Online Project Viva

10th to 21st May 2021

This document provides you with useful instructions and tips on how to prepare and undertake your viva using video conferencing tools. The project vivas will take place between **10th and 21st May 2021**, which will be assessed by your supervisor and second examiner.

Once the viva schedule has been released your supervisor and the second examiner will make a decision on the video conferencing tool that will be used to conduct the viva. Your supervisor will the confirm the video conferencing tool that will be used for your viva presentation.

Download & Setup Video Conference Tool

1
VIVA SCHEDULE
Check your viva schedule on EECS Intranet or QMPlus.

2
EMAIL SUPERVISOR
Ask your supervisor to confirm the video conferencing tool that will be used.

3
DOWNLOAD AND TEST
Download the tool and conduct a test video call with a friend and share your screen.

Key Points

If there is no submission of the viva slides (QMPlus) then the examiners will not assess your viva presentation.

No report and/or slide submission will lead to a failed project.

You will be allocated an AM or PM slot for your viva.

If you are having connection issues then you need to let your supervisor and second examiner know via email ASAP. This is to ensure that other online arrangements (e.g. use a different tool) can be made within the allocated AM/PM slot.

If you feel that you will be unable to undertake your viva due to no access to a computer or the Internet, then you will need to apply for an EC. If the EC is granted then you will conduct your viva during late summer resit period.

Presentation Preparation

Principles

People tend to remember the start and end of a presentation, as their attention span can sometimes drop towards the middle of the presentation. Therefore it is important that you summarise the information at the beginning and end of your talk. It is also very important that you make use of visual aids, such as diagrams, pictures, screenshots, videos or screencasts related to your project.

Planning

When planning you need to take into account the purpose of the presentation, which is to 'sell' your project to your examiners and to give an excellent impression.

Practice

Rehearse, Rehearse, Rehearse! It is paramount that you practice your presentation. This will not only give you confidence, but it will also ensure that you don't go over your allocated time.

Tips

- Make sure your presentation is suitable for both examiners – one knows your work, one does not.

- Link your presentation content clearly to your report.

- Focus on what YOU have done for the majority of the presentation.

- Make sure your presentation has good structure and tells a coherent story.

- Use an appropriate number of slides – allow 1-2 minutes per slide, depending on content.

- Think of possible questions your examiners might ask, and prepare for them. Especially related to your code!

- Be honest and open – attempts at bluffing are always obvious and do not impress!

- Show enthusiasm for your project, it can be contagious.

Submit your Slides

Submit a single file in PowerPoint or PDF format by **7th May 2021** - QMPlus. If you do not submit presentation slides in advance, you cannot conduct the online viva presentation. You will also need to complete the 'Destination Form'. This is a separate submission to be made at the same time as the presentation slides.

VIVA PRESENTATION BREAKDOWN

Within your AM/PM slot, the assessors will allow 30 minutes to conduct the viva assessment. A breakdown of this is as follows:

- **Presentation: 15 mins**
- **Demo with Q&A: 10 mins**
  - Include a demonstration of your implementation/practical work
  - Ways to demonstrate include (but not limited to):
    - Share screen of your application during the presentation
    - A prerecorded screencast showing key features of your system
    - A video recording (for hardware projects)

- **Assessor discussion and changeover: 5 mins (approximate)**

You will need to turn on your camera during the viva assessment