

Remote Thesis Examinations – Department of Anthropology Guidelines

Instructions for Examination Chair

You will find detailed instructions for Remote Thesis Exams on the SGPS website here:

<https://grad.uwo.ca/covid19/thesisguide.html>

Some of our practices in the Anthropology department differ slightly from those in the guide. Where they differ, the Anthropology-specific instructions here supersede those from SGPS.

1. Set up the Zoom meeting

- Please schedule a zoom meeting at the appropriate time and invite all the examiners, supervisor(s), the candidate, Christine & Lisa (we won't attend – unless Lisa is participating in the exam - but Christine will keep a record of all the meeting details.) Christine will send you a copy of the Masters Thesis Examination request form so you have the contact information (including backup contacts in case their Zoom connection fails during the exam) for all the participants.
- Automatically generate the meeting ID rather than using your personal one.
- Enable video for all participants and select telephone and computer audio.
- Under Advanced Options, enable join before host and waiting room. Add the supervisor as an alternate host just in case your internet unexpectedly cuts out.

2. Send a reminder

- Shortly before the exam (night before for morning exams, morning of for afternoon exams) send a reminder email to all the participants. It should include:
 - The zoom invitation, so they don't have to look through old emails to find it.
 - The link to the Thesis Examination Form, which examiners will complete at the end of the exam: https://uwo.eu.qualtrics.com/jfe/form/SV_3VhNgBXhjouzgHP

3. Host the Zoom meeting and chair the exam

- At the beginning of the exam, advise everyone to mute their microphone when they are not speaking.
- When it is time for the examiners to decide on the order of questioning, and to deliberate at the end, put the candidate in the "waiting room" using the Manage Participants command at the bottom of your screen.
- If anyone's audio is breaking up during the exam, ask them to turn off their video. If that does not resolve the issue, ask them to try joining the meeting on their cell phone.

June 18, 2020

- Instructions for the exam itself are in the [Remote Thesis Examination Guide](#) in the following sections:
 - The Chair presides over the Thesis Examination
 - The Examination Begins
 - The Thesis Examination Board Deliberates and Renders a Decision
 - When the Thesis Examination is Conditionally Successful/Unsuccessful
 - Communicating the Decision to the Candidate

4. Record the decision

- After the Examination Board has deliberated, Examiners will submit their online [Thesis Examination forms](#). Note that when the examiners submit their forms, they should come to you by email. There is a chance some will go to your clutter folder or not come through at all. If that happens, ask the examiner to forward you their email confirmation of receipt so you can record their decision.
- Complete the online Thesis Examination Chair Report to record the decision: https://uwo.eu.qualtrics.com/jfe/form/SV_b1S0AaukmbjVTLv Use the comments section to outline any required revisions. You will need the supervisor(s)' and candidate's email addresses to complete the form.
- Note the recent change that Supervisors can no longer be the person to withhold signature if revisions are required. It now falls to another examiner (the "designated examiner" - usually from within the department) to withhold their approval until the required revisions have been made. Contact the Anthropology graduate chair if you have questions about how we implement this new rule in practice.

Thank-you for chairing the examination!