How to Facilitate an Oral/Practical Exam Using Zoom

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What You Will Get Out of Today’s Session!

- Exam Preparation
- Exam Implementation
- Exam Challenges
- Questions
Course/Exam Context

- Athletic Therapy Program Seminar & Skills Course
- Case Study Approach
- Small class – 24 students
- Task Type of Exam – Knowledge & Hands on Competency Skills
- Emulate Previous Task Exams
Exam Preparation

- Task Development
- Instructions to Students
  - Technology
  - Physical
    - Space/Attire/Available
    - Family Member
  - Adherence to Schedule
- Exam Schedule Timing
- Rubric Spreadsheet
- Zoom Meeting Set-Up
Sample Task Questions

- **Describe** how you would go about performing the Kleiger Test and **name** two things that this is testing.

- **Palpate** a tendon that has a synovial sheath in the shoulder and **identify** its origin and insertion.

- **Demonstrate** Phalen’s Test and **describe** what it is used for as well as what a positive test is.

- **Discuss** Impingement Syndrome including the structures involved. Select one test with a high sensitivity and **describe** how you would perform it.
# Sample Exam Schedule

<table>
<thead>
<tr>
<th>Student Name</th>
<th>Exam Time</th>
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<tbody>
<tr>
<td></td>
<td>10:00 AM</td>
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<td></td>
<td>10:06 AM</td>
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<td></td>
<td>10:12 AM</td>
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<td>10:18 AM</td>
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<td>10:36 AM</td>
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<td>10:42 AM</td>
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<td>10:48 AM</td>
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<td>12:12 AM</td>
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<td>12:18 AM</td>
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</table>
### Skill and Knowledge Scoring Rubric - Scored out of 10 Points

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Description</th>
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<tbody>
<tr>
<td>A+</td>
<td>10</td>
<td>Exceptional</td>
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<tr>
<td>A</td>
<td>8</td>
<td>Excellent or High Degree</td>
</tr>
<tr>
<td>B+</td>
<td>7.5</td>
<td>Very Good or Fairly High Degree</td>
</tr>
<tr>
<td>B</td>
<td>7</td>
<td>Good Level</td>
</tr>
<tr>
<td>C+</td>
<td>6.5</td>
<td>Fair or Competent Level</td>
</tr>
<tr>
<td>C</td>
<td>6.0</td>
<td>Just Short of Competent Level</td>
</tr>
<tr>
<td>D</td>
<td>5.0</td>
<td>Poor or Barely Passing Level</td>
</tr>
<tr>
<td>E</td>
<td>4.0</td>
<td>Failing Level</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
<td>Did Not Perform the Task</td>
</tr>
</tbody>
</table>

### Sample Rubric Spreadsheet

<table>
<thead>
<tr>
<th>Student Name (first/last)</th>
<th>Task #1</th>
<th>Grade #1</th>
<th>Task #2</th>
<th>Grade #2</th>
<th>Feedback</th>
</tr>
</thead>
<tbody>
<tr>
<td>First</td>
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<tr>
<td>Last</td>
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</tbody>
</table>
Zoom Meeting Set-Up

Waiting room
When attendees join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing attendees to join before host.

Choose which participants to place in the waiting room:
- All participants
- Guest participants only

Customize the title, logo, and description

Breakout room
Allow host to split meeting participants into separate, smaller rooms
- Allow host to assign participants to breakout rooms when scheduling

Annotation
Allow participants to use annotation tools to add information to shared screens

Chat
Allow meeting participants to send a message visible to all participants
- Prevent participants from saving chat

Private chat
Allow meeting participants to send a private 1:1 message to another participant.
# Zoom Meeting Set-Up

## Meeting Password
- **Require meeting password**: on
- **Password**: 719445

## Video
- **Host**: on
- **Participant**: on

## Audio
- **Telephone**: off
- **Computer Audio**: on
- **Both**: on
- **Dial from Canada**:
  - Edit

## Meeting Options
- **Enable join before host**: off
- **Mute participants upon entry**: on
- **Enable waiting room**: on
- **Only authenticated users can join**:
  - Any Zoom Account
  - Passport York
  - Record the meeting automatically
Exam Implementation

• Waiting Room
• Set-Up Three Exam Rooms
  – Host/Examiner 1 in Main Meeting Room
  – Two Additional Breakout Exam Rooms (Examiner 2 & 3)
• Exam Time Schedule Handy
Set-Up Breakout Exam Rooms
Rename the Rooms
Monitor Waiting Room
Assign Student to Next Exam Room

Michael Boni’s iPhone
Continue Reassigning Students to Rooms
Exam Challenges

- Internet drop off
- Student clicks leave meeting
- Students muted on entry
- Students arriving late
- Academic Dishonesty
Future Zoom Exams

- Separate Host from Examiner
- Remind students ahead of time to unmute on joining
- Ensure more buffer time between students for transition
- Have a larger bank of questions
Thank you!

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