

The Committee for the Medieval Institute Latin Examination

Medieval Institute Latin Examination: Procedure

1. The examining committee consists of the chair and at least two additional faculty members.
2. Early each semester a date for the exam is set. Students who plan to sit the exam must sign up at the Medieval Institute at least a week prior to the exam.
3. Each student registered to take the exam is assigned a random number which shows up on the exam sheet.
4. The exam consists of three Latin passages. The first of these passages is to be translated without a dictionary or other help. Students may use dictionaries and grammar books on the second and third passages.
5. The duration of the exam is three hours. Students may leave the room for short periods, as needed.
6. The finished exam answers are photocopied and distributed among all members of the examining committee. Students may keep the exam sheet itself.
7. Each paper is reviewed separately by all members of the committee and receives a preliminary grade from each of them. The final grades (pass/fail) are determined by the examining committee based upon these reviews and preliminary grades.
8. Confidential final grades and a brief assessment of individual students' performances are filed with the Director of the Medieval Institute within two weeks of the exam date. The Director will send students a formal letter indicating their 'pass' or 'fail' grade.
9. Regardless of whether they passed or failed, students are encouraged to discuss their results with the chair of the committee.

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