

Date: 18 October 2021

## Information Sheet Digital Oral Examinations (ZOOM) Fall 2021

With this information sheet you will get all relevant information about the organisation and the procedure of oral examinations via Zoom.

### Organisation

Your personal examination timetable (including dates and time slots) will be available on the UniPortal as of Friday 26 November 2021 for examinations in English language. We will send you an e-mail invitation for a Zoom meeting to your stud.unilu.ch address at least 24 hours prior to your oral examination. If you have not received the invitation 24 hours before the start of the respective oral examination, please contact the Exam Administration Office ([pruefungen-rf@unilu.ch](mailto:pruefungen-rf@unilu.ch)) promptly.

### Procedure

Log into the Zoom meeting at least 10 minutes before the scheduled examination. By clicking on the invitation link, you will be directed to a virtual waiting room. The assistant will allow you to participate in the actual examination meeting as soon as your examination starts. You have to identify yourself by holding your student ID clearly visible in front of the camera at the beginning of the oral examination.

Oral Zoom examinations follow the same procedure as regular oral examinations: you (and your examination partner if applicable), the lecturer and one or two academic assistants will participate in the meeting. The conversation will not be recorded but the academic assistant will take notes of what you say.

Should we have delays during the examination day we ask you to log into and remain in the virtual waiting room as explained above. You will then get further information.

### Procedure in case of technical problems

Should you encounter technical difficulties on the examination day please immediately contact the person from whom you have received the meeting invitation and the Exam Administration Office ([pruefungen-rf@unilu.ch](mailto:pruefungen-rf@unilu.ch)) by e-mail and let them know your telephone number.

### Organisational precautions

We assume that you have registered and familiarised yourself with Zoom during the past couple of weeks. Should this not be the case please register in the coming days so that you can test Zoom before your oral examinations. You must be equipped with a functioning webcam and microphone – otherwise the examination cannot be held.

### Test run

We will offer you a test run on Friday 10 December 2021 (09:00am until 12:00noon Swiss time) to get familiar with the procedure of an oral Zoom examination. By clicking on the link below, you can enter a virtual waiting room and will be invited for a “mock interview”.

FROHBURGSTRASSE 3  
POSTFACH 4466  
6002 LUZERN

+ 41 41 229 53 14/15  
[pruefungen-rf@unilu.ch](mailto:pruefungen-rf@unilu.ch)  
[www.unilu.ch](http://www.unilu.ch)

Silvan Wechsler invites you to a Zoom-Meeting.

Enter Zoom-Meeting

<https://unilu.zoom.us/j/63725401570?pwd=T3V6VmNLZm53VUU3cjQ1Ym00eDBoQT09>

Meeting-ID: 637 2540 1570

ID-code: 426239

Further Information on ZOOM can be found here [www.unilu.ch/zoom](http://www.unilu.ch/zoom) as well as on the [Website Teaching Development Centre](#).