

# Online Oral Exams in AAU ZOOM

A quick guide for examiners



**Developed by**  
Center for Digitally Supported Learning (CDUL)



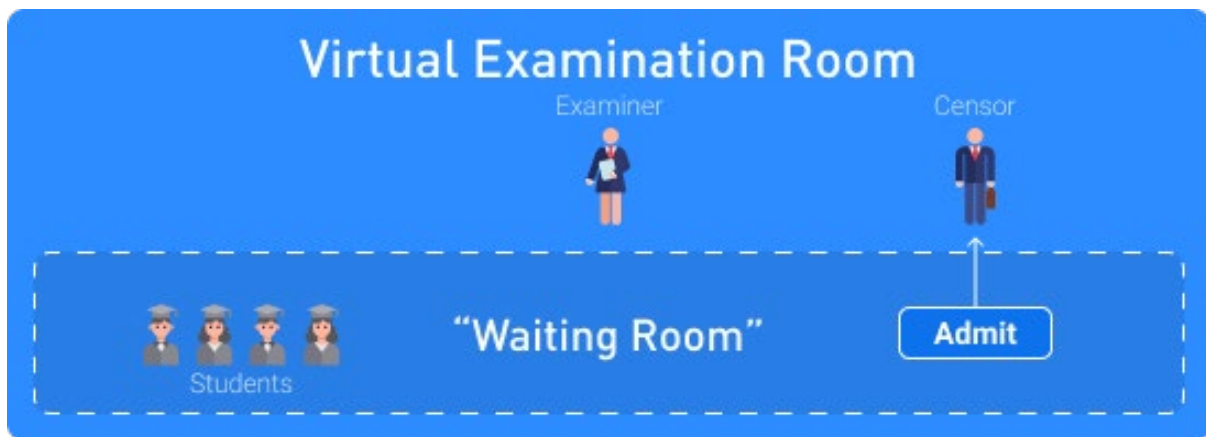
AALBORG UNIVERSITY  
DENMARK

## Introduction

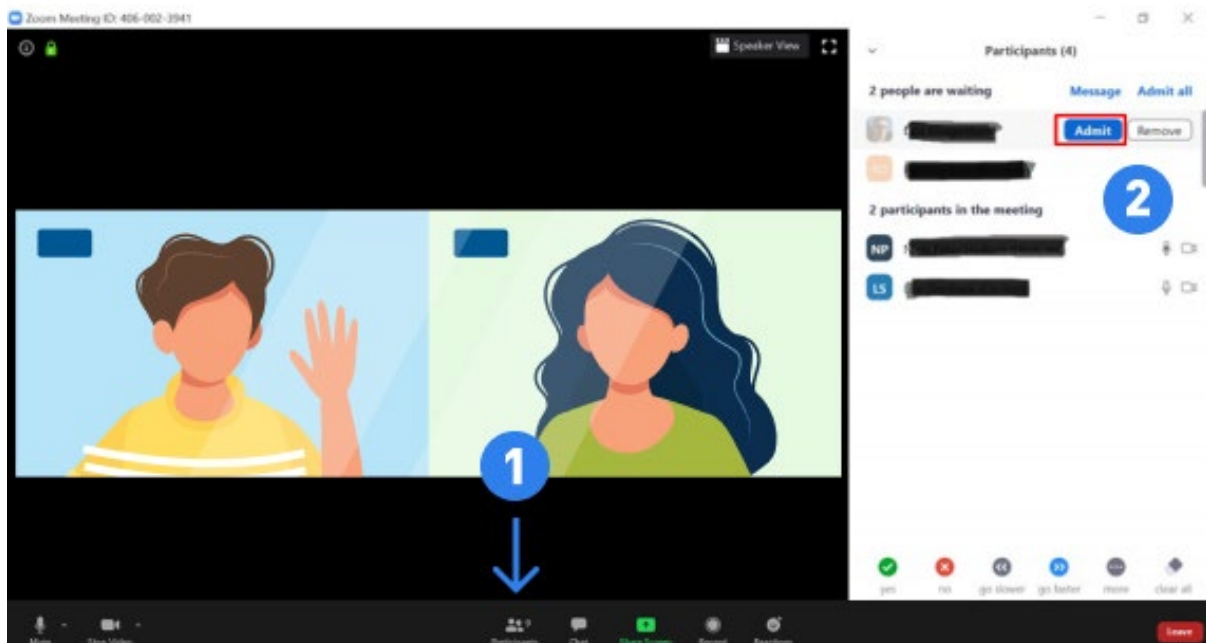
This guide is structured in the chronological way that you as an examiner normally conduct oral exams. The guide will show you would do it now with AAU ZOOM as the virtual examination platform for your Online Oral Exams.

## Before the exam (preparation with censor)

Before the examination everyone will join *the virtual examination room*. You, the examiner, will enter the virtual examination room directly whilst everyone else will be put in the *“Waiting Room”* of the virtual examination room. You will then *“Admit”* censor to join the examination room with you, to prepare for the exam.

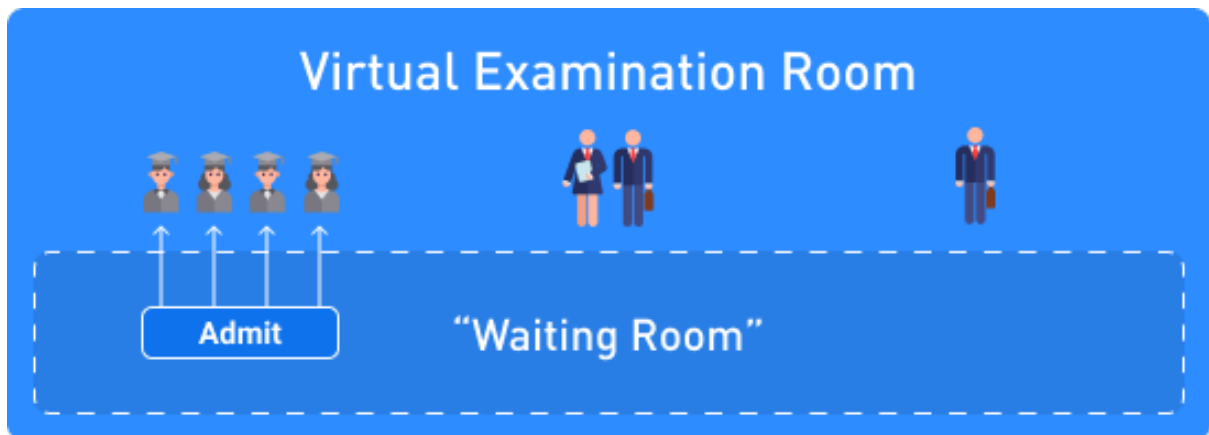


In Zoom you will **left-click the “Participants”-icon** located at the bottom of your screen to see a list of participants. From here you can see who are currently in the virtual examination room and in the “Waiting Room”. When you hover over people’s names in the **“Waiting Room”** an **“Admit”-button** will appear. **Left-click** on this to let people into the virtual examination room.

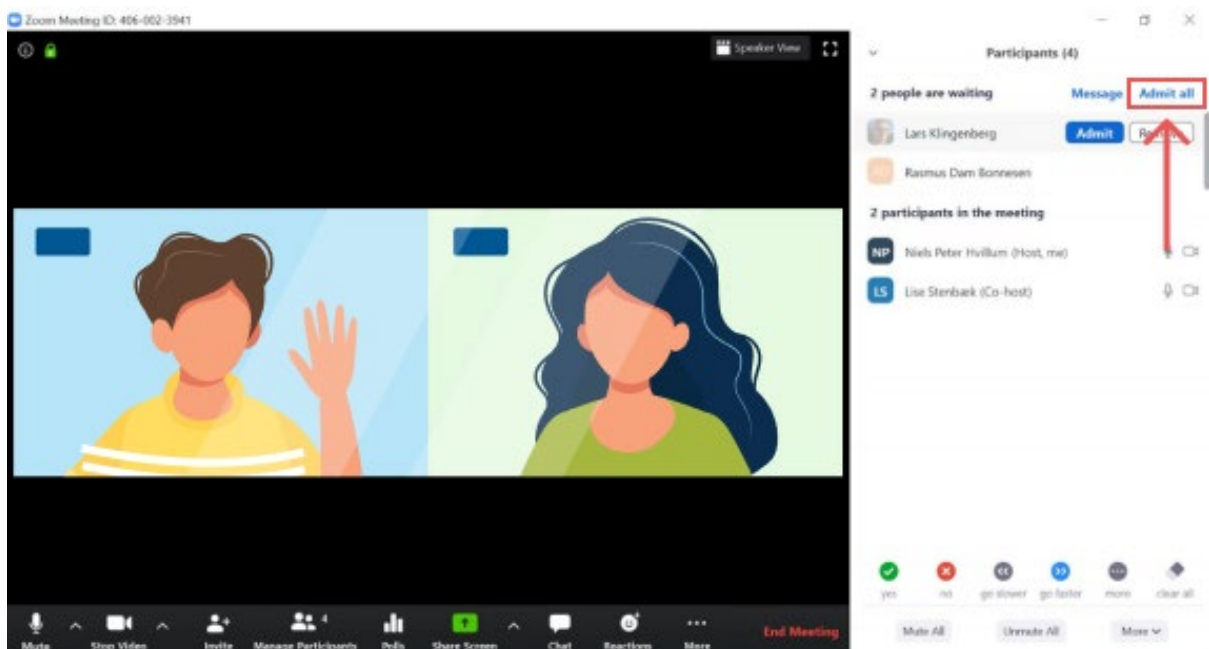


## During the exam

Once you and the censor are finished with your preparations and are ready to let in the students, you simply “Admit” the students to the virtual examination room the same way that you admitted censor.



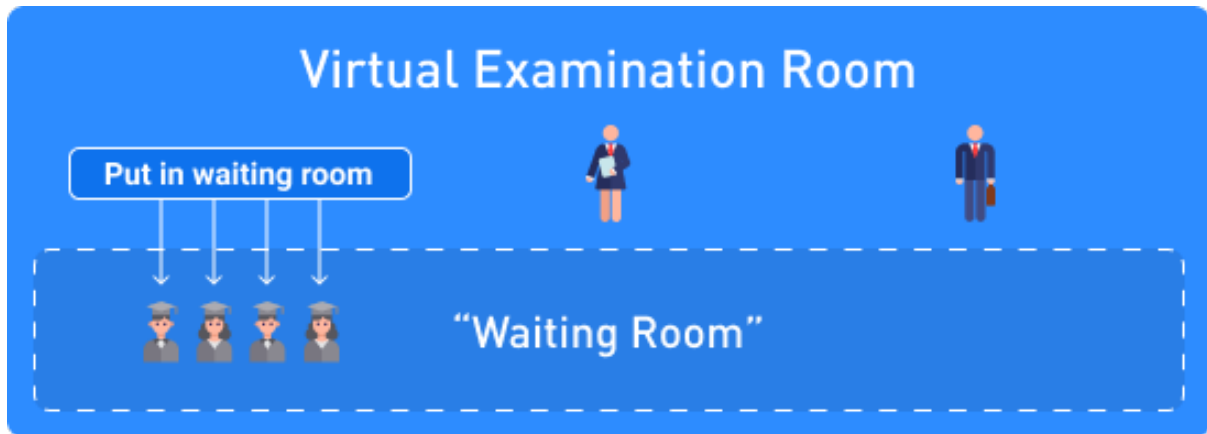
In Zoom you can **left-click** on “**Admit all**” to let all the students into the virtual examination room at once.



You will then go through the welcoming script/checklist that you have prepared for your online oral exams, and finally give the word to the students to do their presentations.

## After the exam (Grading & feedback)

Put the students back in the “Waiting Room”, when the examination is finished, and you are ready to discuss the grades and feedback with censor in privacy.



In Zoom you need **right-click** the students name in the list of participants, and then **left-click** on “Put in Waiting Room” as shown below:



When you and the censor are finished, you will “Admit” the students back into the virtual examination room to give them their grades and feedback.

