

# FINAL MEETING/VIVA VOCE

## EXTENDED ESSAY: LESSON #18

Well done! You are nearly there!

This lesson will help you to prepare for your final reflection session; the Viva Voce.

Your final version of your essay has been submitted. The next step is to have the final reflection session with your supervisor: the [viva voce](#).

**Definition of viva voce: An oral examination, typically for an academic qualification.**

Viva voce literally means “with living voice” but in this context is used as a noun for an examination conducted orally. This is not meant to scare you! In this scenario think of it as your supervisor asking you to reflect on the work you have done. Provided you have worked hard at the Extended Essay this final task should not cause you any problems. It should actually be a pleasurable experience where you and your supervisor celebrate and reflect on the hard work you have put in.

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### THE FINAL REFLECTION SESSION

This is the final time you will meet with your supervisor. It is a chance to reflect on both how you have developed as a learner and also what you have learned about the topic you have covered.

Sometimes Extended Essays are used as part of an interview process for university education and the viva voce can be thought of as a practice run for that interview.

**It is suggested that you bring the following to the final reflection session:**

- Extracts from your Researcher's Reflection Space that illustrate how you have grown as a learner through the process of reflection
- A willingness to share your personal experience and to discuss the skills and development of conceptual understandings that you have acquired through the completion of the Extended Essay

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### PREPARING FOR THE FINAL REFLECTION

Before the meeting you should read your essay again. Remind yourself of your own journey by reading your entries in your Researcher's Reflection Space. Then decide what you wish to share from your Researcher's Reflection Space with your supervisor. The following questions should help in that preparation.

1. What have I learnt about my chosen topic?
2. What unanswered questions remain?
3. How has my understanding of how to conduct research developed throughout the task?
4. What have been the high and low points of the research and writing process?
5. What skills have I developed and how might I use these in the future?
6. What have I discovered about myself as a learner and how might this help me in my future?

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## THE VIVA VOCE: QUESTIONS STUDENTS MIGHT CONSIDER

The following sections give you further detail on the sort of things you need to come prepared to discuss.

Your supervisor will also have read the essay again and will have comments and questions. Make sure you enjoy this final chance to discuss something that has been your baby for the last six to nine months!

### *Descriptive*

- What did I do?
- How did I undertake my research?
- What were the problems I faced?
- Did my approach or strategies change throughout the process?
- What were the high and the low points of the research and writing process?

### *Analytical*

- How successful was my research?
- If I changed approach or strategies during the process, why did I do this?
- What did I learn from the experience in terms of my understanding of the subject area and/or the skills needed to undertake research?
- How has my understanding of the topic and research process developed throughout the task?

### *Evaluative*

- If I were to undertake this research again, would I do it differently? Be prepared to justify your response.
- What has affected this?
- If I did the research again would I change the theories applied or the methodological approach? Would this have led to a different outcome?
- What can I conclude from this?
- Were the strategies I used for undertaking my research the most appropriate for achieving my outcomes?
- What, if any, questions emerged as a result of my research that I was not expecting? Would these questions influence my approach if I were to undertake the research again?

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Final task assignment on next page...

## **TASK: FINAL REFLECTION: VIVA VOCE**

You need to have the meeting with your supervisor

Once this has taken place complete your final section on the Reflections on Planning and Progress Form which should be about 200 words.

- Download the form that your supervisor sends you and enter your comments and submit the completed form here as a PDF.
- Alternatively, you can submit a document containing just your reflection comments, for your supervisor to copy into their master copy of the form. This form will be kept as a record and used at each subsequent formal reflection session.

Please check which submission format your supervisor requires. Once submitted he or she can complete the supervisor's final section.

Your supervisor will then share a copy of the final completed form with you, for signing.

Your supervisor will complete his or her duties by providing a predicted grade to the IB extended essay and will arrange for the essay and the form to be submitted to the IB for marking.

*Congratulations on completing  
the Extended Essay  
and Good Luck*