

Date: August 30, 2010
To: Students taking Area One Prelim Exams, Fall 2010
From: Dr. Steve Sapp, Graduate Program Coordinator
Subject: Fall 2010 Preliminary Examinations

The schedule for the Fall 2010 preliminary exams is:

Monday, September 20, 2010, 8:15-1:30

If you need to cancel your Area One exam for Fall 2010, please notify Dr. Sapp (ssapp@iastate.edu) via e-mail by:

Friday, September 17, 2010.

We will meet at 8:15 a.m. on the exam day in **Room 311 East Hall**. You will receive a copy of that day's exam from the DOGE and begin writing at 8:30 a.m. All writing must end at 1:30 p.m. The length of the examination is specified in the department [Degree Requirements](#):

Length of each preliminary examination will be five hours. Additional time may be granted to those students who can make a valid case prior to taking examinations where English is not the student's first language. If appropriate, the student should meet with the major professor and contact the Disability Resources Office to arrange for accommodations permitted in accordance with the Americans with Disabilities Act. The graduate coordinator, in conjunction with the Disability Resources Office, arranges accommodations.

Personal Belongings. Please leave your belongings, including your purse or backpack/bag (you should keep your wallet with you), on the table in the center of the exam room. You may have access to them any time you wish during the exam. Electronic devices such as dictionaries, calendars, cell phones, I-Pods, USB Flash Drives etc. are not allowed to be used during the exam. But a standard book dictionary will be available, and you should make use of the spell and grammar checker on the computer. Be sure to turn off your cell phone and leave it with other items at the center of the table. You should not make or receive phone calls during the exam. If you have children that may need to contact you, please give them Rachel's phone number (4-2506) and Leslie's number (4-6480) at the main office and we will notify you immediately if they need your assistance. It is fine to have food and beverages available during the exam.

Bibliography. In consultation with your POS committee, you should prepare beforehand an alphabetized list of references without annotations but with topical headings for use during the examination. Your list should be given to your major professor prior to the examination for final review in a timely fashion such that he or she may review it and forward this list to Rachel no later than noon on the Friday before the exam date. While the list may be a paper document for review by the major professor, please forward an electronic version to Rachel (rmb@iastate.edu). A copy of this reference list will be attached to the completed exam. Should you have additional questions either Rachel or I should be able to help you.

Computer Written Examination. You will be assigned a computer on which to write your examination. Dwight Dake, our computer support specialist, will be there to instruct you on setting up the exam file on the computer and file saving procedures. He and his assistants will be available during the day if a computer question needs to be answered. You may bring an ergonomic keyboard to use during the test. A floppy disk will be provided on which you will save the final version of the exam; do not bring your own diskette. At the end of the test period you will hand in the disk to Rachel and she will print a copy of your answers to the exam for you. You may keep your copy of the exam questions. Scratch paper will be provided.

Format. Double-space the exam and try to leave time for a rereading of the answers to fix the most obvious problems. You should also think of using the spell and grammar check.

Evaluation of Examinations. At the time of the exam, each student will be assigned a number. Type the number and concentration at the top of your exam (*i.e.*, "Student #1, Social Psychology Preliminary Examination, Fall 2010"). All possible means will be taken to ensure that your identity is unknown to the evaluators.

We submit the exams to the evaluation committee with only numbers identifying the examinees. From the date that the typed exams are distributed, the preliminary examination evaluation committees will be given two weeks to submit evaluations. Their evaluations will immediately be forwarded to the major professor, who is expected to review the exam results and discuss the evaluations with you as soon as possible.

You should be aware that evaluation results are forwarded to Rachel as e-mail attachments with the examinee's identifying number. She will have a master list matching identification numbers with examinees and will forward the results to the major professor and a copy to the graduate coordinator. Your number will not be shared with any member of an evaluation committee until after the entire process is completed and you have been informed of the results. Rachel will not look at the results until she has been informed by the DOGE or your major professor that you have been notified of your preliminary examination results.

cc: Faculty