

Viva Voce Supervisor Instructions

1. Per the instructions on the uaisresearch.com website, begin the *viva voce* by filling out all necessary information on the Extended Essay Cover. The front page should be completed by the student and signed and dated at the bottom.
2. Before beginning the interview, the supervisor should be sure to read the directions on the inside cover to provide adequate context for writing the supervisor's report. Questions below should be helpful to provide an adequate supervisor report. As you discuss the student's work, stay as positive as possible given the amount of work the student completed and the difficulty of that work. Note areas of improvement or strengths in the student's writing, but also feel free to note where additional drafting may have helped the student. **Refrain from telling the student your predicted grade; that is the job of the evaluator.** This interview should last no longer than 15 minutes.
3. When the interview is over, the supervisor should fill out the report per the instructions and the advice given on the uaisresearch.com website on the handout titled, "Final Draft Grading Instructions." At the bottom, indicate how many hours you spent supervising the student, including informal meetings as well. You **MUST** sign and date the report for the student to be considered.
4. Begin the *viva voce* utilizing the questions below to gather the information you need. Before you begin, indicate the goal of this is both reflective and to gather information that can improve the score of the student's Extended Essay, so the more they elaborate, the more helpful the report may reflect positively on the EE.

Reflection Questions:

1. Reflect overall on the EE process. What went well? What hurdles did you overcome?
2. The EE is a college-level research paper. What skills have you learned in writing this paper, or are you aware of any potential for you to utilize this paper in your possible major next year or beyond?
3. Like CAS, EE tests you on non-academic skills as well. Which of yours were tested, and what did you discover about yourself?
4. Were there any unique opportunities in the pursuit of your research that you would like your evaluator to know about in your final report?
5. What other comments would you like to make on your own experiences through EE, especially that might not be evident in the reading of your paper?