Examination Panel Chair

Aide Memoire

N.B. This is an aide memoire, not an official form. It is intended to assist the EPC, but it is not required. If used, it forms part of the EPC’s notes, but it is not normally submitted to the Research Degrees Team.

|  |  |  |
| --- | --- | --- |
| Student Name: |  | |
| Date of Examination: | /     / | |
| Who was present?  Chair:  Examiners:  Observer: |  | |
| **Preliminary Meeting** | | |
| **Additional Comments** | | |
| Were preliminary reports received from both examiners in advance of the viva? | Yes  No |  |
| Were the reports shared with the examiners before the viva? | Yes  No |  |
| Did the examiners agree a rough ‘running order’ for the viva? | Yes  No |  |
| Were the examiners broadly in agreement? | Yes  No |  |
| Did the examiners raise any serious issues or concerns? | Yes  No |  |
| Was the observer present (if yes, what was the contribution?) | Yes  No |  |
| **Examination** | | |
| Start time: |  |  |
| Was it necessary to make any reasonable adjustments to the examination process (*e.g. for a student with special needs*)? If so please specify. | Yes  No |  |
| Were the student and examiners introduced? | Yes  No |  |
| Was it made clear to all present that they could request a break as needed? | Yes  No |  |
| Note any breaks (time and reason): |  |  |
| Was there a presentation (optional – at the discretion of the examiners)? | Yes  No |  |
| Were the examiners’ questions clear and appropriate? | Yes  No |  |
| Was the student given enough opportunity to answer questions? | Yes  No |  |
| Was the student given an opportunity to provide any other relevant information? | Yes  No |  |
| Was the student given an opportunity to ask any questions? | Yes  No |  |
| Was the observer ever invited to comment? | Yes  No |  |
| Were there any concerns or issues about the examination that you would like to bring to the attention of RDRAC? | Yes  No |  |
| Time at which questions ended: |  |  |
| **Post-Viva Panel Meeting** | | |
| Were the deliberations undertaken in a fair and appropriate manner? | Yes  No |  |
| Was the observer invited by the examiners to attend the deliberations? | Yes  No |  |
| Did the supervisors call attention to any mitigating circumstances that should be brought to the attention of RDRAC? | Yes  No |  |
| Time at which the student was called back into the room: |  |  |
| Was it made clear to all present that the examiners’ recommendation is just that, a recommendation, and that it is subject to review by RDRAC? | Yes  No |  |
| How was the examination report handled (e.g., prepared on the day, circulated via email after the examination…) |  | |
| Are there any additional comments that you would like to raise for the attention of RDRAC? |  | |