# Oral exam in Zoom - Guide for co-examiners

At Aarhus University, all oral exams are conducted online in the videoconferencing system Zoom. As co-examiner, you must therefore be able to access the exam room, which is created in Zoom, and is shared with you via a link. It is also a good idea to know about the basic functions in Zoom beforehand. These guidelines take you through both parts.

How to:
1)

Before the exam, it is recommended that you download the Zoom program to your computer. If you do not already have Zoom installed on your computer, you must do the following:

1. Go to aarhusuniversity.zoom.us/download
2. Press "Download" under "Zoom Client for Meetings" and the download of the installation file will commence.
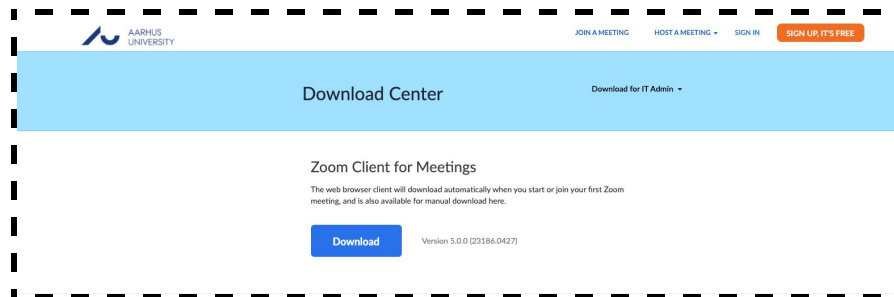
3. Open the download file by finding it under "Downloads" on your computer.

NOTE: If you have installed Zoom, it is a good idea to make sure that you have the latest update on your computer. Click on your initials in the top right-hand corner when the Zoom program is open, and then click "Check for Updates".

educate.au.dk/en/teaching-with-technology
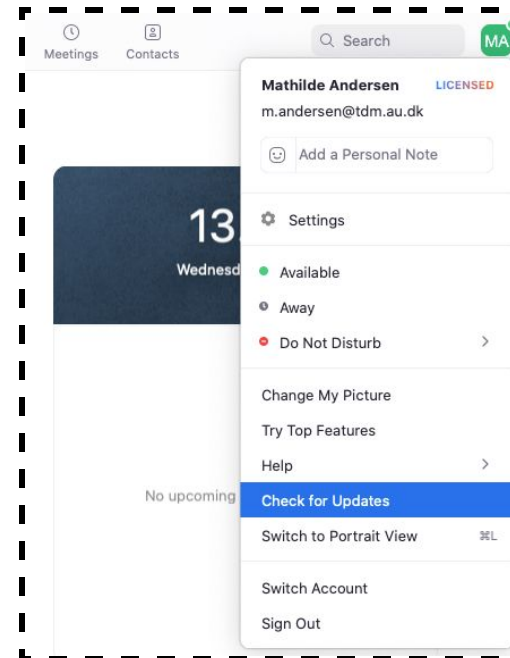
2)

Before the exam, a Zoom link will be shared with you (ask the examiner if necessary). When you click on the link that is shared with you, you will at first enter a **Waiting Room**. You will be presented with the following view on Mac or PC.
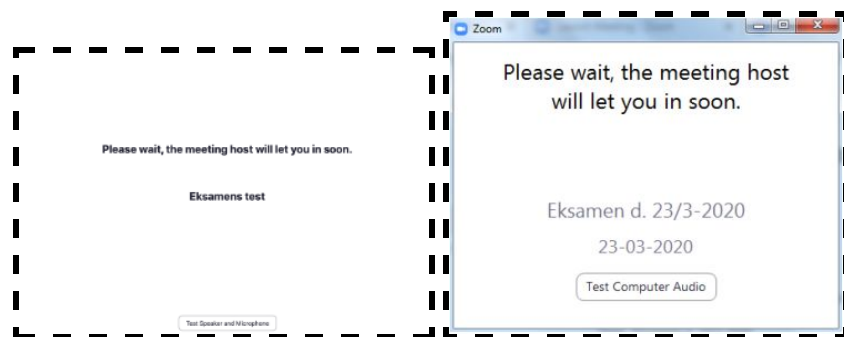
Students who click on the link to the Zoom room are also first sent in the Waiting Room. It is up to examiner to let you into the **Main Room**, just as examiner also must let the students in before their exam starts.

When you and the examiner are to deliberate, the examiner again sends the student in the Waiting Room. The examiner lets the student back in the Main Room when the grade is to be submitted.

3)

It is a good idea, if possible, to test the basic functions and the procedure for the exam together with the examiner in advance. Below, we will review the most necessary functions.

Once you have entered a Zoom room, you will have a number of basic options. In the bar at the bottom of the window, you will find the buttons for most functions:

Please note that the examiner as 'owner' of the Zoom room has the role of **Host** and therefore will have access to additional functions in the bar at the bottom, and thus also more power over the Zoom room fx who is let in from the Waiting Room.

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3.1)

Microphone and Camera:
On the far left, you will find your sound and camera settings where you can turn on and turn off (**'Mute'**) both parts. When the sound or camera is turned off, there will be a red line over the camera or mic icon. It may be a good idea to mute the microphone when you are not talking, especially if there is background noise.

If you click the small arrow next to the microphone or camera icon you are able to choose between mic or camera sources, for example if you have an **external webcam** plugged in.
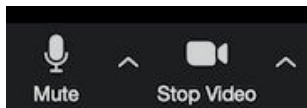

3.2)

Sharing your screen and slides:
You can find your options for sharing screen, slides, programs, and whiteboard in "**Share Screen**". If you click here, you can choose which of your possible sources you want to share with the rest of the meeting.

- If you want to share your entire screen, select "**Screen**".
- If you want to share a particular window or program, such as PowerPoint, select the specific source. **NOTE**: Make sure that you have the program open in advance.
- If you need to share a video or another audio source check the two boxes respectively "**Share Computer Sound**" and "**Optimize Screen Sharing for Video Clip**"
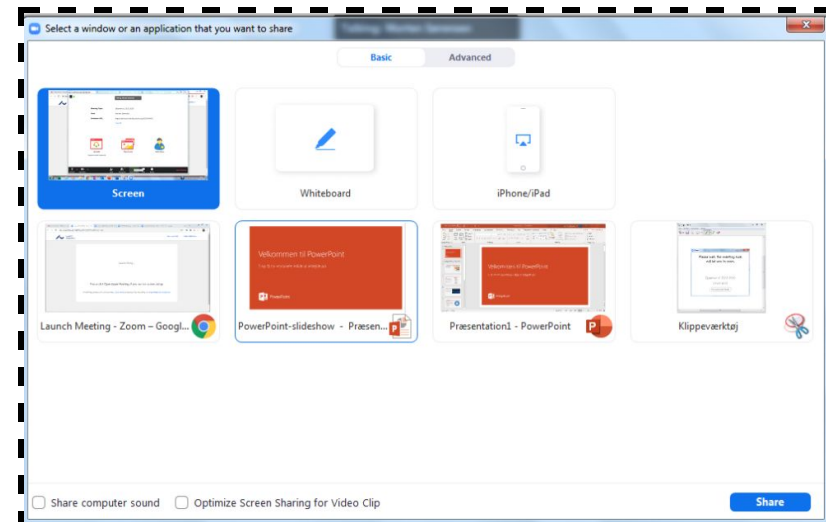
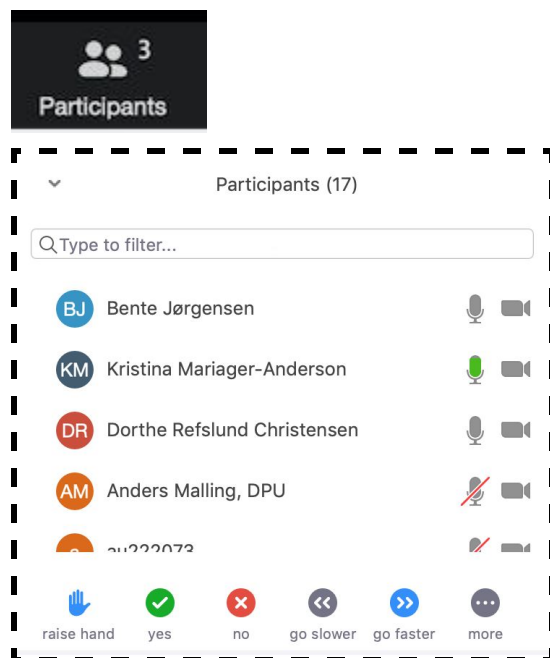When you have selected what to share, click "**Share**" at the bottom right to share with the meeting participants.

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3.3)

Overview and meeting participants:

Click '**Participants**' and a column will pop up, where you can see an overview of all participants in the meeting.

4)

IMPORTANT:

Do not leave the room – not even during lunch breaks.

It is important that neither you nor the examiner leaves/closes the room until all exams of the day have been completed. The button on the right-hand side must be used **only** once the programme for the day has been completed. Instead, turn off your microphone and video if, for example, you are taking a break.