

## The Final Oral Examination

**When to schedule your Final Oral Exam:** When your chair (or co-chairs) states that you are ready for your final oral examination. Generally, the chair(s) must have all the chapters of your dissertation before you schedule. Before your Orals, discuss with your chair(s) how you should do your presentation). Usually there is a 10 – 20-minute discussion by the student about the project (problem, research questions, data collection methods, site, sample, main findings relating to the research questions, conclusions (implications from the findings, relationship to previous research, implications for practice).

**How to schedule your Final Oral Exam:** Get dates/times from your chair(s) and then check these with the other members. Notify all members (ASAP) about the date/time that fits for everyone and the room (contact Judy Miyoshi to reserve the room). You may ask a member of your research site to attend (as an observer). One member (not the chair) may attend remotely. Generally, a member attending remotely uses SKYPE.

**Time Frame:** 1½ hours – in general, but schedule a two-hour time slot. Please arrive at least ½ an hour before the start so that you can set up the room. If you live more than 1 ½ hours from campus – don't schedule your exam for rush hour. If you do, make arrangements to stay near campus.

**Ten days to two weeks before the Final Orals** – Get an edited copy of your \*dissertation (including references, appendices) to each committee member. Ask committee members if it is okay to send the dissertation by email. If not, get them a paper copy.

**Two days before the Final Orals** – Send out a reminder email (including date, time and place) to your committee members.

**Bring to the exam** – (1.) Presentation/discussion materials, (2.) The Final Oral Examination Form (get from Judy in 1029 Moore Hall), and (3.) a pre-tested audio recording device.

**During the exam** – audio-record the session.

**At the end of the exam** – have faculty sign the Final Orals Form and return it to the ELP Office.

**After the exam** – Review your recordings and notes (yours, your chair's). Make any changes that are requested and review them with your chair. You can only file your dissertation (online) with the Graduate Division *after* your chair approves the changes/additions/deletions. To file your dissertation, visit the Grad Division website: <https://grad.ucla.edu/etd/index.html>

**The members of your doctoral committee will be emailed and asked to approve your dissertation (online).**