

**School of Nursing
University of British Columbia
PhD Program**

School-level Doctoral Exams: Virtual Protocol

All exams should be booked through the regular channels:

[Comprehensive Exam Booking](#)

[Candidacy Exam Booking](#)

Format

For comprehensive exams, the exam will proceed as normal (i.e. no presentation by student).

For candidacy exams, the student will present a synopsis of the dissertation proposal. The student may speak from notes, and may use audiovisual equipment, but must not read the synopsis. The presentation should be 20 to 30 minutes in length, but not longer, and should not be interrupted by questions. The student will then answer questions from the examiners (note: there will be no audience for virtual exams and they will not be open to the public).

The “Share Screen” option on zoom allows the student to show their slides in the meeting. The chair may need to click on “Share Screen” and allow participants other than the host to share their screen. A member of Student Services will also be present in the meeting to assist with screen sharing.

During all exchanges, all participants except the speaker should mute their microphones to avoid any background noise.

Questions from Examining Committee

1. Chair will call upon members of the examining committee to question the student, starting with the examiner ‘furthest’ from the student. As is typical of both comprehensive and candidacy exams, there will be two rounds of questions.

In-Camera Discussion

For the in-camera discussion, the student needs to be sent to the virtual “waiting room.” This can be done by either the chair or a member of Student Services.

Instructions for Sending Participants to the Waiting Room During a Meeting

1. As the meeting host, click **Manage Participants**.



2. Click **More** next to the participant's name and choose **Put in Waiting Room**.

