

**Health Services  
Administration**

# **Comprehensive Exam Guideline**



## **OVERVIEW**

The purpose of the comprehensive final exam is to verify that all persons receiving the Master of Science in Health Services Administration (MS-HSA) degree are the persons who have taken the courses leading to that degree. We are already confident that this is the case with our program, yet we need to administer the comprehensive final exam as part of our accreditation process.

The exam is not for credit and it is graded as Satisfactory/Unsatisfactory. No external materials can be used nor may students access the internet to search for information. Each student will initial an attestation to this effect on the exam. Any student whose performance on the written exam is not adequate to be considered satisfactory will be requested to verbally clarify answers on a conference call following the administration of the written exam. Students may be asked to meet with the program Director of the program after the exam for evaluation purposes and comments on the process.

The comprehensive final exam is comprised of six essay questions. Students are allowed up to one hour to complete each question. When the exam is given in person, students may proceed to the next question once a question has been answered and submitted. There is no option to go back to a previous question once a subsequent question has been started. When completed on line students can use the three hours as they see fit.

Each question asks for a simple and straightforward analysis of an article or a blog post, a case study, or a problem that is presented in the question. The subject matter will be familiar to anyone who has taken the courses in the program. Questions are

broad rather than narrow. Answers need not be lengthy. There is no need for a calculator or any other device or support material while taking the exam. Exams will have questions that are related to core information for a track and general information across the program.

There is simply no way to study for this exam. It is not that kind of exam. For that reason, inquiries requesting some sort of special knowledge of “what is on the exam” cannot be answered, and they need not be answered. The material will be familiar material. Your ability to **apply** what you know to a particular context or situation is what we are testing.

Due to the pandemic we are offering the exam on a date and time that is convenient to our students in an online at home process. Each student has been asked to send information on the date and time that works best for them. Traditionally the only date on which the exam will be administered in-person in Laramie is the Friday before the Fall or Spring in-person Seminar.