

Large Cohort Interactive Orals Assessment Framework Toolkit

COURSE CODE Assessment Task Interactive Oral Script

Please note that this is a template that will need to be amended to fit your use, particularly the yellow highlights.

Stage	Details	time
Welcome	Thanks for coming, this interactive oral examination takes the form of a conversation between you and I. This is worth XX% of your course grade.	1
Checking student ID and notes	The first things are easy, I just need to check your student ID please and check that your notes are no more than 2 sides of A4.	1
RAP	Do you have a RAP that you'd like me to be aware of/I am aware that you have a RAP, would you like to have an extra minute or two of time? Are there any issues you want to mention now, or anything we can adjust with the lighting or similar so that you are comfortable?	(1)
Explaining the process	We'll get started in just a moment. Our conversation will be recorded on zoom to allow for moderation across all students, but this recording is audio only and remains entirely confidential to your tutor and the course coordinator. Do we have your consent to record this conversation? Do you have any questions before we start?	1
Recording audio on zoom	<i>Start recording, commence zoom meeting, switch off camera, check microphone is on, record meeting</i> For the recording, this is the Interactive Oral for NAME SURNAME. NAME can you confirm that you consent to the audio of this conversation being recorded?	.5
Principles for questioning	OK NAME, I'm going to ask you some questions that are based around the assessment task rubric, and I'd like you to answer as clearly as you can. You're allowed to look at your notes. I may interrupt you sometimes to help keep things on track and offer you the best opportunity to address each part of the rubric. Ready? Let's start at the top – can you tell me about....	6-8
Marking	I suggest you mark as you go as much as possible, and then when you're finished, finalise the marks in Canvas (maybe after they've left).	1
Wrapping up	OK that's our time up, well done! I will finalise marks this week, and marks will be released to all students soon. (But I can let you know you've passed! <i>If they have got a clear pass!!</i>) Thank you for coming – can you send the next student in?	1