

EXAMINATION SPACE FOR STUDENT CANDIDACY AND THESIS ORAL EXAMS

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 their candidacy or thesis oral examinations. Libraries and Cultural Resources has set up TFDL 637 if they are unable to secure a room through their home Faculty/Department.

Guidelines

1. Supervisors who have graduate students sitting oral candidacy and thesis defences may request a room through their Graduate Program Advisors to book TFDL 637 for their exam. TFDL 637 can be booked for individual or hybrid exams.
2. TFDL 637 has been set up with full internet connectivity as well as desktop computer (PC) and webcam with a built in microphone. If students have a presentation they can bring it on a USB which can be uploaded to the computer. We suggest using equipment already in place as it is set up for hybrid exams where the student and some of the committee are in person and some of the committee are coming in via Zoom. Students can utilize their laptops if they want to display their notes in their presentation as TFDL 637 only has one computer.
3. Student supervisors must book exams through the Graduate Program Administrator for their Faculty/Department. Students are expected to bring any other approved material they require for the examination.
4. The Neutral Chair will be responsible for setting the zoom link as well as visiting the TFDL the day before to review the room setup and obtain the key card. The student will be invited to join to familiarize themselves with the room setup and technology. A TFDL staff member will meet with them to assist in this process. TFDL staff will send confirmation to the Neutral Chair, the Student, and the Graduate Program Administrator for their Faculty/Department. Note: If the exam is booked for a Monday, the Neutral Chair must book this visit to TFDL for the Friday prior to the exam.
5. 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).
6. Access to the room can be given 30 minutes before the 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 the exam. Note that due to limited space, it is important to submit the request as early as possible.
2. The Graduate Program Administrator will book the room through the TFDL contact (Brenda MacDonald blmacdon@ucalgary.ca) and inform the Faculty of Graduate Studies of the exam.
3. For confirmation purposes contact information for the Student, Neutral Chair, and Supervisor will be provided by the Graduate Program Administrator to the TFDL and confirmation will be sent out upon completion of the room booking.
4. Starting and anticipated end time of examination must be specified in room booking request
5. The Graduate Program Administrator will inform the FGS and the TFDL contact should changes such as delay, postponement or cancellation of the exam take place.

Room Access

The TDFL building is not locked but a UCID card is required to enter the TFDL. TFDL 637 is a key card accessed room so arrangements for the key card will be made when the Neutral Chair visits the TFDL to review the room setup. The key card must be returned upon completion of the exam.