## Script for Course Coordinator to Seek Consent to Record an Oral Examination

Hello <Student name>

As part of the University’s quality assurance processes you have been selected to undertake an Oral Examination (Viva).

As part of the process, with your consent, we will record my questions and your answers.

Do you agree to this Oral Examination (Viva) being recorded – Yes/No?

If Yes – A copy of the recording will be retained as per the University’s Records and Information Management Policy and may be provided upon request.

If No – I will need to take notes to support this Oral Examination (Viva) and these notes will be retained as per the University’s Records and Information Management Policy and may be provided upon request.