The structure of the online interview commission

Dual Bachelor’s degree programmes
HOW WILL MY COMMISSION BE ORGANIZED?

HOW WILL THE ORAL TEST BE CONDUCTED REMOTELY?

Commissions will be held remotely using the Zoom video conferencing tool. Everything has been put in place to guarantee the confidentiality and security of the information exchanged. Getting started with the Zoom tool is relatively easy. It is nevertheless advisable to try it a first time and to be aware of some simple technical and organizational elements to make the best use of it.

This guide aims to provide you with this necessary information, to help you to get started with the Zoom tool.

Setting up and holding the commission is divided into four stages:

- **PREPARING THE COMMISSION**
  - Check your material, open the email sent by the admissions department and prepare the images

- **STARTING THE COMMISSION**
  - Start the commission, admit candidates in the waiting room and verify their identity

- **CARRYING OUT THE COMMISSION**
  - Knowing how to use the Zoom tool

- **CONCLUDING THE INTERVIEW**
  - Completing the interview report

WHO DO YOU CONTACT IF YOU HAVE ANY QUESTIONS?

In case of questions about the organization of the commission, contact the Admissions office: admissions.ddbachelor@sciencespo.fr

In case you have any questions or technical problems especially during the commission, contact the IT Helpdesk: sos@sciencespo.fr / 01 45 49 77 99
WHAT EQUIPMENT SHOULD I HAVE FOR THE COMMISSION?

To facilitate your commissions, you will need the following equipment:

- **A webcam** (built-in or USB)  
- **A computer** (do not forget your AC charger)  
- **A high-speed Internet connection**
- **A watch** (or other tool for timing commissions)  
- **The Zoom software** (installed on your computer and your Zoom Pro Sciences Po account)
- **A headset with mic** (USB or Bluetooth)  
- **Your phone** (to quickly reach Sciences Po in case of difficulty)

We recommend that you test your equipment before your first commission (see next page). Reminder: in case of technical problems, contact the IT Helpdesk without further delay: [sos@sciencespo.fr](mailto:sos@sciencespo.fr) / 01 45 49 77 99

To learn more about Zoom, also visit the dedicated page of the [online tools site](#)
PREPARING THE COMMISSION

TO BE DONE BEFORE YOUR FIRST COMMISSION

1. **30 MINUTES BEFORE THE COMMISSION**
   We invite you to prepare your commission 30 minutes before the first candidate. This time allows you to start up your equipment and raise any issues with the other member of commission, if needed. Keep the summary email containing links to the Google Drive folder and the interview report to hand.

2. **PREPARE IMAGES**
   Candidates will have to choose an image to discuss from the two listed. You therefore have to prepare the images by opening them in the Google Drive folder that you should have already received.

Everything is ready for your commission!
STARTING THE COMMISSION ON ZOOM

STARTING THE COMMISSION AND ADMITTING A CANDIDATE

The link to start the commission will have been sent to you by email in advance by the Central Services at Sciences Po. Before clicking on the link to access the meeting, make sure that:

- You have launched the Zoom app
- You are logged in with your Sciences Po account

Only then you can click on the link to the commission. In the window that appears, click "Open Zoom" and then "Join with Computer Audio".

Be sure to admit the next student only when the previous one has been removed from the commission.

Waiting Room
Candidates who connect to the commission are automatically placed in the Waiting Room. They appear in the list of participants.

To admit a candidate:
- Hover over their name in the list of participants and click "Admit".

Be sure to admit the next student only when the previous one has been removed from the commission.
SHARE IMAGES ON THE SCREEN

SHARE THE 2 IMAGES ON ZOOM

Display the two images present in the Google Drive folder so that the candidate chooses the one they want to discuss.

1. Before the interview starts, log into the Google Drive folder in your internet browser
2. After the presentation exercise, share the screen in Zoom
3. Display images from the Google folder assigned to the candidate

- Select the Google Drive folder window containing the two images and click "Share"
- Click on « Share Screen”
- Choose the "Grid" display mode
- Double click on an image to enlarge it
- Click the "Back" button to return to the folder and then display the second image
CONDUCTING AND CONCLUDING THE INTERVIEW

RECOMMENDATIONS

FILL OUT THE INTERVIEW REPORT

Be sure to respect the start time and end time of the slot previously announced to the candidate. It is essential that all candidates have the same interview time which will then have to be reported on the record.

Reminder of the timetable (total 30 minutes):
• Candidate's presentation: 2 minutes
• Commentary/image analysis: 10-15 minutes max.
• Candidate's motivations: 10-15 minutes max.

OPTIMISING YOUR ENVIRONMENT

Sound: it is recommended to use headphones with a mic. In case of background noise at home, you can momentarily mute the sound from your microphone.

Camera: It is recommended to place the camera at eye level and facing you.

Lighting: the main light source must be facing you. Avoid back lighting.

VERIFING CANDIDATE IDENTITY

Before starting the commission, you must distinctly see the candidate’s first name, last name and identifying number on the candidate ID card that they will show in front of the camera.

RESPECTING TIMING

Once the interview is complete, remove the candidate from the commission by hovering the mouse over their name and then clicking on the “More” button and on “Delete”.

You must complete the interview report for each candidate via the form that was emailed to you by the Admissions Department.