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Guidelines for joining an online Examinations Board

1. Video-conferencing platform – joining and participating in the virtual meeting

SNMCI uses Zoom videoconferencing for hosting its virtual meetings. Zoom provides good quality audio and video functionality. It also incorporates additional capabilities such as screen sharing, document sharing etc.

Downloading Zoom	1. We advise that you download the Zoom app.
Joining Zoom Meeting	1. The Exam Board will be hosted in a private zoom meeting room. 2. The link below will allow you to apply for access to the meeting xxxxxxxxxx 3. You will be allowed entry to the meeting by the host.
Participating in Zoom Exam Board meeting	1. **Keep your camera on** during the meeting, unless there are bandwidth problems in which case turning off your camera may improve the quality of the call. 2. Please **mute** your microphone once the Chair has officially opened the meeting. 3. Turn your **microphone on when you are invited to speak** by the Chair or you have been identified or wish to respond to a question or part of a session. 4. Speak clearly and in a normal voice. 5. When not speaking, **make sure your audio is muted**. This will prevent inadvertent noises, such as coughs, rattling papers, or chair squeaks, from interrupting others. 6. During the meeting session, if your microphone is not muted, avoid shuffling papers and making other inadvertent noises. 7. **Keep the 'chat' side bar open** and use it to comment , to draw the Chair's attention to something or if you wish to raise an additional point. If you would like to raise a point, **you can also use the 'raise your hand' function**. **NB:** Be aware that chats directed at 'everyone' will be seen by all