

PROCEDURES TO BE FOLLOWED DURING THE ORAL EXAMINATION CONDUCTED REMOTELY THROUGH THE USE OF GOOGLE MEET

INSTRUCTIONS FOR STUDENTS

GENERAL GUIDELINES

- The examination will be conducted via the student's university email account. This university email account must be the one that appears on USOSweb.
- The student is responsible for ensuring that he/she has a good internet connection for the period of the examination.
- The student must have his/her ID available to show at the beginning of the examination.
- It is recommended that students use Google Chrome for the examination.
- The examination will be conducted using the Google Meet app and will be recorded in its entirety
- Enrolling for the examination is tantamount to the student agreeing to their voice and image being recorded.

BEFORE THE EXAMINATION

1. Each student will receive a personal invitation via Google Meet.
2. Just before the start of the oral examination the examiner will send out the invitation to the student using his/her university email address as it appears on USOSweb.
3. As soon as the student appears on the examiner's screen, the examiner will commence the recording.
4. The examiner will begin by asking the student to show his/her ID. This will be considered the start time of the examination.
5. The student must not switch off his/her camera at any point during the examination. Switching off the camera will signal an end to the examination.

DURING THE EXAMINATION

1. The duration of the examination is exactly the same as the equivalent face-to-face examination. For technical reasons, however, an additional 5 minutes will be scheduled.
2. The task for phase 2 of the examination will be selected by the examiner and will appear on the student's screen.
3. Should the connection fail, the party whose connection has failed should attempt to reconnect within 5 minutes. If no connection is made, after 5 minutes the examination will be deemed to have come to an end.
4. If the examination lasts less than the allocated time, and it has not been possible to assess the student, the student will receive an email informing him/her of a new time and date for the examination. The email will be sent within 48 hours, but not earlier than the day following the original examination date.

AFTER THE EXAMINATION

The examination result including the number of points awarded for the examination will be published on the student's USOSweb account.