A GUIDE TO CONDUCTING ONLINE ORAL EXAMINATIONS

HOW TO CHAIR AN ONLINE ORAL EXAMINATION

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A GUIDE TO CHAIR AN ONLINE VIVA SESSION

TASK CHECKLIST

①

- The chairman will explain his role as the moderator of the session. The chairman will introduce the candidate, supervisor(s), examiners and read the title of the thesis.

  Suggested Script

  English: Thank you for joining us today, for **[candidate's Name]** thesis defense. I'm **[Name]** and I will be chairing and moderating today's viva voce session. With us today is the external examiner **[name]** from **[institution's name]**, the internal examiner **[name]** from **[school/faculty]** and the supervisor [name]. Also with us today is **[name],** the assistant chairperson who will be assisting me today to prepare the report for this session.

  Malay: Terima kasih kerana menyertai sesi peperiksaan lisan bagi **[Nama calon]**. Saya **[Nama]** dan saya akan mempengerusikan sesi viva voce hari ini. Bersama kita pada hari ini adalah pemeriksa luar **[nama]** dari **[nama insitusi]**, pemeriksa dalaman **[nama]** dari **[sekolah / fakulti]** dan penyelia **[nama]**. Bersama kita juga ialah **[nama]** yang akan membantu saya dalam menyediakan laporan sesi ini.

- You may use the lock meeting function on Webex once everybody has signed up. This feature keep uninvited people from joining the session.

- Please refer to the Webex handout provided in the appendix or seek technical assistance for this step.

②

- The chairman will relocate the candidate to 'virtual lobby' to allow the examiners to discuss critical issues regarding the thesis. Please refer to the Webex handout provided in the appendix or seek technical assistance for this step.

Suggested Script

English: [candidate's Name], before you allowed to present your work, I will first assigned you to the virtual lobby for a discussion with panel of examiners

Malay: **[Nama calon],** sebelum memulakan sesi pembentangan, saya akan meletakkan anda ke dalam bilik lobi virtual sementara untuk perbincangan dengan pemeriksa.

③ The candidate is recalled. The Chair begins the oral examination. The candidate should take no longer than 20 minutes to present her work

Suggested Script

English: [Candidate's Name], you now have 20 mins to present your research.

Malay: **[Nama pelajar],** anda diberi 20 minutes untuk membentangkan kajian anda

④ After the presentation, questions and answer (Q&A) session begins. There are at least **TWO** rounds of Q&A.

Round 1 (ONE) is to allow examiners to ask general questions about the thesis and about whether the candidate understands the basics and general principles or a scholarly research. Note that however, the questions asked shall be relevant and within the scope of the completed thesis.

Round 2 (TWO) is to allow the examiners to ask specific questions pertaining to the dissertation. In this round, the examiners will go from chapter by chapter until all questions are answered by the candidate.

Both examiners will take turn to ask questions and seek clarifications from the candidate regarding his work. The chairman can also ask questions if necessary. In principle, the supervisor/s is/are not allowed to speak during the viva voce. However, the chairman can allow him/her/them to speak for clarification on certain issues raised by the examiners

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⑤ After the examiners had gone through all chapters, the Q&A ends. The chairman may requests the supervisor/s to say a few words after this Q&A session. The chairman will request the assistant chairperson to end and save the electronic copy of the report.

⑥ The chairman will relocate the candidate to 'virtual lobby' to allow the examiners to deliberate and discuss on the outcome of the session.

Suggested Script

English: **[Candidate's Name]**, thank you and congratulation for successfully presenting your research and answering questions from the examiners. I will once again assigned you to the virtual lobby for a discussion with panel of examiners on the outcome.

Malay: **[Nama calon],** terima kasih dan tahniah kerana telah membentangkan kajian dan menjawab soalan dari pemeriksa anda. Sekali lagi, saya akan meletakkan anda ke dalam bilik lobi virtual sementara untuk perbincangan dengan pemeriksa berkenaan dengan keputusan.

⑦ After the candidate leave the virtual room, the assistant chairperson will share his/her report using 'sharing document' function. Discussion related to the decision of the thesis shall commence.

Once a consensus decision is reached, the candidate will be invited back into the room. The result will be announced by the chairman. The chairman will also brief the candidate on amendments that need to be done.

⑧ Apart from the academic comments related to the thesis, the post-viva report should mentioned **on the agreement of the examiners on the result based on the student's performance and also comment on the technical performance of the facilities used in both locations.**

The report shall be submitted to the PG office and resend to examiners for digital signature/consent email to the examiners via email and chairman and for record purposes.

⑨ Once the report is submitted, all members should logout from the session.