

# Oral Comprehensive Exam Student Agreement Form



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

Graduation Term: \_\_\_\_\_

By signing below, I affirm that:

- I will have completed all MLISc degree requirements by my intended graduation term.
- I have reviewed the oral exam policies and procedures document, the oral exam scenarios, the pass/retake/fail criteria and supporting documentation (<https://www.hawaii.edu/lis/resources/oral-exam/>), and have attended an orientation meeting.
- Students graduating in the summer must take the oral exam in the previous spring, or postpone graduation until fall.
- Exams are one hour in length and occur on Fridays between 9am-11am and 1pm-4pm (with exceptions for holidays, faculty meetings and other times faculty may not be available). Specify four different dates and select “morning” or “afternoon” (or both) for each date. Requests for specific exam times will not be considered.

**My exam date/time preferences are:**

- |                                   |                                  |                                    |
|-----------------------------------|----------------------------------|------------------------------------|
| <input type="radio"/> 1st choice: | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon |
| <input type="radio"/> 2nd choice: | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon |
| <input type="radio"/> 3rd choice: | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon |
| <input type="radio"/> 4th choice: | <input type="checkbox"/> Morning | <input type="checkbox"/> Afternoon |

- The LIS Program will try but cannot guarantee to accommodate your date and time preferences. You will receive an email with the date, time and faculty members administering your exam at least two weeks prior to your exam date. The two faculty members will be randomly assigned.
- If I request a change in my exam date after it has been assigned, the date, time and faculty members will be assigned by the LIS office. If a mutually agreeable alternate exam date and time cannot be found, I acknowledge that I may not be able to graduate in my intended term.
- I have two chances to pass the oral exam. Failure to pass the second time will result in dismissal from the LIS Program.
- I have the right to review my oral exam evaluation sheets in my student file.
- I will submit this form to the LIS Office by the end of Week 2 of the semester.
- I will file a Graduate Application for Degree with the UH Office of Graduate Education by this semester’s deadline (usually Week 3 of the semester, but check).
- Only students living outside Oahu may arrange for a remote oral exam. Those wishing to do so must complete the supplemental form on the following page in addition to this one.

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

Email address: \_\_\_\_\_

# Oral Comprehensive Exam: Supplement for Online Exam



**Instructions:** Students requesting an online oral exam must submit this form along with the Student Agreement Form by the deadline. The originals should be sent to the LIS office (LISstaff@hawaii.edu).

**Policy:** Students who live on neighbor islands or outside the state may request to take the oral exam online. The format of the exam would be unchanged, but would take place over Halawai, Skype, or another synchronous videoconferencing system. The student must also secure permission for a proctor to oversee the remote site. The proctor must be an MLS/ MLIS/ MLISc graduate who is willing to observe the hour-long exam to ensure there are no notes used or any other threats to the integrity of the exam process. The proctor needs to be approved by the LIS Chair when submitting the request for oral exam dates. The student is responsible for attending the oral exam orientation, either online or in person.

## To be completed by the student:

Proposed proctor's name:

Proposed proctor's MLIS degree: (Institution / Year):

Proctor's e-mail:

Proctor's telephone:

Proposed test site:

The test site is equipped with everything necessary to conduct the exam remotely.

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

## 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: \_\_\_\_\_

We appreciate your service to the LIS Program!