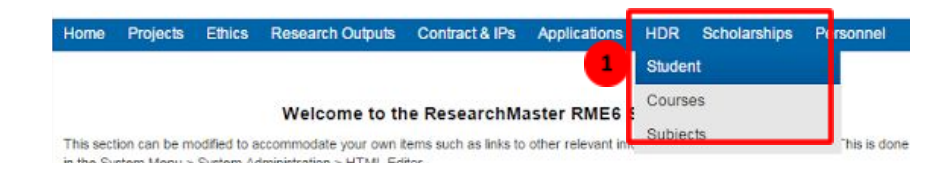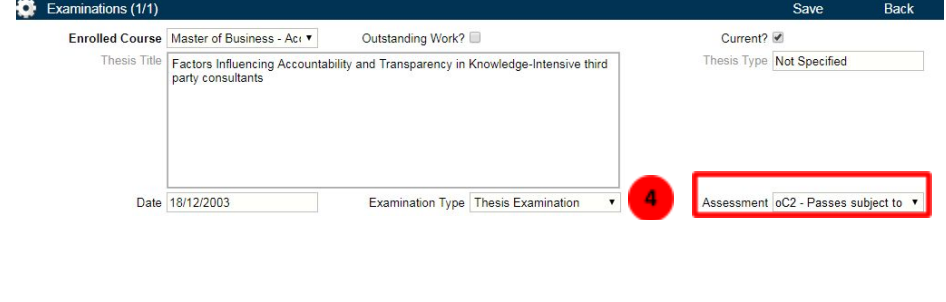# Providing Examination Results

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.

1. From the home screen, select **HDR** from the top menu and then select **Student** from the drop down menu 2. Search and select the Student record you wish to update	
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**	

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5. 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
 	
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