

College DPGR

Ensure NEIC is appointed

Examiners

Receive examination pack from PGR Support contact

Internal Examiner sets the date of the viva

Internal Examiner notifies PGR Support of the viva date

Internal Examiner sends Teams/Zoom invitation to all participants

PGR Support

Send examination info to student and BoE separately – offer opportunity to raise concerns

Record viva date in spreadsheet

If no response from BoE/Student after 1 week of sending viva info, assume consent to the virtual viva & record on spreadsheet

If the student has an ILP or concerns are raised, BoE and student must confirm that they agree to the proposed arrangements

Record approvals on spreadsheet. Seek CDPGR approval where adjustments have been made

NEIC

Arrange and run test call with all participants

Conduct the viva in accordance with checklist provided

Responsible for contacting IT support, PGR contact on the day of the viva, or for halting the viva in the case of major technological issues

After the viva, ask all participants to confirm whether holding the examination virtually had a substantive bearing on the examination process

After the viva

Internal Examiner to return Viva Report and both internal & external preliminary reports to PGR Support

PGR Support to submit completed forms to College DPGR for approval