

Oral Examinations Online

Preparation

- Examiner, observer and examinee need a Skype (Microsoft) account. The examiner also needs a Google account.
 - All three participants have to be able to take part in the examination using a video connection.
- The examiner should set up a Google Slides document and share it (per email) using a public link with the observer and the examinee:
 - Example slides (scratch pad): [Google Slides](https://docs.google.com/presentation/d/1GmxU7Xwx6y0bf10ujUIKaIFZUOluc3k6KrNjTk3UH0s/edit?usp=sharing) or <https://docs.google.com/presentation/d/1GmxU7Xwx6y0bf10ujUIKaIFZUOluc3k6KrNjTk3UH0s/edit?usp=sharing>
 - Example minutes: [Google Doc](https://docs.google.com/document/d/1PZyo-uW9_GZJjYnfmwJ2GXXpajA3u7kowKMyRlrvTg/edit?usp=sharing) or https://docs.google.com/document/d/1PZyo-uW9_GZJjYnfmwJ2GXXpajA3u7kowKMyRlrvTg/edit?usp=sharing
 - The examiner can make a copy of the example documents and save this copy in his/her Google Drive. The three participants should be allowed to write in the slides. Only the examiner and the observer should know the link to the minutes.
- Before the examination, all three participants should check whether they can discuss things per Skype (including Video) .
 - During this test, the use of the Google Slides can be explained and demonstrated.

Examination

- The observer and the examinee will be called via Skype at the time of the examination.
- All three participants should open the Google Slides.
- The oral examination proceeds as usual.
- All three participants can write in the Google Slides document during the examination. It is possible to type text, draw lines and curves, as well as to make freehand sketches.

Grading

- At the end of the examination the examinee should disconnect from the Skype conference.
- The examiner and the observer discuss the examination and award a grade.
- The examinee is invited back into the conference and informed of his/her grade.
- The examiner should stop sharing both the Google Slides document and the minutes.

Notes for the examinees

- As is normal in oral examinations, only those additional resources that are explicitly allowed by the examiner may be used.
- The examinee should be alone in the room where the examination takes place. Contact with other persons during the examination is forbidden.
- It is forbidden to use search engines, such as Google, or to visit other websites during the examination.