



THE UNIVERSITY OF  
WINNIPEG

Faculty of  
Graduate Studies

March 26, 2020

**Revised Plan for April 2020 Examinations:**  
**Thesis Examinations Guideline for Video Conference Examinations**  
**for Students and Supervisors**

- In preparing for their examinations, students are recommended to take the Zoom tutorials available at <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>.
- At least one week prior to the examination date, it is recommended that the student contact the Thesis Examination Officer, Dylan Jones ([d.jones@uwinnipeg.ca](mailto:d.jones@uwinnipeg.ca)), to set up a practice run with him. This will ensure that the student is comfortable with the Zoom video conferencing platform, including how to share their PowerPoint presentation onscreen.
- Oral examinations in which all participants are remotely located will be closed exams, that is, only the examining committee, the examination chair, the Graduate Studies Thesis Officer, and the student will be permitted to attend.

All participants will be allowed to share their screens in the video conference meeting. This will allow the student full control over sharing their PowerPoint during their initial presentation and during their responses to examiners' questions.

- All participants will be expected to turn on both their video camera and their microphones for the duration of the examination.
- The examination will follow the normal procedure for oral examinations at the UW. The first part of the examination will consist of an oral presentation by the student of 20-30 minutes in length that will include a summary of the salient points of the research. This presentation will be followed by one or two rounds of questions from examiners following the presentation.
- When the examination chair determines that the exam is finished, the student will be required to leave the video conference meeting before the examiners begin to discuss their report. The Thesis Examination Officer is responsible for confirming that the student has left the video conference. The supervisor will contact the student with the results of the exam as soon as possible, normally within a day of the exam.
- **Please note that all video conference examinations will be recorded. If an incident occurs that stops or disrupts the examination (such as a failure of the technology), then the video may be used by the examiners to determine whether they have sufficient information to determine the outcome of the exam or whether the exam should be reconvened and completed. This record will be deleted once the paperwork for the student's grade has been finalized.**

- If a student does not wish to proceed with a remote exam, or if they do not have access to a computer with a webcam and Internet access, or if they do not need their credentials in hand before October convocation, the student can request that their supervisor re-schedule their exam to a summer date. A tuition scholarship will be awarded to cover the amount of continuance fees for one term for students already registered for examinations in April 2020.
- If a student cannot proceed due to illness, they should immediately notify their supervisor. No doctor's note will be required. The supervisor will contact the Thesis Examination Officer to reschedule the exam. If the rescheduled date causes the student to register for a continuance term, a tuition scholarship will be awarded to cover the amount of continuance fees for one term.
- If an examiner is ill and the thesis supervisor does not believe that the examination can proceed without them, the supervisor should contact the Thesis Examination Officer to reschedule. If the rescheduled date causes the student to register for a continuance term, a tuition scholarship will be awarded to cover the amount of continuance fees for one term.