- Bring a calculator, and obtain the paperwork from the School Office (Kerry will have the most up to date version of the results for each student).

- **Panel meets in the viva room.** Brief introduction of members.

- **Remind supervisor(s) to leave** most of the questions to the assessors during the viva and that attempts to answer on behalf of the student should be kept to a minimum.

- Invite student into the Viva room. Introduce them to the panel. **Explain the viva is a chance to gain marks by giving them the opportunity to clarify aspects of their thesis.** Ask student if they have errata or anything they wish to say before the viva starts.

- **Viva = maximum of 40 min with student.** Please enforce the time limit, and give everyone a prompt when there is 5 minutes of the Viva time remaining.

- **Conduct** the viva by going through specific questions on the thesis chapter by chapter. Interrupt if the student gets stuck on a question and move on to the next question. Avoid undue stress on the student.

- After the viva questions, congratulate the student on completing their Viva. Advise them that their result will be available after the Honours exam board meeting. Ask the student to leave.

- **Supervisors** are asked to make known **any circumstances** they feel may have affected the student’s performance. Make sure that you obtain the supervisor’s mark for 10% of the Research Project, before asking them to leave (supervisor’s mark for the Research Project should take into account such components as lab work, tidiness, punctuality, note-keeping, etc).

- Discussion by panel of the thesis then follows immediately for 10-15 minutes. People write and submit their thesis marks, and panel then concurs they are happy with the marks. If the thesis marks differ by more than 10%, another assessor will be required to mark the thesis. Chair should advise Honours Coordinator ASAP if another assessor is required. A copy of the thesis should be collected by the chairperson if thesis marks differ by more than 10%.

- Collate all the marks and **calculate the overall grade** *(refer to example on page 2).* Don’t encourage too much comment or debate. There are several independent components to the assessment. One component should not be adjusted to make up for poor performance in another component.

- **GET SIGNATURES on the bottom of the form and collect the Thesis Comments sheet from each assessor** *(if the assessor(s) have not completed their Thesis Comments sheet by the end of the student’s Viva, ask them to pass it on to Kerry ASAP)*.

- Lodge completed/signed assessment sheet and any completed Thesis Comments sheets with Kerry in the School Office immediately following the Viva.

*see over the page for instructions regarding calculations of the grade→*
## HONOURS ASSESSMENT FORM

**Student Name:**

**Supervisor/s:**

**Email:** @flinders.edu.au

### TOPICS

<table>
<thead>
<tr>
<th>UNIT</th>
<th>MARKS</th>
<th>WEIGHTING</th>
<th>TOTAL</th>
</tr>
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<tbody>
<tr>
<td>Honours Literature Review / Biodiversity Essay</td>
<td>88.00</td>
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<tr>
<td>Honours Research Proposal</td>
<td>85.00</td>
<td>3</td>
<td>85.00</td>
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<tr>
<td>Critical Readings in Biology</td>
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<tr>
<td>Scientific Method &amp; Data Presentation</td>
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### OTHER TOPICS

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</thead>
<tbody>
<tr>
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</table>

### HONOURS RESEARCH PROJECT

**Supervisor Mark (10%):** 84

**Seminar (10%):**

<table>
<thead>
<tr>
<th>ASSESSMENT PANEL MARKS</th>
<th>Mean</th>
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</thead>
<tbody>
<tr>
<td>84</td>
<td>87</td>
</tr>
</tbody>
</table>

**Thesis after viva:**

<table>
<thead>
<tr>
<th>Ass 1</th>
<th>Ass2</th>
<th>Mean</th>
</tr>
</thead>
<tbody>
<tr>
<td>82</td>
<td>81</td>
<td>81.5</td>
</tr>
</tbody>
</table>

**TOTAL MEAN MARK FOR RESEARCH PROJECT:** 82.03

**WEIGHTED MEAN MARK (rounded to interger %):** 83.44

**RECOMMENDED GRADE:**

H1 85 – 100; H2A 75 – 84; H2B 65 – 74; H3 50 – 64; F<50

### SIGNATURES

**Chairperson:**

**Assessor 1:**

**Chairperson:**

**Assessor 2:**

**Date:**

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To calculate the **TOTAL MEAN MARK FOR RESEARCH PROJECT** (K), multiply the Supervisor’s mark (H) x 0.1, multiply the Seminar mark (I) x 0.1, multiply the Thesis after viva mark (J) x 0.8. Add these three figures together, eg: 8.4 + 8.43 + 65.2 = 82.03 (K).

To then calculate the **WEIGHTED MEAN MARK** (L), multiply each of the topic results (unit weighting of topics should = 12) by the topic’s unit weighting, eg (A) 88 x 3 = 264, (B) 86 x 3 = 258, (C) 85 x 3 = 255, (D) 86 x 3 = 258. Then multiply the 24 unit weighting of the Research Project by the TOTAL MEAN MARK FOR RESEARCH PROJECT (K) 24 x 82.03 = 1968.72. Add these five figures together, then divide by 36:

\[
264 + 258 + 255 + 258 + 1968.72 / 36 = 83.44
\]

Marking scale: H1 85 – 100; H2A 75 – 84; H2B 65 – 74; H3 50 – 64; F<50