



# 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

Practise 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 (both offline and online)

Exam Notes

Be explicit in your communication

Test Exams

## 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

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