

*Presbytery of Redstone  
Committee on Preparation  
Procedure when Standard Examinations for Ordination are Failed*

**A. Procedure when standard examinations for ordination are failed.**

1. Assess with candidate why failure occurred.
2. Assess with candidate ways to correct the inadequacies (course work, field ed., tutoring strategy, etc.)
3. Should a second failure occur, repeat steps #1 and #2.

While a candidate may take an exam(s) a third time, an “alternative means” request shall only be considered for one area. The committee may decide when and if to seek such anytime after the second failure of an exam, but should proceed without undo delay.

An “alternative means” shall only be considered when the CPM determines the candidate is otherwise ready to receive a call

**B. Alternate means to measure competence in an area and the overall question of preparation for ministry for exams other than Bible Content.**

1. A member or two of CPM will consult with one or more of the following resource people:
  - a. Seminary professors, usually from Pittsburgh Theological Seminary due to their proximity to the presbytery in the field in question.
  - b. Persons who are in the greater Pittsburgh area who are or who have recently served on examination writing team for the particular exam in question.
  - c. Resources within our own presbytery (example: Dr. Sue Lau, Lecturer of Religious Studies at the University of Pittsburgh).
2. This consultation will lead to the formation of material for an exam similar in content to the standard exams where content and pastoral response may be solicited and evaluated. This may be given as an exam or as a paper to be prepared. Ordinarily, some sort of resource paper (similar to Standard Ordination Resource papers for graders) will be provided for the committee.
3. The CPM and the candidate will agree to time and conditions when this will be prepared, including a time and date when the candidate will meet with the CPM to go over the material.
4. The candidate will return with the written material to the Stated Clerk of the Presbytery or committee member as mutually agreed upon by the committee and the candidate.
5. The candidate will sign a release which permits this material to be distributed to the CPM and which permits the summary of the particular situation of the candidate (documentation of why the candidate is certifiable, reasons for the waiver, and alternative means used).
6. The alternate exam material prepared by the candidate will be distributed to the CPM in a timely manner which permits their preparation.
7. The candidate will meet with the CPM at which time the chairperson will pose the questions orally and the candidate will be asked to “defend” his or her answers similar in manner to a dissertation defense.

8. The CPM will then meet without the candidate being present to evaluate the alternate measure of competence and vote. A majority vote of those present and voting means a successful meeting of the alternate means of measurement.
9. A recommendation for an exception will then be taken to the presbytery for its vote (three-fourths vote of the members of the presbytery present.)
10. The minutes of the presbytery will reflect reasons for the exception and that the alternative measures were met. This will be communicated to any presbytery of transfer of call.

**C. Alternate measure of competence for Bible Content:**

1. The CPM will arrange for the content exam to be given with adjustments for test-taking challenges, not for failure to grasp content. This may be done one of the following ways:
  - a. Ask the Examination Office of the PC(USA) to provide a proctored exam at the seminary site of the student with appropriate provision such as: (1) Oral response (2) Unlimited time with breaks (3) Circle answer on exam rather than score sheet.
  - b. Arrange with the Examination Officer for the CPM to give the standard exam provided by that office with the appropriate provisions as described above in A.13.
2. Whoever gives the test scores the test and reports the score to the Examination Office and the test becomes part of the candidate's file.
3. Proceed as above in 9-10 to take this to the presbytery.

Adopted by the Presbytery of Redstone, November 17, 1998

Approved by the Synod of the Trinity, October 30, 1999, to be in effect for 3 years)

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