

SCHOOL OF GRADUATE STUDIES

ONLINE VIVA CHECKLIST

PREPARATION

- Lists the number of students whose viva are affected with MCO
- Check whether faculty has received both examiners' report. Make sure softcopy is available.
- Contact all parties. Allow the student to read the guideline and if the student agree, the consent form need to be signed.
- Faculty set the date for the viva-voce examination and details of all parties including email, phone number etc.
- Apply for Webex ID

ONE WEEK BEFORE THE VIVA

- Candidate to submit the presentation slides via email
- Issuance of invitation email

3-DAYS BEFORE VIVA

- Faculty tests video link, sound and vision with parties
- Share related documents which include candidate's CV, procedure to conduct viva, examiners' guidelines and Webex guideline
- familiarise and inform chairman about the conduct of the session

1-DAY BEFORE VIVA

- Faculty send reminders to all viva-voce examination participants a day before the session
- Share examiners' reports with chairman and examiners. status of the document is confidential

ON THE VIVA DAY

- Check all the video link within an hour of session before the session