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;

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
⇒ “Proctorio” 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 2:30 hours to complete and submit it.

3. Once you open a question, you have to write your answer, finish it, and submit it within 2:30 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. Actually, 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 Proctorio on your computer.
Proctorio is anti-cheating software that “proctors” you while you are taking an exam if your instructor has chosen to use Proctorio. All you need to add to your computer is the Proctorio Extension for Google Chrome. **Google Chrome is the only browser that can be used.**

**Getting Proctorio Set Up**

1. Install the Google Chrome Extension
2. You can install it here
3. Click on Step 2 to install the Chrome Extension (figure 1)

4. Select **Add to Chrome Button** and then **Add Extension**. You will receive confirmation the extension has been added to your browser (figure 2). You only need to do this once.
5. **Proctorio has support staff available 24/7** should you encounter any issues while taking an exam.
   a. To access, live chat, **click on the gray shield icon** in the top right-hand corner of your **Chrome Browser** (figure 3).

6. Once the Chrome Extension is installed go into Blackboard, click on your course, find the exam you are to take and click to begin.
   a. No additional software is needed. Exam must be completed in **Google Chrome**.

*Passwords are not required to take an exam using Proctotio*

**Proctorio Best Practices**

1. Always use the Chrome web browser when taking a Proctorio-enabled exam.
2. Make sure you have the Proctorio Chrome extension installed
3. Make sure your computer has a working webcam & microphone
4. When you are on your course page in Blackboard, you can access 24/7 live chat for any questions that you have
   a. To access live chat, **click on the gray shield icon** in the top right-hand corner of your Chrome browser

Adapted from Proctorio Instructional Manual