

Candidacy exams and defenses are fully online now. The forms are entirely online. The Graduate School e-mails simple one-click forms to your committee members, for each of them to vote (pass/fail) at the end of the exam or defense.

When scheduling a candidacy exam or defense, you will also need to share a Zoom Meeting ID with Shari Herman ([sherman@nd.edu](mailto:sherman@nd.edu)), which she will send out as a calendar invitation to your committee.

For defenses, Shari will then also automatically send a notice to the department with your name, defense times, and Zoom link, inviting people to attend the public part of your defense. (For candidacy exams, you or your advisor are welcome to invite people to the initial presentation, or Shari will be glad to help with this, but she will not do it automatically.)

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Some technical pointers...

(1) Be sure to consult the Zoom security and privacy warnings from OIT which Shari recently shared with you:

[https://nd.service-now.com/kb\\_view.do?sysparm\\_article=KB0019436](https://nd.service-now.com/kb_view.do?sysparm_article=KB0019436)

(Beware that publically posting a Zoom meeting ID on, e.g., social media invites Zoom trolls.)

(2) Settings... When you are setting up your Zoom meeting, be sure to click on "Advanced Options" and check the box for "Mute participants on entry". (If that fails, you also have the power to mute noisy participants during the presentation.) Also, setting "Enable join before host" makes sure that your committee members can join even if you are not there.

(3) At the end of the public part, you and your committee should ask the "public" to leave, as usual. Check the Participants list to make sure that everyone other than the committee members has disconnected before proceeding. (If anyone fails to disconnect on their own, since you are the meeting host, you have the power to "remove" them from the meeting.) You can then "lock" the meeting to prevent any latecomers from accidentally wandering into the closed-door part of the defense (this option should be in the "Manage Participants" window, under the drop down for "More Options").

(4) At the end of the questioning by your committee, they will need to discuss privately. This is no different from a regular defense. You will need to "leave the room" \*without\* ending the meeting for the other participants (select "End Meeting", but then be sure to choose "Leave Meeting", \*not\* "End Meeting for All!"). Then someone will have to "call you back into the room" (say, by phone or e-mail) when it is time for you to come back and receive your (hopefully) congratulations. (There may be alternative strategies which could also work, such as setting up a "breakout room" on Zoom.)