

Instructions for student participation in oral examinations using Zoom

Please note that the Chair is responsible for the integrity of the examination and if insoluble technical difficulties compromise it (e.g., committee members cannot join the Zoom call, or if questions or answers are inaudible) the Chair should adjourn the exam and notify FGS in their report so that the exam can be rescheduled.

Should technical difficulties arise during your exam, please contact UVic Media Services at 250-721-7687 or by email at helpdesk@uvic.ca, noting “Urgent” in the subject line.

For the purpose of these instructions, your Supervisor will be the “Host” of the Zoom videoconference session.

Before your oral exam begins, please provide your Supervisor with a phone number and/or an email address where you can be contacted to rejoin the videoconference once the Committee has completed its deliberations after the questioning phase of your exam (see point 5 below).

With the exception of you, your supervisory committee, the external examiner, and the Chair, all “guests” (e.g., other students, friends, family) must keep their video cameras off and microphones muted throughout the oral exam.

Steps for your participation in your oral examination:

1. Please sign in to the Zoom videoconference using the link provided by your unit’s graduate secretary. This should be done 30 minutes before the start time in order to check your audio and video feeds. If you will be giving a presentation at the start of the oral exam you should check that as well (see point 3).
2. Once the Host has confirmed that your supervisory committee, the external examiner, and the Chair have all joined the videoconference, the oral exam will begin.
3. If you are giving an opening presentation (e.g., PowerPoint), you will use the “Share Screen” button at the bottom of the screen to enable the other participants to see the presentation. Note that your supervisor will first need to allow participants to share screens. Once your presentation is finished, click the “Stop Share” button to return to the regular videoconference mode.

4. After your presentation, the questioning phase of the oral exam will commence. After this phase ends, the Chair of the exam will ask you and all of the guests to exit the videoconference so that the committee can begin its deliberations. Alternatively the Chair may place you in a Zoom Waiting Room.
5. Once the committee completes its deliberations, the Host will invite you to return to the Zoom meeting.
6. The committee will deliver its decision, after which your oral examination is complete.

April 22, 2024 RH

