

Guide: Oral exam in Zoom by draw and with preparation

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Introduction

The following guide will help you to conduct an online oral exam, where drawing exam questions and/or preparation takes place.

May be used for one of the following types of exams:

- *Online oral exam with preparation (1:0,6)*
- *Online oral exam with preparation (1:1)*
- *Online oral exam with preparation (1:4)*

Before the exam

- The examiner prepares Zoom room via "Schedule Meeting" in Blackboard or via aarhusuniversity.zoom.us - one room per exam date. Remember to create an extra Zoom room if your students draw questions on another date.
- Send the link/links to your [course-specific UVAEKA team](#), who will distribute via Digital Exam: <https://eksamen.au.dk/> (the co-examiner and the students will have access to the link from here).
- Make a test run with your students, where they can try the process. This can also be combined with a q&a on e.g. formalia

Get started with Zoom

Once the exam format has been established, it is a good idea to have a dialogue with the student(s) and co-examiner about it, so that everyone has a certain common understanding of the new format. Teachers, students and the co-examiner must ensure that the Zoom program is installed on their computers and that it is updated to the latest version.

If you have not used Zoom before, you should start by **downloading** the Zoom program via aarhusuniversity.zoom.us/download and then **logging** on to Zoom via aarhusuniversity.zoom.us with your AU information. You can follow this guide:

- [Download and log into Zoom \(teacher\)](#)

You can consider sharing the following guides with the co-examiner and the student(s):

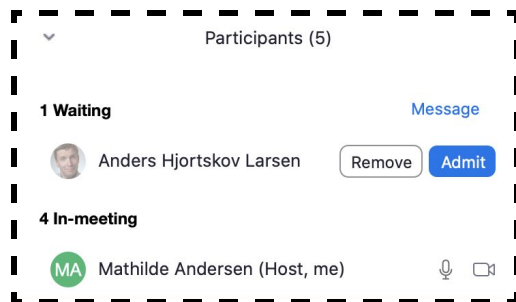
- [Zoom-guide for co-examiner](#)
- [Zoom-guide for students](#)

You are now ready to create meetings/exam rooms in Zoom

Create your meeting via "**Schedule meeting**" either by logging into <https://aarhusuniversity.zoom.us/> and pressing **Meetings** or via Zoom in your **Blackboard course**. If the latter is possible, it is recommended for safety reasons.



When you, as an examiner, create the exam room in Zoom, you are given the role of **Host** and therefore have sole control of all features of the system, including **Participants**, which will provide an overview of the participants in the Zoom meeting room and the participants in the **Waiting Room**.



Find guides on how to create meetings:

- [Create a Zoom meeting via Blackboard](#)
- [Create a Zoom meeting via web browser](#)

If there are multiple examiners/co-examiners conducting the same exam, it is a good idea to schedule an online meeting before the exam, where you can informally go through the exam and test the technical features.

It is also recommended to make a test with the students so they can try out this type of exam and the online space with the Waiting Room Feature. In this way it is not all new to them in the exam situation itself. This can be combined with a q&a on formalia and the exam in general. Besides this, share the [Zoom-guide for students](#) with your students. They might also find [advice on oral exams on Studypedia](#).



Preparing exam questions for the draw.

When drawing up exam questions, it is a good idea to prepare a PDF document with a neutral front page with all the exam questions together – e.g. one question on each page – in which it is possible to perform a search. Make different versions of this document, so you can change the order of exam questions to your needs. In addition, you should also split the questions into individual documents, which can be sent to the student when they draw the specific question.

You can test the draw on the students beforehand. This will ensure that both you, as the teacher, and the students are familiar with the process and that you can approach the exam with confidence.

Here is an example of a question posed for the first oral exam on the study of Religion in the course of the history of Religion. The question is formulated very broadly, so that it fits into all the texts in the syllabus:

A religious-historical analysis of the enclosed text. The analysis must include an overview of the most important themes of the text, a placement of the text in its historical context and a perspective on other religions. The assignment may also include religious scholarly theory.

During the exam

- The examiner and the co-examiner log on via the link in Digital Exam.
- The student(s) use the same link and log in to the **Waiting Room**.
- The examiner admits the co-examiner and subsequently the student from the **Waiting Room** in time for the examination.
- Present commonly relevant information in the first five minutes of the exam.
- **Drawing:** The student picks a number and the examiner sends the assignment.
- **Preparation:** the examiner places the student in the **Waiting Room**.
- After the preparation the examiner admits the student into the exam room from the **Waiting Room** and the oral exam takes place - Make sure to comply with the stated time table

The examiner and the co-examiner should be logged on at least 10 minutes before the first student, so that they can prepare. As examiner your role is the **Host**. You are automatically assigned this role, when you have created the room.

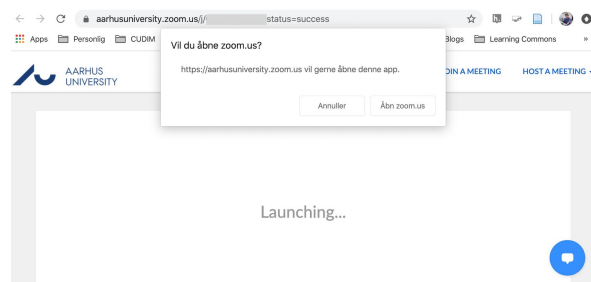
Have the exam questions ready, as in this example, where the examiner has made a collection of specific texts and questions in a PDF document (see below).

Visit <https://eksamen.au.dk> /and log on as **assessor** via WAYF. Find the relevant exam and the link to your exam which the co-examiner and the students also have access to. Click on the link.

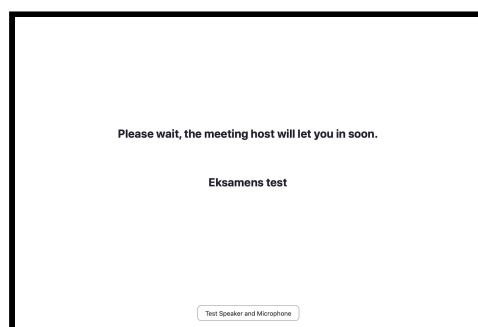


If this is a test before the exam, just create a test link in Zoom and share it outside the Digital exam system.

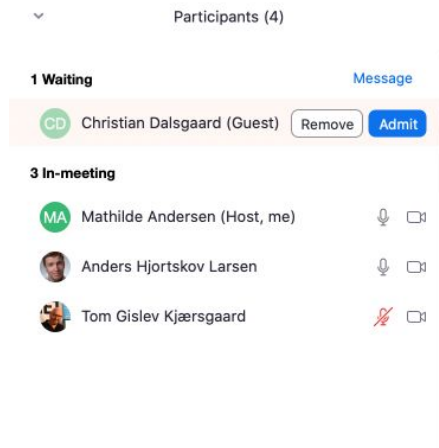
When you are redirected by the link, a pop up window will ask your permission to open the program Zoom, after which the Zoom meeting room will be opened.



When the student(s) try to access the room they will be placed in a **Waiting Room**, where they can test their audio in- and outputs.

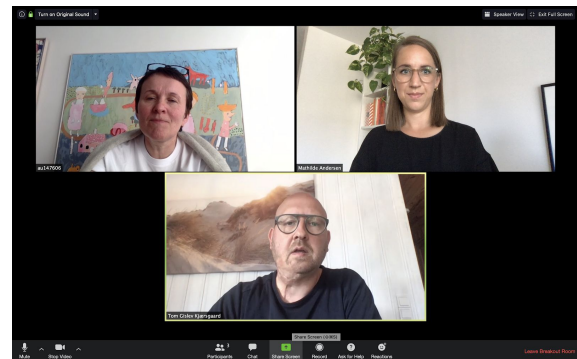


The exam process will begin with the draw, where the student is admitted from the **Waiting Room**. Click **Admit** to grant the student access to the meeting room.



Now the student(s) are admitted into the room and the student(s) must enable the microphone and webcam to test whether it works.

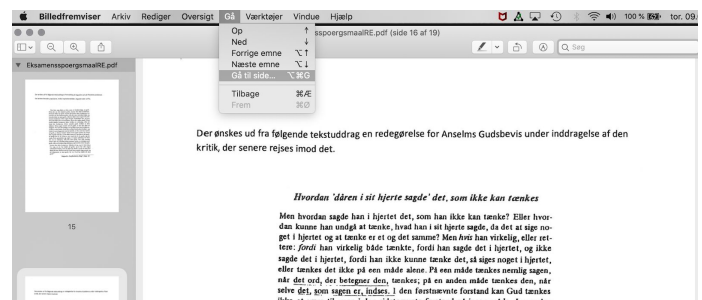
NB: If you are having problems with the connection within the first 5 minutes, you must stop the exam and offer one of the additional time slots in the exam program at the end of the day.



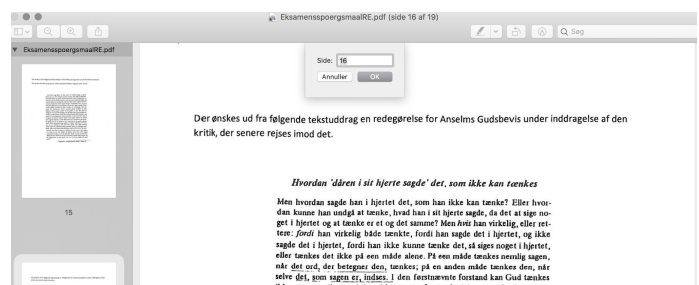
Drawing and Preparation

The student picks a number, and you, as the examiner, will present the assignment through the **Share Screen** feature.

The teacher selects the go-to-page function in, for example, Preview in the shared PDF document. In Acrobat Reader, you can see the page number in the overhead bar where you can search for the individual page.



Enter the appropriate page in the shared PDF document and show the assignment on the screen.



Alternatively the draw may be conducted with the webcam. Show a view of your (the examiners) table and have print out copies of the exam questions facing down and write numbers on the back. The students can draw from these questions.

The Assignment is shared with the student via the **Chat**. Make sure to send it as a private message by choosing the appropriate student next to “**To:**”. Select **File** and find the document with the exam questions to send to the student. Alternatively you can send it via eMail or Blackboard.

Send the student back to the **Waiting Room** until the preparation time is up.

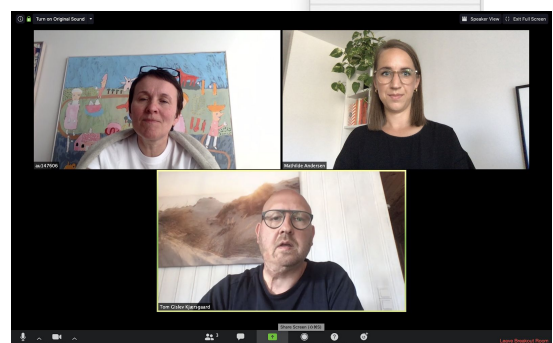
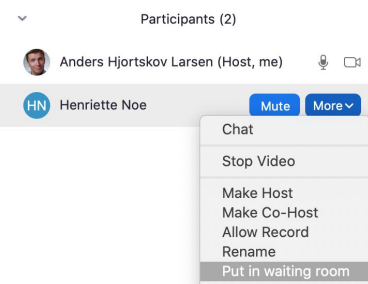
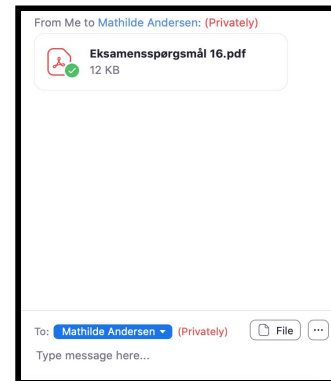
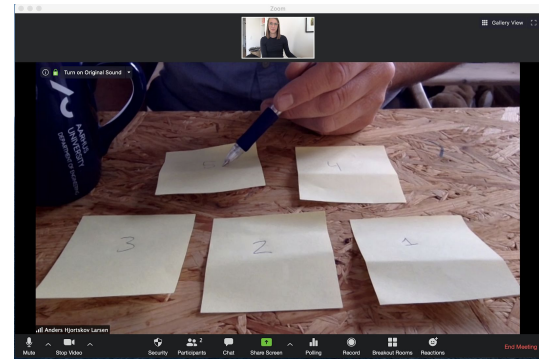
Exam

Admit the student back into the exam room at the appropriate time. The students must enable the microphone and webcam, and now they can select **Share** to share a presentation, a document or the like, if necessary.

The participant-view can be adjusted in the top right-hand corner and can be either **Gallery View** (as indicated here, where all participants are equally presented) or **Speaker View** (where the speaker occupies most of the space).

As examiner (and Host), you also have the option of interrupting and, for example, closing the slide show.

An additional 10 minutes per student/group should be added to the actual exam period for transitions. It is important that examinations are only conducted during the actual exam period.



Deliberation and Ending the Exam

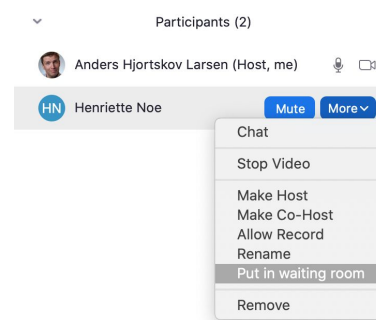
The Process is as follows:

- Deliberation is normally included in each exam period.
- Send the student into the **Waiting Room** before you and the co-examiner begins deliberation.
- Admit the student back into the Meeting room from the **Waiting Room**, when the grade is to be presented.
- Once the grade has been submitted, the student must press **Leave Meeting**.

When it is time for deliberation, you as the **Host** must send the student(s) back into the **Waiting Room** again:

1. Click **Manage Participants**
2. Click **More** next to the participant(s).
3. Select **Put in Waiting Room**

As the **Host**, you can see a list of who is logged in and is in the **Waiting Room** under **Participants**.



After deliberation, admit the student(s) into the Meeting Room again, as you did in the beginning. You can now end the examination with presenting the grades and feedback. Next, the student must click on **Leave Meeting**. Now, you, as the examiner, as well as the co-examiner may submit the grade into examen.au.dk.