**Appendix A – Template Invitation to Viva**

Dear XX

Re: **[Insert Module Code, Module Title and Assessment Component**

**Invitation to Viva-Voce (Oral in-person) examination**

I’m writing to let you know that concerns have been raised about your recent assignment listed above and as a result, the marking team have requested that a Viva-Voce should be arranged between you and two members of the department during which you will be asked some questions about your assignment.

The viva-voce process is there to support academic staff in marking assignments where they have concerns over the authorship or originality of the work. The implementation of this viva process allows concerns to be appropriately assessed and for the marking team to assure themselves that the work you have submitted is based on your own knowledge. The members of staff leading the discussion will assess the thoroughness of your understanding of the submission, and your ability to explain and justify its contents.

 Advice and Support

We understand receiving this email might be concerning and recommend you tell someone about it and reach out for support. This could be a friend or loved one but there is also support for you within the University:

CORNWALL

The Students’ Union Advice team offers free, confidential and impartial advice and you can find out how to get in touch with them [here](https://www.thesu.org.uk/).

Our wellbeing service in Cornwall is here to support you and you can find further information [here](https://www.exeter.ac.uk/students/wellbeing/cornwall-student-welfare/).

DEVON

The Students’ Guild Advice team offers free, confidential and impartial advice and can support you through the process. You can find out how to get in touch with them [here](https://www.exeterguild.com/page/advice-academic-misconduct).

Our wellbeing service in Devon is here to support you and you can find further information [here](https://www.exeter.ac.uk/students/wellbeing/).

**We will not contact your Personal Tutor about this as it’s confidential. However, Personal Tutors can provide support, so you can contact yours to discuss this with them if you wish.**

The Viva-Voce Meeting

The meeting will be attended by XX and XX (a member of the marking team and a senior academic (Head of Department, Chair of APAC or Director of Education and Student Experience).

This meeting will be conducted via [delete as appropriate] an: in-person / virtual meeting via a video link , and is expected to last no more than 30 minutes.

The meeting will take place on:

* Date: XX
* Time: XX
* Location: [insert in-person location or virtual video meeting link]

Please confirm your attendance **no later than one working day before** the meeting by replying to the email that accompanied this letter.

Our priority is to ensure that you are guided through this process fairly and it is important that you understand the reasons you are being asked to attend a viva for this piece of work. The following concerns have been raised about your assignment: [Select only the relevant criteria from the list below]:

1. The content of the work falls consistently outside of the topics taught on the module and there is no reasonable explanation for the student to have responded to the question in that way.
2. The methods used in the submission are substantially different from those taught on the module.
3. The anticipated mark for the assignment falls outside that predicted for anyone within the cohort and is excessively high for a student working at that stage of study.
4. The sources used are not on the reading list for the module and are a significantly unusual resource for the student to have obtained and/or cited.
5. The language and/or syntax used in the assessment are incoherent.
6. The language and/or syntax used in the assessment response are at a level of sophistication beyond that anticipated of a student working at this stage of study.
7. The language and/or syntax used in certain sections of the assessment response are demonstrably different from that in other sections of their assignments.
8. Sources referenced do not match the content of the assessment.
9. Sources referenced do not appear to be real.
10. There is hard evidence in the submission of third-party involvement (such as track change comments in the submission).
11. The student has responded to an entirely different title without explanation.
12. The student has failed to complete the honour pledge for the assignment in question.
13. The submission contains methods and/or data which fall under the University's research ethics approval policy. The student has failed to obtain research ethics approval for this work.
14. The submission timeframe is too short in which to have written the submission.

If during the interview you demonstrate sufficient knowledge and understanding of the subject matter to assure the staff members of the legitimacy of your work, and adequately explain the concerns listed above, then the piece of work will be returned to the standard marking process with no further action taken and you will be informed of this in writing as soon as possible. It may be that the viva discussion does not allay the concerns of the academic members of staff, and in such instances, they will refer your work to the departmental academic misconduct officer for further investigation. If this is the case, you will be notified in writing and further support and information will be offered.

It is important to note that you cannot prevent the members of staff from making a decision by failing to appear at the viva, therefore we strongly recommend that you engage in this educational opportunity.

If you have a disability and require reasonable adjustments, we may need to adjust our processes to help you. If you think we can help you by making some adjustments, please let us know as soon as possible. We will then consider what can be offered.

Yours sincerely

XXXX