

Call to Order (5 min)

- Introduce yourself as exam chair, providing some detail as to your position at the university, research expertise, etc.
- Ask the audience to remember that this is an exam and to remain muted with video off for the presentation and oral examination.
- Inform the audience that they may have a chance to ask questions when the official portion of the examination is over, time permitting.
- Introduce the examining committee, beginning with the supervisor, then second reader, and concluding with the guest reader or external examiner. It is nice to provide some detail as to their positions, research expertise, recent publications, etc.

Presentation (20-25 min)

- Introduce the student, and invite the student to make their presentation (20-25 minutes).

Oral Examination (1 hour)

Explain the ground rules for the defence: There will be two rounds of examination questions, lasting approximately one hour in total. Each round will be in the following order:

- Begin with the third reader or external examiner;
- Follow with the second reader; and
- Complete each round with a question from the thesis supervisor.

Audience Questions (any time remaining of the examination period)

If time permits, after two rounds of oral examination, the audience may ask questions.

Deliberations (20-25 min)

- Advise the audience that it is time to allow the examination committee privacy for deliberation. Invite the audience to exit the virtual location.
- There are three options to create privacy for deliberations:
 - Create a breakout room for the student.
 - Create a breakout room for the committee and exam chair.
 - Collect a cell number where the student may be texted when it is time for them to return to the virtual examination room for their exam results.
- After a private location is secured, ask the examination committee to review the program's evaluation criteria (located on the second page of the *Thesis Evaluation & Agreement*) and arrive at a **recommendation** and **grade**, through discussion.
- If the discussion becomes too lengthy, intercede and request a final decision.

Conclusion (5-10 min)

- Invite the student to rejoin the examination committee, and inform the student of the recommendation and grade decisions. Audience members should not be present.

Grading Form

- Complete and sign the *Thesis Evaluation & Agreement* and return via email to the Graduate Studies Coordinator.
- The Graduate Studies Coordinator will circulate for the remaining signatures post-defence.

THANK YOU!