

ZOOM for Exams: Tutorial #1

Scheduling & organizing oral exams with Zoom

*To Support Online and Blended Teaching &
Learning at the University of Geneva*

zoom



UNIVERSITÉ
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Scheduling and organizing oral exams on Zoom

This tutorial covers the following aspects:

- **Scheduling exams, ensuring security**
- **Enabling candidates to enter the exam room**
- **Checking candidates' identification**
- **Rules and good practices for a smooth oral exam on Zoom**
- **Tips for transparent randomized oral questions**

Important notes on data protection & security

1. Duly inform candidates if their webcam will have to be used during the exam. **Rule of thumb: use webcams as communication tools rather than surveillance tools.**
1. Recording also requires very high transparency. It should only be considered when necessary. As for exams, recording should only happen in exams that were already recorded when they took place on site.
1. Any recordings must be stored **locally** on the instructor's computer. Note that this will require a lot of storage space. Clearly explain to students where the data is stored, who will see it and when it will be deleted.

Scheduling

Admission to the exam room must be done with a **password**.

Activate the **waiting room** (see *additional information on slide 7*).

Restrict access to authenticated users (**except for continuing education programs**).

As a general rule, do **not** record exams, neither locally nor in the cloud.

Students should be in the waiting room 10 minutes before their scheduled time.

The image shows a screenshot of the Zoom meeting scheduling interface. Several settings are highlighted with red circles:

- Meeting Password:** The "Require meeting password" checkbox is checked, and the password "962636" is entered in the adjacent text box.
- Video:** The "Host" video setting is set to "on" (radio button selected).
- Participant Video:** The "Participant" video setting is set to "on" (radio button selected).
- Audio:** The "Computer Audio" radio button is selected.
- Meeting Options:**
 - The "Enable join before host" checkbox is checked.
 - The "Mute participants upon entry" checkbox is checked.
 - The "Enable waiting room" checkbox is checked.
 - The "Only authenticated users can join: Sign in to Zoom" checkbox is checked.
 - The "Breakout Room pre-assign" checkbox is unchecked.
 - The "Record the meeting automatically" checkbox is unchecked.

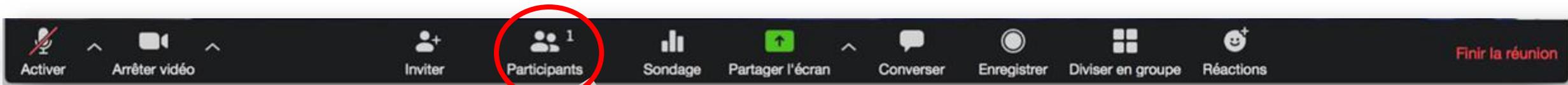
Security

Candidates must formally refrain from sharing the examination room URL. Doing so would expose them to sanctions.

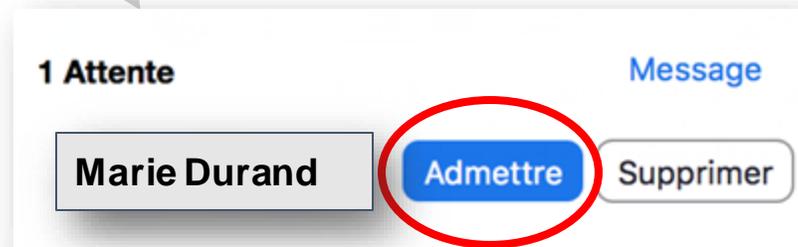
Report any incident to zoom@unige.ch and follow best practices updated on the dedicated page of the UNIGE website.

Admission to the exam room

The candidates in the waiting room will appear in the Participants window.



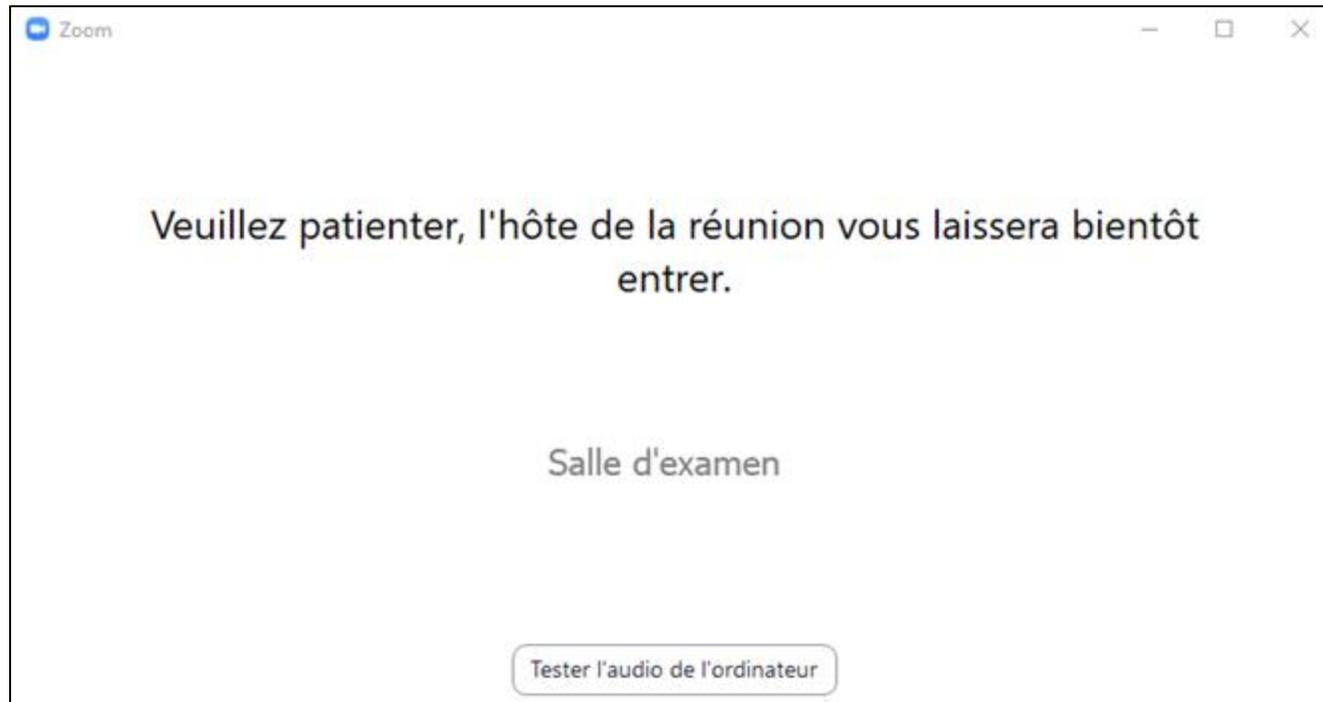
Click on **Admit/Admettre** to let the candidate in.



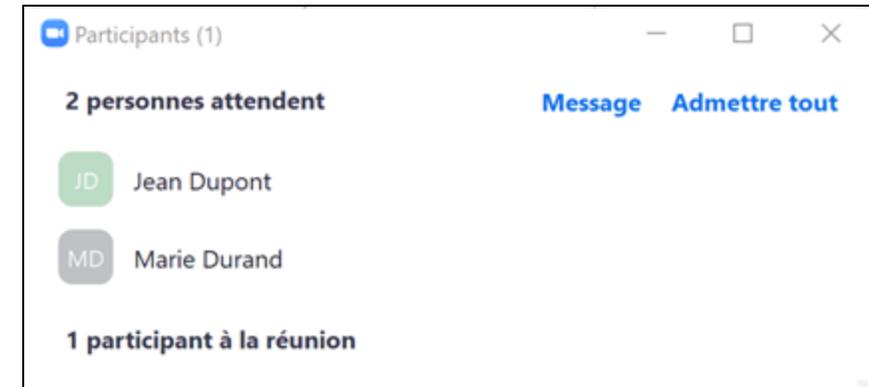
Menus may be in English or French.

Waiting room

Candidates in the waiting room cannot communicate with each other (via Zoom). They are waiting to be manually introduced into the exam room.



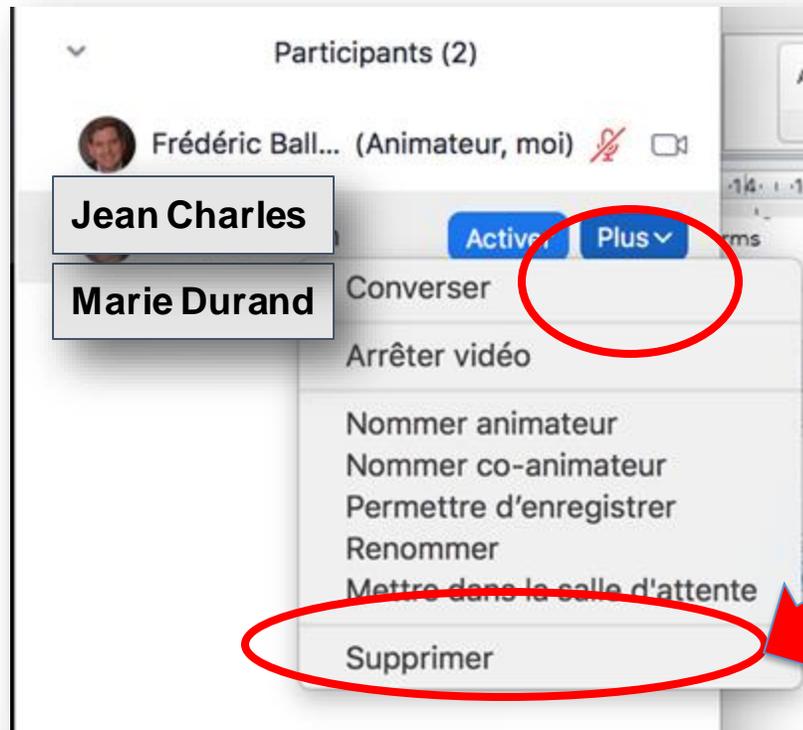
Student's view



Instructor's view

Exiting the exam room

Click on **Plus** then on **Put in waiting room / Mettre dans la salle d'attente**.



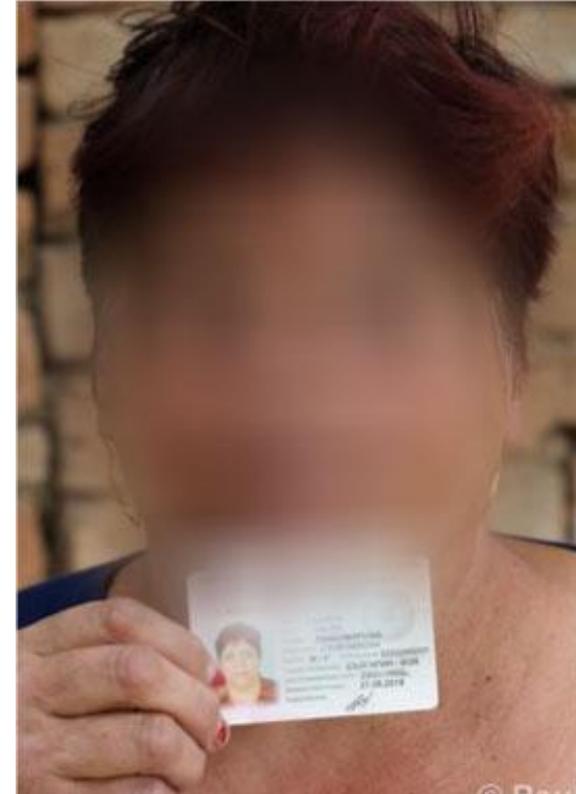
Please note:

If you intend to recall the student later on (in order to give him/her feedback for instance), choose the option of putting them back in the waiting room. The option “REMOVE” (SUPPRIMER) will make it more complicated for the student to return and might mean the student could be prevented from returning to the exam room (see option in meeting settings).

Identification

At the start of the exam, **check the candidate's identity** by asking them to hold an identity document in front of them, as shown in the photo.

Acceptable identification documents are the same as those requested for a face-to-face examination on site.



Rules & good practices

It is essential to maintain a level of requirements similar to that of a face-to-face exam. However, online exams do not allow for monitoring of the exam site. The following can constitute some safeguards against the risk of cheating:

- Examination with **little or no preparation time**;
- Examination with an open-book approach where **all resources are allowed**, allowing candidates to access online or offline sources for a limited time.

If necessary, do adapt the scope of the questions and the evaluation criteria. Be crystal clear about what is allowed and what is not.

Randomized questions 1/2

For a randomized choice of questions adapted to technical constraints:

1. Prepare a set of questions and number them on the back, in the same way as you would do for face-to-face exams.
 2. Ask the candidate to choose a number.
 3. You will then reveal the content of the question in two stages: first by **reading** the card on camera, then
 4. by **copying and pasting** the question in the chat.
- Make sure both questions are identical to maintain process validity.

Randomized questions 2/2

Here is an alternative way to randomize questions for candidates :

1. Prepare a PowerPoint presentation with numbered slides.
1. Each slide should include one question or set of questions.
1. Ask candidates to choose a number within the total number of slides.
1. Share your screen and reveal the question associated with the number.
1. Shuffle slides after each candidate has passed.

Using a whiteboard

- ❑ Applicants who are required to present a reasoning on a handwritten support (whiteboard) could use this function on Zoom, e.g. if they have to draw mathematical symbols on several lines (see tutorial #4).
- ❑ If you plan to use whiteboard on Zoom, make sure that all students can use a tablet and stylus. Alternatively, they could use **graphic software or specialized technical software**, and share their screen. **Beware not to introduce inequity due to technical constraints.**
- ❑ The alternative is to ask the candidates to write on paper and show it to the webcam (or take pictures and email them **during the exam**).

Should you have any questions

Contact zoom@unige.ch