

COMPREHENSIVE EXAM RULES & REGULATIONS

Proctors should bring extra paper, extra envelopes, staff paper, musical examples (if required by certain faculty), extra questions, extra booklets, the original major/minor sign-up sheet, and a timer.

1. Do NOT open your exam packets until you are told to do so.
2. Exam booklets, extra paper, staff paper, and musical examples (if necessary) will be provided.
3. Only writing utensils and purses are allowed in the exam room. (NO bookbags, backpacks, papers, etc.)
4. NO food is allowed in the exam room.
5. Bottled drinks are allowed.
6. You may leave the exam room before a scheduled break time ONLY if you have completed that section of the exam and turn in all exam materials related to that section.
7. You may NOT continue working on a section of the exam after leaving the exam room.
8. Make sure the label on your exam booklet and the label on your exam envelope are correct and match the correct exam questions listed in the envelope. Please alert the exam proctor of any discrepancies BEFORE the exam time begins.
9. Please raise your hand if you have any questions or concerns about the your exam
10. The exams are timed and will be given in the following order:
 - a. Major Area – 50 minutes
 - b. Break – 10 minutes
 - c. Foundations – 50 minutes
 - d. Break – 10 minutes
 - e. Minor Areas – 60 minutes
11. You will get both of your minor choices at the same time. You have a total of 60 minutes to answer both of your minor exam questions.
12. Gauge your time according to the breath of the required question or questions for each section of the exam.
 - a. Some faculty members require more than one question to be answered for certain sections of the exam. This is their preference – that you answer questions covering a wider range of topics, not answering one question in extreme detail. They realize your time is limited. Answer each required part of each required question to the best of your ability.
 - b. Some faculty members have required only one question to be answered for certain sections of the exam. This is their preference – that you write down everything you know about that one topic.
13. Return all exam materials in the original envelopes. Seal the envelopes.
14. Do NOT take any exam materials with you.
15. Do NOT let any exam materials leave the exam room.
16. Any student who cheats on any part of the exam will fail the entire exam and may be expelled from VanderCook College of Music.