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Viva Voce

* This should be around 20 minutes long.
* Can you tell the student to write their final reflection as soon as they can after the Viva Voce – Definitely no more than a week.
* Can you email the student and give them a time to meet you.
* It is a chance to just ensure the work is the students own. Turnitin is useful as a guide but this is not foolproof.
* You should ask them about any citations that you cannot find or any phrasing that seems like it was taken from elsewhere.
* Ask the students to reflect on the highs and the lows of the research process.
* Find out what surprised them and what did they find most interesting.
* Ask them what they have learned about themselves throughout this process and to give advice to someone who was beginning their EE.
* Ask them what were some of the most rewarding parts of this process and what were some of the most challenging?
* You can also ask what were the most interesting aspects of the process? Did you discover anything that surprised you?
* Other good questions are: were there any unresolved issues following your research? Any questions you could not find good answers to? How did the focus of your research change over the course of your research?
* Ask them if there is anything that they would like you to mention in their supervisor’s report.
* I will fire any reflections that are obviously prescriptive back to the student.

Supervisors Report and Predicted Grades

* Can you put your score on the Assessment section in the students Managebac. I will do the totals and make the predicted grade. There is a space for comments, but it is not necessary as they will not be read by the IB Marker.
* The reflections are to go on the Planning and Progress Form on Managebac. Your final comments on the student’s engagement with the process are to go at the end of this and it will be read by the examiner.
* Can you make sure that the total hours spent with the student is filled in as well.
* It should be positive in nature (as far as possible). If they have finished the essay then it is something to be proud of.
* Do not mention the student’s name.
* You should not indicate what you think of the essay or the score you think it should get.
* It is largely process related, of things that may not be obvious in the essay itself.
* If it has surpassed your expectations for the student then it is appropriate to mention this.
* You should mention if the student is writing in their second language.
* You should make comments on the enthusiasm that the student showed with their question.
* You should make comments on how the student has responded to feedback.
* If the draft and final version made the deadline then please mention that.
* If there were any creative solutions to issues or persistence in the face of difficulties then these should be mentioned.
* Your signature will be generated automatically.