

The examination board CE/CEM/CME took the opportunity to monitor the first two MSc colloquia of the CEM/CME programme. With this document we would like to share the observations.

The procedure as described in the document '*UT-ET-Rules for an on-line video Bsc- or Msc exam-2020.03.19.pdf*' is an excellent starting point.

Based upon our first experiences with on-line MSc examination we have the following observations:

- BlueJeans worked fine, but Skype proved to be good too. In the last weeks we all got familiar with the several platforms and use. We suggest you use the platform where you, your fellow examiner and student are best familiar with.
- Screensharing works fine for student's the presentation. It gives the student the opportunity to use his/hers mouse as a pointer to highlight part of the sheet. In particular graphs tend to be more difficult to understand due to of loss of resolution.
- Tips in regards to the technique:
 - test the environment with all participants
 - mute the microphone if you're not talking
 - close the VPN connection
 - make sure all participants have the student's presentation as backup in case of technical failure or complex graphic information.
- Communication got hampered when two or more persons talked. This makes that a discussion might lead to confusion. Discipline, patience and more than usual directions of the chair might be needed.
- For the meeting of the MSc exam committee the student is asked to leave the meeting. Sharing a prepared digital assessment form via screensharing helps to structure the discussion within the committee. The student is asked (per phone or email) to enter the meeting again.
- Pay explicit attention to the administrative procedure around signing of the diploma, ending of the study finance (DUO) and a ceremony at the UT when strict social distancing is relieved.
- In the end all participants concluded that the colloquium as examination worked well, but missed the warmth of an audience as the finishing touch of the study. We suggest to dress formal for this occasion as it one of the few means available to stress the value of the occasion.

Success,

Examination board CE/CEM/CME, 6-4-2020