

APPLICATION FOR COMPREHENSIVE EXAMINATION

\_\_\_\_\_  
Date

The Director  
GRADUATE PROGRAM OFFICE  
U.P. Visayas  
Iloilo City

Sir/Madam:

I would like to take the Comprehensive Examination for the Master of \_\_\_\_\_ program  
scheduled for \_\_\_\_\_.

Attached is the official copy of grades which indicate the courses I have taken,  
according to the trimester taken and the grades received.

To facilitate communication with me, as needed, you may reach me at the address  
and/or telephone/facsimile numbers listed below.

Truly yours,

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Student No.**

***Return Address:***

\_\_\_\_\_  
\_\_\_\_\_  
Telephone/Fax No.: \_\_\_\_\_  
Mobile No.: \_\_\_\_\_  
E-mail address: \_\_\_\_\_

ATTENTION ALL APPLICANTS

1. Accomplish and submit this form with your copy of grades obtained from the Secretary's Office of your college.
2. Accomplish and submit the separate forms for application for graduation.
3. Detach and study the accompanying comprehensive examination guidelines.
4. Obtain your examination permits from the GPO not later than three (3) days before the first day of the scheduled examination, i.e., on or before Wednesday, \_\_\_\_\_ August/January 200\_\_\_\_.

MLM/joj  
August 1998/  
12:02:03

## UPV-GPO COMPREHENSIVE EXAMINATION GUIDELINES

### BEFORE THE EXAMINATION STARTS:

1. Locate your assigned seat from announcements at the hall entrance. Bring only your blue or black ball pen(s) and food/drink items with you. All other things should be placed in front/side of the examination hall.
2. You will receive a coded exam booklet and scratch papers for drafts. Upon receipt, immediately **VERIFY IF THE CODES ON THE BOOKLETS AND SCRATCH PAPERS MATCH**. The questions are distributed separately.
3. Write your answers only on the right-hand side of the leaves of the booklets. Unless specifically instructed, **DO NOT WRITE YOUR NAME OR MAKE ANY DISTINGUISHING MARKS ON YOUR EXAM BOOKLET/S**. Follow any specific instructions that come with the examination questions.
4. You should not leave the hall once the examination has started. You may use the comfort rooms one at a time within the session (9:00a.m. until 4:00pm.).
5. The use of cell phones is not allowed during the examination period.

### DURING THE EXAMINATION:

1. Write legibly and use ball pens of the same ink color. Do not use any correction fluid.
2. Number the booklet/s you use consecutively on the space provided on the cover page.
3. If you wish to rewrite your answer, cross-out the pertinent section(s) with diagonal lines. **DO NOT TEAR OFF ANY OF THE BOOKLET PAGES**; instead, neatly fold over the discarded page(s), or use a new (renumbered) one. You may request for additional booklets if necessary.
4. Address any necessary questions to the proctors. Maintain silence and avoid glancing at the papers of your co-examinees.
5. You may eat your snacks at your seat but you are enjoined to refrain from smoking.
6. The examination period is from 9:00 am to 4:00 pm. Lunch break is between 12:00-1:00 p.m.

### BEFORE HANDING IN YOUR PAPERS:

1. **REVIEW YOUR ANSWERS**. Check for any loose pages and staple if necessary.
2. Clearly mark any discarded/scrap booklets as **CANCELLED** across the front cover.
3. **SUBMIT** the **USED** booklet/s with the exam questions and scratch papers to the proctor in front of the hall for inspection.
4. When finished, do not loiter inside the examination room. Gather your belongings and dispose your trash items properly as you leave the room quietly.

GOODLUCK!!!