

# INSTRUCTIONS FOR ORAL EXAMS VIA Go To Meeting

WITH PROF. MIRIAM M. UNTERLASS



ADVANCED ORGANIC MATERIALS

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Please contact Prof. Unterlass via email to take an appointment  
Once we have a date and time scheduled, please follow these steps!

## 1 SET UP (before the exam)

 Download the program  
Go To Meeting

 Install the program on 2 devices (e.g.  
computer, tablet or smartphone)



The devices allow the use of video and audio.

 Ensure a stable wireless internet  
connection

 Alternatively: Internet access via  
ethernet connection

## 2 ACCESS (before the exam)

 Access Go To Meeting via the link that  
Prof. Unterlass has sent you by email

 Sign in to the meeting 5 min prior the  
exam on device 1



Allow the access to use of video and audio

 Sign in to the meeting 5 min prior the  
exam on device 2



Allow the access to ONLY use the video

## 3 EXAM

 We begin the exam with the examinee  
stating their agreement to record the  
exam

 The examinee provides information such  
as name, matriculation number and exam  
number (e.g. VO 165.146)

 The examiner and the minute keeper  
are presented by name

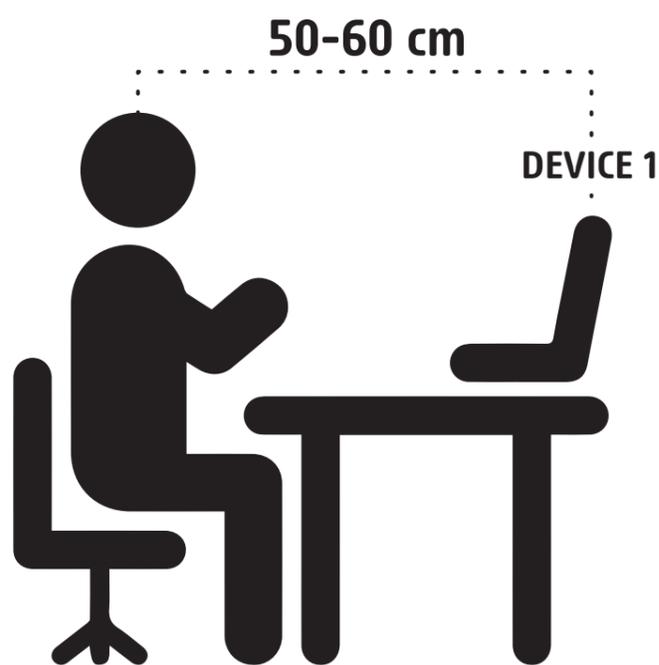
 The examinee shows the area where the  
exam takes place (360° view) through  
the camera of device 1 or 2

 The exam will last approximately  
30 - 60 min

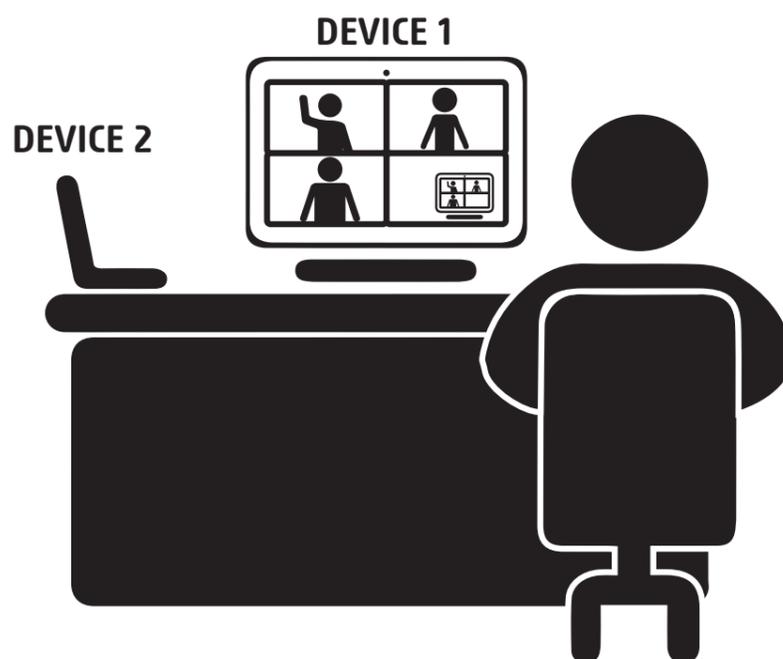
 The examinee is allowed to use a pen  
and white paper

The use of other means needed MUST be  
consulted with Prof. Unterlass

## 4 ROOM SET UP (SIDE VIEW)



## 5 ROOM SET UP (FRONT VIEW)



## 6 FURTHER STEPS THAT HELP TO ENHANCE THE PERFORMANCE OF Go To Meeting

 Have no other program/app than Go To Meeting  
running during the exam

 Clean up your browser prior the exam (no other  
tabs open, history deleted)

 Prepare a second headset to improve the audio  
quality

 Position the devices (1 & 2) in the vicinity of the  
router

 Update your browser to the latest version prior to  
the exam

 Try out a meeting via Go To Meeting with friends  
prior to the exam