

**General Instructions for  
Viva Examinations**

- 1 The dates and times of summative Viva examinations will be published on the Summative Examination Timetable early in the academic year. This includes all assessments which comprise a presentation, whether group or individual, unless the Assessment Brief states that the assessment will take place in class. All students are expected to consult this Timetable and to make a note of their examinations as soon as the dates are available.
- 2 For all Viva assessments (apart from those taking place in class), you will be issued with a Briefing Sheet a few weeks before the examination. You should read the Briefing Sheet carefully. It will have important information about the examination, including full details about the date, time and venue. The Briefing Sheet will include a schedule of individual appointments (or group appointments for group assessments). Students are NOT permitted to change their appointment slots.
- 3 The appointments slots may be longer than the designated length of the presentations, because of the need to ensure that the examiner has breaks in the course of the day and to allow for change-over times. The length of the appointment slot therefore does not indicate the length of time allowed for the presentation. The length of the presentation is set out in the Assessment Brief.
- 4 You must ensure that you arrive at the examination venue at least 15 minutes prior to the start of the examination. The examination will start promptly at the designated start time. Anyone who arrives after their designated start time but at least 10 minutes prior to the designated finish time, will be permitted to take the examination but will not be allowed any extra time. Anyone who arrives less than 10 minutes prior to the designated finish time will not be permitted to take the examination and will be marked as absent.
- 5 If the examination venue is not familiar to you, you are advised to visit it prior to the day of the examination so that you become more familiar with the route and the layout of the building.
- 6 Any presentation slides must be saved in Microsoft Powerpoint.
- 7 It is the responsibility of each student to bring the items listed below to the examination. Spares will not be supplied or made available at the venue:
  - a. Pearson student ID card
  - b. Any Permitted Materials and/or equipment which you wish to use.
- 8 There will be a clock at the examination venue.

9 If you have an agreement for special examination arrangements on account of additional learning needs, you will be sent a personalised briefing sheet. Please note that you may be required to attend a different venue.

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