

EXAMINATION SPACES FOR STUDENT CANDIDACY AND THESIS ORAL EXAMS IN THE TAYLOR FAMILY DIGITAL LIBRARY

This document sets out guidelines for and the process by which students may request a quiet exam room, with a stable internet connection, for an online candidacy or thesis oral examinations. Rooms in the Taylor Family Digital Library (TFDL) have been equipped for this purpose.

Guidelines:

1. Graduate students sitting oral candidacy (under either old or new regulations) and thesis defences may request a room. These are not study rooms; they are to be used only for oral exams.
2. Students will be in the room by themselves (no additional people/examiners), except in the case of a hybrid exam. Exceptions to this rule may be granted after FGS approval.
3. Two rooms with full internet connectivity at TFDL will be set up for the exams. Each room is equipped with desktop computers (PC) and webcams with a built in microphone. Students may use their laptop computers in the room but we suggest using equipment already in place. Students must bring their own headset.
 - a. TFDL 535 – Set up for student only for Zoom exam
 - b. TFDL 637 – Set up for a hybrid exam where the student and some of the committee are in person and some of the committee are coming in via Zoom. Request should be booked through Faculty of Graduate Studies.
4. Students are expected to bring any other approved material they require for the examination.
5. **Students must physically visit TFDL on the day prior to their exam between 9:30 and 10:30 a.m.** to familiarize themselves with the space and to test the equipment. A TFDL staff member will meet with them to assist in this process. TFDL will contact the student to confirm arrangements for this visit.

Note: If the exam is booked for a Monday, students must book this visit to TFDL for the Friday prior to their exam.
6. **Start times for exams must be no earlier than 8:30 a.m. and no later than 3:30 p.m.** (Monday to Friday, exclusive of statutory holidays).
7. Students will have access to the room 30 minutes before their exam and 30 minutes after it concludes.

Booking procedures:

1. The request for the examination room should be submitted 2 weeks before the scheduled day of exam. Note that due to limited space, it is important to submit the request as early as possible.
2. The student's supervisor or their program GPA will contact FGS to book the room. Contact FGS through graduate@ucalgary.ca or by indicating the request on the form: Request for Oral Examination of Altered Format-Remote Examinations v.2.
3. If a Zoom facilitator is needed, arrangements must be made directly by the program ahead of the examination through graduate@ucalgary.ca.
4. Full name of the student, ID number and contact information must be provided.
5. Back up/emergency contact information such as that of the Supervisor or Neutral Chair must be provided.
6. Documented acceptance of the student to sit the exam in the TFDL must be submitted. For this purpose, an email from the student must be sent to graduate@ucalgary.ca
7. Starting and anticipated end time of examination must be specified. See guidelines above. Please take into consideration any oral presentation/seminar that may precede the actual oral examination as well as the time for deliberations after the examination.
8. FGS must be informed of any changes such as delay, postponement or cancellation of the examination using graduate@ucalgary.ca FGS will notify TDFL of any changes.

Room Access

The TDFL building is not locked but entry to the room is by key card only. Arrangements for the key card will be made when the student visits the TFDL to review the room setup. The key card must be returned upon completion of the exam.