

BRYN MAWR COLLEGE
GRADUATE SCHOOL OF ARTS AND SCIENCES
GUIDELINES FOR WRITING PH.D. PRELIMINARY EXAMINATIONS
ON COMPUTER

NOTE: NOT ALL DEPARTMENTS PERMIT OR ENCOURAGE THE USE OF COMPUTERS FOR THE PH.D. WRITTEN PRELIMINARY EXAMINATION. ALL STUDENTS SHOULD CHECK WITH THEIR CHAIR OR GRADUATE ADVISOR ABOUT THE POLICY IN THEIR DEPARTMENT BEFORE PLANNING TO USE A COMPUTER FOR EXAMS.

FOR FACULTY

1. As with any exam, the examiner should make sure the student knows where and when to collect the exam, and from whom, and where and when to return it. In many departments, exams are distributed and collected by the department secretary.
2. Graduate students, like faculty, are not parties to the Bryn Mawr College Honor Code. Like faculty, graduate students are assumed to be honorable and are solely responsible for the integrity of their scholarly work, including Preliminary Examinations.

FOR STUDENTS

1. Students who plan to take the written parts of their Ph.D. Preliminary Examinations on a computer must find their own work station, or supply their own laptop.

There are laptops for student use in Canaday and Carpenter Libraries, but they are in very high demand. Students wishing to take their exams on these circulating laptops should reserve them as soon as they have set the dates of their exams; delaying may mean finding none available on the exam days. There are also numerous work stations (Mac and PC) in the Computing Center (Guild Hall) and elsewhere on campus that can be used for the duration of the exam. Students should be aware that these public work spaces may not be very quiet.

2. The examination must be copied to a floppy disk, CD, or other portable device and should not be left on the work station hard drive.
3. The disk, CD, or other device must be returned to the person administering the exam along with one printed copy of the exam. If the computer used to take the examination is not connected to a printer, the student should ask the person to whom s/he returns the exam to print out one copy in the student's presence. This is to ensure that the examination has been registered on the disk or CD and that there is something to print out.

4. Consultation of internet sources, Tripod or other BMC on-line resources, or any information stored on the student's computer while taking an examination is forbidden, unless written instructions to the contrary appear on the examination supplied by the examiner.