**English Department Qualifying Exams: Zoom Guidelines, Spring 2020**

**General Recommendations**

Preparation for Students:

--In order to become familiar with the video conference format students are encouraged to practice with others on Zoom. Students who wish to preserve privacy can set their own video background by choosing this option in the preferences tab in Zoom.

--Computers should be charged and plugged into a power source. Please make sure that you have downloaded Zoom and that you have sufficient power for three hours.

--Please let Ken Mahru know if you do not have access to a Zoom compatible computer.

Preparation for Exam Chairs

--Chairs should familiarize themselves with Zoom and its functions before the exam.

--Chairs must know (1) how to place the student in a waiting room and enable reentry;

(2) how to enable participants to share screens.

**--Waiting Rooms**

The Exam Chair can place the student in a waiting room by following these steps:

(a) Open the side panel by clicking on “Manage Participants”;

(b) Click on the student’s name in the panel’s participant list;

(c) Click on the blue “more” button to open a menu;

(d) Click on “put in a waiting room.”

The student will not be able to hear the deliberations while in the waiting room. The Exam Chair can return the student to the meeting by clicking the “admit” button, located next to the student’s name in the side panel.

**--Screen Sharing**

The Exam Chair can enable screen sharing by (a) clicking the “Security” button on the bottom control panel; and (b) clicking on “Share Screen” in the menu that appears above.

Logistics:

--The Graduate Office will submit a petition to Graduate Division for each exam that will take place over Zoom. This petition must include the location for each participant, and a confirmation that each participant intends to be present for the entire exam, including (for examiners) the deliberation afterwards. The default location will be: “home while sheltering in place in compliance with state, local, and university mandates.”

--Students will submit their approved third field statement to the Graduate Chair roughly one month before the exam.

--Once an exam date is confirmed, and no later than three weeks before the exam, the student will submit the Higher Degree Committees eForm (https://sis.berkeley.edu/sites/default/files/committees\_eform\_qe.docx) in CalCentral. This form must be then approved by the GSAO.

--A week before the exam, Ken will provide the committee with the third field statement and a general statement of exam procedure. At this time, he will also circulate a Zoom link for the meeting.

Zoom Examination Etiquette:

--Examiners should ensure they are available both over audio and video throughout the exam. We recommend that all participants set their display to “gallery view.”

--Do not interrupt other examiners during their thirty-minute sessions. Inactive examiners are encouraged to mute their audio while others conduct their questioning to prevent background interference.

--Consider using the ‘raise hand’ icon during the deliberation phase so multiple people do not speak at the same time.

--Do not leave the call even temporarily except when breaks are allowed.

--Do not use the chat function for any purpose other than to alert the chair to technical difficulties.

--Recording the exam is prohibited. Only the host can enable recording; the host must not do so.

Extreme Technical Difficulty

If technical difficulty prevents the exam from proceeding and cannot be remedied with reasonable effort, the Exam Chair can suspend the exam and immediately contact both the GSAO and the Graduate Chair. The Graduate Office will reschedule the exam for the soonest possible date.

**Qualifying Exam Procedures, Zoom Edition**

--Ken Mahru will arrange the Zoom reservation and include the Chair of the qualifying exam as co-host. The Chair is responsible to make sure all participants are in attendance, are audible, and will remain present for every phase of the exam, including deliberation and final vote. Ken will provide the Chair with contact information for each participant.

--Once the entire committee is assembled and connected, the Chair will ask whether any examiners wish to use the “share screen” function during the exam. If so, the Chair will enable screen sharing.

--The Chair will now invite the student into the Zoom meeting and begin the exam by reading aloud the following statement of procedure:

Memo on Exam procedures (modified for Zoom)

--This exam consists of three parts, each of which will take approximately 30 minutes. It is the Exam Chair’s responsibility to monitor time. The exam clock should stop whenever it becomes necessary to manage technical difficulties. Additional time may be allowed at the Chair’s discretion.

--The student may choose the order in which the three fields are examined. The student is entitled to a short break (no more than five minutes) between sections, if desired. During breaks, the examiners should mute themselves.

--The student may not consult historical field lists during the exam, but can consult the third field statement and bibliography during that portion of the exam.

--At the end of the three fields, the Exam Chair will invite the General Examiner to ask follow-up questions. Such questions are welcome but not necessary, and they should require no more than ten minutes.

--At the conclusion of the exam, the Exam Chair will ask the student to stop their video and will briefly put the student in a “waiting room,” while the committee assesses the exam. (We recommend that the student turn off video before being placed in the waiting room; this is to prevent the student from suddenly being brought back into view without warning when the Chair returns the student to the meeting.)

When deliberations are complete, the Exam Chair will return the student to the meeting and ask the student to re-enable video. The Chair will promptly inform the student of the results.

--In lieu of collecting committee signatures on the Graduate Division report, each committee member must submit by email an individual evaluation of “Pass,” “Partial Fail,” or “Fail” to Ken Mahru ([kenmahru@berkeley.edu](mailto:kenmahru@berkeley.edu)) immediately following the exam. The message subject should read: “[Student’s Name] QE Vote.” The Chair will strongly encourage the committee to submit their email votes as soon as the Zoom meeting ends. Ken will assemble the report.

--Finally, the Chair will draft and circulate an exam report to all members of the committee within seven days of the exam. The Chair will submit a final exam report to the Graduate Office within fourteen days of the exam.