ORAL EXAMINATION INSTRUCTIONS FOR SECRETARY OF THE BOARD

STEP 1: When voting is to take place during the Oral Exam, click on the “Edit Response” button in the email that the School Administrative Assistant sent you.

STEP 2: Do not change any information on the first screen, except in the fourth block, namely, click the radial button indicating “Faculty member serving as Secretary of Oral Examination” and then hit Next.
STEP 3: The secretary will be brought to a screen where the secretary is to record the preliminary votes. After recording the preliminary votes, the secretary hits Next.
STEP 4: The secretary will be brought to a screen where the secretary is to record the final votes (this round includes the chair and secretary). After recording the preliminary votes, the secretary hits Next.
STEP 5: The secretary will be brought to a screen where the secretary is to record the overall pass/fail for the oral defense and whether any appeal will be made to the Graduate Board. After recording these two answers, the secretary hits Next.
STEP 6: The secretary will be brought to a screen containing information about the candidate (this was entered by the administrative assistant and should not be changed.)

Afterward, the secretary will be brought to a screen (see below) where the secretary should quickly scan the email addresses / names of the Board for obvious errors. Then click Next.

Confidential Report of the Secretary of the Board on Oral Examination for the Doctorate

The name and photo associated with your Google account will be recorded when you upload files and submit this form. Not brownjs@cua.edu? Switch account

* Required

Information about Oral Examination Board

Completed by school administrative assistant preparing paperwork for oral examination and verified by Secretary of Oral Examination Board

NOTE: PLEASE CAREFULLY VERIFY EMAIL ADDRESSES ARE CORRECT. THEY ARE USED TO EMAIL THE
STEP 7: The secretary will be brought to a screen where the secretary should hit SUBMIT.
STEP 8: Each Board member should receive an email (similar to that copied below) and should CONFIRM that the information is correct. Note that all members should record their votes before “leaving / ending” the meeting.
STEP 9: The Secretary should receive an email summarizing the overall results after all have CONFIRMED their votes.