Exam Forms

Graduate School Web Database

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 (GS Form 8), and how to report the results of an examination (GS Form 10, 11 or 7). The document is organized by user profile.

How To's

Plan of Study Coordinator (or Exam Form Initiator)

## How students initiate and submit an exam request:

Only students have the ability to submit an exam form. 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 an exam request:

1. Log in the Graduate School Web Database and select the "Exam Forms" menu option.
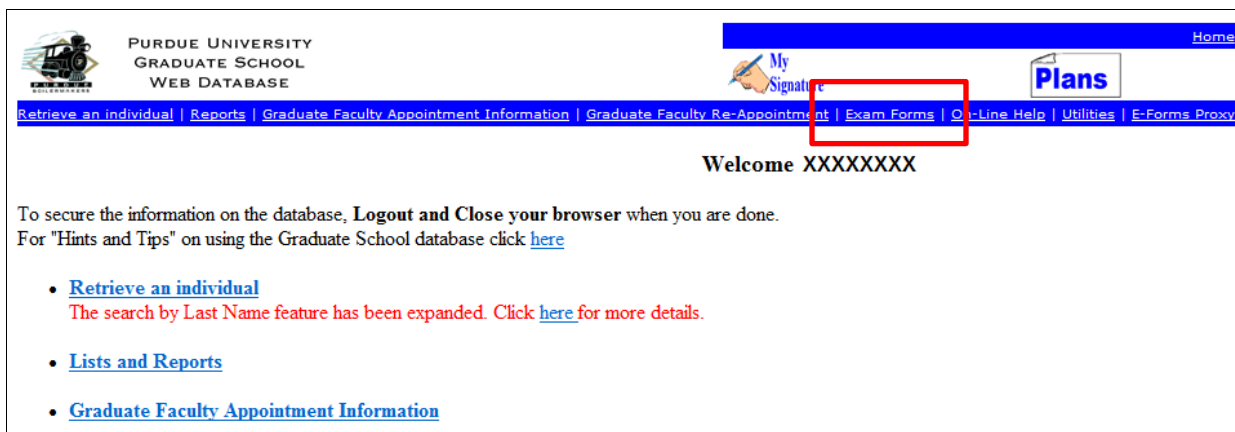
2. Select "Form 8" to request an appointment for an examination (PHD preliminary examination, PHD final examination, or Master's final examination; this request form is not needed for non-thesis master's degrees when the exam committee is the same as the advisory committee).

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."

Form 8: Request for Appointment of Examining Committee

ELECTRICAL & COMPUTER ENGR
West Lafayette (Main Campus)

Help Cancel

A new Exam Form 8 - Request for Appointment of Examining Committee - will be created for this student:
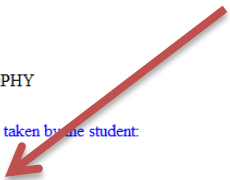
PUID

Student   STUDENT,GRADUATE

Degree   DOCTOR OF PHILOSOPHY

Please, indicate the examination to be taken by the student:

○   Preliminary Examination

◉   Final Examination

Create Form

6. The new exam form will be ready to complete.

Form 8: Request for Appointment of Examining Committee

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Help   Saved Forms

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

Examining 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:

Delete Form

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

When a student submits a GS Form 8 request, 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.
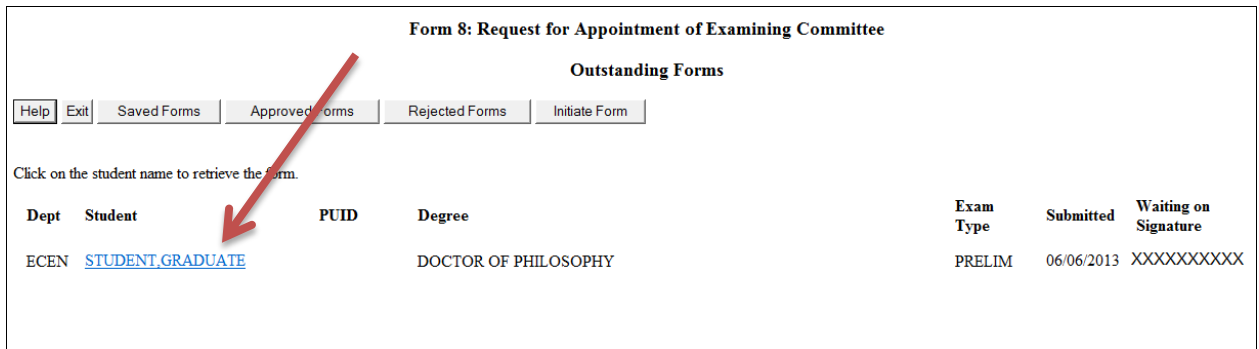
5. The exam form will display on the screen.

Form 8: Request for Appointment of Examining Committee

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West Lafayette (Main Campus)

Help   Outstanding Forms

Form Status   **OUTSTANDING**
Student   STUDENT,GRADUATE
Degree sought   DOCTOR OF PHILOSOPHY   PHD

Examination to be taken: PRELIMINARY EXAMINATION

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

Participation	Dept	Faculty ID	Exam Committee Member	Area
CHAIR	ECEN	C9999	XXXXXXXXXXX	
MEMBER	ECEN	C9999	XXXXXXXXXXX	
MEMBER	ECEN	C9999	XXXXXXXXXXX	

It is planned to hold the examination:

Date: JUL 15, 2013   **Time:** 01:45 PM   **Building:** PHYS   **Room No.:** 123

Thesis Title: thesis

Approval Status

Level	Authorization	Required Signature	Status
70	Student	XXXXXXXXXX	SUBMITTED 06/06/2013 10:31:19
60	Plan of Study Coordinator	XXXXXXXXXX	☐ Approve ☐ Reject Submit Signature
50	Advisory Committee Chair	XXXXXXXXXX	Waiting on higher level signatures
20	Exam Form Head Signature	XXXXXXXXXX	Waiting on higher level signatures
10	Processor	XXXXXXXXXX	Waiting on higher level signatures
0	Graduate School Authorization	XXXXXXXXXX	Waiting on higher level signatures

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.

PURDUE UNIVERSITY
GRADUATE SCHOOL
WEB DATABASE

My Signature   Plans
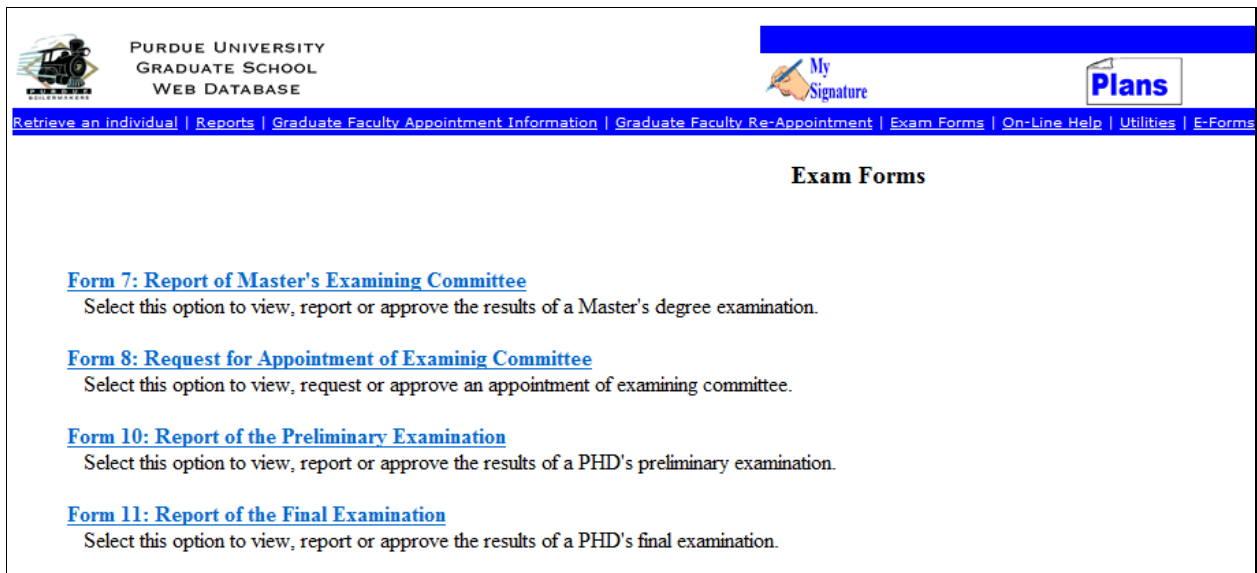
Retrieve an individual | Reports | Graduate Faculty Appointment Information | Graduate Faculty Re-Appointment | Exam Forms | On-Line Help | Utilities | E-Forms

Welcome XXXXXXXXXX

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**

2. Select "Form 7" to report the exam results for a non-thesis Master's student 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. It if is correct, click on "Create Form" to proceed.

Form 7: Report of Master's Examining Committee

ELECTRICAL & COMPUTER ENGR
West Lafayette (Main Campus)

Help   Cancel

A new Exam Form 7 - Report of Master's Examining Committee - will be created for this student:

PUID

Student   STUDENT,GRADUATE

Degree   MASTER OF SCIENCE IN ELECTRICAL AND COMPUTER ENGINEERING : NON-THESIS

Form 7 initiation is only allowed for non-thesis Master's degrees when the examining committee is the same as the advisory committee. If the examining committee differs from the advisory committee, do not proceed with the creation of this form. Instead, student should submit a Request for Appointment of Examining Committee (Form 8).

Participation	Dept	Faculty ID	Advisory Committee Member	Area
CHAIR	ECEN	C9999	XXXXXXXXXXXXX	MULTIMEDIA SYSTEMS, DATABASES
MEMBER	ECEN	C9999	XXXXXXXXXXXXX	VIDEO CODING, IMAGE PROCESSING
MEMBER	ECEN	C9999	XXXXXXXXXXXXX	NANOTECHNOLOGY

Create Form

6. Complete and submit the exam form.

Form 7: Report of Master's Examining Committee

ELECTRICAL & COMPUTER ENGR
West Lafayette (Main Campus)

Help   Saved Forms

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

Examining Committee:

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

Participation	Dept	Faculty ID	Advisory Committee Member	Area
CHAIR	ECEN	C9999	XXXXXXXXXXXXX	MULTIMEDIA SYSTEMS, DATABASES
MEMBER	ECEN	C9999	XXXXXXXXXXXXX	VIDEO CODING, IMAGE PROCESSING
MEMBER	ECEN	C9999	XXXXXXXXXXXXX	NANOTECHNOLOGY

Exam Information: Update Exam Information

It is planned to hold the examination:

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

Submit Exam Form   Delete 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 (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.

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:

1. Log in 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 the "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:

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's name to retrieve the exam time, building and room.

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.

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.

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

Exam Form Head

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).

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:

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.