

Research Degrees Examiners Portal

MySIS User Guide v1.1

Please note that the 23 pages of the guide are mostly screenshots.

Most examiners do not need the user guide.

Once you login to the system you will intuitively know what to do next.

If you are not sure about one element, you can use the table of contents below for instructions about that specific section.

Contents

Introduction	2
Access.....	2
Examiner Portal Functionality.....	2
Accept/Decline Examiner Invitation	3
Update Personal Details.....	5
Review Viva Details	6
Examination Functionality	7
Preliminary Reports	7
Exam Outcomes Report	10
Outcome Page.....	10
Preliminary Reports	11
Final Joint Report	12
Amendments.....	13
Final Approval	15
Certify Amendments.....	20
Re-Entry Task	22

Introduction

This document outlines the functionality of the Examiner Portal in MySIS from a user perspective.

The Examiner Portal functionality enables examiners to submit preliminary examination reports, submit examination outcomes decisions post-Viva and return other kinds of data as part of the Viva examination process.

Access

For academic examiners, **internal examiners** (i.e. examiners who are already members of staff at QMUL) will automatically have access to the Examiner Portal, using their existing login credentials.

For **external examiners**, as part of the invite process, Research Degrees Office (RDO) staff will generate a MySIS username and login that will enable them to login to QMUL MySIS to access the Examiner Portal only.

Examiner Portal Functionality

The Examiner Portal page is where examiners can access the MySIS functionality available to them, including responding to any examiner invitations that they receive.

For **external examiners**, they should login using the credentials provided by the RDO. Upon logging in for the first time, they will be asked to change their password and confirm they accept the data protection information. The Examiner Portal tab will be the only page they can see.

For **internal examiners**, they can login using their existing QMUL login credentials. The Examiner Portal page will likely be one of a number of tabs and they may need to navigate to it by clicking the plus [+] sign on the top-right corner of the screen, once logged onto MySIS portal.

The Examiner Portal page is composed of 3 sections – some initial Welcome text, an Outstanding Actions intray, and a My Vivas section.

Welcome panel

The Welcome panel contains some introductory blurb about the portal and links to allow the examiner to update their details and get some additional Resources for Examiners.

The screenshot displays the Examiner Portal interface. The top section is the 'Welcome panel' with a dark blue header. Below the header, there is a welcome message: 'Welcome to the Queen Mary portal for the examination of research degree students.' This is followed by a paragraph explaining the portal's purpose: 'The portal enables examiners to manage their contact details, to access guidance on examination processes, to see information about their examinations in progress, and to complete the examination outcome form and examiners' reports. This is a new project. We welcome your feedback.' A second paragraph states: 'Research degrees examinations are managed by the Queen Mary Research Degrees Office. If you have any questions or have feedback on the examination portal please email pgrexaminations@qmul.ac.uk.' Below this text are two links: 'Update my Details' and 'Resources for Examiners'. The bottom section is the 'Outstanding Actions' section, also with a dark blue header. It contains a table with the following data:

Student	Student Code	Department	Due by	Action
Natalie Clare Behague	160480443	School of Mathematical Sciences	01/Dec/2020	Accept/Decline Invitation

At the bottom right of the Outstanding Actions section, there is a link: 'View tasks history'.

Resources for Examiners

Clicking the link will open an additional section which contains useful links for the examiner with further information on various aspects of the examination and viva process.

Examiner Portal

Welcome to the Queen Mary portal for the examination of research degree students.

The portal enables examiners to manage their contact details, to access guidance on examination processes, to see information about their examinations in progress, and to complete the examination outcome form and examiners' reports. This is a new project. We welcome your feedback.

Research degrees examinations are managed by the Queen Mary Research Degrees Office. If you have any questions or have feedback on the examination portal please email pgexaminations@qmul.ac.uk.

[Update my Details](#)

Resources for Examiners

Visit this webpage (<http://www.arcs.qmul.ac.uk/research-degrees/research-degree-examiners/>) for useful information for examiners. It provides information about the examination process with weblinks to:

- the Queen Mary **Guidance Notes on Research Degree Examinations**
- the Queen Mary policy on **in-person and online vivas**
- examiners' **Preliminary Independent Reports** written before the viva
- the examiners' **Joint Report** on the examination written after the viva
- completion of the **examination outcome form** after the viva
- information required to pay the **examiner fee**
- how to claim **examination expenses** for travel and accommodation for in-person vivas at Queen Mary

Please see also

- the requirements for a thesis submitted for the relevant degree set out in Chapter 8, paras. 8.84 to 8.111 of the Academic Regulations
- the Research Degrees Code of Practice [PDF 256KB]

Accept/Decline Examiner Invitation

In the Outstanding actions section, the examiner can respond to any examiner invitations they have received by clicking the 'Accept/Decline Invitation' link for that student in the table. Additionally clicking the 'View tasks history' link in the bottom right will enable the examiner to review any previous invitations they have completed and also see the current status of both examiners' invitations once they have completed their own response.

Clicking the 'Accept/Decline Invitation' link will load the following page:

Research Student Examiner Invitation -

Candidate Details

Name of candidate	Student Code	School/Institute School Of Mathematical Sciences	Degree for which entered PhD FT Mathematical Sciences
Principal supervisor	Supervisor Email sits-testing@qmul.ac.uk	Viva Date To be arranged by supervisor	Thesis Submission Date Not yet submitted
Draft Thesis Title*			

*The student may revise the title and abstract in the final thesis submission

[View Draft Abstract](#)

Your Details

Title & name	Email address
Dept / Institution	Full address for correspondence School Of Mathematical Sciences Queen Mary University Of London Mile End Road E1 4NS
Telephone	

[Edit Details](#)

Examiner 2

Title & name	Email address
Dept / Institution	Telephone
Weblink to CV	

Invitation Response

Accept Invitation?

Yes
 No

Do you agree that the viva may be held online if appropriate?

Yes
 No

Comments

You may enter any additional comments in the textbox here

This page allows the examiner to review the student and examiner details and respond to the invitation. If they wish to edit their personal details as held on the system they can do so by clicking the 'Edit Details' button.

The form is very straightforward – selecting 'Yes' for 'Accept Invitation?' will load an additional question 'Do you agree that the viva may be held online if appropriate?', otherwise the examiner can just select 'No'. If they wish to leave a comment they may do so, otherwise they can click 'Submit' when they are happy. This will complete the response to the invitation – at this point if both examiners have submitted their response, a notification will go out to the student's supervisor. If one or both examiners have declined the invitation, then the supervisor will be asked to log back in to MySIS and re-submit their Examiner nominations for review.

The examiner is presented with the following confirmation page (NB the text will vary depending on whether or not they have accepted or declined the interview; the screenshot here shows the text when they accept):

 Thank you, your response has been recorded

Research Student Examiner Invitation for [REDACTED]

The Queen Mary Research Degree Office has been notified. If you need to update any of your details, you can do so using the Update my Details link on the main page.

If the examiners accept the invitation, and the student has submitted the thesis for examination, the student's supervisor will contact you in due course to arrange the date of the viva, and the Research Degrees Office will send you the thesis.

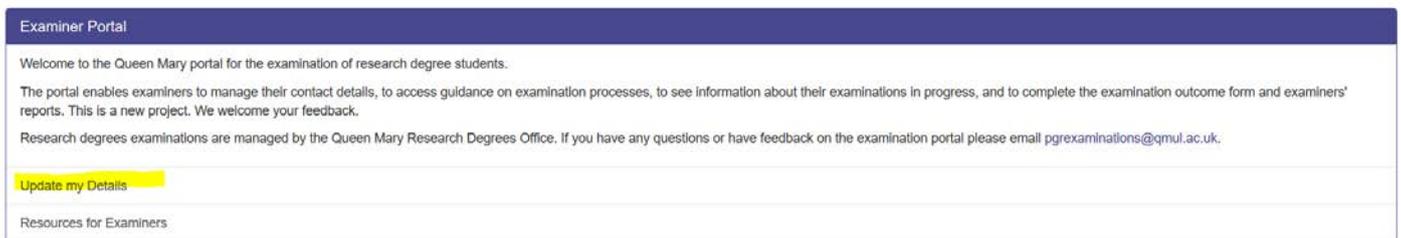
If one of the examiners declines the invitation, an alternative examiner will need to be nominated and approved before the viva can be arranged and the thesis sent out.

If you have any questions please email pgrexaminations@qmul.ac.uk.

Exit

Update Personal Details

If an examiner wishes to do so, they can update their own personal details as held on the SITS system by clicking the Update my Details link on the main Examiner Portal page:



Examiner Portal

Welcome to the Queen Mary portal for the examination of research degree students.

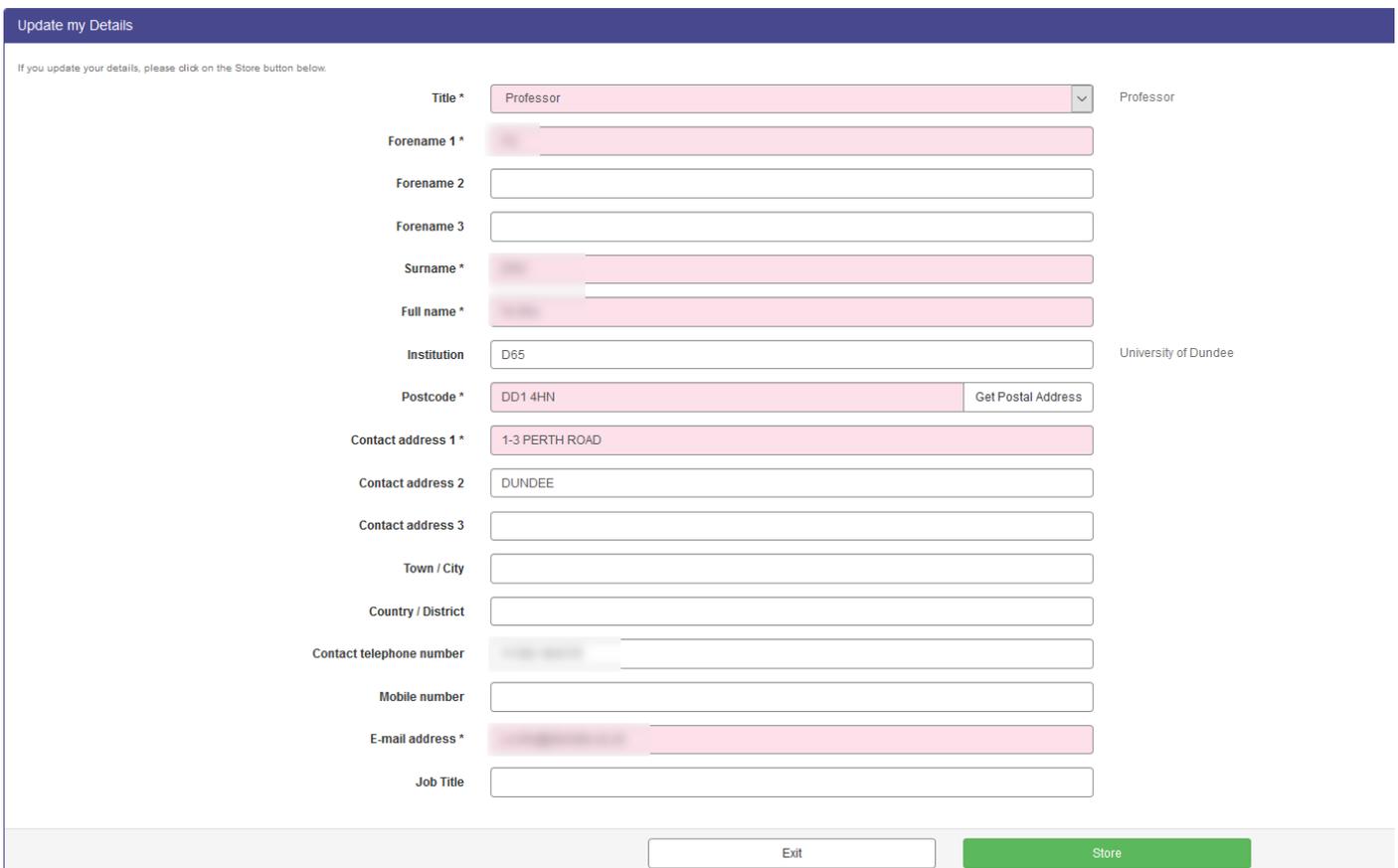
The portal enables examiners to manage their contact details, to access guidance on examination processes, to see information about their examinations in progress, and to complete the examination outcome form and examiners' reports. This is a new project. We welcome your feedback.

Research degrees examinations are managed by the Queen Mary Research Degrees Office. If you have any questions or have feedback on the examination portal please email pgrexaminations@qmul.ac.uk.

[Update my Details](#)

[Resources for Examiners](#)

Clicking this link will load the following page:



Update my Details

If you update your details, please click on the Store button below.

Title *	<input type="text" value="Professor"/>	Professor
Forename 1 *	<input type="text"/>	
Forename 2	<input type="text"/>	
Forename 3	<input type="text"/>	
Surname *	<input type="text"/>	
Full name *	<input type="text"/>	
Institution	<input type="text" value="D65"/>	University of Dundee
Postcode *	<input type="text" value="DD1 4HN"/> Get Postal Address	
Contact address 1 *	<input type="text" value="1-3 PERTH ROAD"/>	
Contact address 2	<input type="text" value="DUNDEE"/>	
Contact address 3	<input type="text"/>	
Town / City	<input type="text"/>	
Country / District	<input type="text"/>	
Contact telephone number	<input type="text"/>	
Mobile number	<input type="text"/>	
E-mail address *	<input type="text"/>	
Job Title	<input type="text"/>	

Exit [Store](#)

The examiner can update their details as appropriate, clicking 'Store' to save any changes. Red fields are mandatory.

Review Viva Details

Once the examiner invitation has been completed, if the examiner has accepted, then the invitation will disappear from the Outstanding Actions intray and the student for whom they are an examiner will now appear in the My Vivas section at the bottom of the page. This allows the examiner to review any of the candidate or examiner details as provided during the examiner nominations and invitation process:

My Vivas					
Student	Student Code	Department	Viva Date	Details	Reports
[Redacted]	[Redacted]	School of Physics and Astronomy	10/Jul/2021	View Viva Details	View Reports

The Research Degrees Office will send the thesis to the examiners by email as a pdf attachment or will email a weblink to a pdf copy of the thesis, together with electronic copies of the guidance and forms. It is planned to develop the portal to facilitate sharing of the thesis with examiners and direct access to forms.

The candidate's supervisor is responsible for organising the viva with the candidate and the examiners.

If the candidate contacts the examiners, or if either the candidate or the supervisor send the thesis to the examiners, the examination may be declared invalid. Examiners must contact the Research Degrees Office if they are contacted by the candidate, or if they receive a copy of the thesis directly from the candidate or supervisor. Only the copy of the thesis provided by the Research Degrees Office may be examined.

Clicking the 'View Details' link in the Action column will load the following screen (NB the examiner can also edit their personal details directly from this screen if they wish):

Viva Details - [Redacted]

Candidate Details

Name of candidate	Student Code	School/Institute	Degree for which entered
[Redacted]	[Redacted]	School Of Business And Management	PhD FT Business and Management
Principal supervisor	Supervisor Email	Viva Date	Thesis Submission Date
[Redacted]	sits-testing@qmul.ac.uk	30/Jan/2021	Not yet submitted

Draft Thesis Title*

[Redacted]

*The student may revise the title and abstract in the final thesis submission

[View Draft Abstract](#)

Your Details

Title & name	Email address
[Redacted]	[Redacted]
Dept / Institution	Full address for correspondence
University of Dundee	1-3 Perth Road Dundee DD1 4HN
Telephone	[Redacted]

[Edit Details](#)

Internal Examiner

Title & name	Email address
[Redacted]	[Redacted]
Dept / Institution	Telephone
King's College, King's Business School	[Redacted]

Weblink to CV

[Redacted]

[Back](#)

Examination Functionality

This section details all functionality available to the examiners via the Examiner Portal (see “RA03 Examiner Portal User Guide”). This is all new functionality and is available from the Examiner Portal tab when the examiner logs into MySIS.

Preliminary Reports

Once the Examiner Nominations process is completed (see “RA03 Examiner Portal – User Guide”) both examiners will see a new link to Submit Preliminary Report for that student in their Outstanding Actions in tray in the Examiner Portal. The Due By date, once the Viva date has been populated using the Viva Details task described above, will show a deadline of 5 days prior to the viva date:

Examiner Portal

Welcome to the Queen Mary portal for the examination of research degree students.

The portal enables examiners to manage their contact details, to access guidance on examination processes, to see information about their examinations in progress, and to complete the examination outcome form and examiners' reports. This is a new project. We welcome your feedback.

Research degrees examinations are managed by the Queen Mary Research Degrees Office. If you have any questions or have feedback on the examination portal please email pgrexaminations@qmul.ac.uk.

[Update my Details](#)

[Resources for Examiners](#)

Outstanding Actions

Student	Student Code	Department	Due by	Action
[Redacted]	[Redacted]	School of Physics and Astronomy	05/Jul/2021	Submit Preliminary Report
[Redacted]	[Redacted]	School of Physics and Astronomy	24/Jul/2021	Submit Exam Outcomes Report

[View tasks history](#)

The Preliminary Report is a simple one page form that shows a details summary of the student, the other examiner and the independent chair (if there is one) – the user can navigate away at any time and return to complete their answers later:

Exam Outcomes Report

Once the Examiner Nominations process is completed (see “RA03 Examiner Portal – User Guide”) when either examiner is logged into the Examiner Portal page, they will see a link to Submit Exam Outcomes Report for that student in their Outstanding Actions intray. The Due By date, once the Viva date has been populated using the Viva Details task, will show a deadline of 14 days after the viva date:

Examiner Portal

Welcome to the Queen Mary portal for the examination of research degree students.

The portal enables examiners to manage their contact details, to access guidance on examination processes, to see information about their examinations in progress, and to complete the examination outcome form and examiners' reports. This is a new project. We welcome your feedback.

Research degrees examinations are managed by the Queen Mary Research Degrees Office. If you have any questions or have feedback on the examination portal please email pgrexaminations@qmul.ac.uk.

[Update my Details](#)

[Resources for Examiners](#)

Outstanding Actions

Student	Student Code	Department	Due by	Action
View task details	10000000	School of Physics and Astronomy	05/Jul/2021	Submit Preliminary Report
View task details	10000000	School of Physics and Astronomy	24/Jul/2021	Submit Exam Outcomes Report

[View tasks history](#)

The Exam Outcome Report, unlike the Preliminary Report, is completed jointly by both examiners rather than being separately submitted. Either examiner can initiate the form and start adding information. When the other examiner accesses it they will see and can edit the same information. However, once one of the examiners Approves and Submits, this will lock the form for further editing. Now when the other examiner accesses the form they can only review the information and approve OR they can click the button to Make Changes but this will re-open the report and require that both examiners approve it again.

The report is 5 pages long and the exact number of pages will vary depending on whether or not the examiners have recommended amendments – the user can navigate away at any time and return to complete their answers later. On every page clicking Save Changes will store any answers; clicking Next will store answers and move on to the next section.

Outcome Page

The user can update the viva date if they wish to here. They can also select an appropriate Outcome. In SITS the possible values are stored in the UDD table under the code EXAM_OUTCOME and will vary depending on whether this is a PhD, MPhil, or MD programme. If this text or outcomes need to be updated or removed, a ticket should be raised with SST, referencing the UDD table and the code EXAM_OUTCOME.

Examination Outcomes Report -

Candidate Details

Name of candidate	Student Code	School/Institute School Of Physics And Astronomy	Degree for which entered PhD FT Astronomy Unit
Principal supervisor	Supervisor Email sits-testing@qmul.ac.uk		
Thesis Title Perturbative Approximations to Cosmologies with Nonlinear Structure			

Examiner 1

Title & name	Email address
Dept / Institution SPA	Telephone

Outcome

Please confirm the date of the oral examination and indicate the outcome of the examination using the options below.

We report that we have:

- (a) examined the thesis submitted by the candidate;
- (b) examined them orally on the subject of the thesis and on subjects relevant to it; and
- (c) discussed with the candidate how their work was affected by Covid-19.

Date of oral examination 10/Jul/2021

We report that we have determined the following outcome:

- Pass: the candidate has satisfied us in the examination for the degree
- Pass subject to minor amendments: to satisfy us in the examination the candidate must complete specified minor amendments within three to six months
- Pass subject to major amendments: to satisfy us in the examination the candidate must complete specified major amendments within six months
- Pass subject to major amendments: to satisfy us in the examination the candidate must complete specified major amendments within nine months
- Not pass: the candidate is permitted to re-enter for the examination and to re-present the thesis in revised form within eighteen months
- Not pass: the candidate is allowed to submit to a further oral examination within eighteen months
- The candidate has met the requirements for the degree of MPhil and should be awarded this degree
- To satisfy the requirements for the degree of MPhil, the candidate is required to make specified minor amendments to our satisfaction within three months
- The candidate is permitted to enter the examination for the degree of MPhil and to re-present the thesis in a revised form within twelve months
- Fail: the candidate may not re-enter for the degree of PhD or MPhil

Exit without Saving

Save changes

Save and Continue

Preliminary Reports

This page shows the preliminary reports that have already been submitted (if they have been submitted – the examiners can submit the Exam Outcome Report without completing the Preliminary Reports if they wish). They can review the Preliminary Reports using the panels. The panels will be green with a tick if they have been submitted already, otherwise they will show red if they are not yet submitted.

The only data collected on this page is whether or not the preliminary reports should be shared with student (and supervisor) later on in the process.

Examination Outcomes Report -

Candidate Details

Name of candidate [Redacted]	Student Code [Redacted]	School/Institute School Of Physics And Astronomy	Degree for which entered PhD FT Astronomy Unit
Principal supervisor [Redacted]	Supervisor Email sits-testing@qmul.ac.uk		
Thesis Title Perturbative Approximations to Cosmologies with Nonlinear Structure			

Examiner 1

Title & name [Redacted]	Email address [Redacted]
Dept / Institution SPA	Telephone [Redacted]

Preliminary Reports

i To review your previously completed independent preliminary reports click the links below to expand and review the reports.

Except in the case that a student requests a review of their examination outcome, the candidate will not receive copies of the preliminary reports unless you indicate your permission by selecting the option below to share the report with the student.

Please note that any preliminary reports marked in red below have not yet been submitted by the relevant examiner. They should submit their preliminary report using the 'Submit Preliminary Report' link in their Outstanding Tasks intray prior to the viva and must do so before submitting the Examination Outcome Report.

- We wish the candidate to receive copies of our preliminary reports
- We do NOT wish the candidate to receive copies of our preliminary reports

- ✓ Examiner 1 Report ▼
- ✗ Examiner 2 Report ▼

Final Joint Report

This page works in exactly the same way as the Preliminary Report, including being able to upload a single additional document (see Preliminary Reports section above for more information).

Examination Outcomes Report -

Candidate Details

Name of candidate	Student Code	School/Institute School Of Physics And Astronomy	Degree for which entered PhD FT Astronomy Unit
Principal supervisor	Supervisor Email sits-testing@qmul.ac.uk		
Thesis Title Perturbative Approximations to Cosmologies with Nonlinear Structure			

Examiner 1

Title & name	Email address
Dept / Institution SPA	Telephone

Final Joint Report

Please use this section to submit the final joint examiners' report as agreed by both examiners.

Please enter your report directly below using the text box. You can attach a separate document as supplementary information. If the attached document is intended as the main report, then please indicate this in the comments section.

The final joint report should give the grounds on which your decision is based. It should include:

- the candidate's name
- thesis title
- comment on the oral examination and the candidate's response to questions
- an assessment of how the candidate has met the requirements of the research degree entered for
- a statement summarising the discussion with the candidate of how their work was affected by Covid-19 and that the examiners have considered the disruption experienced by students when making their decisions
- if the outcome is pass subject to minor or major amendments, include the required amendments in the following Amendments section
- if the outcome is to ask the candidate to revise and resubmit the thesis for the degree, the report should indicate in what ways the current thesis fails to satisfy the requirements for the degree, and should indicate clearly the revisions to be made
- confirmation of whether the viva was held in person or online
- comments on the quality and consistency of the online connection and note any breaks in connection

The candidate will be provided with a copy of the final report. Please do not make reference to the preliminary reports in it unless you have indicated in the previous section that the candidate should receive copies of them.

B I U S | A | | | | | | | | | |

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Praesent vitae fringilla orci. Cras maximus molestie elit vitae egestas. Sed commodo dul a ex venenatis placerat et sit amet massa. Donec ut nulla vitae massa ultricies laoreet. Integer vestibulum feugiat augue, quis ultricies massa aliquet a. Donec ligula justo, vehicula sed porttitor et, egestas vitae dolor. Nulla vestibulum ut nisi in volutpat. Donec eu eleifend est, id sodales risus. Fusce pharetra nunc ut tellus eleifend mattis.

Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aliquam erat volutpat. Etiam non posuere lacus, a auctor dolor. Fusce volutpat volutpat lacus, vitae placerat mauris efficitur volutpat. Etiam convallis metus vel enim egestas aliquet. Vestibulum finibus auctor nibh. Vivamus suscipit magna massa, vel varius fells facilisis sed. Nulla sollicitudin dolor id urna condimentum efficitur. Nunc sed dul non dolor placerat gravida. Nam blandit vitae diam vel laoreet. Fusce finibus, dul in semper aliquam, magna metus sagittis justo, eget ornare lectus tellus in nisi. Nullam dignissim congue lorem, vitae ornare dul semper at. Sed rhoncus metus nibh, placerat rhoncus orci vulputate in.

Amendments

If the user has recommended an amendment outcome, then they will additionally be asked to complete this page, otherwise this page will be skipped. The user is asked to select how they wish the amendments to be returned as defined on the page (Option A, B or C).

If they choose B or C AND this is a minor amendment, then an additional question will appear asking them to choose which examiner the student should send the amendments to (Examiner 1, Examiner 2 or Both). However if the outcome is major amendments then this always defaults to both examiners.



Examination Outcomes Report -

Candidate Details			
Name of candidate	Student Code	School/Institute	Degree for which entered
		School Of Physics And Astronomy	PhD FT Astronomy Unit
Principal supervisor	Supervisor Email		
	sits-testing@qmul.ac.uk		
Thesis Title	Perturbative Approximations to Cosmologies with Nonlinear Structure		

Examiner 1	
Title & name	Email address
Dept / Institution	Telephone
SPA	

Amendment Type

i Please use this section to submit the amendments to the thesis that the student is required make as agreed by both examiners.

You can enter the amendments directly using the text box or if you prefer, you can attach a separate document, either as the main amendments list or as supplementary information. If the attached document is intended as the main amendments list, then please indicate this in the comments section. **Please do not upload a marked-up copy of thesis.**

Please note that for major amendments the candidate should return the amendments to both examiners.

If you have determined that you require the candidate to make specified amendments, please select one of the following options for completion and checking of amendments:

A) Where (minor) amendments are typographical only they may be made by hand on the originally-submitted copies immediately following the examination. This option should only be selected where candidates have submitted for examination a bound copy of the thesis. The examiners should return the corrected copy of the thesis to the Research Degrees Office, and the student should return the corrected electronic copy of the thesis to the Research Degrees Office by email. **Please include the list of the amendments required here using the comments section below or alternatively as an attached document.**

B) You may advise the candidate directly of the necessary amendments and return the bound thesis copies to them. If an electronic copy of the thesis was examined, you may annotate the thesis and return to the student by email. You should indicate to the candidate (and below) to which examiner they should send an amended copy for checking. When the corrections have been checked you should inform the Research Degrees Office. **Please include the list of the amendments required here using the comments section below or alternatively as an attached document.**

C) You may ask the Research Degrees Office to advise the candidate of the necessary amendments. You should return the marked-up copies of the thesis to the Research Degrees Office and indicate below to whom the thesis should be sent for checking that they have been completed satisfactorily. **Please include the list of the amendments required here using the comments section below or alternatively as an attached document.**

Please note that it is not permitted for supervisors to be nominated to check amendments.

Amendment Type

Option A

Option B

Option C

Which examiner should receive amendments?

[Redacted]

Both examiners

Additional documentation

i If there is a supplementary document that you would like to include, please use the options below to upload it.

1. Use the BROWSE button to select files
2. Click UPLOAD to save.

Browse My Computer Upload

Back Save changes Next

Final Approval

The final page of the form is the approve and submit page. This shows a summary of the whole report. Any sections not yet completed are highlighted in red (note though that this just looks to make sure something has been entered in each section, not whether it is objectively appropriate). The user will not be able to submit (i.e. the Approve and Submit button will be disabled) until all sections are completed AND today's date is the same as or after the viva date AND the examiner has checked the checkbox confirming their approval.

Examination Outcomes Report -

Candidate Details

Name of candidate	Student Code	School/Institute	Degree for which entered
		School Of Physics And Astronomy	PhD FT Astronomy Unit
Principal supervisor	Supervisor Email		
	sits-testing@qmul.ac.uk		
Thesis Title			
Perturbative Approximations to Cosmologies with Nonlinear Structure			

Examiner 1

Title & name	Email address
Dept / Institution	Telephone
SPA	

Final Sign-off

Please review the sections of the completed form below - you can click on the section links to expand and view the responses. Please use the Approve and Submit button to sign-off on the final report.

Any sections marked in red still need to be completed before you can approve and submit. Use the Back button or the navigation bar at the top of the form to return to the relevant section.

Once you are content that your Examination Outcomes report is complete, click Approve and Submit to submit the final report to the second examiner for review. You and the second examiner will receive a confirmation of submission and the second examiner will be asked to login, review and approve the report as well. Once they have submitted the report, the Research Degrees Office will be notified that the report is complete. They can also choose to make edits to the report and if they elect to do this, you will be notified via email to login again and review and approve the report.

If you would prefer to exit the form for now, please click one of the links at the top of the page or close the browser. You can return to complete the report at any time, by going back to the Examiner Portal.

Date of oral examination: 10/Jul/2021
Outcome: To satisfy the requirements for the degree of MPhil, the candidate is required to make specified minor amendments to our satisfaction within three months

- Preliminary Reports** ▼
- ✓ **Final Joint Report** ▼
- ✓ **Amendments** ▼

Signatures	Date signed-off

When the user clicks the approve and submit button they will be presented with the following dialog – if they Continue the time and date of the approval will be recorded in SITS:

Attention

By clicking 'Approve and Submit' the report will be submitted to the other examiner for review and approval.

Are you sure you wish to continue?

Cancel Continue

Date of Outcome e months

Preliminary

Final Joint Report

Amendments

Signatures	Date signed-off
Dr Alkistis Pourtsidou	
Prof David Wands	

I confirm my approval of the jointly agreed Examination Outcome Report*

Back Approve and Submit

They will then be shown the following confirmation page – the other examiner will be sent a notification asking them to login and also approve:

Thank you, your report has been recorded and a notification has been sent to the other examiner and to the Research Degrees Office.

Examination Outcome Report for

The other examiner and the Research Degrees Office have been notified that the Examination Outcome Report has been submitted.

If you have any questions please email pgexaminations@qmul.ac.uk.

Exit

Now when the other examiner (or in fact either examiner) accesses the report they will go straight to the final approval page and they will only be able to approve and submit (if they haven't already done so) or unlock the report for further changes:

Final Sign-off

- i** The Examination Outcomes report is currently with the second examiner for review. Once they have approved and submitted the joint report, you will receive a notification of completion.
- You can use the 'Make Changes to Report' button to re-edit any sections of the report. However please note if you do this, both examiners will be required to approve the report again even if they have already done so.

If you would prefer to exit the form for now, please click one of the links at the top of the page or close the browser. You can return to complete the report at any time, by going back to the Examiner Portal.

- i** **Date of oral examination:** 10/Jul/2021
Outcome: To satisfy the requirements for the degree of MPhil, the candidate is required to make specified minor amendments to our satisfaction within three months

i Preliminary Reports

✓ Final Joint Report

✓ Amendments

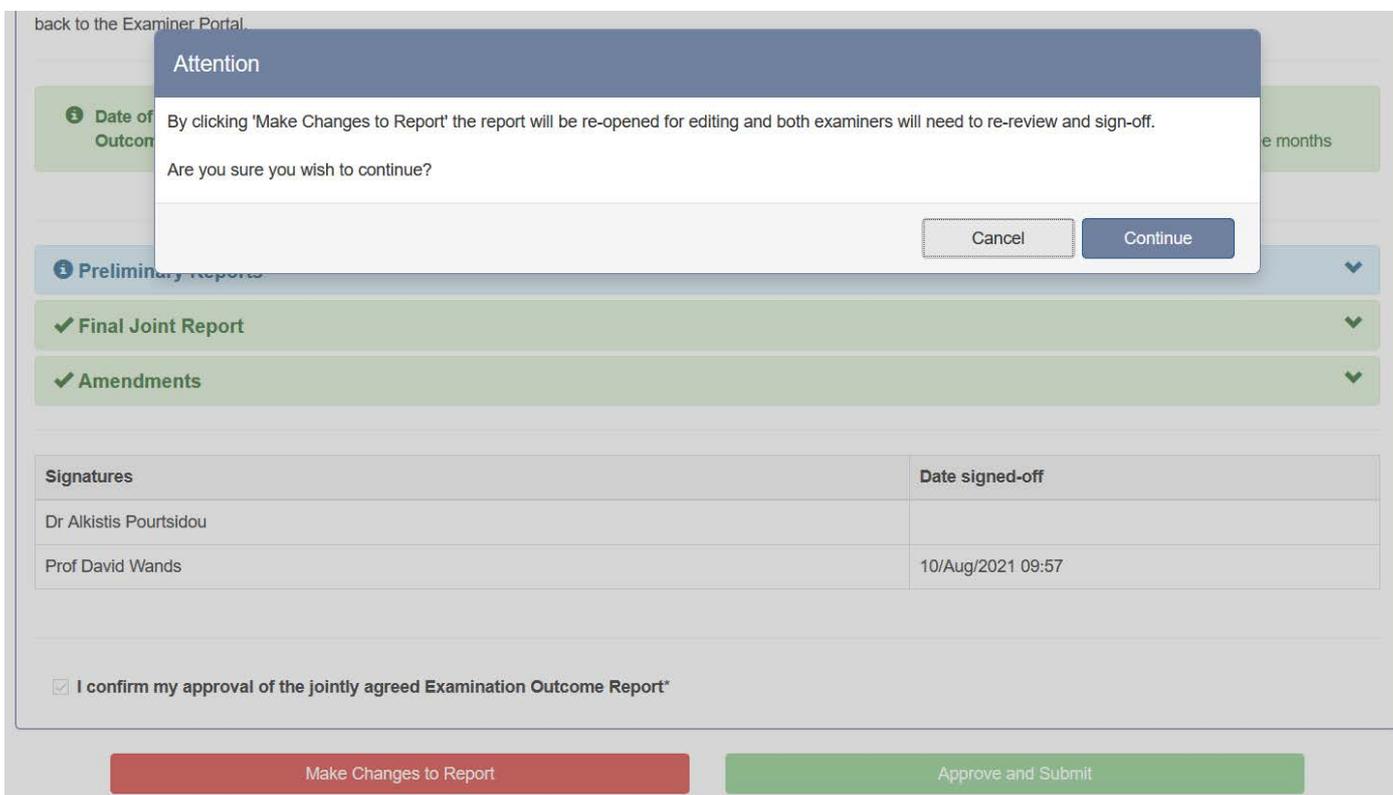
Signatures	Date signed-off
Dr Alkistis Pourtsidou	
Prof David Wands	10/Aug/2021 09:57

I confirm my approval of the jointly agreed Examination Outcome Report*

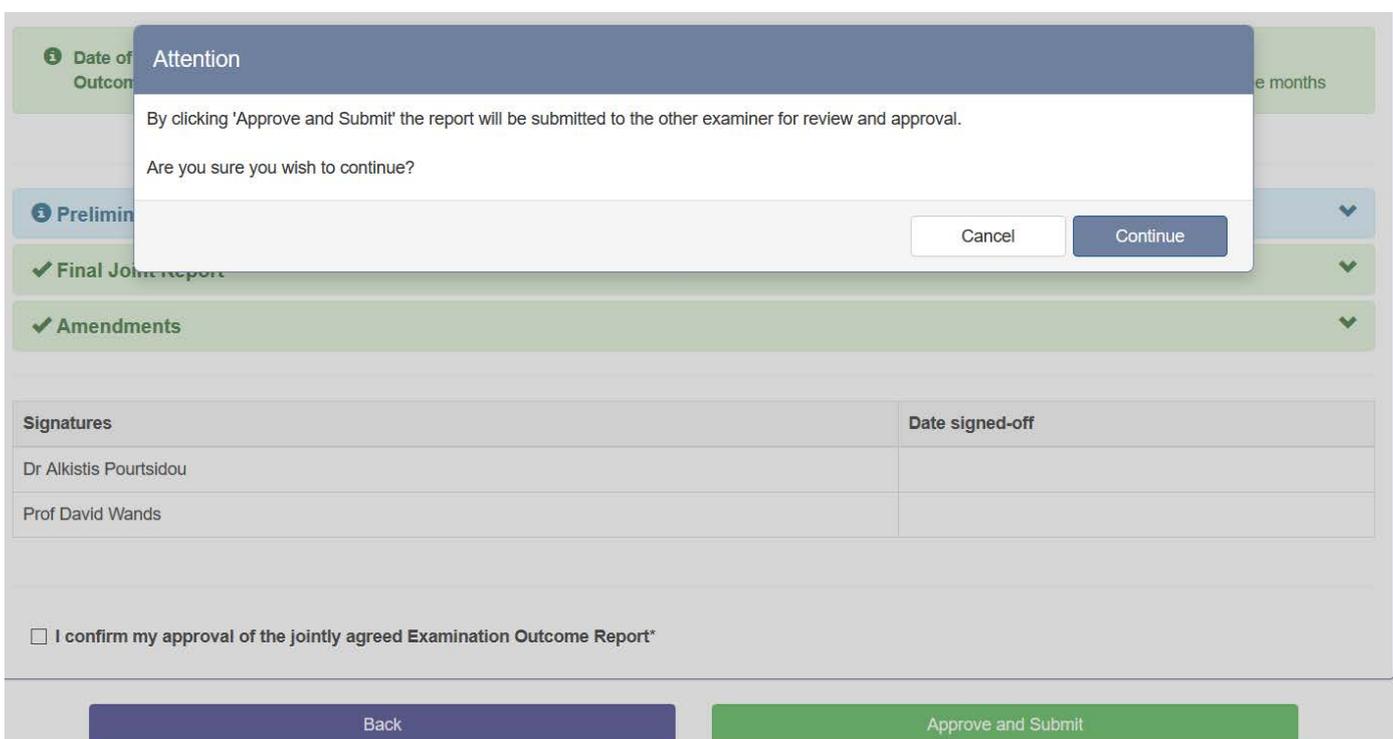
Make Changes to Report

Approve and Submit

If the examiner clicks the Make Changes to Report button, they will get the following warning – the report will be opened up again for editing and BOTH examiners will need to approve and submit the form again:



If the examiner is happy with the report and clicks Approve and Submit they will receive the following warning before being able to proceed. A PDF version of the report will be stored in SITS. A notification will be sent to the other examiner that the report has been fully completed. Additionally if there is an Independent Chair they will receive copies of all the Exam Outcome Report documents via email:



They will then be presented with a final confirmation page:

 Thank you, your report has been recorded and a notification has been sent to the other examiner and to the Research Degrees Office.

Examination Outcome Report for

The other examiner and the Research Degrees Office have been notified that the Examination Outcome Report has been submitted.
If you have any questions please email pgrexaminations@qmul.ac.uk.

Exit

Once both examiners have approved and submitted on the report, the Exam Outcome Report will be available to review and release by the RDO (see RDO Functionality section below).

Certify Amendments

If the outcome of the report was amendments of some kind, then when the RDO release the report to the student, an additional task will be created that will be picked up in the Examiner Portal in the Outstanding Actions section as a Certify Amendments task for either or both examiners depending on who has agreed to certify the amendments and what the amendment type was (see the RDO Review and Release below for more details).

Outstanding Actions				
Student	Student Code	Department	Due by	Action
		School of Physics and Astronomy	10/Sep/2021	Certify Amendments

[View tasks history](#)

The RDO can also access this functionality – once a report has been released – by viewing the report using Research Student Look-Up (see View Outcomes Task below). If the student still requires amendments to be certified, then there will be an additional button (for RDO only) called Certify Amendments that will also take them to this task:

Report Summary

 **Date of oral examination:** 10/Jun/2021
Outcome: Pass subject to minor amendments: to satisfy us in the examination the candidate must complete specified minor amendments within three months
Amendments deadline: 10/Sep/2021

- ✓ Preliminary Reports
- ✓ Final Joint Report
- ✓ Amendments

Signatures	Date signed-off
Dr Alkistis Poursidou	10/Jun/2021 10:13
Prof David Wands	10/Jun/2021 10:55

[View Previous Report \(released 09/Jun/2021\)](#)

Exit Email Reports to self Certify Amendments

When accessing the task the user will be presented with the following screen, which has a summary of the report and viva information and an indication of which signatures are still needed:

Amendments Certification -

Candidate Details

Name of candidate	Student Code	School/Institute School Of Physics And Astronomy	Degree for which entered PhD FT Astronomy Unit
Principal supervisor	Supervisor Email sits-testing@qmul.ac.uk		
Thesis Title Perturbative Approximations to Cosmologies with Nonlinear Structure			

Examiner 1

Title & name	Email address
Dept / Institution SPA	Telephone 0207 882 3463

Examiner 2

Title & name	Email address
Dept / Institution	Telephone

Certify Amendments

Date of oral examination: 10/Jun/2021
Outcome: Pass subject to minor amendments: to satisfy us in the examination the candidate must complete specified minor amendments within three months
Amendments deadline: 10/Sep/2021

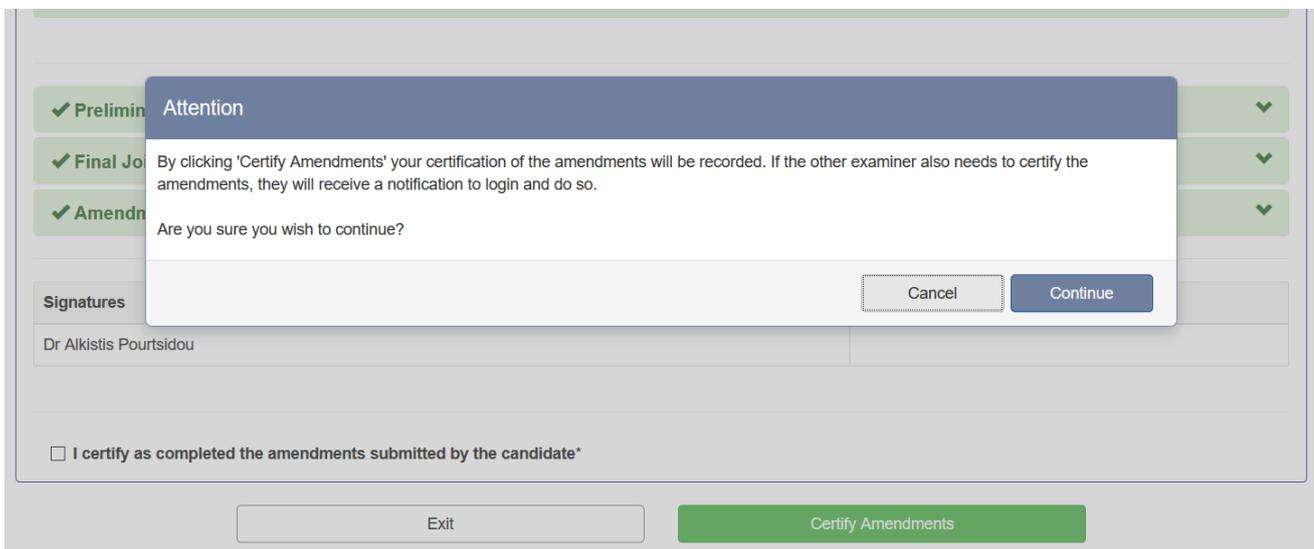
- ✓ Preliminary Reports
- ✓ Final Joint Report
- ✓ Amendments

Signatures	Amendments certified

certify as completed the amendments submitted by the candidate*

Exit Certify Amendments

On clicking the Certify Amendments button the following dialog will be presented:



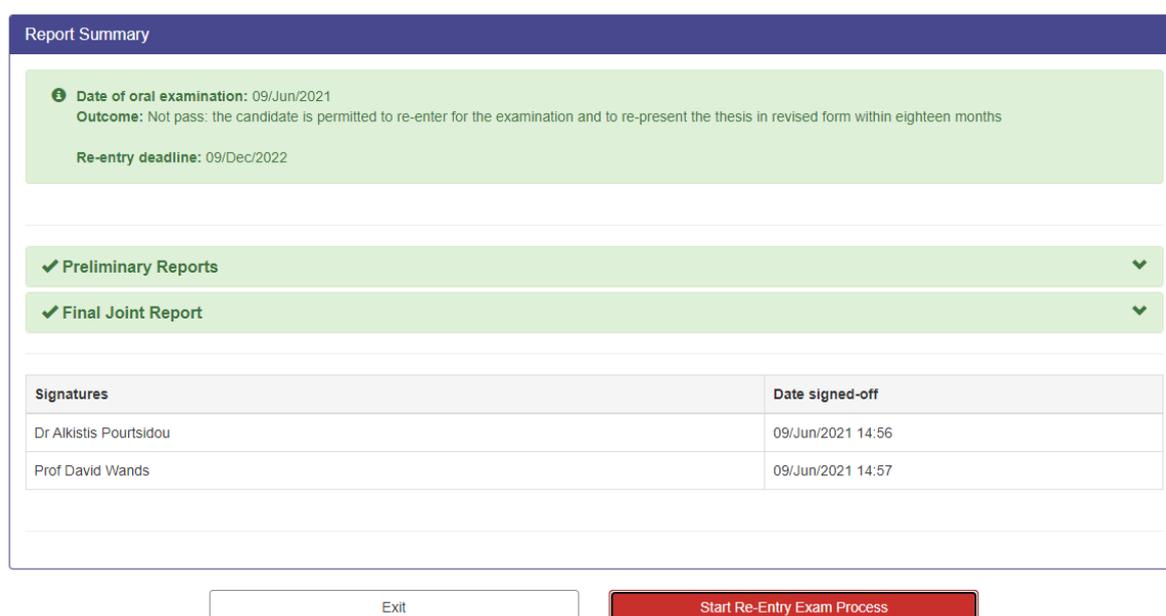
On clicking Continue, this will store the examiner’s signature. If the other examiner’s signature is also required it will send a notification to the other examiner that they need to approve as well. If RDO are running the task, it will store signatures for both examiners or whichever signature is required.

Once all signatures are collected, this closes this activity and it will no longer appear in the examiners’ Outstanding Actions intray or in the RDO task list.

Re-Entry Task

If the outcome of the report was re-entry of some kind, then when the RDO release the report to the student, an additional task activity will be created that will be picked up in the Examiner Portal in the Outstanding Actions section as a Start Re-Entry Exam Process task for both examiners (see the RDO Review and Release below for more details).

Either examiner can use this task or the RDO can also access this functionality – once a report has been released – by viewing the report using Research Student Look-Up (see View Outcomes Task below). If the student still requires re-entry to be initiated, then there will be an additional button (for RDO only) called Start Re-Entry Exam Process that will also take them to this task:



Like Certify Amendments, the user will be presented with a summary of the report and a Start Re-Entry Exam Process button. If they click that they will be shown a warning dialog indicating that they will now have to complete new preliminary and exam outcomes reports (i.e. effectively start a brand new exam outcome process).

Once they click Continue, the links to Submit Preliminary Report and Submit Exam Outcomes Report will once again appear in the examiners' Outstanding Actions intray and they can effectively start a new exam process.

Users can go round this process as many times as permitted, creating new Exam Outcome Processes if required.