**Synchronous Oral Assessments**

Oral exam using Microsoft Teams

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**Educational challenge: Carrying out a live oral exam remotely**

Many disciplines assess students’ oral communication, which includes their ability to present, perform or converse. However, some oral assessments require real-time interaction to assess a genuine and unscripted interaction, such as in clinical scenarios or discussions in language courses. With online delivery of courses, carrying out synchronous oral assessments requires planning and may require additional equipment. Key considerations will include the number of staff involved in moderating/assessing, having an onsite organiser and IT (if required). If you would like to run asynchronous oral assessments, please see the solution pack.

**Solution: Microsoft Teams**

Conducting real-time oral assessment through a Microsoft Teams meetings ensures that:

**Students** can...

- Respond in real time and review and reflect on their performance afterwards from the recordings
- Feel less anxious as the examiner is not present visually/physically
- Join a meeting using their laptop, webcam or mobile phone via the Teams app or browser

**Instructors** can...

- Record student responses and review and/or mark at a later time
- Engage with the student and adapt to their responses
- Invite and identify the correct attendee via their UNSW email and deny those who aren’t enrolled students

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**FAQ**

**How can I reduce academic dishonesty?**

- Create and communicate a clear integrity/honour code including what is permissible and impermissible.
- Encourage student-instructor/student interaction with video turned on.
- Design assessments that discourage academic misconduct by focusing on problem-solving and focus on distinctive tasks. Where appropriate, include follow-up questions.

**How long should an exam be?**

- Additional time should be considered along with the allocated time for the task to allow students the chance to familiarise themselves with the platform.

**What if students can’t access the exam?**

- Following special considerations, reschedule for another date, however if the assessment includes a group discussion, include other students or Teaching Assistants.

**How can I make the exam go smoothly?**

- Consider including an IT staff member for any technical issues that may arise.

**Why Teams over Blackboard Collaborate or Zoom?**

- You cannot invite or remove/deny students from a Blackboard Collaborate Ultra meeting. Teams is integrated with many of the services Microsoft offers to students and staff and is more secure, data is encrypted and requires SSO.

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**Student Support**

- The online organiser must be contactable during the assessment for students to reach out to.
- Anyone experiencing technical issues must screenshot speed tests, power outage maps, error message, screens not loading and/or information from internet provider regarding current issues (all screenshots must show date and time). The student should contact instructor immediately before applying for Special Consideration.

**Guides**

1. Schedule a meeting in Teams
2. Record a meeting in Teams
3. UNSW Digital privacy guide
4. Hosting and recording multiple online discussions

**Technical Considerations**

- Users must have a working, forward-facing camera and internal microphone.
- Users can use either the Teams program on a computer or app on their phone (Android/Apple iOS) or via Firefox, Safari or Chrome browser.
- For support in developing these assets please contact EDS
- For technical enquiries please contact ETS

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