Guide for Chairs of Oral Examinations

Physical Checklist
☐ Oral Examination Form
☐ Examiners Present
☐ Room Booking
☐ Pace Stick
☐ Candidate
☐ Copy of the thesis document

Conducting the Examination
☐ Explain the conduct of the exam to the candidate and audience
☐ Explain the purpose of the "Pace Stick". *The Pace Stick is a symbol of the students in the program who have gone before and successfully contributed their research to the discipline of Computer Science. They have defended their ideas and have succeeded. As long as the candidate is being examined, the stick will point at them. This will act as a reminder that the candidate's proposed contributions may add to the contributions of our program. If the candidate should pass the exam, the stick will point away and their name will be engraved within the stick.* Note: as there may be more than one thesis defence occurring at the same time, the physical pace stick may not be present.
☐ Candidate is given 20 minutes to make a presentation. (Take a photo of the candidate during the presentation)
☐ First round of examiners' questions (from left to right with supervisor going last)
☐ Second round of examiners' questions (from left to right with supervisor going last)
☐ Round of public questions
☐ Ask candidate and public to leave
☐ Examining committee deliberates, going through the examination form
☐ Examining committee records decision and instructions on the form
☐ Candidate is called in (audience is excluded)
☐ Decision is given to the candidate. If it is favorable, the stick will be placed to point away from the candidate.
☐ Take a photo of the candidate
☐ Submit completed examination form to the Graduate Program Administrator
☐ Send the photos to the Graduate Program Administrator