

USER

ZOOM

The structure of the online interview commission

Undergraduate admissions for applicants from foreign secondary schools

GUIDE

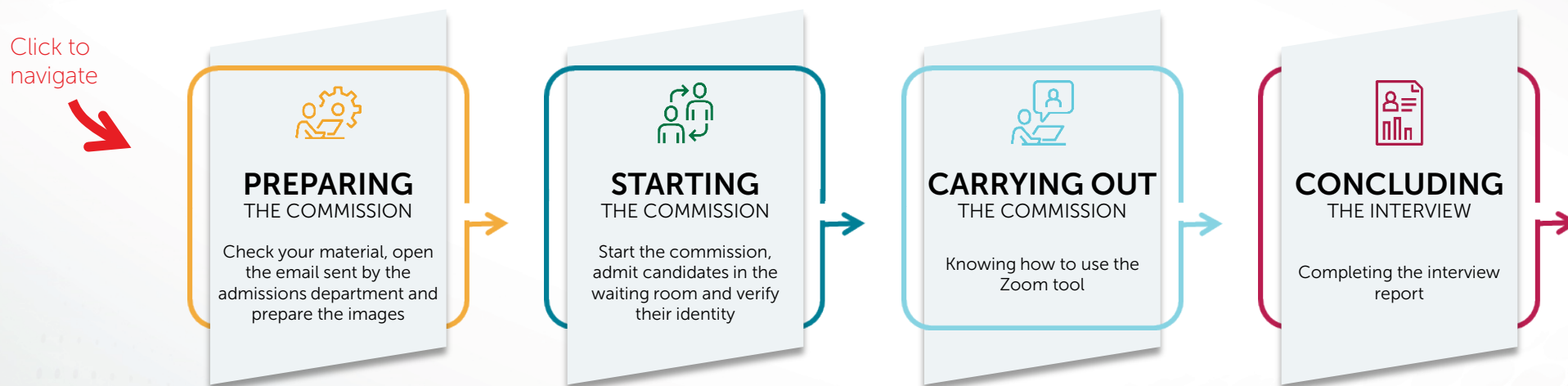
HOW WILL MY COMMISSION BE ORGANIZED?

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:



WHO DO YOU CONTACT IF YOU HAVE ANY QUESTIONS?

In case of questions about the organization of the commission, contact the Admissions office: entretiens.bacheliersinternationaux@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

PREPARING THE COMMISSION

WHAT EQUIPMENT SHOULD I HAVE FOR THE COMMISSION?

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



A webcam
(built-in or USB)

NECESSARY

A high-speed Internet connection

NECESSARY



A watch
(or other tool
for timing commissions)

ADVISED

A computer
(do not forget
your AC charger)

NECESSARY

The Zoom software
(installed on your computer and your
Zoom Pro Sciences Po account)

NECESSARY

A headset with mic
(USB or Bluetooth)

ADVISED



Your phone
(to quickly reach
Sciences Po in case of difficulty)

ADVISED

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 / 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

30 MINUTES BEFORE THE COMMISSION

1

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.



PREPARE IMAGES

2

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

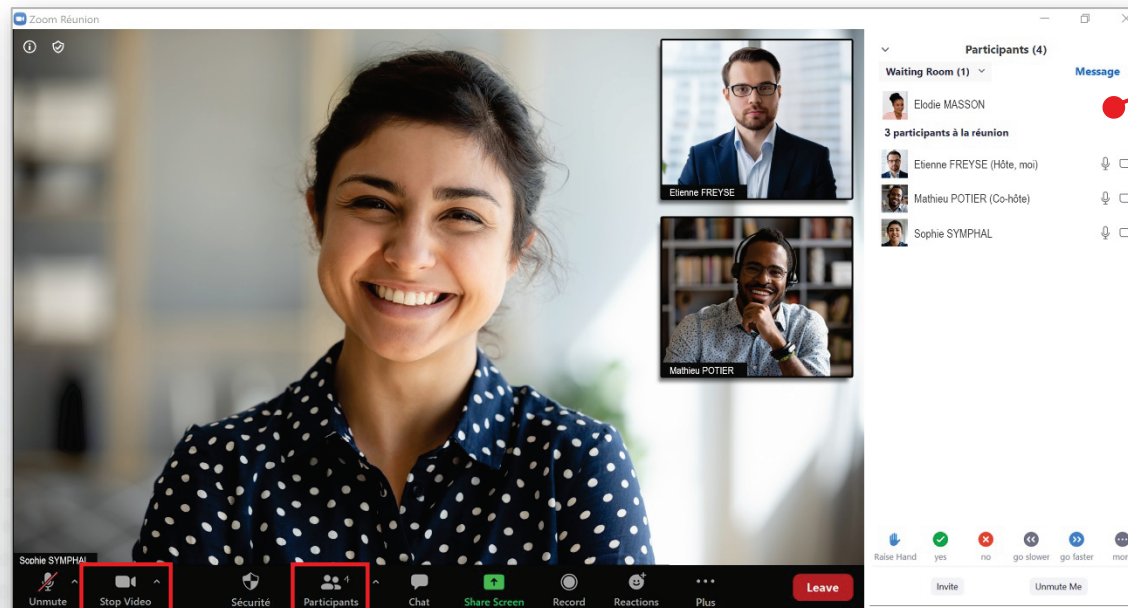
IMPORTANT

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**"



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"



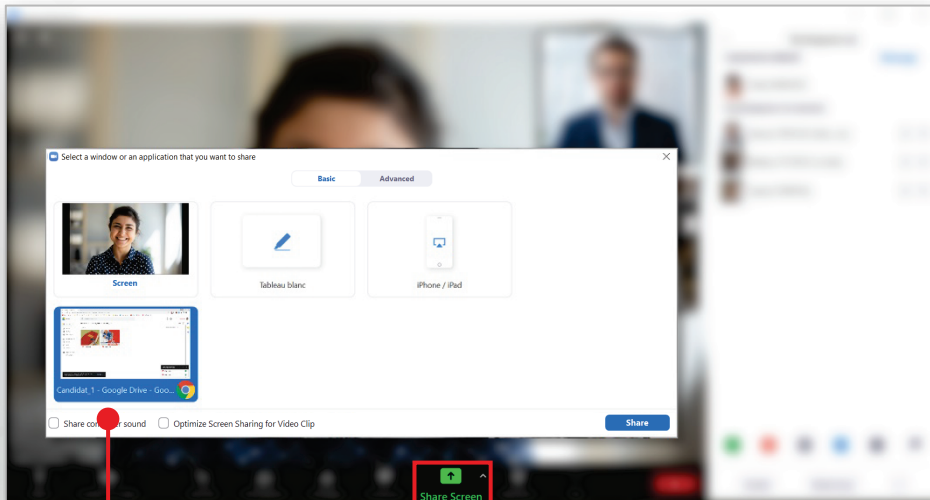
Be sure to admit the next student only when the previous one has been removed from the commission.

SHARE IMAGES ON THE SCREEN

SHARE THE 2 IMAGES ON ZOOM

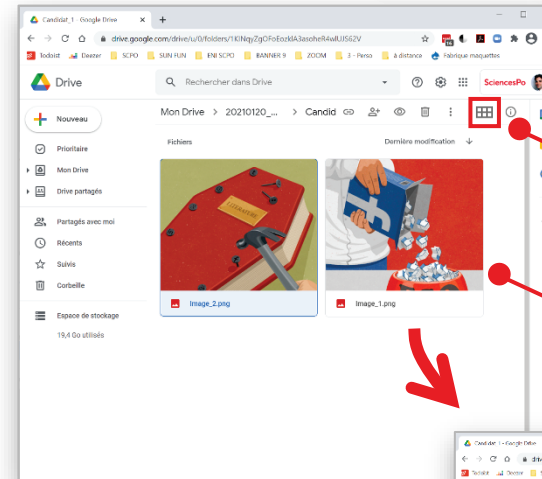
Display the two images present in the Google Drive folder so that the candidate chooses the one they want to discuss.

- 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



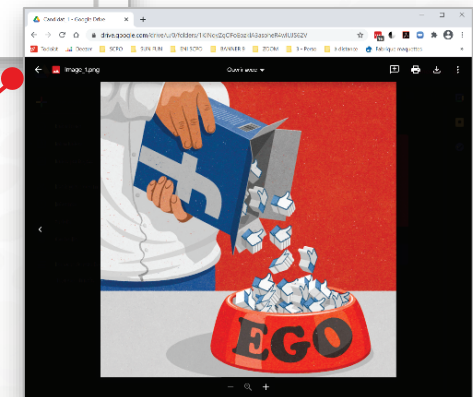
Click on
« Share Screen »

Select the Google Drive folder
window containing the two images
and click "Share"



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

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.

VERIFYING 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



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.



25-30 min

Reminder of the timetable (total 25-30 minutes):

- Candidate's presentation: **2 minutes**
- Commentary/image analysis: **10-15 minutes max.**
- Candidate's motivations: **10-15 minutes max.**

FILL OUT THE INTERVIEW REPORT



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 have **15 minutes** to complete the interview report via the form that was emailed to you by the Admissions Directorate. You can then admit the next candidate.