Exam Forms

Graduate School Web Database

9/18/2013
This document is an introduction to the Exam Form process recently implemented in the Graduate School Web Database. It provides guidance on how to initiate and approve new exam requests (Form 8), and how to report the results of an examination (Form 10, 11 or 7). The document is organized by user profile.

*Please, select your role from the following list:*

- Plan of Study Coordinator (or Exam Form Initiator)
- Advisory Committee Chair or Co-chair
- Exam Committee Chair or Co-chair
- Exam Committee Member
- Exam Form Head
- Proxy
Plan of Study Coordinator (or Exam Form Initiator)

- How students initiate and submit an exam request
- How Plan of Study Coordinators initiate and submit an exam request
- How to approve or reject a request for appointment of examining committee
- How to report the results of a Non-Thesis Master’s degree examination
- How to reopen a rejected request
- How to remind committee members about upcoming examinations

How students initiate and submit an exam request
Students have the ability to initiate and submit their requests for appointment of examining committee. Students should access the Exam Form Generator through myPurdue portal, and select the "Graduate School Plan of Study" link under the "Graduate Students" section on the "Academic" tab.

In the Graduate School database home page, the "Request for Appointment of Examining Committee" link will open the Exam Form Generator.
How Plan of Study Coordinators initiate and submit an exam request

1. Log in the Graduate School Web Database and select the “Exam Forms” menu option.

To secure the information on the database, Logout and Close your browser when you are done.
For "Hints and Tips" on using the Graduate School database click here

- Retrieve an individual
  The search by Last Name feature has been expanded. Click here for more details.

- Lists and Reports

- Graduate Faculty Appointment Information

2. Select “Form 8” to request an appointment for an examination (PHD’s preliminary examination, PHD’s final examination, or Master’s final examination, except for non-thesis master’s degrees when the exam committee is the same as the advisory committee).
3. Select the option “Initiate Form.”

4. Click on the student’s name to create a new exam form.

5. Select the examination type (Prelim or Final). Then, click “Create Form.”
6. The new exam form will be ready to complete and submit.

Form 8: Request for Appointment of Examining Committee

ELECTRICAL & COMPUTER ENGR
West Lafayette (Main Campus)

Form Status: SAVED
Student: STUDENT, GRADUATE
Degree sought: DOCTOR OF PHILOSOPHY
Examination to be taken: FINAL EXAMINATION

Examination Committee: Update Exam Committee

It is recommended that the following serve as members of the Examining Committee:

Participation Dept Faculty ID Exam Committee Member Area

Exam Information: Update Exam Information

It is planned to hold the examination:

Date: Time: Building: Room No.:

Thesis Title:

Submit Exam Form Delete Form

How to approve or reject a request for appointment of examining committee (Form 8)

When a student submits a Form 8, it is routed to the Plan of Study Coordinator of the department for approval. To sign an exam form, follow these steps:

1. Log in the Graduate School Web Database and select the “Exam Forms” menu option.
2. Select “Form 8.”

3. Select the option “Outstanding Forms.”

4. Click on the student’s name to open the exam form.
5. The exam form will display on the screen.

How to report the results of a Non-Thesis Master’s degree examination

Follow these steps for non-thesis master’s degrees when the exam committee is the same as the advisory committee.

1. Log in the Graduate School Web Database and select the “Exam Forms” menu option.
2. Select “Form 7” to report the exam results of a Master’s degrees without thesis when the examining committee is the same as the advisory committee:

3. Select the option “Initiate Form.”

4. Click on the student’s name to create the examination report.
5. The examining committee will be displayed on the screen. If it is correct, click on "Create Form" to proceed.

Form 7: Report of Master's Examining Committee

**ELECTRICAL & COMPUTER ENGR**  
West Lafayette (Main Campus)

**Form Status:** SAVED  
**Student:** STUDENT, GRADUATE  
**Degree sought:** MASTER OF SCIENCE IN ELECTRICAL AND COMPUTER ENGINEERING - NON-THESIS

<table>
<thead>
<tr>
<th>Participation</th>
<th>Dept</th>
<th>Faculty ID</th>
<th>Advisory Committee Member</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAIR</td>
<td>ECEN</td>
<td>C9999</td>
<td>XXXXXXXXXXXXXXXX</td>
<td>MULTIMEDIA SYSTEMS, DATABASES</td>
</tr>
<tr>
<td>MEMBER</td>
<td>ECEN</td>
<td>C9999</td>
<td>XXXXXXXXXXXXXXXX</td>
<td>VIDEO CODING, IMAGE PROCESSING</td>
</tr>
<tr>
<td>MEMBER</td>
<td>ECEN</td>
<td>C9999</td>
<td>XXXXXXXXXXXXXXXX</td>
<td>NANOTECHNOLOGY</td>
</tr>
</tbody>
</table>

Examinees:

It is recommended that the following serve as members of the Examining Committee:

<table>
<thead>
<tr>
<th>Participation</th>
<th>Dept</th>
<th>Faculty ID</th>
<th>Advisory Committee Member</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAIR</td>
<td>ECEN</td>
<td>C9999</td>
<td>XXXXXXXXXXXXXXXX</td>
<td>MULTIMEDIA SYSTEMS, DATABASES</td>
</tr>
<tr>
<td>MEMBER</td>
<td>ECEN</td>
<td>C9999</td>
<td>XXXXXXXXXXXXXXXX</td>
<td>VIDEO CODING, IMAGE PROCESSING</td>
</tr>
<tr>
<td>MEMBER</td>
<td>ECEN</td>
<td>C9999</td>
<td>XXXXXXXXXXXXXXXX</td>
<td>NANOTECHNOLOGY</td>
</tr>
</tbody>
</table>

Exam Information: Update Exam Information

It is planned to hold the examination:

**Date:**  
**Time:**  
**Building:**  
**Room No.:**

[Create Form]
How to reopen a rejected request

1. Log in the Graduate School Web Database and select the “Exam Forms” menu option. Then, select “Form 8.”

2. Select the option “Rejected Forms.”

3. Click on the student’s name to open the rejected exam form.
4. Select “Modify and Resubmit” to re-open the form.

How to remind committee members about upcoming examinations

1. Log in the Graduate School Web Database and select the “Exam Form” menu option. Then, select the form type, according to the examination (Form 7, 10, or 11).

2. Select the option “Outstanding Forms.”

3. Select the upcoming examinations using the checkboxes under the **Remind by Email** column, and then click “Send Reminder Emails.”
Advisory Committee Chairs and Co-chairs

- How to approve or reject a request for appointment of examining committee

How to approve or reject a request for appointment of examining committee (Form 8)

1. Log in the Graduate School Web Database and select the “Exam Forms” menu option.

2. The list of forms that require your signature will appear. Click on the student’s name to open the form.

<table>
<thead>
<tr>
<th>Exam Form</th>
<th>Student</th>
<th>Degree</th>
<th>Exam Type</th>
<th>Exam Date</th>
<th>Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 8</td>
<td>STUDENT GRADUATE</td>
<td>DOCTOR OF PHILOSOPHY</td>
<td>PRELIM</td>
<td>01/29/2014</td>
<td>Advisory Committee Co-Chair</td>
</tr>
</tbody>
</table>
3. The exam form will open in a new screen.

4. Alternatively, you may use “My Signature” link to access the list of exam forms that require your approval.
Exam Committee Chairs and Co-chairs

- How to submit the results of an examination

How to submit the results of an examination

1. Log in to the Graduate School Web Database and select the Exam Form menu option.

2. The list of forms that require your attention will appear. Forms under “Examining Committee Report” level are those waiting for you to submit the exam results. Click on the student’s name to open the form.
3. The form will open in a new screen.

4. Alternatively, you may use “My Signature” link to access the list of exam forms that require your attention.
Exam Committee Members

- How to check the examinations in which I am a participant
- How to enter my decision regarding the result of an examination

How to check the examinations in which I am a participant

1. Log in the Graduate School Web Database and select the Exam Form menu option.

2. The second list displays the list of upcoming examinations. Click on the student name to retrieve the exam time, building and room.

The following exam forms require my signature:

<table>
<thead>
<tr>
<th>Exam Form</th>
<th>Student</th>
<th>Degree</th>
<th>Exam Type</th>
<th>Exam Date</th>
<th>Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 10</td>
<td>STUDENT, GRADUATE</td>
<td>DOCTOR OF PHILOSOPHY PRELIM</td>
<td>02/28/2014</td>
<td></td>
<td>Examining Committee</td>
</tr>
</tbody>
</table>

The following are future examinations in which I am a participant:

<table>
<thead>
<tr>
<th>Student</th>
<th>Degree</th>
<th>Exam Type</th>
<th>Exam Date</th>
<th>Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>STUDENT, GRADUATE</td>
<td>DOCTOR OF PHILOSOPHY PRELIM</td>
<td></td>
<td>02/28/2014</td>
<td>CHAIR</td>
</tr>
<tr>
<td>STUDENT, GRADUATE</td>
<td>MASTER OF SCIENCE : THESIS FINAL</td>
<td></td>
<td>03/28/2016</td>
<td>MEMBER</td>
</tr>
</tbody>
</table>
3. The exam request (Form 8) will open in the screen.

How to enter my decision regarding the result of an examination
You will receive an e-mail when an exam form is ready for your approval.

1. Log in the Graduate School Web Database and select the Exam Form menu option.

To secure the information on the database, Logout and Close your browser when you are done. For "Hints and Tips" on using the Graduate School database click [here](#).

*Retrieve an individual*

The search by Last Name feature has been expanded. Click [here](#) for more details.
2. The list of forms that require your attention will appear. Forms waiting for your decision regarding the results of the examination are listed under the “Examining Committee Approval” category. Click on the student’s name to open the form.

Exam Forms

The following exam forms require my signature:

<table>
<thead>
<tr>
<th>Exam Form</th>
<th>Student</th>
<th>Degree</th>
<th>Exam Type</th>
<th>Exam Date</th>
<th>Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form 7</td>
<td>STUDENT GRADUATE</td>
<td>MASTER OF SCIENCE IN ELECTRICAL AND COMPUTER ENGINEERING: THESIS</td>
<td>FINAL</td>
<td>03/30/2013</td>
<td>Examining Committee Approval</td>
</tr>
<tr>
<td>Form 7</td>
<td>STUDENT GRADUATE</td>
<td>MASTER OF SCIENCE IN ELECTRICAL AND COMPUTER ENGINEERING: THESIS</td>
<td>FINAL</td>
<td>01/29/2013</td>
<td>Examining Committee Approval</td>
</tr>
<tr>
<td>Form 10</td>
<td>STUDENT GRADUATE</td>
<td>DOCTOR OF PHILOSOPHY</td>
<td>PRELIM</td>
<td>02/28/2013</td>
<td>Examining Committee Approval</td>
</tr>
</tbody>
</table>

3. Enter your decision regarding the degree recommendation, and submit your signature.

Form 11: Report of the Final Examination

ELECTRICAL & COMPUTER ENGINEERING
West Lafayette (Main Campus)

Student: OUTSTANDING
Degree sought: DOCTOR OF PHILOSOPHY
Date Examination Held: 01/31/2013

Recommendation:
When the Graduate School has on file that all other requirements have been met, we
☐ Do recommend that the candidate be certified to the faculty for the degree of Doctor of Philosophy
☐ Do NOT recommend that the candidate be certified to the faculty for the degree of Doctor of Philosophy
In the event the candidate is not certified for the degree, it is recommended that he or she
☐ Withdraw from the Graduate School.
☐ Continue under the following conditions:

Dissertation Award:
☐ Do consider nominating this student for an outstanding dissertation award
☐ Do NOT consider nominating this student for an outstanding dissertation award

Report submitted by Choo-Man Ong on 06/20/2013 10:07:51

Examination

Committee members must indicate if they approve or disapprove of the degree recommendation decision displayed above.

<table>
<thead>
<tr>
<th>Participation</th>
<th>Exam Committee Member</th>
<th>Dept</th>
<th>Faculty ID</th>
<th>Required Signature</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAIR</td>
<td>X000000000000000000</td>
<td>RCEN</td>
<td>C9999</td>
<td>X000000000000000000</td>
<td>Approve Disapprove Abstain</td>
</tr>
<tr>
<td>MEMBER</td>
<td>X000000000000000000</td>
<td>RCEN</td>
<td>C9999</td>
<td>X000000000000000000</td>
<td>Approve Disapprove Abstain</td>
</tr>
<tr>
<td>MEMBER</td>
<td>X000000000000000000</td>
<td>RCEN</td>
<td>C9999</td>
<td>X000000000000000000</td>
<td>Approve Disapprove Abstain</td>
</tr>
</tbody>
</table>

A minimum of one dissenting or abstaining vote is acceptable in certifying a candidate to receive the degree.

Approval Status

Level Authorization Required Signature | Status |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>20</td>
<td>Exam Form Head Signature</td>
</tr>
<tr>
<td>10</td>
<td>Processor</td>
</tr>
</tbody>
</table>

Submit Signature
Exam Form Head

- How to approve (or reject) an exam form

How to approve (or reject) an exam form

1. Log in the Graduate School Web Database and select the “Exam Form” menu option.

2. Select the form number from the menu (Form 7, 8, 10 or 11)

Form 7: Report of Master’s Examining Committee
Select this option to view, report or approve the results of a Master’s degree examination.

Form 8: Request for Appointment of Examining Committee
Select this option to view, request or approve an appointment of examining committee.

Form 10: Report of the Preliminary Examination
Select this option to view, report or approve the results of a PHD’s preliminary examination.

Form 11: Report of the Final Examination
Select this option to view, report or approve the results of a PHD’s final examination.
3. Select the option “Outstanding Forms.”

4. The list of outstanding forms for your department will appear. Forms under your name require your signature. Click on the student’s name to open the form.
5. Enter your approval decision and submit the form.
Proxies

- How to sign an exam form as a proxy

How to sign an exam form as a proxy

1. Log in the Graduate School Web Database and select the “E-Forms Proxy List” menu option.

2. Select the person for whom you are an exam form proxy.

3. The list of exam forms for that person will appear. Click on the student’s name to open the form.