



## Help guide **Request New Examiner form (RO Instructions)**

Please use this form when a new examiner is required in addition to the examiners who have already been appointed. This process will be initiated by the RO.

These instructions cover 3 aspects of the Request New Examiner form:

1. Creating the form
2. Drafting a form for a supervisor
3. RO Review stage

### **1. Creating the form**

To create the Request New Examiner form scroll down to the **eForm Templates** section of your dashboard and select the **Request New Examiner** form.

The screenshot shows the ResearchMaster dashboard with the 'eForm Templates' section. A table lists various templates, and a callout box highlights the 'Request New Examiner v1.1' template. The callout text reads: 'Request New Examiner form'. Below the table, the 'eForm Templates' section is visible, with a red box around the 'Request New Examiner v1.1' template. A callout box points to this template with the text 'Request New Examiner form'. The template description reads: 'Request New Examiner v1.1 - This form is for the supervisor to nominate examiners - changes from Examiner Nom form (remove GRO processing page). This is the version to go live.'

| Student ID | Full Name | Template Name             | Date Submitted | Number of Days |
|------------|-----------|---------------------------|----------------|----------------|
|            |           | Stage Assessment v1       |                | 323            |
|            |           | Stage Assessment v1       |                | 323            |
|            |           | Request New Examiner v1.1 |                | 24             |
|            |           | Request New Examiner v1.1 |                | 16             |

Once you have selected the form the **Create eForm** pop up will appear.

Enter the Student ID (please note that if a student has a Staff ID you must search for them by their Staff ID). When you have found the student select them.

The screenshot shows the 'Create eForm' pop-up window. The 'Please select a Student' section is active, showing a search bar with 'Ecode' and a search icon. A callout box points to the search bar with the text: 'Enter the Student ID or Staff ID (must be Staff ID if they have one)'. Below the search bar, there is a list of search results. The 'Please select a Course' section is also visible, showing a dropdown menu with '-- No options available --'. At the bottom, there is a green message: 'Creating a form can sometimes take a little while. Thanks for your patience.' and 'OK' and 'Cancel' buttons.

The ID and name and the course will appear. Select the **OK** button and the form will be created.



## 2. Drafting a form for a supervisor

For this form you will need to provide the following information:

- A justification for requesting a new examiner

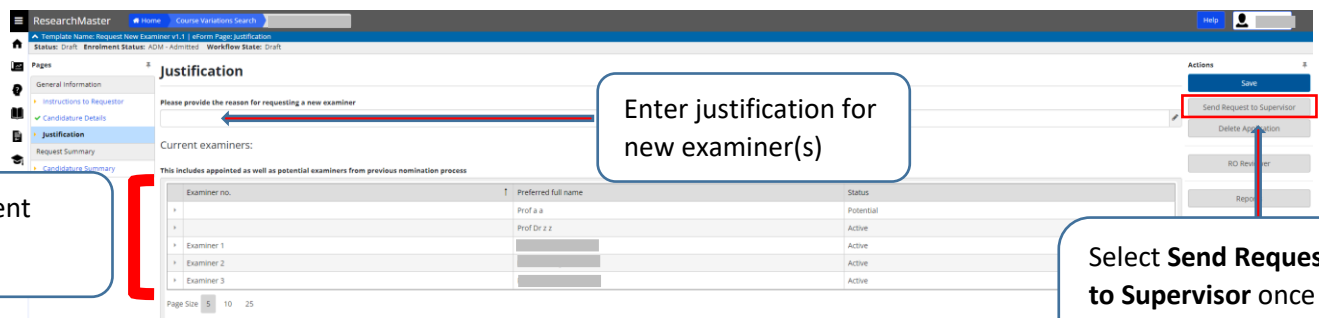
The form is broken down into 2 sections:

- Candidature Details
- Justification

**Candidature Details** are populated by the system. This is for your information.

Please specify the reason for the request of new examiner in **Justification**. The page also contains a list of the current examiners.

Once you have specified the reason a new examiner is requested, select the **Send Request to Supervisor** button in the **Actions** pane in the upper right of the page. This will send the form to the supervisor. The system will notify the supervisor by email.



## 3. RO Review stage

The system will notify you by email when the supervisor has completed their section.

The form is broken down into 2 sections:

- Candidature Details
- Examiner Details

**Candidature Summary** details are populated by the system. This is for your information.

**Examiner Details** page is broken into 3 lists:

- List A – Examiners previously chosen
- List B – Nominated potential examiner
- List C – Nominated new examiner

Supervisors may have nominated examiner(s) in **List B**, **List C** or both.

- **List B** contains examiner(s) who are on List A and nominated
- **List C** contains new examiner(s)

To check the details of the examiner(s) select the name of the nominated examiner(s), relevant information will display. (See the screenshot below)

ResearchMaster | Home | Course Variations Search

Template Name: Request New Examiner v1.1 | eForm Page: Examiner Details

Status: Under Review | Enrolment Status: ADM - Admitted | Workflow State: [FACRO] RO Review

Pages

- General Information
- Instructions to RO
- Request Summary
- Candidature Summary
- Examiner Nominations
- Examiner Details**
- Review Summary
- Decision Summary

Please ensure the supervisor provided all necessary information and completed the documentation for RAO review. You can do this by clicking on each nominated examiner. You can find the new examiner in either 'List B' or 'List C' (or both).

List B - Nominated potential examiner

| Examiner no. | Nominated examiner | Nominated | Approved | Appointed |
|--------------|--------------------|-----------|----------|-----------|
|              | Prof a a           | Nominate  |          |           |

Page Size: 5 10 25 | Page 1 of 1 (1 Items)

List C - Nominated new examiner

| Nominated examiner | Examiner no. | Nominated | Approved | Appointed |
|--------------------|--------------|-----------|----------|-----------|
| Mr Clark Kent      | Examiner 1   | Yes       |          |           |

Page Size: 5 10 25 | Page 1 of 1 (1 Items)

Please scroll through the details to check that all necessary information and documentation has been completed.

The screenshot shows the 'Examiner Details' form in the ResearchMaster system. The form is titled 'Edit' and contains several sections: 'Examiner details', 'Examiner employment details', and 'Examiner contact and profile details'. The 'Examiner details' section includes fields for Preferred title (Mr), Preferred first name (Clark), Preferred middle name, Preferred last name (Kent), and Preferred full name (Mr Clark Kent). The 'Examiner employment details' section includes Current position (Reporter/Superman) and Current institution. The 'Examiner contact and profile details' section includes Email address (Daily Planet) and Examiner institutional profile URL. A red vertical bar highlights the form content, and a callout box with the text 'Check the details' points to the form.

Once you have checked the details, select **OK** to close the form. You can add comments for the next reviewer. (See page 6)

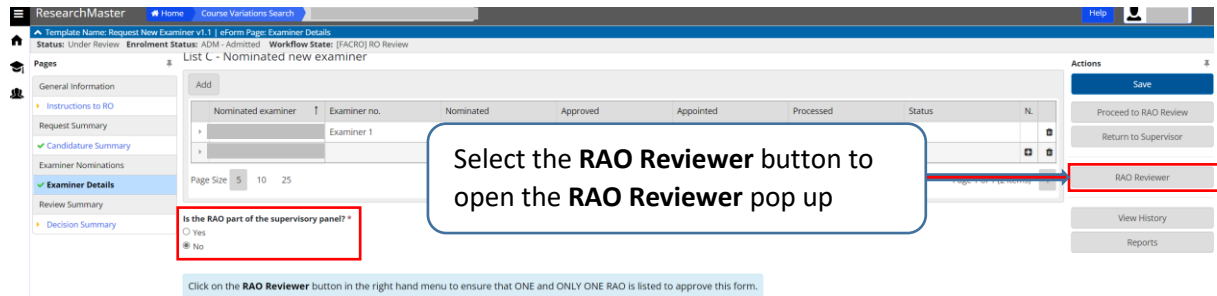
The screenshot shows the bottom section of the 'Examiner Details' form. It contains three radio button questions: 'Create personnel record on RM?' (Yes/No), 'Add record to examiner tab?' (Yes/No), and 'Current record?' (Yes/No). The 'Current record?' option is selected. A red box highlights the 'OK' button, and a callout box with the text 'Select OK' points to it. The page size is set to 5, 10, or 25, and the page number is 1 of 1 (1 items).

Repeat this process if there are multiple examiners.

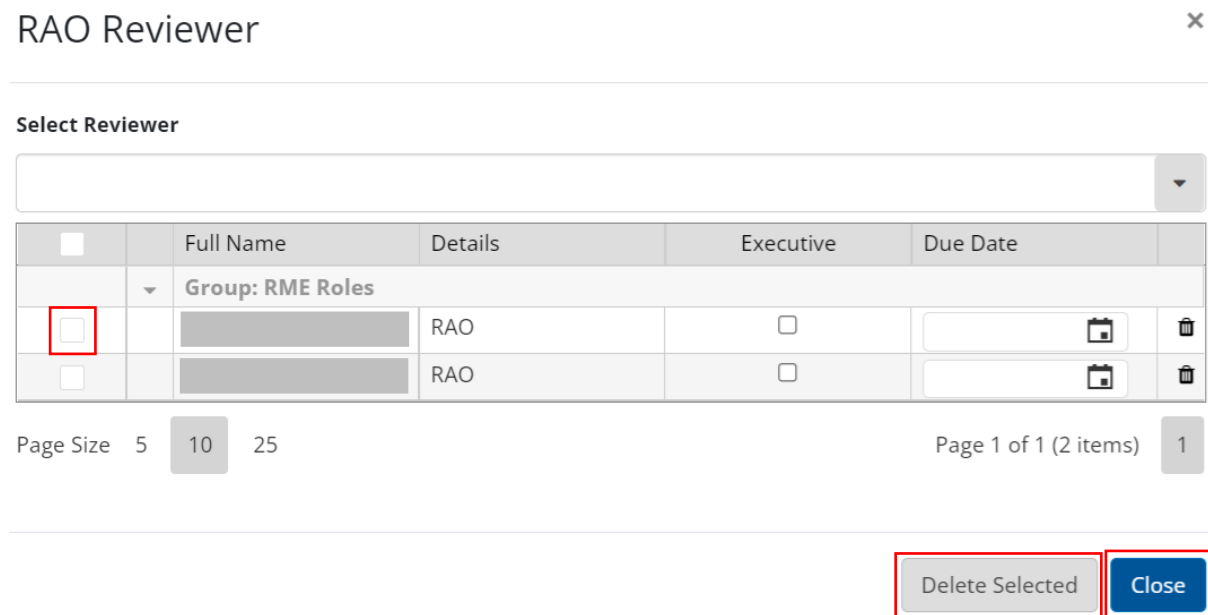
After you are satisfied with the information provided, scroll down below **List C**.

If the RAO is not part of the supervisory panel select **No**. If the RAO is part of the supervisory panel select **Yes**.

Then select the **RAO Reviewer** button on the right hand side of the page in the **Actions** pane. (see the screenshot below)



In the **RAO Reviewer** pop up there should only be 1 RAO. If there are multiple RAOs listed, select the tick box to the left of the RAO(s) you wish to remove, and then select the **Delete Selected** button. Select the **Close** button to go back to the form. If the RAO is a member of the supervisory panel please ensure only the alternate RAO.



A pop up will appear asking you to confirm that you want to remove your selection. Select **OK**. The system will automatically save.

Are you sure you want to remove the 1 selected reviewers?  
NOTE: Comments made by these reviewers will not be deleted.



If the RAO you wish to select is not listed please contact the Graduate Research School.

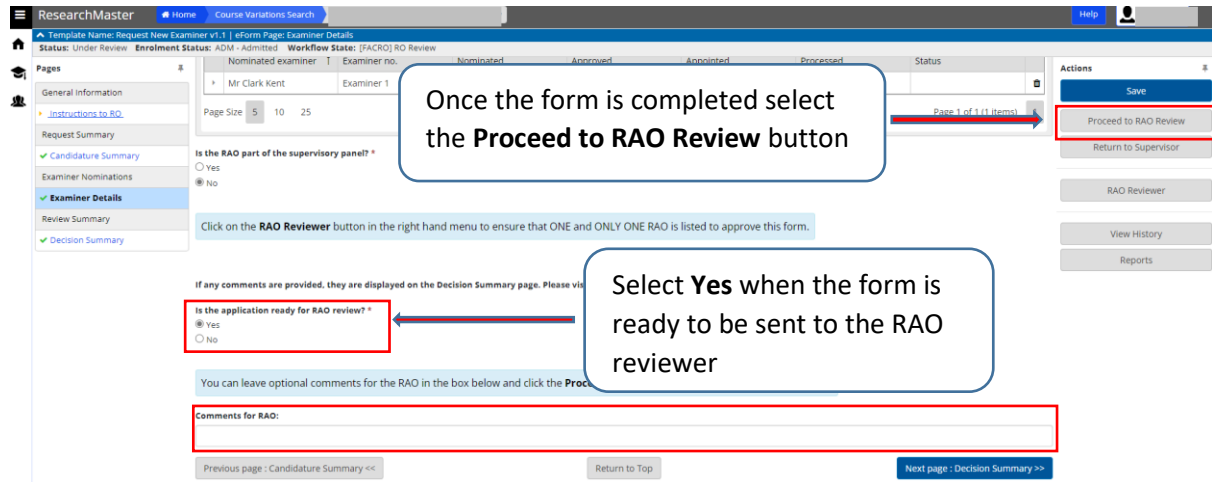
If the form is ready to be sent to the RAO

Scroll down and select **Yes** to the question **Is the application ready for RAO review?**

Any comments for the RAO can be entered in the **Comments for RAO** text box.

Select the **Proceed to RAO Review** button on the right hand side of the page in the **Actions** pane.

This will send the form to the RAO, and the system will notify the RAO by email.



The completed form will go to:

- RAO
- GRS

Return the form to the supervisor

If you require more information, select **No** to the question **Is the application ready for RAO review?**

Any comments for the supervisor can be entered in the **Comments for supervisor** text box.

Then select the **Return to Supervisor** button on the right hand side of the page in the **Actions** pane.

This will send the form to the supervisor, and the system will notify the supervisor by email.

