

**Email template for Course Coordinator to use to
schedule an Oral Examination (Viva) with a student**

(Items in Chevrons <YELLOW> should be replaced with case details)

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

Dear <student first Name>,

My name is <Course Coordinator name> and I am writing to you as the Course Coordinator of the Course <CODEXXXX>.

On <Date> you undertook a task for the above course entitled: <name of task>. As part of the University's quality assurance processes you have been selected to undertake an Oral Examination (Viva) (insert either "as part of a randomly selected group of students" OR "as your submission appears to be inconsistent with our expectations of your work").

The Oral Examination (Viva) is used as part of our quality assurance process to confirm that assessment responses are students' own work.

In accordance with the Oral Examination (Viva) Procedure I am now writing to you to schedule this Oral Examination.

This interview of approximately 15 minutes will take place <location/via Zoom/telephone>. I invite you to contact me via return email to the address below in the next three (3) University working days to arrange a time for this interview to take place.

OR

Your interview has been scheduled for <Date/time>. You will shortly be sent a link for this appointment. This interview may be recorded for further review. Please contact me as a matter of urgency should you need to negotiate an alternate time/date for this interview.

Please advise me if you have a Reasonable Adjustment Plan when confirming the appointment.

You are required to bring the following to the interview:

- student photo ID;
- any material you took to the exam; **OR**
- a copy of the submitted assessment.

If you feel you require additional support, I encourage you to contact the [Office of Student Advocacy](#).

Regards,
<Course coordinator Signature block>