

Remote Examinations (ESA, LSR and Vivas) – Guidance for Students

The College recognises how important your examinations are to you and that you will want to be prepared and confident to get the most from your examination. This document is designed to provide you with information on how you can work with your supervisor and your department to ensure your milestone and *viva* examinations run smoothly.

1. **Digital Technology** – you may find that you do not have access to the same technology that your supervisor does or indeed that other students in your research group have access to. At the least you will need access to the internet, a laptop or desktop, webcam and MS Teams. If you are worried about accessing any of these, or other digital technology which you need for your examination, please talk to your supervisor. If you do not feel comfortable doing this, there are other sources of support for you to explore. Your Department’s Senior Tutor (PGR) and/or your PGR administrator are a good starting point.

The College also has a [laptop support fund](#) to assist students with the purchase of a laptop.

2. If your Department offers you a **mock viva examination**, take that opportunity! If it is not offered to you, ask! Use this to do a “tech check” and to understand how the “live” exam will work in practice. Some Departments may wish to record examinations however this is not a requirement and you should be given the opportunity to opt-out if you are not comfortable being recorded.
3. **Your location** – if you are abroad for your examination, make sure you alert your Department to any time zone differences which need to be considered when setting up an examination.
4. **Examination Environment** - You should also ensure that you have access to a quiet space where you will not be disturbed for the duration of the examination.
5. **Reasonable adjustments** – The College makes reasonable adjustments to examinations to support students with disabilities or specific learning needs. When milestone exams or *vivas* are taking place remotely, there may be further considerations. Talk to your supervisor and your Department’s Disability Advisor about your needs and what is possible.
6. **Your wellbeing** – some students find that examinations are stressful at the best of times and in a remote setting, you may feel more anxious than usual. Consider whether it is possible for someone to join you after your exam has taken place. If you are self-isolating or by yourself, make a plan of who you can contact after the exam – it will be a chance to celebrate and/or to talk through how the exam went.

The [Student Support Zone](#) offers a range of helpful advice and guidance for students.

7. **Please note that *viva* examinations should not be recorded.**

