

## **SUBMITTING COMPETENCY EXAM LISTS (COMPS EXAM PROCESS)**

STEP 1: By end of term 4, the student sends GPA and GPD the following (in one email):

- 3 Exam Lists
- 3 committee member approvals of these lists
- A target date before the end of term 6
- Student negotiates with committee what final output is going to be

This would normally take place in term 4.

STEP 2: GPD approves lists and sends approval email to Competencies Examination Committee and student.

STEP 3: Two months in advance of target date for exam, Supervisor confirms with student, GPD and GPA that all is according to plan and confirms the date and time of the Exam.

STEP 4: Supervisor confirms whether Exam will be online or in-person. If online, the Supervisor sets up a zoom meeting for the Exam. If in-person, the Supervisor requests a room and indicates if any equipment(s) is required for the Exam. GPA books the room and informs student, Supervisor, and committee of the Exam location.

STEP 5: Output (essay or otherwise) is due to the committee two weeks before the oral examination date.

STEP 6: After the Exam, the completed and signed COMPETENCY EXAMINATION FORM ( <https://www.yorku.ca/gradstudies/sts/wpcontent/uploads/sites/349/2021/10/Competency-Examination-form.doc?x94055> ) is forwarded to the GPA and GPD.

STEP 7: GPA puts the competencies examination form in the student file and records all required Exam information in the student's records.