ORAL COMPREHENSIVE EXAM
STUDENT AGREEMENT FORM (Fall 2014)

I, __________________________________, along with my faculty adviser, have determined that I (should) have all of the required coursework to graduate with an MLISc by the end of:
Semester __________________________________ Year _____________________________

I have had the procedures and policies of the exam explained to me, and if possible, I would like to take the exam on:
Date: (1st choice) _______________________ Date: (2nd choice): _______________________
Date: (3rd choice) _______________________ Date: (4th choice): _______________________

I understand that:
• Exams are scheduled for Fridays between 9 am and 4 pm from Sept. 5–Nov. 14.
• There are no exams on Holidays [], There are no exams on the Friday afternoons with scheduled faculty meetings: Sept. 19, Oct. 17, Nov. 14.
• Oral exams are not given during the summer. Students graduating in the summer need to take the exam in the previous spring or must postpone graduation until the following fall.
• We will try to accommodate your date & time preferences but there are no guarantees.
• The actual time and the administering faculty members will be determined at a later time, and that this information will be made available to me at least one business week prior to my exam. You may not choose which faculty will administer your exam.
• I may change my exam date during the first business week after my initial selection after which the exam date may be changed only in the case of a medical emergency or death of an immediate family member. I also understand that the LIS office will select a date for me should I change my original selection.
• I must take the Oral Comprehensive Exam, and successfully pass both the Category A as well as the Category B, C & D questions before I can obtain my MLISc.
• If I only pass some areas, I will only need to retake the area I did not pass. I must wait at least two weeks to retake the exam.
• I am given two chances to pass the exam; failure to pass the second time will result in my not being able to obtain my MLISc.
• My evaluation sheets will be available for my perusal in my student file.
• I will file a Graduate Application for Degree with the Graduate Division’s Records office by the 12 Sept. deadline.
• Students living on neighbor islands or outside Hawaii wanting to take the exam online need to complete the supplemental form (see below).

I have received my Oral Comprehensive Exam Information & Guidelines & Question Handouts and understand my responsibilities. Also available: http://www.hawaii.edu/lis/program.php?page=orals

Signature: ________________________________________ Date: _____________________
E-mail: _____________________________________________

THIS FORM MUST BE COMPLETED AND TURNED INTO THE LIS OFFICE NO LATER THAN Sept 5, 2014.
SUPPLEMENT FOR DISTANCE EDUCATION STUDENTS WANTING TO TAKE THE ORAL EXAM ONLINE

Instructions:
Students wanting to complete an online oral exam must submit this form along with STUDENT AGREEMENT FORM by the deadline. The originals should be mailed to the LIS Office, although it would also be a good idea to fax a copy to (808) 956-5835.

Policy:
Students who live on neighbor islands or outside the state may request to take the oral exam online. The exam would still be given by two professors asking questions on Halawai, Skype, or another synchronous videoconferencing system. The student must also secure permission for a proctor to oversee the remote site. The proctor should be an MLS/MLIS/MLISc graduate who is willing to observe the hour-long exam to ensure there are no notes or other unethical behavior. The proctor needs to be approved by the LIS Chair when submitting the request for oral exam dates. The Student is responsible for watching the Oral Exam Orientation either online or in person.

To be completed by the student:

<table>
<thead>
<tr>
<th>Student’s Name:</th>
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<tbody>
<tr>
<td>Proposed Proctor’s Name:</td>
<td></td>
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<tr>
<td>Proposed Proctor’s MLIS degree: (Institution / Year)</td>
<td></td>
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<tr>
<td>Proctor’s e-mail:</td>
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<tr>
<td>Proctor’s Telephone No.:</td>
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<tr>
<td>Proposed Test Site:</td>
<td></td>
</tr>
<tr>
<td>Proctor’s Work Address:</td>
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</tbody>
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The test site has a webcam and internet connectivity.

To be completed by the Proctor:
I, ____________________________, have been asked by a University of Hawaii LIS Student to proctor an oral exam. I have an ALA accredited MLS/MLIS/MLISc, and understand that the Oral Exam is the student’s capstone experience. As a service to the UH LIS Program, I have volunteered to proctor the remote site for the Oral Exam. I will offer a site at my workplace where the student can take the oral exam online. I understand that I won’t have to ask the student any questions or evaluate responses, but will ensure that the student does not look at any notes or materials besides the questions during the exam. I will report any ethical concerns to the LIS Program Chair.

Signature: ____________________________ Date: ____________________

(The LIS Program appreciates your service to the LIS Program!)