MEMORANDUM

December 2019

TO: Faculty and Students
FROM: APO (On behalf of) Bruce Homer, Executive Officer
RE: Comp Examination Schedules and Registration: January 2020

The first and second level examination schedules have been set for January 2020. Please be reminded that all students must pass the Statistics and Research Methods (given in Aug.) examinations.

Also note that all students must take the Statistics and Research Methods examinations prior to beginning their third semester. All four examinations must be taken prior to the beginning of the fifth semester.

FIRST LEVEL EXAMINATION SCHEDULE

Tuesday 01/21/20
Computer Lab 3209
Statistics 1:00 p.m. – 2:30 p.m.
Research 3:30 p.m. – 5:00 p.m.

Wednesday 01/22/20
Computer Lab 3209
Cognition 11:30 a.m. – 1:00 p.m.
Motivation 2:00 p.m. – 3:30 p.m.

Thursday 01/23/20
Computer Lab 3209
Instruction 11:30 a.m. – 1:00 p.m.
Language Development 2:00 – 3:30 p.m.

SECOND LEVEL EXAMINATION SCHEDULE:

Tuesday 01/21/20
Statistics Take Home Exam
Distributed on 1/21/20, 12:00 p.m.
Due Thursday 1/23/20, 3:30 p.m.

Return this form in person or via email attachment to the APO by December 20th, 2019
1. **First Doctoral Examination**

The purpose of the first level doctoral examinations is to assess whether a student has reached competency in certain core areas of educational psychology. Students are required to successfully complete their first-level exams to continue their study in the program. There are two pairs of first-level exams.

In the first of these pairs, student knowledge in the following two exam areas is assessed:

1. Statistics Exam
2. Research Methods Exam

In an additional pair of first-level exams, four core areas of *Learning, Development, and Instruction* are assessed, with each student assessed on *any two of these four* exam areas of their choosing:

1. Cognition and Learning Exam
2. Socio-Emotional & Cultural Factors in Development and Education Exam
3. Instructional Issues Exam
4. Language Development Exam

**Exam Administration.** The Statistics and Research Methods exams are typically administered on the same day, with a break between them. Each exam is 90 minutes in length. Students will be required to take these exams after their first year of study in the program and before they begin their second year of study. Typically, this is in the month of August. For each exam, students have a choice of questions (usually three) from which they would typically be requested to select two to answer. Hence students typically will be answering two questions in total for each exam and four in total for this pair of exams.

For the second first-level exam pair (in the area of Learning, Development, and Instruction), *students will select only two of the four exams within which to answer questions*. Students will make this selection well in advance of the exam so that they can limit their preparation to just the two areas. Students will have the option to take these exams, typically administered on the same day with a break in between, midway through their second year of study in the program (typically this would be in January) or after completing their second year and before beginning their third year (typically this would be in August). *Students will be required to answer a total of two questions chosen as follows. For each of the two exams the student has opted to take, students will have a choice of questions to select one to answer.* Students will be provided 90 mins per exam to provide their answer.
**Exam Grading.** Each exam is graded blindly by the faculty. Examinee exams will be identified only by ID numbers. Each exam will be graded by two faculty graders working independently of each other. In cases of agreement across the two graders on an exam, the exam grade will be the agreed upon grade. Where there is disagreement in grading an exam across the two faculty graders, a third member of the faculty will participate in judging that area question.

Any exam that the student fails must be retested in the following semester. Students are permitted **only one retake per exam.** In the case of failure, students are urged to discuss any exam failed with their academic advisor and appropriate faculty. The student will be informed of the identity of the faculty graders so that, in case of exam failure, the appropriate faculty will explain the basis of their grade to the student.

Updated reading lists will be available by May 15 for the examinations that are to be given in the subsequent August and Oct 15 for the examinations to be given in the subsequent January. Students must register for the examination with the Assistant Program Officer by the deadline date on the examination application form.
Quantitative Methods Area
Second Level Comprehensive Examination
(Revision 5/30/19)

The second level comprehensive examination provides students with an opportunity to integrate their knowledge across different courses and provides the program with an assessment milestone in which students demonstrate competencies that students are expected to develop during their coursework. The examination focuses on topics related to core courses but is not limited to material specifically covered in related course offerings.

Eligibility

Students are eligible to take the second level examination when they have completed all coursework, with the possible exception of Supervised Research. Students must take the second-level examination within nine months of finishing coursework. The advisor’s signature is required to register.

Administration Procedure

The second level examination will be a three-day take-home examination. The Assistant Program Officer (APO) will give students the examination material. The examination is due three days (i.e., 72 hours) after the examination is released. The APO will state the exact time and date that the examination is due in the email message distributing the examination materials. Students should submit a pdf file, only identified by their student ID number, via email to the APO, who will distribute the pdf files to the readers. (See Answer Format section below for additional files.)

The examination questions and any necessary data or other documents will be provided in electronic format. Data will be provided as text (e.g., comma separated values) suitable for importation into any statistics package.

Students should not discuss the examination content with anyone but may ask the Quantitative Track director (or the director’s designee should he or she be unavailable) for clarification. Any clarifications will be provided to all students taking the examination during the examination period.
**Answer Format**

Answers should be identified only by student ID number in the document name, and will be blind to the readers. Students should include the ID number on the first page of their examination paper.

If a question has multiple parts, students should use headings to clearly indicate which parts of the answer respond to which parts of the question. Answers should be written in APA format. Each question’s main response should be no longer than five pages (double spaced in a font comparable to Times New Roman 12) and have no more than two tables and two figures. Tables should be in APA format and figures should be appropriately captioned and have labeled axes. In addition, properly documented analytic code should be submitted as an appendix to each answer. Tables, figures, and code do not count toward the page limit on the length of the answer. Code should also be submitted in format suitable for execution by the appropriate computing environment, in a plain text file.

For purposes of the examination, proper documentation of computer code includes each of the following: (a) every script should begin with a header comment that identifies the purpose of the script and briefly delineates its contents. This should also include the student’s ID number. (b) Each distinct section of the script should begin with one or more comments identifying the goal of that section. (c) Explanatory comments should accompany each line of the script that introduces a new variable (or named object) and each line that reads from an external file.

**Examination Content**

Examination content will include a mixture of statistical/psychometric theory, data analysis, data simulation, and analysis interpretation.

**Topics**

Students will be presented four questions and must answer three of the four. The content will be drawn from the following topics. It is possible for more than one question to draw from the same topic, and for one question to draw from two or more topics.

- **Linear Models** (General linear model including OLS regression and ANOVA)
- **Categorical Data Analysis** (non-parametric statistics, generalized linear models, and latent class models)
- **Introductory Psychometrics** (test construction, classical and modern test theory)
- **Hierarchical Linear Models** (a.k.a., multi-level models, random effects models)
- **Structural Equation Models** (including path analysis, confirmatory factor analysis, and Pearl’s Structural Causal Model)
Grading

Each question will be graded on a scale of 0-3 by two readers, whose scores will be summed. If readers disagree on the score for an answer to a question by more than one point, a third reader will be employed, in which case the two highest scores will be used. Readers will assign scores using the following rubric:

0: The question is fundamentally incorrect or not attempted.
1: The question demonstrates some understanding but contains confusing or incorrect reasoning, or is incomplete in an important fashion.
2: The question is basically solid and well written.
3: The question demonstrates a thorough and superior understanding of the question.

Decision Rule: Students must earn at least a 1 from each grader on each of the three questions attempted. Scores on all questions will be added to obtain a numeric score on the complete examination. Grades correspond to four pass/fail categories as follows:

Failure: 0-9 (or any one question with a 0 from either grader)
   Low Pass: 10-11
   Pass: 12-14
   High Pass: 15-18

Retakes

If the examination is failed, the student must retake the examination at the next opportunity to sit for it. A student who fails the examination twice will be dropped from the program.
PH.D. PROGRAM IN EDUCATIONAL PSYCHOLOGY
FIRST LEVEL EXAMINATION
REGISTRATION FORM
SPRING 2020

(Use this form to choose the exam(s) you would like to register for. Return this form in person or via email attachment to the APO by December 20th, 2019)

Check all that apply:

**TUESDAY, 1/21/20**
Room: Computer Lab 3209
Proctor: D. Rindskopf

- **STATISTICS I** 1:00 p.m. – 2:30 p.m.
- **RESEARCH** 3:30 p.m. – 5:00 p.m.

**WEDNESDAY, 1/22/20**
Room: Computer Lab 3209
Proctor: J. Lucariello

- **COGNITION** 11:30 a.m. – 1:00 p.m.
- **MOTIVATION** 2:00 p.m. – 3:30 p.m.

**THURSDAY, 1/23/20**
Room: Computer Lab 3209
Proctor: B. Homer

- **INSTRUCTION & LANGUAGE DEVELOPMENT** 11:30 a.m. – 1:00 p.m.
- **INSTRUCTION & LANGUAGE DEVELOPMENT** 2:00 p.m. – 3:30 p.m.

PLEASE REMEMBER THAT IF YOU DO NOT SUBMIT THIS FORM TO OUR OFFICE BY DECEMBER 20TH, 2019, YOU WILL NOT BE PERMITTED TO TAKE YOUR EXAM(S).

________________       ________________________
DATE               NAME

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CUNYfirst EMPL ID

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DATE         ADVISOR’S SIGNATURE
PH.D. PROGRAM IN EDUCATIONAL PSYCHOLOGY
SECOND LEVEL EXAMINATION
REGISTRATION FORM
SPRING 2020

(Use this form to choose register for the 2nd Exam. Return this form in person or via email attachment to the APO by December 20th, 2019)

STATISTICS II _____ Distributed on 1/21/20, 12:00 p.m.
Due by Thursday 1/23/20 3:30 p.m.

PLEASE REMEMBER THAT IF YOU DO NOT SUBMIT THIS FORM TO OUR OFFICE BY DECEMBER 20th, 2019 YOU WILL NOT BE PERMITTED TO TAKE YOUR EXAM(S).

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NAME

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AREA

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CUNYfirst EMPL ID

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DATE

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DATE

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ADVISOR’S SIGNATURE*

* PERMISSION TO TAKE THE SECOND EXAMINATIONS MUST BE OBTAINED FROM THE STUDENT’S FACULTY ADVISOR WHO MUST SIGN THE APPLICATION FORM.