Military Career Transition Program
Comprehensive Examination Information

Please read the following information prior to completing and submitting the Request Form to take the comprehensive examination.

1. Eligibility to take the Comprehensive Examination:
   • You must have completed all assessments and course work, to include content knowledge and professional education, prior to taking the comprehensive exam.

2. On-Campus Test Takers:
   • The Comprehensive Exam will be administered on-campus on the last Saturday in September during the fall semester and on the last Saturday in February during spring semester.

3. Distance Learning/External Agency/College or University Test Takers:
   • The Comprehensive Exam will be administered on the last Saturday in September for fall semester and on the last Saturday in February for spring semester at your local ODU site with your MCTP advisor or ODU Site Director, or at another designated location with an approved proctor.
   Make sure you have an approved proctor, if you do not have an ODU Site at your location. Complete and attach the Other Location Request Form with your Request Form to take the comprehensive exam.

4. Emergencies: In case of emergency or inclement weather in your local area, contact your proctor, ODU Site Director, MCTP Advisor, or MCTP coordinator as soon as it is possible.

5. On-campus Test Takers: Inclement weather policy – Follow announcement posted on the Old Dominion University website.

6. You are allowed to repeat the comprehensive exam ONLY ONCE, per University policy.

7. Results of exam will be mailed via U. S. Postal Service to your mailing address provided on the Request Form approximately four to six weeks after the exam is taken.

8. Registration Policy:
   You must be a registered student during the semester in which you are taking the comprehensive exam. If you are not registered for any courses, you will need to register for TLED 999, 1 credit, to activate your file. You must be registered for the results of your exam to be submitted and posted by the Registrar in your Leo Online transcript.

Prior to taking the exam:
• Make sure you are eligible to take the MCTP Comprehensive Examination.
• Make sure to register for the MCTP Comprehensive Exam by submitting the Request Form and (if needed) the Other Location Request Form.
• Make sure to bring a clean USB drive if you are taking the exam on the computer.
• Make sure to bring at least FIVE blue booklets if you are writing the response.
• Review the SAMPLE questions. These questions will give you an idea of the depth and breadth addressed in an ACTUAL exam question you will receive.
• Read the EXAM DIRECTIONS
On the day of the exam:

- Bring a photo ID.
- Read the instructions provided with your exam packet.
- Sign the ODU Honor Pledge included in your exam packet and submit it with your jump-drive to the proctor.
- Complete the name and/or address change form ONLY if a change has occurred.
- Scratch paper will be provided. All scratch paper is to be returned in the exam envelope.

EXAM DIRECTIONS:

- You will be allowed four (4) hours to complete the exam.
- You must answer the four (4) questions given to you.
- You must pass all four (4) questions to pass the exam.
- Make sure when responding to the question you take into consideration the following:
  - Key points addressed in your response, based on the question being asked
  - Content: Accuracy and thoroughness of your response to the question being asked
  - Clarity, organization, mechanics of writing, spelling, grammar when typing/writing the response
  - Provide examples when necessary addressing the response to the question
- There are no scheduled breaks during the exam.
- You may leave to use the restroom. You will be asked to give your exam to the proctor before leaving the examination. You will not receive additional time for breaks.

Main Campus students

- Saturday Parking: parking passes are not required on the day of the MCTP Comprehensive Exam. You may park at the parking garage behind Spring Suites Hotel.
- The classroom or computer labs may be cold or warm. You may want to dress accordingly and bring a sweater or sweatshirt.

Distant Learning Site students

- Check with your site director, assistant site director, or proctor to ensure the exam location, time, and date.
- Confirm with your site director whether you will be using a computer or hand-writing your exam.

Computer test takers

- Make sure your MIDAS account is active.
- No laptops are permitted.
- Prior to starting to type your response, make sure to create a heading and type your Comp ID #, QUESTION number, course number and title of the question you are responding.
- DO NOT TYPE your name, ONLY type your COMP ID#.
- Insert a page number in the heading.
- Print a copy of each response prior to saving your response.
- Saving comp answers: USB drives (jump-drives) will be provided for on-campus.
  The USB drive with all responses saved must be returned with the exam copies and the signed Honor Pledge.
Hand-writing test takers

- **Bring five or six blue books.** You will need at least four blue books; one blue book for each question. Make sure you have an extra one or two blue books in case one response takes more than one blue book.
- Use black ink pen to write your response.
- **DO NOT WRITE YOUR NAME ON THE COVER OF THE BLUE BOOK; ONLY write your COMP ID#, QUESTION number, course number and title off the question you are responding.**
- Make sure each blue book is labeled with the appropriate question you answered, comp ID#, course number and title.

**AFTER COMPLETING THE EXAM:**

- Submit the USB drive with copies of each response, OR the blue books.
- Submit the signed Honor Pledge.
- Submit, if needed, the change of address/name form.