

# Remote Exams Best Practices Guide

## Master and Doctoral Remote Examinations

### Deadlines for Format Checks and OhioLINK Submissions

## Section 1: Remote Examination guidelines

Given current directives from the Ohio Governor and Miami University leadership, all graduate oral examinations will be conducted remotely until further notice. Please use the following help guide to facilitate examinations with your doctoral and master's students.

Please note, as per Miami's guidelines, the chair of the examining committee is responsible for guaranteeing that the conditions outlined below have been satisfied.

- All participants must be able to communicate with each other at all times during the examination. While there are a variety of ways to facilitate communication (please see below), each committee member and the student must be able to communicate with each other throughout the entirety of the exam.
- Accessible versions of all materials must be available to all examination participants.
- Provisions must be made for independent balloting during the initial vote by examiners.
- Provisions must be made for signing the examination report form. Digital signatures are acceptable.
- The chair of the examining committee must recess the examination immediately if any technical problems unduly interfere with the proceedings.
- All participants must be notified ahead of time of the options for recessing the examination.

## Best Practices

The following are guidelines for managing remote participation in ways that will ensure fair and correct procedures in doctoral and master's oral examinations.

- If the student's program is primarily online, verify the student's identity through use of a Miami student ID or government issued ID.

- The student and advisor should agree upon the technology that should be used for the exam. Advanced testing of the technology should occur if possible.

## Section 2: Scheduling your Examination Meeting

If scheduling multiple people for an examination meeting must be done virtually, here are some good scheduling options.

### [When2Meet](#)

When2meet.com helps you find the best time for a group to meet. It is a free service that allows you to request availability for specific dates or general weekly availability. Simply create and participate by sending the link to committee members. Anyone can create and participate in availability surveys at no cost.

### [Google Calendar](#)

Schedule events quickly by checking availability or layering their calendars in a single view. You can share calendars with your committee, so everyone can see full event details or just if you are free.

Google calendar is available for all Miami University email accounts. However, not everyone utilizes google calendar. If you want to use it to schedule, check with all members of your committee to ensure calendars are up to date.

### [Doodle](#)

Doodle polls allow you to select specific dates and times, and ask committee members to select what works for them. Connect to calendars to view availability, create a poll, select available dates and times, and invite committee members to participate in the poll. After everyone has participated you can see which date(s) are available for everyone on the committee.

## Section 3: Platforms to Hold Your Meeting

Here are a variety of platforms to help you virtually meet. Just a reminder: *Webex is the preferred university-supported tool for web conferencing* (IT-supported, eLearning-supported, etc.).

The remote meeting should be initiated and hosted by the chair of the graduate committee.

### [WebEx](#)

WebEx is the recommended platform for Miami University. [Join or set up a meeting](#) through the Miami portal. Utilize your Miami University login credentials. You can also schedule using WebEx. Schedule a meeting using Webex and your

guests will receive instructions how to join directly in the invite. The fastest way to join a meeting is by using the Webex Desktop app. You can also join using a web browser, Webex mobile app or a video device. Whiteboards and document sharing are also available through this platform. Miami University IT Services can only assist with WebEx meetings. Contact IT Help at 513-529-7900 or [MiamiOH.edu/ITChat](https://miamiOH.edu/ITChat).

### [Google Hangout](#)

Connect to hangouts through your [email](#), [Google Calendar](#), or [Hangouts meet](#). Share your screen to review your work or presentations. Dial in is available if computers are not equipped with video or microphone. For support you will have to [contact the company](#).

### [Zoom](#)

Download zoom from the [Zoom Download Center](#). Zoom is not linked with the university. Therefore you will have to create an account. You can create meetings, join meetings, schedule meetings, and share your screen with others. For support you will have to [contact the company](#).

## Section 4: Accessibility

Consider accessibility when choosing web conference options. [Webex must be used whenever you have an enrolled student using deaf or hard of hearing accommodations \(D/HoH\), such as real-time captioning.](#) Google Meet may be used as an alternative option for courses that do not require D/HoH accommodations. If a student needs real-time captions, they should contact Student Disability Services (SDS).

## Section 5: Important Deadlines (Format Checks and OhioLINK)

The Graduate School has been evaluating what we can do to help support these processes (format checks and OhioLINK) as well as reaching out to our partner offices on campus who are also involved in meeting these graduation deadlines. We understand that format check submissions may be a bit delayed given all of these changes on campus via remote work, but we appreciate it if submissions can be as close to the deadlines as possible.

### May 2020 Graduation

*Format Check Due:*

[EdD/PhD](#) Dissertation Format Check April 3

[MA/MS](#) Thesis Format Check April 17

*Upload to OhioLINK Due:*

**EdD/PhD** Dissertation Upload to OhioLINK April 24

**MA/MS** Thesis Upload to OhioLINK May 1

## August 2020 Graduation

*Format Check Due:*

**EdD/PhD** Dissertation Format Check July 10

**MA/MS** Thesis Format Check July 17

*Upload to OhioLINK Due:*

**EdD/PhD** Dissertation Upload to OhioLINK July 24

**MA/MS** Thesis Upload to OhioLINK July 31

## Section 6: Master and Doctoral Templates

Forms for final examinations and publication templates for Doctoral and Masters degrees formatting can be found on the Graduate School [website](#).

Questions about format checks or OhioLINK? Email [ETDS@MiamiOH.edu](mailto:ETDS@MiamiOH.edu).

## Section 7: Delay of Publication Form

A thesis or dissertation submitted electronically will have immediate publication once the Graduate School has approved it. If students wish to delay publication they will need the approval of the Graduate School. The Graduate School will not grant final approval of the dissertation until a written delay publication agreement is on file. If the thesis/dissertation advisor and student are in agreement they would like to delay publication of the thesis or dissertation, please contact [ETDS@MiamiOH.edu](mailto:ETDS@MiamiOH.edu) to request the Delay of Publication form.

## Section 8: Digital Signatures

During this time the Graduate School is relaxing policies in regards to [electronic signing](#) of documents. Visit the [Graduate School website](#) for step by step instructions and required documentation. Here are a few electronic signature options you might consider as you prepare your documents for graduation.

### [Adobe Acrobat Reader](#)

Adobe Acrobat Reader is the preferred platform for digital signatures. It is free to download and use, has robust support documentation, and can be installed on Windows and Macs. After installing Adobe Acrobat Reader,

[click here](#) to learn more about creating and using signatures, or watch a [video on how to use digital signatures in Adobe Acrobat Reader](#).

Forms D-2, D-4, and M-1 now have digital signatures enabled and are each accompanied by an instruction sheet (*page 2 of each form*).

Please note that all users are encouraged to save Forms D-2, D-4, and M-1 files after signing and then send using their MiamiOH email account to the next committee member.

## Section 9: IT Support

Visit the [IT Services website](#) for additional information and tools. If you need [immediate assistance](#) they offer daily support and the ability to chat with someone directly. IT Services also has a page dedicated to [remote work](#) and support services. The [Service Catalogue](#) is the portal where you can submit help tickets, download software, or gain access to answers to resolve issues without talking with someone directly. IT Services is doing their best to support this transition and are providing excellent assistance.