

## 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.

Confidential Report of the Secretary of the Board on Oral Examination for the Doctorate'. Below this is the text 'Here's what we got from you:' and a red button labeled 'Edit response'. A red horizontal line separates this from a larger white box containing the title 'Confidential Report of the Secretary of the Board on Oral Examination for the Doctorate'."/>

Google Forms

Thanks for filling out [Confidential Report of the Secretary of the Board on Oral Examination for the Doctorate](#)

Here's what we got from you:

Edit response

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

**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.

Person completing this form? \*

School administrative assistant preparing paperwork for oral examination

Faculty member serving as Secretary of Oral Examination.

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.**

**Preliminary Vote of Major Examiners**

Completed by Secretary during Oral Examination

Major Professor (preliminary vote) \*

Pass

Fail

First Reader (preliminary vote) \*

Pass

Fail

Second Reader (preliminary vote) \*

Pass

Fail

Additional Member (if any) (preliminary vote)

Pass

Fail

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**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.**

**Final Vote of Examining Board**

Completed by Secretary during Oral Examination

Chair (final vote) \*

Pass

Fail

Secretary (final vote) \*

Pass

Fail

Major Professor (final vote) \*

Pass

Fail

First Reader (final vote) \*

Pass

Fail

Second Reader (final vote) \*

Pass

Fail

Additional Member (if any) (final vote)

Pass

Fail

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**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.**

### Additional Questions for Examining Board

Completed by Secretary during Oral Examination

Has the candidate successfully passed the oral examination? \*

Yes

No

Remarks (if any)

Your answer

Will any appeal be made to the Graduate Board by a member of the Examining Board relative to the decision of the board? \*

Yes

No

**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.**

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

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Submission of Form

A copy of your responses will be emailed to the address you provided.

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[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.**

REQUEST #2/1 | RECIPIENTS: 2 of 5 | NOV 02, 2020

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

You have been requested to review the following:

Requestor:	<a href="mailto:professor@cua.edu">professor@cua.edu</a>
Candidate's Name:	Candidate
Date of Oral Exam:	Nov 02, 2020
Person completing this form?:	Faculty member serving as Secretary of Oral Examination.
Major Professor (preliminary vote):	Pass
First Reader (preliminary vote):	Pass
Second Reader (preliminary vote):	Pass
Chair (final vote):	Pass
Secretary (final vote):	Pass
Major Professor (final vote):	Pass
First Reader (final vote):	Pass
Second Reader (final vote):	Pass
Has the candidate successfully passed the oral examination?:	Yes

**STEP 9: The Secretary should receive an email summarizing the overall results after all have CONFIRMED their votes.**