



**MASTER OF ARTS (MA)  
IN DISABILITY  
MANAGEMENT (DISM)**

**A Guide to the  
Comprehensive  
Examination  
(DISM 796-3)**

**Date Approved by Program: September 18, 2020**

**Date Approved by Dean of Faculty of Human and Health Sciences (FHHS):  
April 30, 2021**

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# MA IN DISABILITY MANAGEMENT COMPREHENSIVE EXAMINATION

## A. OVERVIEW OF THE COMPREHENSIVE COURSE BASED EXAMINATION

1. For all students accepted into the DISM Program starting in September 2016 and beyond, each student is required to complete a Comprehensive Examination after they have successfully completed all their course work in DISM. Students are expected to complete the four core course requirements in Disability Management (12 credits), two courses in research methods (6 credits), five elective courses (15 credits), and the Comprehensive Examination (3 credits); for a total of 36 credit hours (which include the Comprehensive Examination).
2. The Comprehensive Examination is intended to be a broad-based evaluation of the student's professional judgement and critical thinking skills, while at the same time measuring the student's overall knowledge of the Disability Management literature with respect to both theory and practice.

## B. COMPOSITION OF THE COMPREHENSIVE EXAMINATION

1. The Comprehensive Examination is intended to test/evaluate the student's knowledge, professional judgement and critical assessment within the four foundational areas : 1) general Disability Management principles and practices; 2) legal, policy and procedural issues in Disability Management; 3) interventions in Disability Management; and 4) ethical issues in Disability Management. The Comprehensive Examination will include questions pertaining to four foundational areas and the student will be required to respond to each question in an essay format and will have a **five-hour** time limit during which the student may choose the order and timing with which the four foundational areas are addressed in their answers. Once the five hours is reached, the student will be required to cease writing.

## C. TIMING AND DELIVERY OF THE COMPREHENSIVE EXAMINATION

### *Timing of Comprehensive Exam*

1. The Comprehensive Examination is taken subsequent to satisfactory completion of all required core and elective courses (total of 33 credits). The Registrar's Office and the Office of Graduate Programs ensure that a DISM student has completed all the 33 course credits, prior to writing the Comprehensive Examination.

2. The DISM Coordinator's approval for the student to write the Comprehensive Exam will be noted in writing on the appropriate DISM-specific UNBC Office of Graduate Program form (GR326-a) and will be submitted to the Office of Graduate Programs 6 weeks prior to the intended exam date. In order to allow for timely program completion, the Comprehensive Exam may be written during the student's final semester of classes. However, the Comprehensive Exam will only be graded following evidence of appropriate completion of the semester work. The Comprehensive Exam will normally be written during the exam period of the semester the student is enrolled to write the Comprehensive Exam.

### *Delivery of Comprehensive Exam*

1. The Comprehensive Examination will be written under the supervision of a local proctor (invigilator) identified by the student and approved by the DISM Coordinator. Examples of an INAPPROPRIATE proctor would be, but not limited to:

- 1). An individual you have worked with or for in the past 2 years.
- 2). A family member.
- 3). A close friend.

Examples of an APPROPRIATE proctor would be, but not limited to:

- 1). A Testing Centre (i.e., College, University, etc...)
- 2). A registered professional.
- 3). A religious leader.

PLEASE NOTE: Any fees related to proctoring of the Comprehensive Examination will remain the responsibility of the student. The examination will be in the “open-book” format.

4. An examining/evaluation committee will be established. The committee will normally consist of mainly the DISM Coordinator and one other faculty who serves as a ‘reader’ of the Comprehensive Examination. The faculty reader can be any faculty within the School of Health Sciences, or the Chair of the School of Health Sciences.

5. The Comprehensive Exam will normally be written during the Winter, May, or Fall semesters, or as scheduled by the DISM Coordinator in consultation with the Chair of the School of Health Sciences, as to student readiness (after ensuring completion of all required 33 course credits, prior to registering for and writing the Comprehensive Exam).

#### **D. EVALUATION PROCESS**

1. The Comprehensive Examination will be marked on a **PASS/FAIL** basis for each of the four foundational DISM areas. That is, the student will receive a pass or fail for each of their discussions (answers) in the areas of: 1) general Disability Management principles and practices; 2) legal, policy and procedural issues in Disability Management; 3) interventions in Disability Management; and 4) ethical issues in Disability Management.

For each of the four sections, the Comprehensive Examination will normally be reviewed/graded by the DISM Coordinator, who will assign a pass/fail grade. Subsequently, the written exam will be evaluated by another faculty ‘reader’. In case of a disagreement between the assessments of the two evaluators, the Chair of the School of Health Sciences may serve as a third reader.

2. If a student fails the Comprehensive Exam he/she will be required to spend one month in preparation and then re-write the failed section(s) of the Comprehensive Exam. If this section(s) are not completed satisfactorily during the second re-writing, the student will be required to re-take the course(s) related to that section prior to completing a third re-write of the failed section(s). If the student fails the third re-write, they will be given a final grade of “fail” for the Comprehensive Examination.
3. Guidelines pertaining to final examination process, including but not limited to, conduct of a student during the exam, failure to attend a final exam; appeals; review of a failing grade, are highlighted in the Graduate Calendar and will apply to the Comprehensive Exam grading. These guidelines are outlined here: <https://www.unbc.ca/calendar/graduate/regulations>

NOTE: A Checklist is provided outlining the roles and responsibilities of the student and the DISM Coordinator, when a student plans and feels ready to write the DISM Comp Exam. This checklist is prepared to ensure a timely and successful completion of the Comprehensive Examination.