

**Per the decision of the Graduate Faculty in Communication Studies, as of 13 October 2017, students in the M.A. program who have elected the Academic Track for their Plans of Study will complete their requirements by taking an “online, open note, proctored comprehensive exam.”**

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Although modifications of the procedure may occur, in general, the structure of the online comprehensive should be as follows:

**Comprehensive Examinations are timed essay tests (total of 5 hours) administered over two days.**

**Day 1:**

Comprehensive Examination 1 (Core Theory - 2 hours)

**Day 2:**

Comprehensive Examination 2 (Methods or Applied Elective - 1 hour)

Comprehensive Examination 3 (Emphasis - 2 hours)

**Not achieving a passing grade on any part will necessitate a re-write of that part. Failure to achieve a pass on the re-write will necessitate an oral defense.**

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### **Preparing for Comps**

**Students should start early in the semester preparing for Comps.**

- Contact the program advisor during the first week of the semester to set up a meeting to discuss exam requirements and guidelines.
- Review all course work, exams, applied course projects and course related materials.
- Familiarize yourself with key theories and critical scholarship covered in each course.
- Be able to demonstrate how theories and methods in communication and organizational leadership can be applied to your areas of interests and career objectives.

### **Online or Off-Site Proctoring**

Comprehensive Exams for DL students are taken online using B Virtual (a live proctoring service), at a two or four-year college that has a testing services area; or at a local library that provides proctoring services.

All online and off-campus proctored exam scheduling should be done in your Blackboard course through SmarterProctoring. It is the student's responsibility to schedule tests in accordance with the established deadlines. Additional charges may be incurred for proctoring services depending upon the location/method selected by the student. The student is responsible for any proctoring cost.

Students may choose to complete proctored exams using the **live, online proctor service B Virtual**. This service allows students the opportunity to take their proctored exam virtually anywhere in the world with a live, online test proctor. Any fees are the responsibility of the student. All exams taken with B Virtual must be scheduled in your Blackboard course through SmarterProctoring.

**You will need a computer with reliable high speed internet connection and an external, detachable web camera** (no mobile devices may be used for this service). The live, online proctor will provide the necessary software to proctor effectively your session remotely. After the session is complete, your proctor will remove any remote proctoring software from your computer.

**Students must present two forms of identification**, and one form must be a picture ID.

**You must schedule your exam through your Blackboard course.** Be sure to test your computer system when you register or schedule your first proctored exam. We also recommend you test your computer four hours prior to any exams to ensure there will be no problems.

**NOTE: Online proctoring can NOT be used if your instructor requires you take a paper exam. See On Campus and/or Off Campus proctoring instructions.**

### **Off-Campus Proctoring**

Students may choose off-campus proctoring from the options below. Any fees, such as exam proctoring fees and postage are the responsibility of the student. All exams must be scheduled in your Blackboard course through SmarterProctoring.

**Students must present two forms of identification**, and one form must be a picture ID.

#### **Option 1:**

Exams may be taken off campus at a two- or four-year college that has a testing services area.

#### **Option 2:**

Exams may be taken at a local library that provides proctoring services.

#### **Option 3:**

Exams may be taken at an approved education center, such as Sylvan Learning Center.

**Military Students:** Exams may be taken at the education center at your military installation or you may have a commissioned officer or senior NCO proctor your exam. When you access the SmarterProctoring scheduler in your Blackboard course, choose the Off-Campus scheduling option.

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### **Pre-Approved Proctoring Locations & Requesting Approval for a Proctor**

A list of pre-approved proctoring locations is in SmarterProctoring, which can be accessed through your Blackboard course. You may use this as a guide to locate an approved proctor in your area.

**You must seek approval for proctors that are not listed in SmarterProctoring.** If you do not find the proctor you would like to use in SmarterProctoring, have the proctor go to [www.smarterproctoring.com](http://www.smarterproctoring.com) and click "Sign Up" in the top right corner and sign up as a "Testing Center". After they have completed all registration steps, their request will be sent to Bama By Distance Testing Services for approval. It will take 4-5 days for this process so please plan accordingly. [Click here](#) for information to share with your off-campus proctor.

If you have any questions, please contact Bama By Distance Testing Services at (205) 348-6220 or 800-467-0227, or email at [testing@ccs.ua.edu](mailto:testing@ccs.ua.edu).