies in some aspects of scholarly writing.	The exam reflects serious deficiencies in scholarly writing skills.

Total Rubric Points	15-16	11-14	10 and below
Grade	QD	Q	NQ

Comments (optional):