



Guideline: Viva-voce Examination on Students' Research Projects

Department of Community Medicine
Faculty of Medicine, University of Peradeniya

The Process

1. The undergraduate medical students of the University of Peradeniya carry out their research projects as a group activity under the Communication, Learning, and Research module conducted by the Department of Community Medicine. Each submitted research report will be assessed by a panel of 2 examiners, consisting of an internal examiner and an external examiner. In addition, the students will defend their work at a viva-voce examination.
2. The viva-voce examination will be held as a hybrid event where the students will be present on-site at 5 pre-identified venues/day within the faculty premises while the examiners, including the moderator, will join online via Zoom platform.
3. The students will be directed one after the other to the examination venue from the waiting room where they will be housed till their turn during the examination.
4. To ensure a conducive examination atmosphere and the credibility of the examination, each examination venue will be well-equipped with a fully functional computer with video-conferencing facilities and a reliable network connection.
5. There will be an on-site coordinator, a technical officer, a research assistant, and a non-academic staff member present at the examination venue to ensure the smooth operation of each session. Their respective contributions to the examination process are as follows:

On-site staff member	Function
Coordinator	Liaise with the online moderator
Technical Officer	Assist with the technical issues
Research Assistant	Marking the attendance register
Non-academic staff member	Time-keeping

6. The online moderator for each panel will create the Zoom link, initiate the viva session, and will liaise with the on-site coordinator for the smooth operation of the viva examination.
7. Each examiner will question a candidate for 5 minutes. Hence, the duration of the viva-voce examination for each candidate will be 10 minutes.

General Principles

1. The general rules and regulations of a viva-voce examination will apply to this examination.
2. The candidate is required to have their university identity card, record book, and a hard copy of their research report with them.
3. They would be permitted to bring a water bottle and any required medicines with them to the waiting room.
4. No mobile phones or other personal electronic items will be permitted.
5. Candidates will not have access to any of the Zoom links.
6. The internal examiner will be an academic member of the Faculty of Medicine at the University of Peradeniya functioning in the capacity of Senior Lecturer grade 11 or above.
7. The external examiner will be an academic member in a similar capacity to that mentioned under process item 5, from a Department of Community Medicine in another state-run university or a board-certified specialist in Community Medicine from the Ministry of Health.
8. Whilst every effort will be made to maintain an uninterrupted viva session, backup methods will be identified within examination regulations to face any difficulty that may crop up.
9. In the event of such an unfortunate happening taking place, the moderators will decide how to proceed with the continuation of the examination by liaising with the examination panel.

Guidelines for the Examiners

1. Please ensure that the marks for the research report are mailed to the chief examiner before the viva-voce examination.
2. Please check whether you have received your respective Zoom link and the mark sheet before the date and time of the examination. If not, please contact the chief examiner or the moderator for assistance.
3. Make sure to log in 5 minutes before the set time.
4. Using a headphone or an earphone set may help to improve the audio quality.
5. It may be helpful to keep backup devices ready to reconnect in the event of a power failure

6. The two examiners should allocate marks for each candidate independently.
7. We would appreciate it if you could provide feedback after the viva-voce examination using the link to the relevant Google form that will be emailed to you in due course.

Guideline for the Moderators

1. The success of each viva session will heavily depend on the role carried out by the moderators.
2. Initiate the Viva session using the Zoom link.
3. Introduce the examiners to each other.
4. Liaise with the on-site coordinator to assure the smooth operation of the viva session.
5. Check the candidate's identity.
6. Introduce the two examiners to the candidate.
7. Allocate 5 minutes for each examiner to question each candidate.
8. Ask the examiners to send the mark sheet via email.

Guideline for the Candidates

1. Arrive at the examination venue 30 minutes before the set time.
2. You are required to be well-groomed and attired in smart casual or formal wear appropriate for a viva voce examination.
3. You are required to bring your student identity card and the record book issued by the University of Peradeniya.
4. You may bring a copy of your research project, a water bottle, and any medicine required.
5. You will not be allowed to bring any mobile phones or any other electronic device to the examination venue.
6. You are required to submit feedback on conducting the student research project and the viva voce examination. The link to the relevant Google form would be emailed to your batchmate.