

TRINITY LABAN

Staff Guidance

Academic Misconduct Viva Voce

This document is aimed at academic staff who are responsible for hosting a Viva Voce as part of an investigation under the Procedure for Handling Academic Misconduct. You can find a copy of this Procedure on Moodle by searching for “Academic Misconduct”.

Before the Viva Voce

How to Prepare for the Viva Voce?

To make sure you are fully prepared for the Viva Voce, you should do the following:

1. Read through the assessment criteria so you understand what the question is asking.
2. Read the student’s assessment submission thoroughly and decide which areas you wish to look into.
3. Check the sources used by the student to see whether they are on the reading list and/or available through the Conservatoire’s current subscriptions/library catalogue.
4. Prepare the questions you want to ask the student Be clear about what you are trying to establish.

5. While you are doing this, it is important to keep an open mind and not come to any conclusions before speaking to the student.

How to Structure the Viva Voce?

A typical Viva Voce should run as follows:

<i>Approximate time estimate</i>	<i>Action(s)</i>
<i>5 –10 minutes</i>	Agree on the order of questions and decide which member of the panel is responsible for asking each one (student not present).
<i>3– 5 minutes</i>	Inform the student of the purpose of the Viva Voce and tell them that they will have time to ask questions at the end.
<i>20 – 30 minutes</i>	Ask the questions and listen to the student's responses.
<i>5 minutes</i>	Ask the student whether they have any questions, answer them and thank them for attending.
<i>10 minutes</i>	Discuss the student's responses and reach a decision as to the outcome of the Viva Voce (student not present)

Attendance at Viva Voce

The panel should include two members of teaching staff, at least one of whom must be a subject specialist. Where possible, one member of the panel will be an independent marker who has not previously taught the student. In addition, the Registrar or their nominee will attend to ensure that an accurate record of the discussion is made and to advise on the relevant procedures.

Please note that the Viva Voce process does not allow the student to have a friend accompany them, although this is possible at later stages of the process as outlined in the Procedure for Handling Academic Misconduct.

During the Viva Voce

It is important that you keep an open mind throughout the Viva Voce.

You should:

1. Ask open questions which allow the student the opportunity to demonstrate that the work is their own.
2. Allow the student plenty of time to think about and answer the question, taking care not to interrupt them or guide their answer.
3. In cases of collusion, reassure the student that it is not about getting the other student in trouble, it is about finding out who did what.
4. Remember that the process can be intimidating for students and that not all students will have strong oral communication skills.
5. Whilst it can be helpful to tell the student what they should have done, this is not a tutorial and these can be arranged separately if required.

Outcome of the Viva Voce

Your role will be to decide whether the student has sufficiently demonstrated the authenticity of all or part of their work. To do this, you should consider whether the student was able to answer your questions in a way that demonstrates their understanding of the work submitted. The decision will be a matter of academic judgment.

You should inform the secretary to the panel of the decision you have reached and the extent of that decision. This decision will be recorded by the secretary alongside the notes made of your discussion with the student. You may be asked by the secretary to approve the final report.

Once the decision has been made, the secretary has the responsibility of communicating the outcome to the student and ensuring that any next steps arising from the Viva Voce are carried out.