



NEW ORLEANS
BAPTIST THEOLOGICAL SEMINARY

NOBTS Research Doctoral Programs Comprehensive Examination Packet

Steps for Administering and Evaluating a Comprehensive Exam:

- 1. Prepare your student for the types of questions he/she should expect.**
 - a. Students are extremely grateful to receive example questions and practice responding to oral questions with you. While certainly not giving them their questions in advance, please work with your student to prepare them for success (this may include creating a bibliography for study, conducting practice oral exam sessions, etc).
- 2. Instruct your student to complete the [Comprehensive Examination Application Form](#). Sign and submit your student's completed form to the Associate Dean of ReDoc for approval.**
 - a. Students can download this form from the footer of our nobts.edu/phd webpage.
- 3. Select 2-3 faculty members in appropriate divisions to form an Examination Committee.**
 - a. Faculty committee members should be from within the student's major unless the student's dissertation research specifically warrants an expert in another major.
- 4. Schedule both the Written and Oral Components of the Exam.**
 - a. Written Components should be scheduled *at least two weeks after* the application was approved to give your committee ample time to prepare questions.
 - b. Oral Components should be scheduled *1-2 weeks after* the Written Component is completed to give the committee ample time to review the student's answers and prepare additional questions.
 - c. The location of the examination is arranged by the supervisor, who is then responsible for communicating both the exact time and place to the student, the other members of the examination committee, the division associate dean, and the Associate Dean.
- 5. Write questions for the Written Component of the Exam with the input of your Examination Committee.**
 - a. The goal of this exam would be to demonstrate that the student has a firm grasp of scholarship related to his/her specialization as well as the ability to synthesize it into a comprehensive whole.
 - b. Exams should last 9 hours total. Exams can be taken in 3-hour components over the course of 2-3 days.
 - c. The supervisor can determine whether the exam is completed in person or completed at a distance. If the exam is taken from a distance, the exam must be proctored.



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6. Prepare questions/topics for the Oral Component of the Exam.

- a. Using the student's written answers as a starting point, ask for more in-depth explanations, clarifications, or corrections. The oral exam may also inquire of the student's familiarity with his/her field both broadly and specifically and may also inquire about the student's research proposal. The goal would be to see if the student sufficiently knows his/her subject and its related literature to begin writing a dissertation on it.
- b. The Oral Component should last 2-3 hours. The supervisor can determine whether the exam is completed in person or completed at a distance.

7. Each committee member (including the supervisor) will evaluate the Written and Oral Components individually using the attached rubrics.

- a. The student's completed written component should be shared with all committee members with enough time for their evaluation. Faculty will then bring their completed rubrics to the Oral Component to discuss with the other committee members after the student completes his/her Oral Component.
- b. Each committee member will complete the rubric for the Oral Component individually during the duration of the exam.

8. Using the results of both rubrics, complete and submit the Comprehensive Examination Results Form to the ReDoc Office (phd@nobts.edu).

- a. Immediately after the student completes his/her Oral Component, the committee will discuss their individual evaluations of both the students' Written and Oral Components in order to reach a unified decision on whether the student has earned a High Pass, Pass, Low Pass, Fail With Reexamination, or Fail Without Reexamination.
- b. Make sure each committee member signs the document and then submit the document to the Associate Dean of ReDoc for final approval.

Attached Documents:

1. Rubric: Written Component of Comprehensive Exam
2. Rubric: Oral Component of Comprehensive Exam
3. Comprehensive Examination Results Form



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Rubric: Written Component of Comprehensive Exam

Student Name: _____

Your Name: _____

What is your role in this examination committee ___ Supervisor ___ Additional Faculty Member

Please evaluate the student’s Written Component by indicating your score beside row:

	Poor -2	Limited -1	Fair 0	Good +1	Excellent +2	YOUR SCORE
Fluency of Subject (Understanding)	Was not prepared and did not complete most sections.	Material was limited in scope, poor ability to answer questions competently.	Answered with fair competence, but lacks breadth of knowledge on the subject matter.	Demonstrated competency and adequate breadth of knowledge on the subject matter.	Demonstrated excellent mastery of and breadth of knowledge in their subject matter.	
Vocabulary of Subject (Understanding)	Did not adequately understand or use the correct vocabulary.	Lack of diversity in the language of the discipline.	Used a fair variety of the language in the discipline.	Used a good variety of vocabulary in the discipline.	Demonstrated excellent mastery of the vocabulary in their discipline.	
Argument of Subject (Application)	Failed to present an articulated position.	Weak and/or flawed argumentation.	Presented a position or argument that was ambiguous or incomplete.	Clearly and completely articulated an argument.	Articulated an argument with full clarity and excellent clarity.	
Structure of Thought (Application)	Could not present a logical order of thoughts.	Ideas were disjointed and/or did not flow with a logical order.	Ideas were somewhat disjointed and did not always flow logically.	Presented a logical progression of thought within the discipline.	Presented an impressive logical progression of thought within the discipline.	
Writing & Grammar (Communication)	Poor writing style and numerous grammar mistakes.	Limited writing style with several grammar mistakes.	Fair but adequate writing style, some grammar mistakes.	Good grammar and writing style with little to no mistakes.	Excellent grammar and writing style.	

5 areas of competence with a possibility of 2 points each for a total range of -10 to +10. **TOTAL:** _____

Current Recommendation: ___ High Pass ___ Pass ___ Low Pass

___ Fail with Reexamination Allowed

___ Fail without Reexamination Allowed



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Rubric: Oral Component of Comprehensive Exam

Student Name: _____

Your Name: _____

What is your role in this examination committee ___ Supervisor ___ Additional Faculty Member

Please evaluate the student’s Written Component by indicating your score beside row:

	Poor -2	Limited -1	Fair 0	Good +1	Excellent +2	YOUR SCORE
Fluency of Subject (Understanding)	Was not prepared and could not answer most questions.	Major pauses and hesitations, material was limited in scope, poor ability to answer questions competently.	Some pauses and hesitations, answered with fair competence but not with ease and lacked breadth of knowledge on the subject matter.	Few pauses and hesitations, but demonstrated competency and adequate breadth of knowledge on the subject matter.	Demonstrated excellent mastery of and breadth of knowledge in their subject matter with ability to elaborate and personalize the information.	
Vocabulary of Subject (Understanding)	Did not adequately understand or use the correct vocabulary.	Lack of diversity in the language of the discipline.	Used a fair variety of the language in the discipline.	Used a good variety of vocabulary in the discipline.	Demonstrated excellent mastery of the vocabulary in their discipline.	
Argument of Subject (Application)	Failed to present an articulated position.	Weak and/or flawed argumentation.	Presented a position or argument that was ambiguous or incomplete.	Clearly and completely articulated an argument.	Articulated an argument with full clarity and excellent clarity.	
Structure of Thought (Application)	Could not present a logical order of thoughts.	Ideas were disjointed and/or did not flow with a logical order.	Ideas were somewhat disjointed and did not always flow logically.	Presented a logical progression of thought within the discipline.	Presented an impressive logical progression of thought within the discipline.	
Prompting (Communication)	Needed prompting on every question.	Needed prompting on most questions.	Needed prompting on some questions.	Needed minimal prompting.	Needed no prompting.	

5 areas of competence with a possibility of 2 points each for a total range of -10 to +10. **TOTAL:** _____

Current Recommendation: ___ High Pass ___ Pass ___ Low Pass
 ___ Fail with Reexamination Allowed
 ___ Fail without Reexamination Allowed



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NOBTS Research Doctoral Programs
Comprehensive Examination Results

Student Name: _____

Date of Written Component: _____ Date of Oral Component: _____

Major: _____

Using the combined results from the rubrics for the Written and Oral Components, the Committee assigns the following overall result:

_____ **High Pass:** The student demonstrated excellent knowledge and critical thinking in his or her field.

_____ **Pass:** The student demonstrated adequate knowledge and critical thinking in his or her field.

_____ **Low Pass:** The student demonstrated the minimally-required standard of knowledge and critical thinking in his or her field.

_____ **Fail with Reexamination:** The student did not demonstrate the knowledge or critical thinking required to continue in the PhD at this time, but is allowed to retake the exam.

_____ **Fail without Reexamination:** The student did not demonstrate the knowledge or critical thinking required to continue in the PhD at this time and is not allowed to retake the exam.

Faculty Supervisor

Date

1st Faculty Member of Examination Committee

Date

2nd Faculty Member of Examination Committee

Date

3rd Faculty Member of Examination Committee

Date

Associate Dean of Research Doctoral Programs

Date

[For Registrar] Add to student's transcript:

Course Code: _____ Semester: _____ Credit Hours: _____ Grade: _____