Online Oral Exam in Microsoft Teams
Examiner View

Online Oral Exam in Microsoft Teams
- before, during and after

START

Exam

Grading

Giving feedback

END

Developed by
Center for Digital Supported Learning (CDUL)
1. Introduction
In this guide you will be introduced to how an online exam can be structured in Microsoft Teams. Furthermore, you will find a simple guide to what you may be aware of before, during and after an online oral exam.

2. Organizing an exam in Teams
The exam can be structured in two different ways in Microsoft Teams:

1. Either as a meeting request via Outlook
2. Or in channels in a Team.

You also have the option to use a telephone to deliberate the grade. Below we will give examples of how the exam can be structured, though be aware that there are several options that are not necessarily covered here:
2.1 An exam organized via Outlook in Teams

An exam organized via Outlook (meeting request) may be structured as such:

1. You enter the exam via the Microsoft Teams link in your meeting request.
2. You say welcome, inform the students and censor of how to proceed with the exam, check the formalities etc.
3. Once the exam has ended, the examiner and censor will retreat to the meeting set up for grading or communicate via telephone.
4. When you have completed the grading, you close the grading meeting and return to the exam meeting.
5. If you only have one student or your students would like to get their feedback together, you can do it here. Otherwise, you can call in the students one at a time and give them feedback.

It may look like this in Outlook:
2.2. An exam organized via channels in Teams

An exam organized via channels in a team may be structured as such:

1. You enter the exam via the link you have received in your email or via the Microsoft Teams desktop app.
2. Once in the correct channel, you start a ‘Meet now’ meeting.
3. You say welcome, inform the students and censor of how to proceed with the exam, check the formalities etc.
4. Once the exam has ended, the examiner and censor will retreat to the channel that is set up for grading and start a ‘Meet now’ meeting or communicate via telephone.
5. When you have completed the grading, you close the grading meeting and return to the exam channel.
6. In the exam channel, you start a new ‘Meet now’ meeting. If you only have one student or your students would like to get their feedback together, you can ask all the students in that channel to join.
7. Only students, who have been given permission to join that channel, can join the meeting. Otherwise, you can call in the students one at a time and give them feedback.
3. An overview of check-ins before, during and after an online oral exam

A simple overview of what to be aware of for this summer's online exams both didactically and pedagogically. Note that this checklist is elaborated in a webinar-video:

A simple checklist - for this summer’s online exams

1) Preparing students during course
- Be explicit - let the students know what to expect during the online oral exam
- Practice the oral exam online – Group Activity

2) Before the online oral exam (preparing)
- Prepare yourself and the censor for the online exam (regarding formalities)
- Prepare yourself and the censor for the online exam (regarding the exam):
  - Rely on your experiences
  - Exam Notes
  - Be explicit in your communication
  - Test Exam

3) During the online oral exam (examination)
- Prepare your welcome and introduction to the exam
- Calm a student’s insecurity and nerves

4) After the online oral exam (feedback)
- Deciding on the exam outcome
- Giving grade and feedback

Developed by
Center for Digital Supported Learning (CDUL)