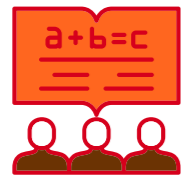


Information for Examiners and Advisory Members

Candidacy and Thesis Oral Exams



Why examiners and advisory members?

- Examiners play an important role in ensuring that University of Calgary graduate students' work is of high quality and makes a meaningful contribution to knowledge.



Why me?

- If you are serving as an examiner or advisory member, you have been chosen because you are an expert who is able to contribute valuable knowledge and expertise to the examination process. Thank you for agreeing to participate!



How do I prepare for the exam?

- You'll receive the thesis about three weeks before the exam. Please read the thesis. You can feel free to take notes and make suggestions for improvement in the thesis itself.
- If you are an examiner, please complete the Examiner's Assessment of Thesis that the program shared with you. You'll need to give this to the neutral chair before the exam starts.



What should I do at the exam?

- Your job at the exam is to ask questions about the student's work and its broader significance. These can range from very specific questions about terminology or theory to very broad questions about the implications of the student's work. If there is something you don't understand, please feel free to ask a question about it. If you'd like to determine how well a student understands something, please ask a question about that.



How does the exam work?

- Many exams begin with a presentation by the student. Then the examiners take turns asking questions. There are at least two rounds of questions. Each examiner usually asks a series of questions during each round. The series of questions from each examiner can take as long as 10 minutes per round. The neutral chair should let you know how long you have to ask questions and will inform you when your time is up. The entire exam should last about two hours.



What happens when the exam is over?

- The student and any guests are asked to leave the examination room. If you are an advisory member, you will provide comments on the thesis and the student's oral performance. Because advisory members don't vote, you will then be asked to leave for the rest of the discussion.
- The neutral chair asks for examiners to provide a non-binding straw vote on the student's performance on the thesis and the examination. Each examiner then has the opportunity to provide a rationale for their vote. This means that you will be asked to comment on what the student did well and what they need work on. The committee votes again at the end of the discussion.
- If the student is expected to make revisions to their thesis, the committee's deliberations don't end until everyone has come to an agreement on the revisions that the student must make and who will oversee them.



What if I have more questions?

- Please don't feel stressed out about asking the "right" questions at the exam. If you are concerned about the kinds of questions to ask, please contact [Mary O'Brien](#).



UNIVERSITY OF CALGARY
FACULTY OF GRADUATE STUDIES