**Instructions for Setting up your Field of Study Exam**

The [Field of Study Schedule Request Form](file:///Z:\Team%20Lead\Exam%20policy%20-%20Sept%202021\CHS%20(Pre%20Sept%202018)%20FOS%20Set%20Up%20&amp;%20Contingency%20Form%20-%20edits%20for%20new%20process.docx#Text1) needs to be completed and submitted to the program GPA **no later than 4 weeks before your Candidacy exam.**

This allows the Graduate Program Administrator (GPA) and Graduate Program Director (GPD) to generate and approve additional documents in a timely fashion. **Not adhering to the above could result in your request being denied and a new date will need to be selected.**

**Oral Exam Location**

Please note that as of September 1, 2021 exams may be held in-person, remotely, or as a hybrid between the two. If anyone is attending the exam remotely, your GPA will set up the Zoom meeting link on your behalf.

Typically, in-person exams will be held in the Graduate Science Education Boardroom. Once this form is received, your GPA will confirm whether the GSE Boardroom is available for your proposed exam date. If the GSE Boardroom is not available, you will need to request a room through Room Bookings ([irrooms@ucalgary.ca](mailto:irrooms@ucalgary.ca)). **If two or more people plan to attend in person, they will be at the same location and the Neutral Chair will also be in the room with them.**

**Examiner Attendance**

Examiners may choose to attend the exam in-person or remotely. If for any reason, someone planning to attend in-person must attend remotely, it is important that they can be contacted by phone. Remote examiners must also provide a phone number in case there is an issue with their connection. For these reasons, all exam attendees, including the student, are required to provide a back-up phone number on the form below.

***Should any exam attendee attending in person, including the student, be unable to participate in person for any reason, please notify the GPA as soon as possible.***

**Graduate Science Education**

**Field of Study Exam Set-up Form**

**Submit this form to your GPA no later than 4 weeks before your exam.**

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| Student Name: | | UCID: |
| Program: Choose an item. | | Supervisor: |
| **FOS Oral Exam Information**  *The FOS exam is 2 hours plus time to deliberate after the oral examination. Please remember to book 3 hours with your examiners and the room. The GSE Conference Room can be booked through your GPA. Exams in the GSE Conference Room may not start between 12:00 and 1:15PM.* | | |
| **Date:** | **Time:** | **Location:** Choose an item. |
|  | |  |
| **Supervisor:** | | **How Attending:** Choose an item.  **Backup Phone #:** |
| **Co-Supervisor:** | | **How Attending:** Choose an item.  **Backup Phone #:** |
| **Committee Member:** | | **How Attending:** Choose an item.  **Backup Phone #:** |
| **Committee Member:** | | **How Attending:** Choose an item.  **Backup Phone #:** |
| **Committee Member:** | | **How Attending:** Choose an item.  **Backup Phone #:** |
| **Examiner Internal to Program\*\*:**  Has a well-established research reputation  Is not a close personal friend of the Supervisor  Has not collaborated with the Supervisor in the past five years  Is not closely related to, or worked with the student  *A memo is required if examiner does not meet all of the above criteria* | | **How Attending:** Choose an item.  **Backup Phone #:** |
| **Examiner External to Program\*\*:**  Has a well-established research reputation  Is not a close personal friend of the Supervisor  Has not collaborated with the Supervisor in the past five years  Is not closely related to, or has worked with the student  *A memo is required if examiner does not meet all of the above criteria* | | **How Attending:** Choose an item.  **Backup Phone #:** |
|  | |  |
| **Indigenous Cultural Protocol Plan** | | |
| Ii’taa’poh’to’p, the University of Calgary’s Indigenous Strategy, seeks to ensure that policies, practices, and procedures are supportive and respectful of Indigenous ways of knowing, doing, connecting, and being. Indigenous graduate students and those who are working with Indigenous Elders or Knowledge Keepers are encouraged to incorporate Indigenous ceremonies and/or traditions into their exams.  Will the student incorporate Indigenous ceremonies and/or traditions into the exam? **Yes  No** | | |
|  | |

***\*\*Note: The Proposal Evaluator may be used as either an Internal or External examiner as long as they meet the criteria.***