Assessment 3 Examiner and Administration Guide

Staff only

IQM3002 | Research Project and Skills Enhancement | SAMPLE ASSESSMENT 2026-S

Control	Instruction
Timing 10-minute presentation followed by a 5-minute viva (15 minutes total).	
Assessment objectives	AO3 Speaking 60; AO1 Listening 40.
Recording	Record identity/authentication check, presentation, questions and answers. Store under centre controls.
Materials Approved slide deck and presentation notes. No live external assistance.	
Evidence standard	Mark observed spoken performance and responses. A transcript supports navigation but cannot prove performance features.

Before the assessment

- Confirm identity and candidate number; confirm the deck is the approved version.
- Check recording device, audio and screen capture; complete a test if required by centre procedure.
- Have rubric, question bank, mark record and exception log ready.

Viva protocol

Primary question	Permitted follow-up
What is the central answer your research gives to the question?	Which finding or source most strongly supports that answer, and why?
How did you decide your key sources were suitable and reliable?	What limitation remains in that source or selection?
How do two sources or perspectives compare?	Why is the difference significant for your conclusion?
What would you change if you repeated the research?	How might that affect the strength of your conclusion?
Which part of your method was most difficult?	How did you respond to that difficulty?

During and after

- Log question numbers, concise evidence notes and clarification/follow-up.

- Complete AO3 /60 and AO1 /40 against observed evidence. Record abstentions or technical interruptions as exceptions.
- Confirm recording reference and file integrity according to centre procedure.
- If recording fails or the deck differs from the approved version, stop and log the exception; follow the approved contingency route. Do not invent unobserved evidence.

Question and evidence record

Question / follow-up	Observed presentation and viva response evidence; AO1/AO3 link

Authentication and administration record

Check	Result / reference
Identity checked	
Approved deck version	
Notes version	
Recording reference and duration	
Question numbers used	
Technical or access exception	
Examiner name and signature	
Date	