**Remote Viva Confirmation Form** (part 1: pre-viva)

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| **CANDIDATE NAME** |  |
| Matriculation number |  |
| Director of Studies |  |
| Date of viva |  |
| Time of viva |  |

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| --- | --- | --- |
| ***PARTIES AND LOCATIONS*** | **Name** | **Location** |
| Candidate |  |  |
| Exam panel chair |  |  |
| Examiner 1 |  |  |
| Examiner 2 |  |  |
| DoS/Supervisor in attendance |  |  |

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| **Primary Platform** (e.g. MS Teams, WebEx) |  |
| **Secondary** (backup) **Platform** |  |
| **NB:*****Zoom*** *is not currently permitted for University business and, therefore, cannot be used for vivas.* | | |
| **TESTING**  It is crucial that equipment, platform and connection be tested well prior to the viva. First test should involve all parties, preferably together but separately if this is not possible, using the exact equipment they intend to use on the day of the viva (i.e. same computer, same microphone, same mode of connection etc.). It is essential that both the primary and secondary platform be tested.  **On the day of the viva**  the connection must be tested again with the candidate at least one hour before the viva is due to start, and with other parties as part of the pre-viva meeting | | |
| **First test date/s:** |  |

**Remote Viva Confirmation Form** (part 2: post-viva)

This section should be completed completed following the viva and the form must be submitted with the viva report (form RD14) to [researchdgrees@napier.ac.uk](mailto:researchdgrees@napier.ac.uk)

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| **Platform used** (e.g. WebEx) |  |

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| **THE REMOTE VIVA EXPERIENCE** | |
| **1 Were any technical problems experienced?**  (for example, inability to connect; audio or visual interrurruptions; poor audio or visual connection) **If ‘YES’, please give details below** | YES/NO |
|  | |
| **2 Add any other comments you wish to make about the remote nature of the viva** | |
|  | |
| **3 Confirmation** | |
| * I confirm that all parties explicitly consented to a multiply remote viva and that the requisite tests of equipment, connection and platform were undertaken. * I attest that all parties (including the candidate) have confirmed that the format did not in any way influence the outcome of the viva examination. | |
| **Exam Panel Chair signature:** | |

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| ***Where the Exam Panel Chair has had to cancel the viva*** because the quality of communication is insufficient, a brief report on the circumstances should be noted above at (1) and (2) and the form submitted to [researchdegrees@napier.ac.uk](mailto:researchdegrees@napier.ac.uk) immediately afterwards, without the RD14.  A second version of the form should be completed following the rearranged viva. |
| **Exam Panel Chair signature:**  *(in cases of cancellation)* |