

## Frost Centre Guidelines for Chairing M.A. Thesis Oral Examinations on Zoom

### During the Exam:

1. Ask everyone to turn off their cell phones and/or other electronic devices.
2. Ask everyone to make note of the Moderator's phone number in case of dropped call.
3. Introduce everyone, especially the External Examiner, to student and examination committee members.
4. Welcome everyone to the oral examination and state the name of the student and the title of the thesis.
5. Ask Moderator to move Committee to *in camera* breakout room to discuss procedure and order of questioning.
6. Indicate the procedure to be followed – using the information provided below.
7. Via Chat ask Moderator to return committee to the meeting.
8. Invite the student to make a 10-15 minute presentation on the thesis, using visual aids if desired.
9. Invite each member of the examining committee to ask 3 questions, beginning with the External Examiner, and ending with the Supervisor.
10. Invite each member of the examining committee to ask additional questions, beginning with the External Examiner and ending with the Supervisor.
11. Ask if the members of the examining committee have any further questions.
12. The oral exam should not normally exceed three hours.
13. Ask Moderator to return Committee to *in camera* breakout room where the committee decides on dissertation.
14. Indicate to committee the five options for approving or rejecting the thesis:
  - (a) thesis is approved as is, or
  - (b) thesis is approved with minor revisions, or
  - (c) thesis is approved with major revisions, or
  - (d) thesis is not approved but may be resubmitted, or
  - (e) thesis is not approved.
15. Discuss thesis and oral defence and reach consensus on option selected.
16. Via Chat Ask Moderator to return Committee to meeting.
17. Announce the decision of the committee and explain what modifications of the thesis are required, who will supervise these, and when they must be completed.
18. Thank everyone for participating and terminate the oral examination meeting.

### After the Exam

1. Complete the report on the examination, indicating:
  - a) decision, option selected
  - b) any revisions required
  - c) date revisions are to be completed
  - d) who must approve the revisions

### Moderator will ensure:

1. Collection of the written comments on the thesis or annotated copies of the thesis, from committee members, and give them to the thesis supervisor.
2. If thesis is acceptable, collect committee signatures via email.
3. Ensure "Thesis Approval Form" the "Thesis Defence Report" and any outstanding "Pre-Oral Defence Thesis Approval Form", are on record in the FC Office.