

State Final Examination in ZOOM FSS 2020 - Instructions for students

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Introduction.....	1
Technical equipment requirements for online State Final Examination and communication requirements.....	1
State Final Exam Scenarios.....	2
Invitation	2
Starting Zoom	2
Connection to the Waiting Room.....	3
Application or browser.....	3
The course of State Final Examination or Defenses.....	5
How to proceed in case of loss of connection with Zoom Meeting	5
Technical preparation in advance	5
List of recommended links	5

Introduction

This guide describes the recommended procedure for online State Final Examination and defences at FSS. You will receive specific instructions on how to proceed, dates and invitations to Zoom Meetings from the Departments in the prescribed manner. Before the State Final Examination, you should prepare the technical equipment, installation of Zoom, testing, etc. Please check the functionality of the equipment and connections. Basic work with Zoom is very user-friendly and intuitive. At the end of this document, you will find several links to recommended pages.

Technical equipment requirements for online State Final Examination and communication requirements

The condition of the student's access to the online State Final Examination in May / June 2020 is the following technical equipment:

1. **PC, laptop or tablet** - preferred technique. If the connection should take place via a smartphone, it is necessary to consult in advance with the Center for Information and Communication Technologies FSS MU; please write to cikt@fss.muni.cz, no later than 5 days before the State Final Examination. You can test your device at <https://cesnet.zoom.us/test> or <https://zoom.us/test>.
2. Functional webcam (State Final Examination will run with audio and video on),

3. Operating system supporting Zoom (hardware and software requirements can be found here: <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)
4. The current telephone number, which you will inform the Department on which you will take the final examination upon request.

Quoted from the communication of Vice-Dean Adéla Souralová.

State Final Exam Scenarios

Scenarios may vary by Department, and you can get more information directly from the organizers. They will send you an exact invitation containing when and where to sign up for a Meeting. All State Final Examination scenarios about Meeting in Zoom use the Waiting Room. You will come to the Waiting Room and wait for the Secretary to invite you to enter the Meeting Room, vivificate your identity, and be informed about that the recording is in progress. The final examination or defence will begin. After the exam or defence the Secretary will move you back to the Waiting Room, and the Board will consult, then the Secretary will invite you again, and you will be informed of the result. If there is a joint announcement of results, then the Secretary will move you to the Waiting Room, and there you will wait for the start of the announcement of results. After the announcement of the State Final Examination results /the defence ends.

Invitation

The faculty has delivered the necessary data for the online State Final Examination and for the technical testing of the connection, together with the time data for the functional examination and the State Final Examination itself. The invitation may look similar to this:

Libor Caha is inviting you to a scheduled Zoom Meeting.

Topic: State Final Examination Politology Board 001 defence 21.6., State Final Examination 22.6.2020 (technical test 20.6.2020)

Time: This is a recurring Meeting Meet anytime

Join Zoom Meeting

<https://cesnet.zoom.us/j/93144747100?pwd=bzNiQUE4aHgendpNmZyZz09>

Meeting ID: 987 4524 7180

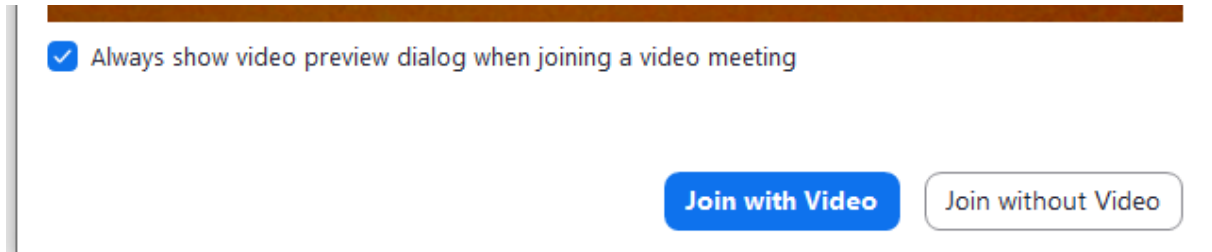
Password: 007023

Starting Zoom

Here we will briefly summarize the work with Zoom. Zoom can be connected via a website, but Zoom also has its own application, which you can download <http://cesnet.zoom.us/download> or <https://www.zoom.us/download> For using on a smartphone or tablet it is necessary to download the Zoom app for Android or iPhone. Install the Zoom application, and try it out, browse the help and instructions available on the Internet. Testing can be done at <https://cesnet.zoom.us/test>

Connection to the Waiting Room

At the specified time, go to the link sent to you by the authorized person if you are using a solution that does not support direct linking to an embedded password link, use Meeting ID and Password. A window will appear on the screen, prompting you to connect, select a video connection.



You will be taken to the Waiting Room, from where the Secretary of the State Final Examination Commission will transfer you to the Meeting Room. While waiting for your exam to start, you will see the following inscription on the screen:

Please wait, the meeting host will let you in soon.

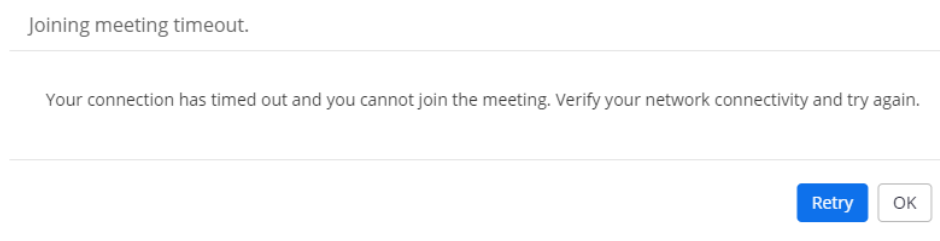
SZZ Sociologie Gender Komise 001 21.6.2020 (technický
test 20.6.2020)

You will see the same window during the time in which the State Final Examination Commission will consult on your result.

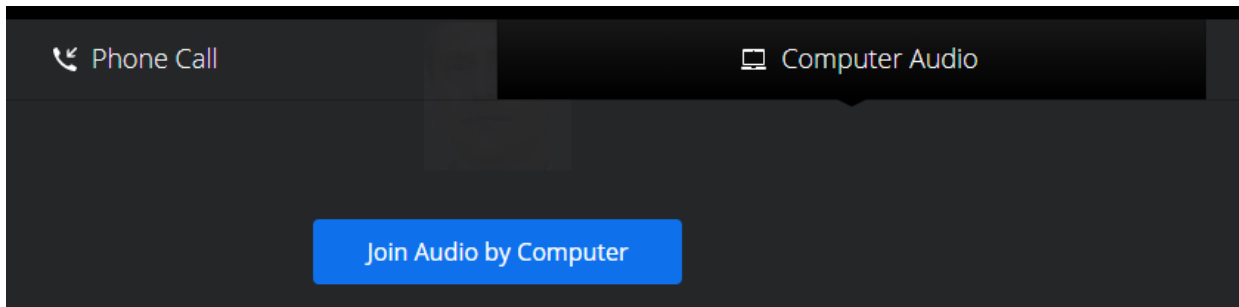
Application or browser

The connection to the Waiting Room is different if you use an Internet browser and different if you use the Zoom application. We will describe both options, but we recommend using the Zoom application, as it is less problematic from a technical point of view.

If you use a connection from a supported browser (Chrome, Safari, Firefox and Chromium) and you are in the Waiting Room, the connection will expire after a specific time. When the Secretary places you in the Meeting Room, a window will appear stating that the connection has terminated, and to check the network connection. Fortunately, the Meeting does not end, but displays a window where you need to press **Retry**. If you press OK instead of Retry, the Meeting ends, and you must log in again using the once provided link.

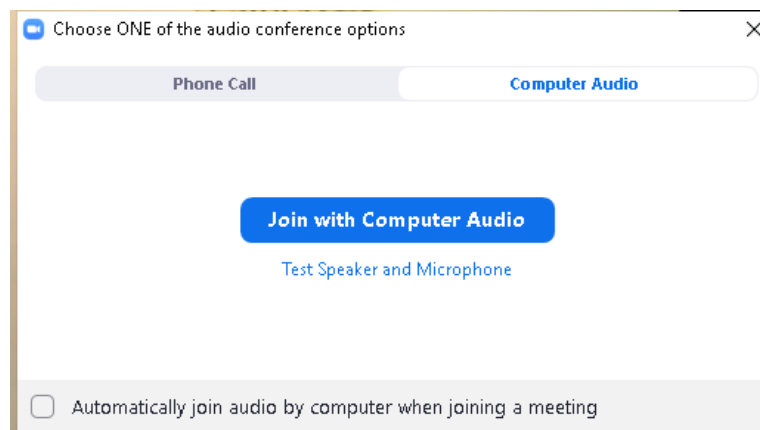


You will enter the conference room either directly from the link or after tapping Retry and will need to connect audio and video first.

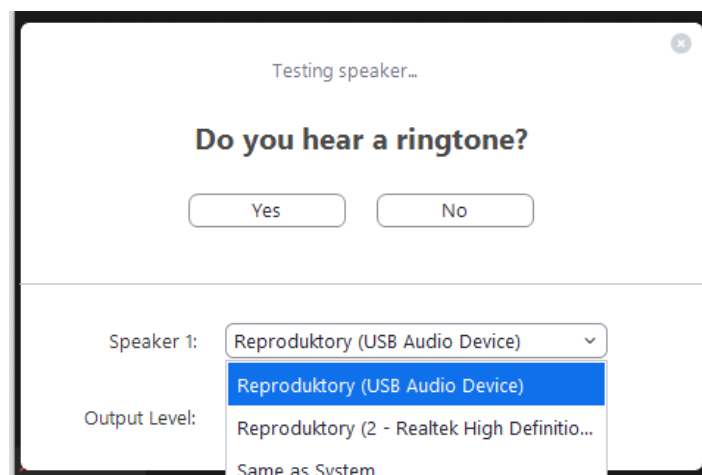


If you work from a web browser, you will connect Audio and Microphone. By default, select Join Audio by Computer.

If you are using the Zoom application, you do not have a problem with the expiration of the session. After the Secretary moves you to the Meeting Room, a window will appear asking you to connect the audio.

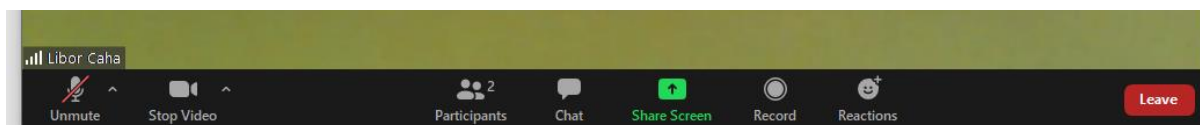


Click on Join with Computer Audio. If you always use Computer Audio, you can also click on automatic connection, the prompt will not always appear. However, it is not mandatory. With the Audio attachment, you have the option to choose which output device to use. Leave the default option or select one that works.



The course of State Final Examination or Defenses

Your contact with the Commission begins the moment the Secretary invites you from the Waiting Room to the Meeting Room. The Secretary of the Board manages the State Exam follow the instructions of him.



First, the Secretary will check your identity. The Commission is present at the inspection, but no one else. The Secretary can rename you in Zoom. It will notify you before recording that it is starting a recording.

The defence and the exam begin. After the end of the State Final Exam/defence, the Secretary will move you to the Waiting Room. After the Meeting of the Commission, the Secretary will transfer you back to the Meeting Room, the Commission will inform you of the result, and the State Final Exam will end for you. You will receive exact instructions from the Departments.

How to proceed in case of loss of connection with Zoom Meeting

You will communicate your telephone number to the Secretary in advance via the agreed communication channel. If the connection is lost, the Secretary will call you immediately, and if it is a defence, the call will be put on speaker phone, and it will be recorded in the Zoom Meeting. If the connection is interrupted during the State Final Examination, it is not possible to continue over the phone, and you will arrange an appointment with the Secretary in a free slot, which is ready for such cases.

Technical preparation in advance

You can send questions about technical issues related to the State Final Examination at FSS in Zoom to cikt@fss.muni.cz. We will reply to you by email or send you an invitation to the Zoom Meeting, where we will individually solve your technical problems. If we find issues, we pass the information to the organizers of the State Final Examination for assessment and decision.

List of recommended links

[Cesnet, teleworking and distance learning](#)

[Zoom Support](#)

[Recommended Procedure of Remote Final State Examinations at MUNI](#)

[Solutions for Oral Exams – MS Teams](#) (a tool with MUNI IT support)

[Solutions for Oral Exams– Zoom](#) (a tool without MUNI IT support)

[Remote Examinations Methodology at MUNI](#) (.pdf)