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The best way to handle, or:  
How to survive  
**Oral Exams!**  
Online or on campus

*by*  
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# After handing in your report:

Get drunk?

Take a journey? Go dating?

Relax? Do sport?

Study hard? Study for fun?

*Take a break - then take a fresh new look at your report...*

## **Preparing:**

What to say? – 5 minutes each!

Clear points – and a structure  
(to be expanded below)

Individual/group preparations?

Nervous? What for breakfast? What exercises?

How to dress and behave/video background and light – does it matter?

Avoid practical problems: check you know what room/check you have the link for online exams!

In case of panic: write/call whom?

On time – and delay?

Usually: At first the examiner and censor (co-examiner) meet.

## **Procedure:**

**When on campus:** The examiner calls you in and tells you where to sit (or stand, if you prefer)

Say "hello" to the censor (co-examiner)- no handshakes during pandemics!

Nametags, place your notes/handouts/laptop

(usually there will be water and cups in the room, but it is fine to bring your own. What about cake?)

## **Online:**

The roles: The examiner is the "host" and should shortly explain the overall procedure, roles and timeslot, before giving you the word for your presentations (more below).

You can demand "private" grades.

## **Time available (Communication Studies standard):**

2 students: 60 minutes

3 students: 75 minutes

4 students: 90 minutes

5 students: 105 minutes

6 students: 120 minutes

## **Standard Program:**

First: 4-5 minutes presentations by each student.

Next: questions and general discussion.

When 15-20 minutes left: you leave/the examiners leave to special Teams-online room, and you stay in yours, evaluation.

At last: you come in again, get your grade(s) and a short feedback (usually the examiners have to hurry on, sorry about that).

# Topoi – places to go when you prepare your oral presentation

- Your research process and your report have some main parts, pick one and clarify and/or supplement!

<b>Report sections:</b>     <b>Oral points:</b>	Problem definition Research questions Basic Concepts Delimitation	Other research Literature Theories (of science/ field) Case description Presuppositions	Designing and conducting empirical research Data collection Interviews	Impressions Observations Conceptualizing Analysis Interpretation Evaluation	Conclusion Perspectives Research experience/ Process/partners New questions
Correct Clarify Deepen					
Expand Supplement Alternative					

## **Rules and smart behavior:**

Public? Recording?

Group and individual - collaborate, or what?

The grade and feed-back: individual or group?

The report, how important is that? The oral part? Your individual contribution? What does the final grade express?

Be positive and engaged in the academic subjects!

The exam as grading – and/or the exam as learning?

The million dollar last question?

**Formalities:** Check on [study.ruc.dk](https://study.ruc.dk) about the requirements (learning objectives and so on) for the exams.

You can submit a **complaint** (within 2 weeks after the grading) about the following:

Legal issues

The basis for examination (questions, assignments, etc.)

The examination process

The assessment

**See more:** <https://intra.ruc.dk/nc/en/students/student-hub/student-hub/ruc-studieadministration/examination/examination-complaint/>

*Re-assessment (not with oral exams) // re-examination // not in your favor (appeal possible)*