

# Checklist for Chairs



FACULTY OF EDUCATION, GRADUATE STUDIES AND RESEARCH  
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- \* If any **examiners' reports** were submitted at the oral examination, did you collect them at the beginning of the examination for the student's file?
- \* Has the committee **reached a consensus** on the required revisions, and on who is **delegated** to ensure that the revisions are carried out according to the committee's directions? It is best to ensure that this is done before the examination committee is dismissed.
- \* Have you **recorded the required revisions**, and the name of the person(s) delegated to ensure that the revisions are carried out, on the "**Thesis Examination Result**" form? If there is not enough space on this form, please use a separate piece of paper.
- \* Have all the examiners **registered their votes** on the "**Thesis Examination Result**" form, and signed their names at the appropriate line?
- \* Have **you signed** the "**Thesis Examination Result**" form on the appropriate line?
- \* Have you **informed the candidate** of the required revisions, and the name of the person(s) responsible for certifying these revisions? If the thesis is "**Referred**", the candidate will receive correspondence from the School of Graduate Studies regarding the required revisions, based on the information you provide on the "**Thesis Examination Result**" form.
- \* **Three forms** necessary for distribution of the thesis are included in the file (see Part V "Notes for Chairing..."), have they been filled out? Either the candidate has provided you with the originals of these forms, or you had the candidate complete and sign the extra copies provided with the student file. It is best to ensure that this is done before the candidate is dismissed.
- \* **Have you returned your copy of the thesis to the candidate?**
- \* Have you **completed and signed** the "**Confidential Report for the Dean**"? The Dean appreciates any comments you care to make on the conduct of this examination.
- \* Please remember to **return the file** as soon as possible to the Graduate Studies Office, A106 Duncan McArthur Hall. This file should either be hand delivered in person. To avoid loss, please **do not send by campus mail**.

Once again...

**Thank you for your participation.  
It is appreciated.**