Comprehensive Exam Overview

ELPS 697

November 2008
Prior to Exam Day

1. Register for ELPS 697-Comprehensive Exam
2. Two weeks prior to the exam day you will receive a letter from the ELPS Office confirming your attendance with directions for exam day.
3. Access the ELPS webpage and review the section on Comprehensive Exam to access the Study Guide questions and the rubric.
4. Review the Comprehensive Exam rubric
Day of the Exam

1. Bring your notification letter, photo ID and pen(s) or pencil(s).
2. Arrive with enough time to obtain a parking permit and to locate a parking space.
3. Dress in layers, as it is not always possible to control the temperature in the computer labs.
4. All electronic devices are PROHIBITED (cell phones, PDA’s, Ipods, etc.) Leave them in your car or at home.
5. No books/notebooks will be permitted.
Day of Exam (cont’d.)

6. Proceed to the Education Building, First Floor-Lobby
7. Locate your name on the roster and your room assignment.
8. The roster will provide you with your Test Identification Number, write it down.
9. NO CHANGES OF ROOM ASSIGNMENTS WILL BE PERMITTED.
10. Each exam room will be assigned a Faculty member as a Proctor.
Day of Exam (cont’d.)

11. You will be using “Word” on the computers. Use only that program, do not access email or the internet.

12. Emergency Information: in case of an emergency have your family call the ELPS Office at 818-677-2591.
After Exam Day

- Do not call the ELPS Office for exam results.
- You will receive a notification via U.S. Mail within 2-3 weeks.
- Fails: a candidate may take a section/sections that they have failed ONE time only. This is a University policy. Candidates who are unsuccessful may contact the ELPS office to schedule a review of their exam with an ELPS faculty member.
Five Exams

- Business and Finance – 100 questions
- Law – 100 questions
- General Administration Essay
- Curriculum and Supervision Essay
- Organization and Administration of Elementary, Secondary and Special Education Essay

Your are given two questions for each essay exam, but you only need to respond to the one of your choosing.
Time

- Candidates are provided 50 minutes, total, for each of the five exams.
- Candidates will be provided a Scantron sheet for both the Law and Business & Finance exams. Each of these exams contains 100 questions.
- Proctor will announce “time left” during each exam.
- There will be 10 minute break between each exam and a 30 minute lunch break. Bring your lunch or snack.
- You will be asked to leave the room during the break.
Writing Format

1. What is the focus of your essay?
2. Main point #1: elaborate on this point using example(s).
3. Main point #2: write your second point, elaborating and using example(s).
4. Main point #3: (if needed) write your third point elaborating and using example(s).
5. Conclusion: summarize the points you have listed and relate them to the question you are responding to.
Requirement

- Answer ALL parts of the question.
  - Read the question you have chosen once and then read it again
Content of your response

Your essay should:

1. Include knowledge and experience(s) from the ELPS program courses.
2. Be coherent.
3. Support your main points with example(s).
4. When appropriate, cite an author, a textbook, or even one of your Instructors.
How do I begin?

1. Read the two questions you are given.
2. Choose only one question to answer.
3. Once you have selected the question you are going to respond to, read the question again.
   - How many parts or steps are there within the question you have selected?
Outline your response

- Outline the issues/concepts you are going to list or address in your response using the Test Question sheet.
- The Test Question Sheet is your scratch paper and you will submit it along with your printed response.
1. Once you have your outline, begin writing your response on the computer using your outline.

2. Write your Test Identification Number on the upper right-hand corner of each page.

3. **DO NOT WRITE YOUR NAME ON YOUR RESPONSE SHEETS**

4. Your opening paragraph should tell the reader what question/issue you are addressing.
Then (continued)……

5. If the question asks for three items, list and elaborate on three items.
6. Your last paragraph is your conclusion.
7. Proof your work.
8. Spell Check and Grammar Check will be accessible.
9. Dictionary will be available to those candidates that are handwriting their responses.
Print your response

- All computers are networked to a printer in the room.
- Once you have printed your response you may proof it again, and if time permits, you may make corrections and re-print the final draft.
- ALL DOCUMENTS ARE TO BE SUBMITTED TO THE PROCTOR.
- Reminder: you are given 50 minutes for each essay.
Review

- Within the 50 minutes provided you must:
  - Read and select the question you will respond to.
  - Outline your response.
  - Write your response on the computer.
  - Proof your response and edit if time permits.
  - Print your response and staple the test sheet on top of your written response.
  - Submit all documents to the Proctor.
Practice, Practice, Practice

- The following 3 slides contain practice essays.
- Locate a quiet place and location.
- Set a timer for 50 minutes for each of the following questions.
- Once you have completed each individual essay, evaluate your essay using the Comprehensive Exam Rubric.
- Additional questions may be accessed via the Comprehensive Exam Study Guide.
Practice Question #1 (50 minutes)

- Name and discuss three forces/agencies, external to local schools, that are currently contributing to the initiation of curricular change in California.
List five major curricular issues that are confronting education leaders today. Discuss two of them.
Describe the procedures that you as a school principal would employ to establish and maintain lines of communication with your staff.
GOOD LUCK!