

MA ONLINE COMPREHENSIVE GUIDELINES

Please Note: Read these instructions carefully and contact your advisor if you have any questions.

EXAM FORMAT

The examination will consist of three components: A. Literature; B. Culture, and C. Spanish Language Grammar.

A) The first component of the Comprehensive Examination covers Spanish and Spanish American literatures. Examinees are required to answer four questions, one on each of the following periods and areas:

1. Spanish Mediaeval and Golden Age;
2. Spanish since 1700;
3. Latin American until Independence (Colonial) and 19th Century;
4. Latin American 20th and 21st Centuries.

The questions in the literature exam are related to the reading lists agreed with your advisor.

B) The second component covers Spanish and Spanish American cultures. Students are required to answer two questions, each on one of the two main cultural areas: Latin America and Spain.

C) The third component of the Comprehensive Examination covers questions on language (grammar, reading comprehension, writing, etc.).

REQUIREMENTS FOR TAKING THE EXAM ONLINE:

- ⇒ Access to Blackboard
- ⇒ “Honorlock” program (see instructions on page 3) ⇒ Webcam
- ⇒ Student ID / or Official Identification

INSTRUCTIONS

1. In agreement with your advisor, you must select the day you want to start taking the exam.
2. Access to your exam will be available on Blackboard for 72 hours starting at 8:00am on the first day of the exam. For example, if you agree with your advisor to take the exam on April 20, the exam will be accessible on April 20 at 8:00 am. The exam will remain active in Blackboard until April 23 at 8:00 am. You do not have to follow a particular order to answer the sections. However, once you open a question, you will have a time limit of 3 hours to complete and submit it.

3. Once you open a question, you must write your answer, finish it, and submit it within 3 hours. This means that you cannot start a question and save your answer for later or move from one section to another without submitting your answer first. Opening one question precludes you from seeing the rest of the questions in the exam unless you submit your answer first. Once you start writing your answer, you need to finish it and submit it within the time frame, before moving on to a different section.

4. The exam will be video recorded; therefore, you need to make sure that you have a webcam in working condition before you begin your test. The video recording will start automatically when you start one section and will also end automatically once you finish and submit that section. The video recording will **be deleted at the end of the semester the exam was taken**. The video recording is an integral and essential part of the exam. Failure to properly record your face while taking the exam may result in a Fail grade. Please make sure that the camera is facing you and that you are taking the exam in a well-lit room.

5. As a reminder, while taking the exam, you cannot have notes or other course-related materials.

6. Make sure that:

- a. your webcam is ON
- b. you are in a well-lit room/space
- c. you have your student ID/ Official ID. Your name and picture need to be clearly seen

See below the instructions to set up Honorlock on your computer:

Honorlock will proctor your exams this semester. Honorlock is an online proctoring service that allows you to take your exam from the comfort of your home. You DO NOT need to create an account or schedule an appointment in advance. Honorlock is available 24/7, and all that is required is a computer, a working webcam/microphone, your ID, and a stable internet connection.

To get started, you will need Google Chrome and download the [Honorlock Chrome Extension](#).

When you are ready to complete your assessment, log into Canvas, go to your course, and click on your exam. Clicking "Launch Proctoring" will begin the Honorlock authentication process, where you will take a picture of yourself, show your ID, and complete a scan of your room. Honorlock will be recording your exam session through your webcam, microphone, and recording your screen. Honorlock also has an integrity algorithm that can detect search-engine use, so please do not attempt to search for answers, even if it's on a secondary device.

Honorlock support is available 24/7/365. If you encounter any issues, you may contact them through live chat on the [support page](#) or within the exam itself. Some guides you should review are [Honorlock MSRs](#), [Student FAQ](#), [Honorlock Knowledge Base](#), and [How to Use Honorlock](#). Good luck!