MATESL Comprehensive Examination Requirement
Policy and Procedures

I. Purpose

The comprehensive examination requirement has been instituted to help MATESL candidates reach three goals valued by the faculty. First, the process of preparing for and answering examination questions is intended to provide the candidate with a learning experience. Second, a comprehensive review of course material is intended to deepen the candidate's understanding of each area. Third, a comprehensive review of course materials and the process of answering examination questions are intended to bring each candidate to a high state of readiness to handle in a professional manner the challenges of contemporary teaching and research in our field.

II. Requirement

As stipulated in the curriculum for the Master's Degree in the Teaching of English as a Second Language, each MATESL student in the pedagogical track must pass a comprehensive examination over the required courses of the curriculum or complete a Master's thesis as part of the degree requirements. This document pertains the comprehensive examination option.

III. Eligibility

A. Except as stipulated in III.B., student must have completed the required course covered by the examination question to be eligible to take the examination in that area. The following apply in cases where the course must be completed prior to the examination.

1. An ‘EX’ grade in a required course must be removed before the student is eligible to take the comprehensive examination question for that area.

2. A minimum grade-point average of 3.00 is required for all courses taken in the MATESL curriculum up to the point of taking the examination question.

B. A faculty member who is the writer/reader of a comprehensive examination question for a course area may permit students to be examined over that area during the same semester in which students are enrolled in the course. Instructors are required to state in their course syllabi whether or not such a permission is granted. A composite listing of courses and their current status with respect to this permission shall be distributed to the student body.

C. The Chairperson of the MATESL Committee shall determine a student’s eligibility on the basis of the student’s permanent record.

IV. Format of the Regular Examination

The regular examination shall consist of either or both of the following examination question types.
A. Take-Home (TH): Questions that examinees will answer in the form of a paper product, using whatever resources the examinees wish. The paper product will adhere strictly to the specifications described by the writer/reader responsible for the question.

B. Sit-Down (SD): Questions that examinees will answer during a sit-down session without notes or assistance. The following periods will be made available, as needed, for answering up to four examination questions:

1. Saturday morning period of four hours (8:30-10:30, 11:00-1:00): The student will have two hours to answer each question.
2. Saturday afternoon period of four hours (1:30-3:30, 4:00-6:00): The student will have two hours to answer each question.

V. Content of the Examination

A. Examination questions will cover the following seven areas of required course work in the pedagogical track of the MATESL curriculum: (1) Theoretical Foundations of Second Language Acquisition, (2) Language Pedagogy, (3) Phonology and Morphology for ESL Teachers, (4) Pedagogical Grammar, (5) Language and Social Interaction, (6) Principles of Language Testing, (7) Second Language Reading and Writing.

B. All questions require a knowledge of the substantive content found in current MATESL courses, including but not limited to the reading list of each course. A current reading list for each required course shall be made available by the instructor of each course.

C. All questions will be integrative in the senses described in Appendix 1.

D. Representative questions for each of the seven areas shall be made available in the MATESL library, 3046 FLB.

VI. Administration

A. Duties of the Examination Coordinator

1. The Chairperson of the MATESL Committee shall serve as the Examination Coordinator.

2. The Examination Coordinator shall have the following responsibilities:
   a. to maintain the accuracy of information about the comprehensive examination on the Departmental website;
   b. to announce the information listed in VI.C. below;
   c. to post on the Departmental website the courses to be tested by TH questions and by SD questions and the courses over which candidates may be examined during the semester they are enrolled in the course;
   d. to work with office staff to reserve an appropriate room for the sit-down examination;
e. to arrange for proctors of the sit-down examination from those who write SD questions;
f. to assign to faculty members the responsibility to prepare questions;
g. to provide a sign-up sheet in the grad services office on which examinees state their intent;
h. to verify the eligibility of candidates wishing to be examined over a particular area;
i. to prepare letters notifying examinees of examination results;
j. to maintain a notebook of tracking forms where faculty record examination results;
k. to implement arrangements following a MATESL Committee decision to permit an off-campus examination or reexamination.

B. Examination Dates

1. Regular examinations are offered only during the Fall and Spring semesters.

2. A TH examination question shall be distributed to students by the writer/reader of the question at a pre-announced time and place.

3. Paper products based on TH questions of the regular examination shall be due no later than **three weeks** (1 in Table 1 below) before the last day of classes (‡ in table below). An earlier deadline may be set by the writer/reader of a question.

4. Sit-down portions of the regular examination shall be administered on the Saturday closest to **three weeks** (2 in Table 1 below) before the last day of classes (‡ in table below).

5. The date of the immediate retake reexamination shall be **within the week** that letters notifying examinees of examination results are distributed (5 in Table 1 below).

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<td>Mon: Exams to graders. Days to grade Type I &amp; Type I exams. Fri: Deadline for grades, filling out Tracking Sheets</td>
<td>Mon: Results to examinees. Days for immediate retake exams Fri: Deadline for retake grades, filling out Tracking Sheets</td>
<td>Mon: Notify examinees of immediate retake results. Days to finalize graduation list Fri: Last day of classes.</td>
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* Deadline for submitting answers to TH Questions  ‡ Date of the Sit-Down Exam

Table 1. Dates, Deadlines, and Duties in Last Three Weeks of the Semester
C. Announcement of Examination Dates and Content

Within the **first two weeks** of each Fall and Spring semesters the MATESL Committee shall announce the following information (See Week 2 in Table 2 below): Deadline: TH Qs

1. The required areas that will be examined by TH questions and by SD questions.

2. The faculty member who will be the writer/reader of each question, and the faculty member who will be the back-up reader of that question (See VII.A.).

3. The deadline by which students must state their intent to be examined over a question area (See VI.D.2).

4. The date on which TH questions will be distributed to students by the writer/reader or the date by which a student must have conferenced with the writer/reader (See IV.B.2).

5. The deadline for submitting paper products for TH questions (See VI.B.3.).

6. The date of the sit-down examination sessions (See VI.B.4).

D. Notification of Intent

1. Unless an examination is preset to occur at a particular time, students may elect the semester in which they wish to be examined over a required area, provided they have completed the course for that area or have permission to take the question in the same semester they are enrolled in the course (See III.A. & B.).

2. It is the responsibility of the student to notify the MATESL Committee of his/her intention to be examined over a particular area (whether the question is a TH or SD type) no later than **one week** after the MATESL Committee announcement is made (see Week 3 in Table 2 below). Notification of this deadline is part of the MATESL Committee announcement (See IV.C. and Week 2 in Table 2 below). At the time of the MATESL Committee announcement, the Examination Coordinator shall provide a sign-up sheet in the grad services office for examinees to state their intent. (See Appendix 2 for sample sign-up sheet.)

3. It is the responsibility of the student who wishes an immediate retake reexamination to notify the appropriate writer/reader of his/her intent. Notification of intent shall be given within **two working days** of the distribution of the examination results (5 in Table 1 above).

E. Writer/Grader and Back-up Grader

1. The faculty member who teaches a required course during a particular semester becomes the writer/reader of the examination question for that semester and has the prerogative to elect the examination question type.
2. If a required course is not taught during a particular semester,
   a. the responsibility of writer/reader for that area falls to the faculty member who
customarily teaches the course.
   b. If the faculty member who customarily teaches the course is on leave during a
particular semester, that faculty member shall provide a SD type question to be
used during the semester of the leave and shall designate a reader of that
question.
   c. One faculty member who is knowledgeable about the area of the required
course shall be selected to be the back-up reader of the examination question.
The back-up reader is used in all cases when a grade of RETAKE or FAIL is
awarded by the writer/reader.

F. Examination Procedures for TH Questions

1. Writer/readers of TH questions will arrange to distribute TH questions to examinees
   at the time and location specified in the MATESL Committee announcement (See
VI.C.3.).

2. The names of the question writer/grader and back-up reader of each examination
   question shall be identified on the question sheet.

3. On the due date, examinees shall return their paper products to the writer/reader at a
time and location specified by the writer/reader.

G. Examination Procedures for SD Questions

1. Each faculty members electing the SD option shall be responsible for writing and
duplicating the SD question before the date of the sit-down examination. (See Week
10 in Table 2 below.)

2. Proctors for the sit-down examination shall be drawn from those writer/readers
submitting SD questions.

3. The names of the question writer/grader and back-up reader of each examination
question shall be identified on the question sheet.

4. A new examination booklet shall be used for each examination question. Extra
booklets shall be available from the proctor.

5. The proctor shall notify the student at intervals of the time remaining in the
examination session.

6. At the end of the examination session, the proctor should carefully check to see that
each new booklet is properly identified with the student's name and the question
area. The proctor shall ask examinees to return all examination questions, used and unused booklets, and scratch paper.

7. The proctor shall return all the examination questions, answer booklets, and scratch paper to the office staff on the Monday following the weekend exam (See 3 in Table 1 above).

VII. Test Results

A. Grade Options

1. The grades that can be assigned to an answer of a regular examination question are the following:

   HIGH PASS  The student has demonstrated outstanding competence.

   PASS      The student has demonstrated adequate competence.

   RETAKE    The student has demonstrated some weakness and should be expected to receive a grade of PASS on reexamination after a modicum of preparation.

   FAIL      The student has demonstrated inadequate competence or student has left a question unanswered.

2. The grades that can be assigned to the answer of an immediate retake question given to change the grade of RETAKE shall be PASS or FAIL only.

3. The grades that can be assigned to the answer of a reexamination (in the case of a grade of FAIL) shall be HIGH PASS, PASS, RETAKE, or FAIL.

4. Graders giving a grade of RETAKE or FAIL must explain in writing why an answer received the grade of RETAKE or FAIL. Their comments shall be in a single, composite statement.

5. Once the grade is awarded, any attempt on the part of a candidate to influence a grader to change a grade is regarded as inappropriate.

B. Grading Examination Questions

1. Each examination writer is responsible to grade the examination answers to his or her examination question promptly upon receipt (See 3 in Table 1 above).

2. If the writer/reader assigns a grade of RETAKE or FAIL, the writer/reader must notify the back-up reader and convey the paper product or answer booklet to the back-up reader for a second opinion. If the two readers cannot arrive at a consensus, the Examination Coordinator may ask a third reader to resolve the disagreement.
3. At least two graders must concur on the grades of RETAKE and FAIL before these grades are formally awarded to a student for a particular answer.

4. The writer/reader and back-up reader record their joint comments in case of a grade of RETAKE or FAIL.

C. Reporting Grade Results

1. Deadlines

   a. For the regular examination on campus, answers to TH and SD questions must be (a) graded and (b) grades recorded on students’ Tracking Sheets no later than Friday of Week 13 (See 4 in Table 1 above). This period includes the time that may be necessary for the writer/reader to confer with the back-up reader in case of a grade of RETAKE or FAIL. (c) Examination paper products/examination answers must be submitted to the Graduate Services office for filing no later than Monday of Week 14 (See 5 in Table 1 above.).

   b. Writer/readers of regular examination questions shall submit report forms (Appendix 4) (and any composite statements in the case of a grade of RETAKE or FAIL) directly to students and a duplicate to the Graduate Services office for filing. The deadline for these distribution shall be no later than Monday of Week 14 (See 5 in Table 1 above).

   c. For a retake examination, (1) the answer must be graded and (2) grades recorded on student’s Tracking Sheets within five working days (See 6 in Table 1 above) after retake notification letters are distributed to students (See 5 in Table 1 above). (3) Report forms must be submitted to students and to the Graduate Services office no later than Monday of Week 15 (See 7 in Table 1 above). Retake answers must also be returned to the Graduate Service office at this time.

2. Tracking: An examination Tracking Sheet is created for each student who has not elected the thesis option. Each Tracking Sheet has spaces for the completion date of each part of the examination, the grade, and the signature of the writer/grader of the exam question. The candidate is identified on the Tracking Sheet by his/her name. (See Appendix 3 for a sample document.)

   a. Tracking Sheets for all members of the student body who have not elected the thesis option will be assembled into a notebook for easy access by faculty members. This notebook must be kept in a secure location.

   b. It is the responsibility of each writer/grader to record promptly on the examinee’s Tracking Sheet each grade given and to certify the grade with a signature. This also applies to grades awarded for immediate retake examinations and for reexaminations to remedy a grade of FAIL. (See deadlines in 1.a. & b. above.)
c. When a student has completed all parts of the comprehensive examination, the Tracking Sheet for that individual shall be filed in the student’s permanent record folder.

D. Grading the Examination as a Whole

1. For purposes of reaching an overall evaluation of the examination, each examination is considered to have seven equal parts. A question that combines two areas is considered to have two parts: the grade of the combined question becomes the grade of each part.

2. The examination as a whole shall be considered a HIGH PASS when at least five of the seven questions answered receive a grade of HIGH PASS and the remaining questions, if any, receive a grade of PASS. Any reexamination (for a grade of FAIL) renders the student ineligible for an evaluation of HIGH PASS for the examination as a whole.

3. The examination as a whole shall be considered a FAIL if, after all reexamination options have been exhausted, any grade of FAIL remains.

4. If the examination as a whole is neither a HIGH PASS nor a FAIL, the examination as a whole shall be considered an INCOMPLETE if any question receives a grade of RETAKE or FAIL and reexamination options remain.

5. If the examination as a whole is neither a HIGH PASS nor a FAIL, the examination as a whole shall be considered a PASS when the student has received a grade of HIGH PASS or PASS for all questions, including questions raised in grade from RETAKE or FAIL to PASS.

VIII. Reexamination Options

A. By receiving a PASS or HIGH PASS for the examination as a whole, the student fulfills the MATESL requirement pertaining to the comprehensive examination.

B. A student receiving a grade of RETAKE or FAIL and the accompanying statement of explanation may examine his/her answer to the question. The student may direct a request to see the question to the writer/grader of the examination question and may examine the answer in conference with the grader(s), may discuss the answer and the comments with the grader(s), and may explore ways with the grader(s) to prepare for a reexamination if such an option remains.

C. A student who wishes to remedy a grade of RETAKE or FAIL at a regular examination is not obliged to remedy the grade at the next regular examination after receiving the grade of RETAKE or FAIL but may do so at any subsequent regular examination before the five-year limit of the degree expires. The student, however, must follow the procedure in VI.C. regarding notification of intent.
D. A student is not obliged to be registered at UIUC in order to take an examination or reexamination question, except when the examination question is part of the required course.

E. Nature of the Reexamination Questions

1. Reexamination for RETAKE or FAIL questions: The student will be reexamined over the same area or areas as covered by the question receiving a grade of RETAKE or FAIL.

2. In the case of a grade of RETAKE, the grader(s) may, at their discretion, reexamine the student using:

   a. A new question; or

   b. All or part of the question in the original examination.

   Retake options may in oral or written form at the discretion of the grader(s).

3. A student failing a combined question will be reexamined by means of either another combined question over the two areas failed or two separate questions over the two areas failed, depending on how the failed areas appear on a subsequent regular examination.

4. A student failing a non-combined question will be reexamined by means of either another non-combined question or a combined question, depending on how the failed area appears on a subsequent regular examination.

F. Reexamination Options for an INCOMPLETE Examination

1. Grade: RETAKE

   Option: The examinee may be reexamined one time only for each RETAKE question. The examinee must arrange with the examination writer/reader for an immediate retake examination within two working days of the date notification letters are distributed. The immediate retake examination option must be exercised within one week after the notification letters are distributed. Otherwise, the option of an immediate retake is lost. A reexamination on the RETAKE area may instead take place at a later offering of the regular examination.

2. Grade: FAIL

   Option: The examinee may be reexamined one time only for each FAIL question. The grade of FAIL may have been received for an answer to a regular examination question or a retake examination question given to change the grade of RETAKE. The reexamination must be at a later regular offering of the comprehensive examination.
G. Reexamination Option for a FAIL Examination

1. The student must repeat the entire examination at a later regular offering of the examination. The second examination will be treated in all respects like the first in matters of grading. However, no further repetition of the entire examination is permitted.

2. The student who has not received a grade of PASS for the examination as a whole after exhausting all reexamination options is not eligible to receive the MATESL degree.

IX. Notification of Results of Completed Comprehensive Examinations (seven areas)

A. **Six working days** after paper product submission and the administration of the sit-down examination (1 & 2 in Table 1 above), the Chairperson of the MATESL Committee shall report completed examination results to examinees (5 in Table 1 above). The Chairperson shall report to examinees the results on the basis of the Tracking Sheets faculty members prepare for each examinee.

B. Notification of examination results shall (1) identify the grade awarded for each question, (2) identify the (updated) status of the examination as a whole, and (3) report that the student will graduate from the Division "With Distinction" when either of two cases obtain:

1. The student passes the comprehensive examination as a whole with a grade of HIGH PASS on the first attempt, with no grade of RETAKE or FAIL on individual questions, or

2. The student passes the comprehensive examination as a whole with a grade of PASS on the first attempt, with no grade of RETAKE or FAIL on individual questions, AND has achieved a 4.00 GPA for the 40 hours of course work taken to fulfill MATESL degree requirements. See Appendix 4 for a sample notification form.

C. All answers and results of comprehensive examinations shall become part of the student's permanent record.
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Table 2. Schedule of Deadlines Up To Exam Submission and Sit-Down Exam

### X. Off-Campus Examination

**A.** By special arrangement, regular examinations and reexaminations may be administered offcampus.

**B.** Off-campus regular examinations and reexaminations for an individual will be considered only in extreme cases. A student who cannot be on campus for a comprehensive examination or reexamination may request, by a petition addressed to the Chairperson of the MATESL Committee, an off-campus examination or reexamination.

1. The student's request must reach the Committee by the end of the **third** **week** of the semester in order to permit all necessary correspondence, approvals, and arrangements to be made.

2. The request must include (a) the student's reason for not being able to take the on-campus examination or reexamination; (b) an identification of the parts of the examination to be taken off campus; (c) the name and address of a proctor who is willing to administer the sit-down portion of the examination, if any, receive the paper products submitted, and return to UIUC all examination answers. The proctor must be a senior professor of a university department of English or related field; (c) Examination fee of $75 (U.S.) for an examination as a whole or $50 (U.S.) for any portion of the examination. The fee must be paid in international money order with the payee line left blank.

3. The MATESL Committee must be satisfied with the details of the request before it will approve the petition. If the petition is not approved, the examination fee shall be refunded in full.
4. The Chairperson of the MATESL Committee shall follow the approved "Guidelines for Off-Campus Examinations and Reexaminations" and use the approved forms for correspondence with proctor. The Guidelines and forms are in Appendix 5.

C. The student who is eligible to take either a whole examination or a whole or partial reexamination, and whose petition to do so has been approved by the MATESL Committee, must arrange to submit the required paper products or take examination or reexamination within one day of the deadline for on-campus submission of paper products or of the date that the regular examination is administered on the UIUC campus.

D. No immediate reexaminations are available off-campus. A student who receives a grade of RETAKE and is eligible for an immediate reexamination on-campus may indicate an intent to take an on-campus reexamination at the next offering of the regular examination, or may petition for an off-campus reexamination to be given within one day of the next offering of the regular examination, following the instructions for off-campus examinations above.

Effective: August, 2010
Appendix 1
Meanings of Integration

A. Integration of Content

1. Multiple aspects of a given area. For example, an integrative question in syntax might require students to relate English verb phrase complement structures to conjunction reduction.

2. Different phenomena in a given curriculum area as aspects of single principle. For example, in theoretical foundations of Second Language Acquisition, students might be asked to discuss interlanguage transfer, interference, simplification, and overgeneralization, with respect to the psychological process of generalization.

3. Integration of theory, research, and applications within a single curriculum area. In language testing, for example, test takers might be asked to discuss an aspect or communicative language ability, including the relevant empirical research, and to apply the theoretical hypothesis and research findings to the design and development of a language test for a given use.

4. Combining of two areas covered by the examination (possible only for Day 2 morning period). For example, test takers might be asked to discuss cultural factors that affect the degree to which "native-like" pronunciation can be approximated by adult second/foreign language learners.

B. Integration of Skills, Abilities, and Knowledge

1. Recall and integration of knowledge

   In answering the question, students should recall a wide range of relevant information and integrate it appropriately.

2. Ability to analyze and synthesize information

   Students should demonstrate the ability to analyze the information provided or implied in the question and to synthesize that with recalled information in answering the question.
Appendix 2
Sign-up Sheet for Examinees

Deadline to sign up to take comprehensive examination questions:____________________________.

Please indicate (by putting your initials in the appropriate column) the comprehensive examination areas you wish to be examined on this semester. Note: In some cases the schedule of the examination is predetermined.

Answers to Take-Home examination questions are due as indicated by the professor who is the writer/reader of the question.

Sit-Down examination questions are distributed at the sit-down examination on (date).

### Examination Areas

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<td>1. Theoretical Foundations</td>
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<td>3. Phonology &amp; Morphology</td>
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<tr>
<td>Retake</td>
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<tr>
<td>Reexamination</td>
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<tr>
<td>Retake</td>
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<tr>
<td>4. Pedagogical Grammar</td>
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<tr>
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<td>6. Principles of Lang Testing</td>
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**Examination as a Whole:**

- [ ] Incomplete
- [ ] Complete Date ___________
- [ ] With Distinction
Appendix 4
Report from the MATESL Curriculum Committee

Comprehensive Exam Results for Examinee: __________________________________________________________

Examination Area

☐ Theoretical Foundations of SLA
☐ Language Pedagogy
☐ Phonology & Morphology
☐ Pedagogical Grammar
☐ Language & Social Interaction
☐ Language Testing
☐ Reading & Writing in a Second Language

Exam Type

Exam Type

☐ Regular Examination
☐ Immediate Retake
☐ Reexamination

Exam Results

☐ High Pass
☐ Pass
☐ Retake* (see explanation below)
☐ Fail* (see explanation below)

*Jointly authored explanation. See the attached page.

Instructions for a Grade of Retake or Fail
(from MATESL Comprehensive Examination Requirement Policy and Procedures)

1. Grade: RETAKE
   Option: The examinee may be reexamined one time only for each RETAKE question. The
   examinee must arrange with the examination writer/reader for an immediate retake
   examination within two working days of the date of the notification letter. The
   immediate retake examination option must be exercised within one week after the
   notification letter is distributed. Otherwise, the option of an immediate retake is lost. A
   reexamination on the RETAKE area may instead take place at a later offering of the
   regular examination [next semester at earliest].

2. Grade: FAIL
   Option: The examinee may be reexamined one time only for each FAIL question. The grade of
   FAIL may have been received for an answer to a regular examination question or for a
   retake examination question given to change the grade of RETAKE. The reexamination
   must be at a later regular offering of the comprehensive examination [next semester at
   earliest].

Comments: __________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

_________________________________________________________________________________

__________________________________________ Chairperson, MATESL Curriculum Committee
Comprehensive Exam Results for Examinee: ______________________________________

A. Summary

Examination Areas

<table>
<thead>
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<td>Phonology &amp; Morphology</td>
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<td>Language Testing</td>
<td>□</td>
</tr>
<tr>
<td>Reading &amp; Writing in a Second Language</td>
<td>□</td>
</tr>
</tbody>
</table>

B. Examination as a Whole (see definitions below)

- High Pass and graduation “With Distinction”
- Pass and graduation “With Distinction”
- Pass
- Incomplete
- Fail

C. Definitions (from MATESL Comprehensive Examination Requirement Policy & Procedures)

- **High Pass for the Examination as a Whole and Graduation “With Distinction”**
  The examination as a whole shall be considered a HIGH PASS when, on the first attempt, at least five of the seven questions answered receive a grade of HIGH PASS with no grade of RETAKE or FAIL on any remaining individual questions. Such a student shall receive the honor of graduating “With Distinction.”

- **Pass for the Examination as a Whole and Graduation “With Distinction”**
  If the examination as a whole is neither a HIGH PASS nor a FAIL, the examination as a whole shall be considered a PASS when the student has received a grade of HIGH PASS or PASS for all questions, including questions raised in grade from RETAKE or FAIL to PASS. To receive the honor of graduating “With Distinction,” the student must also have achieved a 4.00 GPA for the 40 hours of course work taken to fulfill MATESL degree requirements.

- **Pass for the Examination as a Whole**
  If the examination as a whole is neither a HIGH PASS nor a FAIL, the examination as a whole shall be considered a PASS when the student has received a grade of HIGH PASS or PASS for all questions, including questions raised in grade from RETAKE or FAIL to PASS.

- **Incomplete for the Examination as a Whole**
  If the examination as a whole is neither a HIGH PASS nor a FAIL, the examination as a whole shall be considered an INCOMPLETE if any question receives a grade of RETAKE or FAIL and reexamination options remain.
● *Fail for the Examination as a Whole*

The examination as a whole shall be considered a FAIL if, after all reexamination options have been exhausted, any grade of FAIL remains.

Comments: ________________________________________________________________

_________________________________________ Chairperson, MATESL Curriculum Committee
Appendix 5
Guidelines for Off-Campus Examinations and Reexaminations

1. The Chairperson of the Curriculum Committee shall send to any student desiring an off-campus examination or reexamination a copy of the "MATESL Comprehensive Examination Requirement, Policy and Procedures" together with relevant dates and deadlines to be met.

It is expected that the student will then send the Chairperson a timely request, conforming to the details of the Policy and Procedures statement. The Curriculum Committee will then have the required information on which to base its judgment. Approval of the request is not automatic.

2. Upon approval of the student's timely request and (a) in the case of a take-home question, the student shall contact the writer/reader of the examination area to determine the specifications for the examination -- nature of the question, deadline for submission, etc. Off-campus deadlines for the take-home examination must conform to those of the on-campus examination.

3. Upon approval of the student's timely request and (b) in the case of a sit-down question, a proctor's packet shall be prepared, containing
   a. the approved letter to the proctor (see below), signed by the Chairperson of the Curriculum Committee,
   b. the approved Notice of Compliance (below), to be signed and returned by the proctor, and
   c. examination questions(s) of the sit-down type, and test booklets sealed in a separate envelope (envelope #2) and labeled: DO NOT OPEN UNTIL THE EXAMINATION PERIOD BEGINS WITHIN ONE DAY OF (date).

Care should be taken to mail the proctor's packet early enough so that there is time for the proctor to arrange the examination site and time.

4. A copy of the letter to the proctor should be sent to the student under separate cover.

5. Upon receipt of the completed examination from the proctor, the Chairperson of the Curriculum Committee shall check carefully to see that all details and procedures have been faithfully adhered to. Any irregularities noted or deviations from the approved procedures shall be brought to the attention of the Curriculum Committee.

6. If all is in order, the Chairperson shall send a letter of appreciation to the proctor for his/her cooperation and include a token honorarium from the examination fee paid by the student.

7. After the examination has been graded, the Chairperson shall send a letter notifying the
student of results (and reexamination options, if any) in accordance with the established policy.

8. Copies of all correspondence with the student and the proctor shall be part of the student's permanent file in the Division office.

The following letter is for the proctor of an off-campus sit-down (re)examination. A copy of this letter is to be sent to the student involved in an off-campus sit-down (re)examination.

Dear :

___ has notified me that you have kindly agreed to administer the MATESL examination question that ___ is required to write.

To insure that the test scores of ___ can be compared with the test scores of other students taking the examination on our campus, the MATESL Curriculum Committee has established the following procedures. We ask that, as proctor, you assume full responsibility for all the details of these procedures. Please read the following instructions carefully before administering the examination and follow them without exception on the day of the examination.

1. ___ will be examined by means of an in-class examination. The examination question(s), instruction, and examination booklets are contained in envelope #2. In order to comply with our policy that the examination be taken within one day of the date it is administered on the campus of the University of Illinois, the examination period should be arranged for (date). The student is to receive envelope #2 at the start of the examination period and must be given _____ hours to write the answer.

3. The site for the in-class examination should be quiet and provide the student with the opportunity to write the examination without being interrupted.

4. We expect that you, as the proctor, will be present with ___ during the entire in-class examination period.

5. The examination question(s), instructions, and answer booklets are included in a sealed envelope. Do not open the examination envelope but distribute the envelope unopened at the time noted above. Students are not permitted to preview the examination ahead of time.

6. The in-class examination is NOT an open-book examination. Therefore, no notes or reference books (including dictionaries) are to be taken into the examination room.

7. The in-class examination is to be written by hand, not on a computer word-processor.

8. The student must not receive any help, either written or oral, during the in-class examination period. Furthermore, no breaks are allowed once the examination period has begun.
9. The student should have a clock or watch visible during the examination period. The proctor, from time to time, should make the student aware of the amount of time remaining in the examination period.

10. When the in-class examination period has ended, the proctor is to collect the examination question(s) and all answer booklets (whether or not they are all used).

11. The proctor will observe strict security with the examination answers. The student is not allowed access to the written answers at any time after the examination period has ended. No one is permitted to alter the examination answers in any way after the examination period has ended.

12. The proctor will make one copy of the student's answers and retain this copy in case the original answers are lost in the mail.

13. The proctor will mail by registered mail the following items:

   A. The original question page(s)
   B. The student's original answer pages, and
   C. The Notice of Compliance

TO:

Professor __________, Chair, MATESL Committee
Department of Linguistics
University of Illinois at Urbana-Champaign
4080 Foreign Languages Building
707 South Mathews Avenue
Urbana, IL  61801   U.S.A.

We will appreciate the prompt return of the examination materials. The examination must be completed, returned, and graded by ___, in order for ___'s to appear on the graduation list for graduation. The next later official listing of successful degree candidates is (date).

__________ is expected to pay the photocopying and mailing costs from the examination site to the University of Illinois.

__________ is being sent a copy of this letter under separate cover so that she/he will be informed of the procedures to be followed.

Thank you for your helpful cooperation in this process. Please convey to __ our best wishes for success in this examination.

Sincerely yours,
Enc.:  
   a. Sealed examination envelope(s) containing examination question(s), instructions, and answer booklets, to remain sealed until the examination period begins.

   b. Proctor's Notice of Compliance

cc:
NOTICE OF COMPLIANCE

The procedures for the administration and security of the off-campus examination given to _____________ were detailed in the letter to the proctor. These procedures have been strictly adhered to, except as noted below.

Deviations from outlined procedures (please give details).

Signed ( )

Position

Institution __________________________

Date _______________________________