



CWL: The Comprehensive Exam

The Comprehensive Exam is given in two parts, the Take-Home Exam and the Group Exam. All exam instructions and materials—as well as the exam itself—will be accessed via Moodle. The Comprehensive Exam should be taken **two semesters before graduation**.

The Take-Home Exam

PART I: Most students will be given instructions for creating a syllabus for a sophomore-level literature class in your genre. Some students will be given an alternate assignment created especially for them by their thesis directors. In either case, you will have instructions to guide you. You will be given all exam materials on the day the Take-Home Exam begins.

PART II: A selection of readings will be included with the Take-Home Exam. You will have two weeks to study and annotate the readings in preparation for the Group Exam.

Take Home Tip: If asked to create a syllabus, think of those you've received during your time in college. They're usually outlines or summaries of material covered in a course, and arranged week-by-week. If asked to create a syllabus, you will also be required to write an essay justifying your decision to include certain reading materials. This defense will be read with an eye toward whether you have constructed the course you were asked to construct and not with any concern for pedagogy, so don't freak out. Just follow the directions and you'll be fine.

The Group Exam

The Group Exam will be held exactly two weeks after you receive your Take-Home Exam. Everyone takes the exam simultaneously. You will be given a choice of questions about the reading material you were given, and you will have two hours to submit your answer via a Turnitin link on Moodle. The exam will begin at 2pm CST and end at 4pm CST. **This might mean that you will have to take off work or get childcare. Please plan ahead.**

The Mechanics

- Your first step will be to find the **CWL Comprehensive Exam** course shell on Moodle. You will have your own, secure exam box, and all exam documents will be posted in that box. As with any course, helpful documents (such as this one) will be posted in a common area.
- Next, you will download a cover sheet onto your own computer. Fill in the information asked for on the cover sheet. The Graduate Coordinator will give you a due date.
- Once you've filled in and saved the document, click the Turnitin Cover Sheet link in your box and upload the completed document to Moodle by the due date and time.
- This cover sheet will serve as proof that you have access to the exam and know how to find and download the necessary documents. It will also confirm your ability to upload a document via Turnitin. Our aim is to anticipate any rude surprises.
- You will not be allowed to take the Comprehensive Exam unless the CWL has your cover sheet. It is what we will use to load the tests.

A Word about Moodle and Turnitin

- By the time you take your Comprehensive Exams you will be quite familiar with Moodle and Turnitin, and you will have no problem following the above steps.
- During the Group Exam, the CWL mailbox at lowresmfa@uno.edu will be monitored should you encounter any problems and need help.
- You should NOT contact us to send you the documents. We cannot do this, so you need to be sure that you are ready for the full test by completing the cover sheet before the deadline, which students will receive well in advance of the actual test. Neither should you send your completed exam via email. It must be turned in via Turnitin on Moodle.