**Remote Comprehensive Exam Addendum**

Until further notice, Comprehensive Exams will be administered and taken remotely.

If you plan to take exams in spring 2021, email Leslie Bayless ([lbayless@csudh.edu](mailto:lbayless@csudh.edu)) in the English department office to sign up within the first two weeks of the semester.

Dr. Lee will email you the exam at the scheduled time for the exam. You will have FOUR hours to complete the exam and email it back to her. No strange file formats: .doc, .docs, .txt, and .pdf are all fine. The exams really are meant to be completed within a three-hour time period, but we want to give you the extra hour in case of any technical difficulties and to account for the increased distractions that many of you will be experiencing at home.

Since the exams will be taken online, we are making the following changes to the exam format:

* All exams will be four hours long.
* All parts of the exam will be open book instead of just Part 1.
* All parts of the exam will be open note. Please limit yourself to two pages of notes. If you spend your time flipping through notebooks and your books, the four hours will pass very quickly.
* No web surfing and no collaborating is allowed. Plagiarism checkers will be run on all exams. Your name on your exam pledges that all work is your own.

Please email Dr. Lee with any questions. We are hoping that the extended time, as well as the open-book and open-note format will relieve some of the difficulties stemming from the unfamiliar online format and working remotely.