Student guidelines for the Capstone oral exam

Date/Time
First two weeks of the Exam period

The exact time and date will be determined by each team via timetabling system (announcement will follow)

Method
Due to Covid-19 and Government restrictions, the oral exam will be conducted online via zoom.

Students are required to first give a formal oral presentation, using software such as Power Point, Keynote, SLiTeX, etc. Students may include videos or animation of their work during the oration.

The formal presentation will be followed by a question and answer session conducted by the assessors.

Assessors
The academic assessors are your supervisor and one academic examiner.

Presentation duration
Up to 20 min per person, including oration and Q&A time

Maximum oration time per team 30 minutes.

At the start of the oration session
The opening presenter should introduce themself and their team to the assessors at the start of the session and state the general topic of the presentation to follow.

When the oration session is underway

1. All team members should switch their camera <u>on</u> at all time.

2. When a team member conducts their section of the oration, the other team members should set their microphones to mute.

3. A clear presenter exchange must be conducted, for example:
   Presenter 1 : "… For the next section I will hand it over to my
                    colleague…."

During Q&A

1. If the assessors ask general questions to the entire team, please share the replies between your team. i.e, one person should not answer all the general questions. The assessors want to hear answers from all team members.

   Note that the assessors may also direct questions to specific team members

2. Do not be afraid to say "I do not know", it is important for an engineer to know when to say that.

3. If you need to have time to refer to your report or notes, it is perfectly fine. The assessors do not expect you to memorize everything. They are there to assess your understanding of your project. Some students prepare extra slides for material that may be asked about in the Q&A session.

4. If your project is an industry based project, and your supervisor invite the industry representatives, they are allowed to ask questions.

   Note, however, that the industry representatives will not be involved in the marking.