



Syllabus note

Paste this into your syllabus so students know how the oral check works before their first assignment. Editable plain text, and both versions are at vivaproof.com/syllabus-note.

Short version: one paragraph under “Course policies”

Oral checks with Viva.

For some assignments in this course you will complete a short spoken check-in about the work you submitted. After you upload your assignment, a voice tool called Viva asks you a few questions about your own reasoning and choices; it usually takes 6 to 10 minutes and happens right in your browser. There is nothing to install and no cost to you. The point is simple: work you understand is work you can talk about. Your instructor reviews the conversation alongside your submission and makes every grading decision. If you have an approved accommodation, or anything about a spoken format would make this harder for you, contact me and we will arrange an alternative.

Full version: when a committee or accessibility office will read it

ORAL CHECKS WITH VIVA

What it is

For selected assignments in this course, submitting your work has two steps: you upload the assignment, and then you have a short spoken conversation about it. We use a tool called Viva for the conversation. It asks you about your own reasoning, choices, and evidence, the same things I would ask if we met in office hours. Conversations usually run 6 to 10 minutes and take place in your browser; there is nothing to install, and students are never charged.

Why we are doing it

Work you understand is work you can talk about. This is not an AI-detection tool and it does not judge your writing style, your accent, or how polished you sound. It gives you a place to show what you actually know, and it gives me evidence of your understanding that a document alone cannot provide.

How it works

1. Submit your assignment as usual.
2. Start the conversation. Some assignments include an optional practice round that does not count toward your grade.
3. Answer in your own words. You may refer to your work; you do not need to memorize anything.
4. I review the conversation together with your submission.

Accessibility and accommodations

Accommodations are available and are set up before you start, including extra time, captions, additional thinking time before each question, a slower speaking pace, a mid-conversation rest break, and skipping image-based questions. If a spoken format is not workable for you, tell me and I will arrange a one-to-one oral check or an equivalent alternative. You do not need to disclose anything beyond what you are comfortable sharing, and using an accommodation never appears in your results as a negative.

Grading

The conversation contributes to the assignment grade. Viva does not assign your grade. It produces a report on understanding and authenticity that I read alongside your work. Every grading decision in this course is mine. If something in a conversation looks off, I will look at the evidence and, where appropriate, talk with you before any decision is made.

Privacy

Your conversation is recorded so that I can review it. Audio is stored securely and deleted within 30 days; the transcript is kept with your coursework. Your data is not sold, is not used for advertising, and is not used to train AI models without your separate, explicit consent. Full details: vivaproof.com/legal/privacy

Questions

Ask me at any point in the term. If something goes wrong during a conversation, like audio trouble or a connection that drops, the conversation ends there. Tell me and I will set you up with another attempt. A technical problem will not count against you.

Adapt freely: change the assignment names, the length, or the tone to match your course.