

**Oral Examination (Viva) Outcome Email templates  
for Course Coordinator to send to student to advise of outcome**

**Outcome 1**

Email Subject: Urgent: Oral Examination (Viva) Outcome for Course <CODEXXXX>  
To: : <student name> <student number>

Dear <student first name>,

I am writing to you advise you of the outcome of your Oral Examination (Viva) that was conducted on <insert date> for Course <CODEXXXX>

On the basis of your oral responses provided at the Oral Examination (Viva), I am satisfied that those responses are consistent with the material you submitted in the original assessment task. Feedback and/or results for this task will now be made available to you in line with the usual processes outlined in the Course Outline.

Thank you for your participation in this important assessment authentication process.

Regards,  
<Course Coordinator Signature Block>

**Outcome 2**

Email Subject: Urgent: Oral Examination (Viva) Outcome for Course <CODEXXXX>  
To: <Student name> <Student Number>

Dear <student first name>,

I am writing to you advise you of the outcome of your Oral Examination (Viva) that was conducted on <insert date> for Course <CODEXXXX>

On the basis of your responses provided at the Oral Examination (Viva), I am NOT satisfied that those responses are consistent with the material you submitted in the original assessment task.

The matter will now be referred to a Student Academic Conduct Officer who will be responsible for reviewing the matter and initiating appropriate action under the [Student Conduct Rule](#). A Student Academic Conduct Officer will contact you with further information.

I encourage you to contact the [Office of Student Advocacy](#) for advice and assistance regarding the process.

I remind you that the University offers a range of academic and personal support services. Information about how to access these services is available at <http://www.newcastle.edu.au/current-students/support>.

Regards,  
<Course coordinator Signature Block>