

Oral exam checklist

HDR candidates

Stage of Examination	Checklist Item	Details
When submitting the thesis (8 weeks before the oral examination)	1. Find out when your oral examination is scheduled for	You should be informed by a member of the Graduate School of when your oral examination is scheduled, once both examiners have accepted the invitation to examine your thesis. If there are any changes to the date or time the Chair of your committee will let you know. If you have any questions you can direct them to the Chair.
	2. Restrict your travel	It is recommended that you restrict your travel around the time that your oral examination has been scheduled. Please also allow for a period of three weeks around your oral examination to help account for unforeseen delays
	3. Review the available information on oral examinations	The Graduate School has created " What to Expect at the Oral Examinations for Higher Degree by Research Candidates " to assist you with preparing for the oral examination and what to expect during it.
	4. If applicable, familiarise yourself with the video conferencing software, Zoom	If it is expected that one or both of your examiners, or yourself, will be attending the examination digitally, it is recommend that you familiarise yourself with Zoom .

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Return of examiners' report (1-3 weeks before the oral examination)	5. Review the reports and discuss with your advisory team	Review the feedback in detail and begin to list responses to specific feedback in a similar way to a journal revision. Discuss the reports and your responses with your advisory team.
	6. Prepare your presentation	You will need to present a brief seminar on your thesis to the panel, typically no longer than 15-20 minutes. Remember you are presenting to people who have read your thesis. If you choose to use slides, it is suggested that you provide a copy to your Chair at least 2 days before, so they can email it to the examiners prior to the oral examination.
	7. Practice your presentation	Reread your thesis and practice, practice, practice! It is also recommended that you do a mock examination with your advisory team, where they act as the examiners. <ul style="list-style-type: none"> Run through possible questions and draft your answers
Preparation for oral examination (1-3 weeks before the oral examination)	8. Backup	Make a backup of your presentation and notes onto a working USB and bring it with you to the oral examination.
	9. Equipment check	It is recommended that you physically inspect the room that the oral examination will be taking place in. Things to consider when inspecting: <ul style="list-style-type: none"> If applicable, is it set up for video conferencing? <ul style="list-style-type: none"> Is there a camera? Is there a microphone? Do you have access to a computer system; whether there is one present or a method to attach a laptop? <ul style="list-style-type: none"> Does that laptop you will use work with the existing system? Are the systems functional and in good working order? Where is the projector projecting to and where will I stand relative to that? Is there any technical assistance available onsite, or will you need to contact the ITS line should an issue arise?
	10. Swipe card access	Depending on when and where the oral examination is, you will need to check whether you require swipe card access.
	11. Test the systems	If you will be using Zoom, it is recommended that you practice using the systems prior to your oral examination. This is to ensure that the systems are working, that you have a basic understanding of how Zoom works, and that you have an understanding of what the examiners are seeing and experiencing
Oral examination (day of the oral examination)	12. Review materials	Review your presentation one final time
	13. Arrival	Arrive at least 20 minutes before your examination
After the oral examination	14. Outcome	You should receive an outcome recommendation of your thesis and the oral examination on the day. This will be forwarded to the Dean for approval. The outcomes align with the traditional thesis examination found online .

Refer [4.60.08 Higher Degree by Research Examination](#)

For further details, please contact:

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