

Dear Student

This is practical information about the online oral exam in Zoom. For everything to work as smoothly as possible, please read this guide carefully and try to prepare as good as you can.

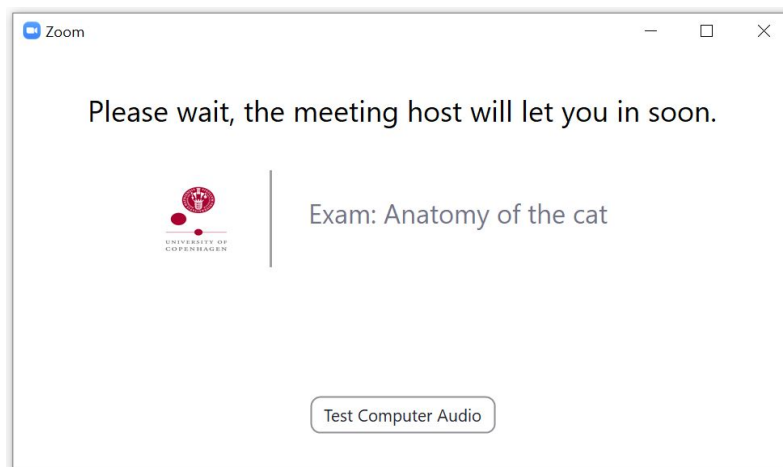
Online Exam

The link to the online oral exam that you have received is the same for you and your co-students. A time-slot has been allocated to you, like in any other oral exam. Join the online oral exam at least 10 minutes before your scheduled time-slot.

Once you are connected, you will be in a waiting room (lobby). From there, your examiner can bring you into the meeting room.

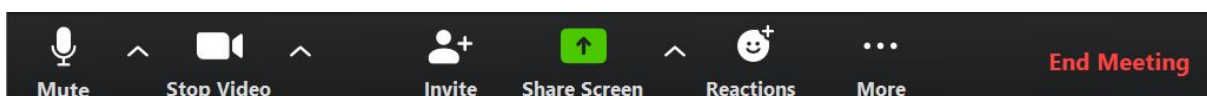
Before the exam (preparation)

- If you have a headset, please use it to improve sound quality
- Please have your student identity card ready (present it in the beginning of the exam).
- If you have any files or spreadsheets (PowerPoint, Word, Pictures, Stata, Excel etc.) you want to present, open them beforehand and close everything else.
- Please also test if your audio is working properly by clicking on “Test Computer Audio” (see screenshot below)
- If you are asked to write your name or can rename yourself, please use your full name.



During the exam

- When the censor and examiner are ready, they will bring you from the waiting room to the oral exam and check if everything works.
- Online oral exams demand some discipline from all the participants, because it can be difficult to hear each other, when talking at the same time. So please let the other person speak out and then pose your question or answer.
- If you have some material you want to present (Ppt, Stata, Excel etc.) to the examiner and the censor, you can do it in the following way:



Press “share screen (green)” on the bar at the bottom of the zoom session. Then you can choose between the open windows (software) you have open on your computer. Once enabled, the examiner and the censor can see your window and follow your cursor and your explanations. If you want to show something else, you have to press “end shared screen (red)” on the top bar on your screen and then start “share” again.

Evaluation/grading

At the end of the exam, the examiner will put you back into the waiting room during evaluation/grading. When the examiner and censor are ready, they will bring you back in. They will provide you with feedback and grading. Then the exam is now over and you are asked to leave the session again. Now please close all your activities in zoom.

Legal Notification

Remember, as a student, you must follow the rules that apply to an oral exam. This means that you must not get help during the exam.

Especially in this online setting:

- You are not allowed to record the oral exam in any way.
- You are not allowed to share anything from the oral exam session with others while the session is going on.

Violation of these rules can lead to exclusion from the education!

If you are in doubt, contact your lecturer.

