

Providing Examination Results

This guide shows staff at the School of Graduate Research (SGR) how to check and process examination results in the Higher Degrees by Research (HDR) module of Research Master (RM). This guide shows the RM-related steps of this process and does not outline the full administrative process.

 From the home screen, select HDR from the top menu and then select Student from the drop down menu Search and select the Student record you wish to update 	Home Projects Ethics Research Outputs Contract & IPs Applications HDR Scholarships Pr 1 Student 2 Student Courses This section can be modified to accommodate your own items such as links to other relevant in This section can be modified to accommodate your own items such as links to other relevant in
 3. Scroll down to Examinations, expand the section and select the appropriate record 4. Update the Assessment field to either C1, C2 or C3 You can confirm the Assessment from individual Assessors by scrolling down to the Examiners section and clicking on each individual record SAVE / BACK 	Examinations (1/1) Save Back Enrolled Course Master of Business - Act Outstanding Work? Current? Current? Thesis Title Factors Influencing Accountability and Transparency in Knowledge-Intensive third Date 18/12/2003 Examination Type Thesis Examination Assessment oc2 - Passes subject to



- From within the student record, scroll down to Significant
 Events and select Add
 - a) If result was C1, create an Event of "Examination –
 Amendments Due" with an Est Completion date of 4 weeks
 - b) If result was C2, create an Event of "Examination Amendments Due" with an Est Completion date of 6 weeks
 - c) If result was C3, create an Event of "Resubmission for Examination" with an Est Completion date of 1 year

_	Date of Action	3/10/2017	Event Type	Milestone •
[Event	Examination - Amendme 🔻	Event Name	Examination - Amendments
Est	. Completion Date	3/10/2017	Day(s)	0
	Completion Date		Day(s)	0
	Enrolled Course	Master of Business - Act ¥		
in	and ovaminors	/adjudicator		

SAVE / BACK

- 6. Send the appropriate emails to the candidate, supervisors/HoS/school HDR admin and examiners/adjudicator
- 7. Save copies of the reports to: J:\SGR\Candidature\Exams & Grads\Examiners Reports\2017\Completed\YEAR\MONTH and to TRIM
- 8. Update the online weekly approvals spreadsheet. Sign the printed copy and place it in the Exams in-tray