

Procedure No:	ACA-PROC-0018
Procedure Title:	Examination Procedure (major and comprehensive exam)
Related Policy:	Examination Policy (ACA-POL-0015) Comprehensive Examination Policy (ACA-POL-0028) Thesis and Dissertation Oral Defense Policy (ACA-POL-0029)
Date of Issuance:	2008-2009
Effectivity:	2008-2009 to present
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Office of Origin: (Procedure Expert)	Office of the Graduate School Dean Dean
"Supersedes" Notification:	None
Procedure Description:	This procedure is designed to administer and control of examinations in the Graduate School department. This procedure shall cover the major examinations (mid-term and finals) and comprehensive exam.
Areas of Responsibility:	<ul style="list-style-type: none"> • Dean • A/R Clerk – Office of the Financial Affairs • Management Staff – Office of the Graduate School
Procedure Details:	<p>Final / Mid-term Examination</p> <p>Step 1: The student secures his Examination Permit for mid-term and final examination as follows:</p> <ul style="list-style-type: none"> • Cash basis – Dean’s Office • Installment basis, but paid in advance – Dean’s office • Installment basis, paid on time – A/R Clerk <p>Step 2: The student presents his examination permit to the concerned faculty during examination schedule.</p> <p>Step 3: The faculty signs the examination permit.</p> <p>Step 4: The student takes the exam.</p> <p>Comprehensive Examination</p> <p>Step 1: The student secures and fills-out the application for comprehensive exam form (1 copy) from the Management staff of the Graduate School Office.</p> <p>Step 2: The student applies for curricular evaluation at the Registrar’s Office. Procedure on Curricular Evaluation Application (ACA-PROC-0011) is strictly observed here.</p> <p>Step 3: The student presents the curricular evaluation result to the Dean for evaluation. If the student is qualified to take the comprehensive exam, proceed to step 4. Otherwise, the student is advised on the reason why he is not allowed to take the comprehensive exam—end of procedure.</p> <p>Step 4: The Dean approves the application for comprehensive exam and the Management staff issues a payment slip to the student.</p> <p>Step 5: The student proceeds to the cashier, presents the payment slip and pays the comprehensive exam fee. The cashier issues an official receipt (OR) to the student.</p> <p>Step 6: The student forwards the application for comprehensive exam and OR to the Management staff.</p> <p>Step 7: The Management staff schedules the date and time of the comprehensive exam and release of exam result.</p>

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	Step 8: The student takes the comprehensive exam on the scheduled date.
Procedure Approval Authority:	Dean
References:	<ul style="list-style-type: none"> • Examination Permit • Application for comprehensive exam form • Payment Slip
Definition:	Comprehensive Exam – is an exam that a graduate school student has to take and pass before allowing him to enroll and prepare his thesis or dissertation.
Help Page:	Office of the Dean Office of the Registrar Office of the Financial Affairs