



Guidelines for Chairs of Oral Examinations **Master's Non-thesis**

1. **Arrive 10 minutes prior to exam** start time.
2. **Introduce yourself** as Chair acting on behalf of Faculty of Graduate Studies. Begin with the statement



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conclusion of the examination. The primary supervisor shall oversee the revision of the project. If the primary supervisor finds the revisions have met the requirements agreed at the examination, the primary supervisor shall distribute the project to the rest of examining committee. If it is acceptable to the committee, the primary supervisor shall sign the Letter of Recommendation.

4. The examination is “adjourned”.

This result should not be confused with failure (see 4. Failure, below). Adjournment may be called for two different types of circumstances:

- a. A sudden illness or emergency that does not allow for the examination to be completed; an external environmental situation arises that forces the exam to be prematurely terminated (such as fire alarm, power failure or natural disaster); or when the technology being used breaks down and cannot be repaired in time to continue the examination. When an examination is adjourned for these types of