

# Annual Review and Viva Examinations Good Practice Guide

This guidance should be shared with PGR Supervisors, the PGR/Research Office, and Internal and External Examiners to determine sharing of responsibility for implementation.

## In advance of the annual review or Viva

* Ensure the student is fully briefed on the format and process for the annual review/Vivaat least 2 weeks in advance of the examination
* Notify the student of the location of the proposed venue by email at least 2 weeks in advance
* Allow the student access to the proposed venue in advance, if requested, to familiarise themselves with the environment.

## During the annual review or Viva

**In all instances:**

* Ensure questions are clearly asked one at a time. For example, if there are multiple parts to a question, ask each part separately
* Allow sufficient time for the student to locate detail in their notes, presentation or thesis following a question
* Allow the student time to sequence and prepare their response following each question
* Remind the student to bring blank paper and pen or preferred tech into the annual review or Vivato take notes, allow time for student to make notes and use these to formulate their responses (without the use of AI)
* Schedule a comfort break and communicate the timing of this in advance.

**If requested by the student:**

* Long questions should be broken down into shorter questions
* Examiners are to repeat, clarify or rephrase questions
* Short breaks of 5-10 minutes should be offered, or if they show signs of anxiety or stress.

## The above good practice helps support all students experiencing difficulties in the following areas

* Slower information processing speed
* Short term memory and information recall
* Word retrieval and articulating responses
* Organising thoughts
* Maintaining attention and focus for sustained periods.

For advice and guidance regarding support for PGR students with disabilities, contact the Disability & Learning Support Service on disability.service@ed.ac.uk.