

**Department of Curriculum and Instruction
Master of Education (M. Ed.)
Comprehensive Examination Information**

What are the requirements that must be completed before master's students can apply for the comprehensive exams?

1. An approved degree plan on file on with the Office of Student Services
2. Completed at least 18 semester hours of course work, and
3. A completed Application to take Master's Comprehensive Examination form (submitted the Office of Student Services).

How many exams are taken, how long do they last, and in which semesters are they offered?

The Examination is a three-hour writing session composed of three questions that is offered during the following semesters:

- Fall - in October
- Spring - in February

Students should apply for the exam in either one of the last two semesters of their program through [MyAdvisor](#).

What are the areas of concentration that each exam must cover? How can a student best prepare for the comprehensive examination?

Approximately three months prior to the exam, the student will meet with his/her advisor to decide on three specific topics associated with courses the student has taken. At this time, they will complete the appropriate paperwork necessary for the student to take the exam.

The student will then contact faculty members associated with the courses and obtain agreement to provide an examination question. If the student was taught by a part-time or adjunct faculty member, the student should request the question from the full-time faculty member responsible for overseeing that course.

The faculty members should provide the student appropriate review materials. Under no circumstances should a student be given an exact question that will appear on the exam.

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At least five working days before the application deadline, the students should contact his or her advisor and other faculty members to ensure that they submit the questions to both the advisor and the executive secretary of the department. The UH catalog number and title of the course must be used. For example: CUI 6301: The Teaching Profession.

Who evaluates the exams? What is the grading process?

- At least two full-time College of Education faculty members will write and grade the questions. Adjunct or part-time faculty may not supply or grade the questions.
- Curriculum and Instruction Department staff will send the written responses to the student's advisor five working days after the exam. The advisor will distribute them to each faculty member.

Each faculty member is responsible for scoring the question and returning it to the advisor within fifteen working days. The scoring will be PASS or FAIL.

How are students notified of exam results?

The Executive Associate Dean of the College of Education notifies the student of the results of his/her examination.

What is the procedure when students fail the exam?

The student must PASS all questions. If the student FAILS any of the questions, he/she needs to retake a similar question (or questions) from the same general area(s) within the next academic year. This requires, once again, following all the previous procedures.

If the student FAILS any part of the examination a second time, they shall be ineligible for a master's degree in the College of Education at the University of Houston.