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.

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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.”

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

- Preliminary Examination
- Final Examination

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

Exam Information: Update Exam Information

It is planned to hold the examination:

Date:          Time:          Building:          Room No.:  
Thesis Title:
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.
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 to the Graduate School Web Database and select the "Exam Forms" menu option.

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

Form 7: Report of Master’s Examining Committee

Campus: West Lafayette (Main Campus)
Department: (ECN) ELECTRICAL & COMPUTER ENGR

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

Student: STUDENT GRADUATE
PUID: MASTER OF SCIENCE: NON-THESIS
Degree: APPROVED

Student: STUDENT GRADUATE
PUID: MASTER OF SCIENCE IN ELECTRICAL AND COMPUTER ENGINEERING: NON-THESIS
Degree: APPROVED
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)

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).

<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>XXXXXXXXXX0000</td>
<td>MULTIMEDIA SYSTEMS, DATABASES</td>
</tr>
<tr>
<td>MEMBER</td>
<td>ECEN</td>
<td>C9999</td>
<td>XXXXXXXXXX0000</td>
<td>VIDEO CODING, IMAGE PROCESSING</td>
</tr>
<tr>
<td>MEMBER</td>
<td>ECEN</td>
<td>C9999</td>
<td>XXXXXXXXXX0000</td>
<td>NANOTECHNOLOGY</td>
</tr>
</tbody>
</table>

6. Complete and submit the exam form.

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

Examining Committee:
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>XXXXXXXXXX0000</td>
<td>MULTIMEDIA SYSTEMS, DATABASES</td>
</tr>
<tr>
<td>MEMBER</td>
<td>ECEN</td>
<td>C9999</td>
<td>XXXXXXXXXX0000</td>
<td>VIDEO CODING, IMAGE PROCESSING</td>
</tr>
<tr>
<td>MEMBER</td>
<td>ECEN</td>
<td>C9999</td>
<td>XXXXXXXXXX0000</td>
<td>NANOTECHNOLOGY</td>
</tr>
</tbody>
</table>

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.

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 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>

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

<table>
<thead>
<tr>
<th>Student Degree</th>
<th>Exam Type</th>
<th>Exam Date</th>
<th>Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

There are no exam forms to display.
3. The exam form will open in a new screen.

Form 8: Request for Appointment of Examining Committee
ELECTRICAL & COMPUTER ENGR
West Lafayette (Main Campus)

Form Status: OUTSTANDING
Student: STUDENT, GRADUATE
Degree sought: DOCTOR OF PHILOSOPHY
P.H.D
Examination to be taken: PRELIMINARY EXAMINATION

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>Exam Committee Member</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAIR</td>
<td>ECEN</td>
<td>C9999</td>
<td>XXXXXXXXXXXXXXXX</td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td>ECEN</td>
<td>C9999</td>
<td>XXXXXXXXXXXXXXXX</td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td>ECEN</td>
<td>C9999</td>
<td>XXXXXXXXXXXXXXXX</td>
<td></td>
</tr>
</tbody>
</table>

It is planned to hold the examination:
Date: JAN 29, 2014  Time: 01:15 PM  Building: CVL  Room No.: 145
Thesis Title: THESIS

Approval Status

<table>
<thead>
<tr>
<th>Level</th>
<th>Authorization</th>
<th>Required Signature</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td>Student</td>
<td>XXXXXXXXXXXXXXXX</td>
<td>SUBMITTED 03/29/2013 11:39:06</td>
</tr>
<tr>
<td>60</td>
<td>Plan of Study Coordinator</td>
<td>XXXXXXXXXXXXXXXX</td>
<td>APPROVED 04/26/2013 14:28:38</td>
</tr>
<tr>
<td>50</td>
<td>Advisory Committee Co-Chair</td>
<td>XXXXXXXXXXXXXXXX</td>
<td>Approve Reject Submit Signature</td>
</tr>
</tbody>
</table>

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

Welcome XXXXXXXXXXXXXXXX

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

- Exam Forms

- Query Static Tables
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.

   - Retrieve an individual
     The search by Last Name feature has been expanded. Click here for more details.
   - Lists and Reports
   - Exam Forms
   - Query Static Tables

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 to 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.

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 10</td>
<td>STUDENT GRADUATE</td>
<td>DOCTOR OF PHILOSOPHY</td>
<td>PRELIM</td>
<td>02/28/2014</td>
<td>Examining Committee Report</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</td>
<td>PRELIM</td>
<td>02/28/2014</td>
<td>CHAIR</td>
</tr>
<tr>
<td>STUDENT GRADUATE</td>
<td>MASTER OF SCIENCE: THESIS</td>
<td>FINAL</td>
<td>03/28/2016</td>
<td>MEMBER</td>
</tr>
</tbody>
</table>
3. The exam request (Form 8) will open in the screen.

Form 8: Request for Appointment of Examining Committee

BIOLOGICAL SCIENCES
West Lafayette (Main Campus)

Form Status: APPROVED
Student: STUDENT, GRADUATE
Degree sought: MASTER OF SCIENCE, THESIS
Examination to be taken: FINAL EXAMINATION

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>Exam Committee Member</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHAIR</td>
<td>BIOS</td>
<td>C9999</td>
<td>XXXXXXXXXXXXXXXX</td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td>BIOS</td>
<td>C9999</td>
<td>XXXXXXXXXXXXXXXX</td>
<td></td>
</tr>
<tr>
<td>MEMBER</td>
<td>BIOS</td>
<td>C9999</td>
<td>XXXXXXXXXXXXXXXX</td>
<td></td>
</tr>
</tbody>
</table>

It is planned to hold the examination:

Date: MAR 28, 2016  Time: 04:15 PM  Building: KNOY  Room No.: 741

Thesis Title:

<table>
<thead>
<tr>
<th>Level</th>
<th>Authorization</th>
<th>Required Signature</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>70</td>
<td>Student</td>
<td>Graduate Student</td>
<td></td>
</tr>
<tr>
<td>60</td>
<td>Plan of Study Coordinator</td>
<td>XXXXXXXXXXXXXXXX</td>
<td>APPROVED by XXXXX 06/20/2013 11:19:29</td>
</tr>
<tr>
<td>20</td>
<td>Exam Form Head Signature</td>
<td>XXXXXXXXXXXXXXXX</td>
<td>APPROVED by XXXXX 06/20/2013 11:19:38</td>
</tr>
<tr>
<td>10</td>
<td>Processor</td>
<td>XXXXXXXXXXXXXXXX</td>
<td>PROCESSED by XXXXX 06/20/2013 11:19:48</td>
</tr>
<tr>
<td>0</td>
<td>Graduate School Authorization</td>
<td>XXXXXXXXXXXXXXXX</td>
<td>APPROVED by XXXXX 06/20/2013 11:20:22</td>
</tr>
</tbody>
</table>

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 to 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.