

Checklist for Oral examinations

Prior to the exam

1. Familiarise yourself with Zoom
2. Ensure you have cleared your room of any notes and books
3. Have blank scrap paper and pen for writing notes during your exam
4. Have some ID to show the Office Admin person
5. Make sure your phone is turned off
6. Mac Users_ check Camera Settings _ Centre Stage needs to be turned OFF

On the day

1. Make sure you log in around 20 minutes before your start time as your Office Admin person will have several candidates sitting their exam at the same time so it will take time to get everyone through on time.
2. Log into Zoom using the link provided in your memo
3. You will be greeted by one of the College Admin team, who will go through a few checks with you before sending you through to your exam.
4. The Admin staff member will check your ID, get you to do a sweep of your room, check that you only have blank paper, and they will make sure that it shows your name at the bottom on your screen. They will then send you through to a waiting room where an observer will take you through to your examiners when they are ready for you.
5. Your observer will go over a non-disclosure statement with you asking to agree that you will not discuss anything from the examination with any candidates until the weekend of the Orals is finished.