

### Virtual Viva Voce Examination Checklist

The Chair should ensure that all of the following are in place before, during and after a virtual viva voce examination.

Chair of Governing Board approval	
Written agreement by <u>all</u> parties	
Zoom as the recommended virtual platform	
Appropriate conditions in each location	
Video in use to ensure all parties can see one another	
VPN in use where IP needs to be protected	
Presentation, if required, circulated through the Chair or through screen sharing	
Viva not be recorded	
Test has been conducted	
Examiners' report includes a statement that the viva voce was conducted virtually	