**APPENDIX 5: VIVA VOCE EXAMINATION RUBRIC** *- TO BE FILLED IN BY EACH PANELIST*





*Computation of the Final Mark of Dissertation/ Thesis*

The overall score is the sum of:

1. **External examiner = 30%;**
2. **Internal examiner’s assessments (an average of their mark if there are two or more) = 30%, and;**
3. **The defence/ viva voce = 40%.**

**VIVA VOCE PANELISTS TO NOTE**

1. The pass mark for Master’s dissertation is 60%.
2. Minor corrections refer to editorial corrections, slight re-organization of sections, and minor modifications of tables, paragraphs or sentences to be submitted within one (1) month for Masters degrees.
3. Major corrections refer to substantial corrections and revisions that are stated in the examiner’s report and are to be submitted within three (3) months by the candidate. Examiners should include strong reasons based on substantial missing gaps that cannot be corrected by the candidate within one (1) month.
4. For not accepting, it may be in situations where; additional data collection is needed, additional data analysis is needed, additional literature review is needed or a need for re-writing the entire dissertation.
5. Not accepted but may be re-submitted for a lower award may be in situations where the candidate fails the dissertation for three (3) consecutive times.
6. The candidate will be allowed to present his or her work in about 10 minutes. The presentation scope should be what the candidate investigated, (tittle and the variables, the problem, the objectives), how the study was conducted (brief on methodology-design, sample, data collection, and analysis), what the study found (findings as per objectives), conclusions (lessons learnt as per objectives), recommendations, limitations of the study, contribution of the study and areas recommended for future research
7. After candidate has made the presentation of the above not exceeding the 15 minutes, one of the panelists (representative of the dean) will read through the external and Internal examiner’s reports highlighting the strengths and any weaknesses pointed out by the external examiner.
8. The chair will ask each member to raise any questions to the candidate and this process will be done chapter by chapter.
9. The candidate will be asked to respond to questions or any issues raised
10. The candidate will be requested to get out of the room as the panelists make the final assessment, discussion on the performance of the candidate and a final verdict/score using the assessment form given. Each panelist will assess independently before an average score is arrived at.
11. If there is a variance in scores particularly where one panelist has failed the candidate, the member will be asked to clarify his or her decision and if in the opinion of the panelist the decision of a member is biased, that member will be asked to re-assess before a final verdict is given.
12. The panel will agree on the duration of corrections to be made but not exceeding three months.
13. The candidate will be called in back in a room and given the verdict of the panel by the chair (which will state only whether the candidate has passed or not).

**Name of Candidate: …………………………… Reg No :……………**

**Date of Examination: ………………………… Degree/ Diploma to be awarded: …………**

**Title of Project/ Dissertation/ Thesis:** ………………………………………………………………………………………………………………………………………………

*Dissertation format: tick as appropriate*

|  |  |  |
| --- | --- | --- |
|  | Monograph |  |
|  | Chapters as standalone papers |  |
|  | A compilation of papers either already published or accepted for publication  |  |
|  | Chapters only |  |
|  | Project/ Product |  |

**Grading of presentation**

|  |  |
| --- | --- |
| **Criteria** | **Marks** |
| Out o | Score |
| General organisation – everything in place  | 05 |  |
| Quality of PowerPoint (or any other) presentation (5 marks each):* Font/ size type;
* Points only – not copy and pest
* Visual Aids;
* Illustrations;
* Grammar and spelling
* Colours;
* No unnecessary transitions
 | 35 |  |
| Is the presentation related to the dissertation/ thesis? | 05 |  |
| Subject content:* Quality – what is in or out/ depth;
* Quantity – coverage of the subject/ breadth;
* Accuracy of information in terms of subject matter
 | 15 |  |
| Command of the subject:* Response to questions;
* Conceptual understanding
 | 10 |  |
| Mannerism, interest generated:* Engaging – eye contact/ Speaks to the whole audience;
* Audible;
* Transitioning between subtopics/ slides
 | 15 |  |
| Ending: Wrap-up/ Summary/ Conclusion | 10 |  |
| Time management (PhD, 45minutes; Masters, 15 minutes) | 5 |  |
| **Overall** | **100** |  |

**Name of Panellist/ Examiner Signature Date:**