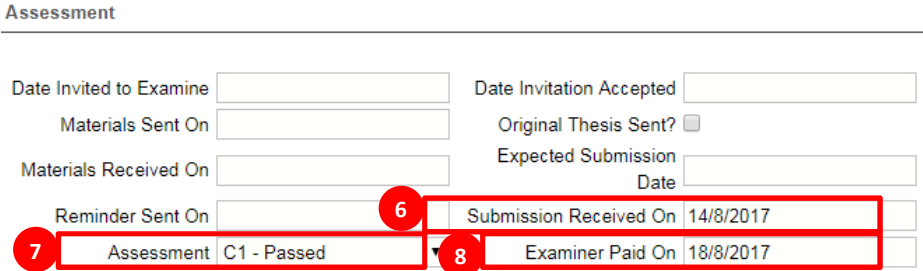# Receiving examiner and adjudicator reports

This guide shows staff at the School of Graduate Research (SGR) how to check and process examiner and adjudicator reports 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 for the full process.

Upon receipt of a report, make the following changes:

1. From the home screen, select **HDR** and then select **Student** 2. Search and select the student you wish to update 3. Scroll down to **Examinations** and select the appropriate program 4. Scroll down to **Examiners** and select the appropriate Examiner 5. Scroll down to the **Assessment** section 6. In **Submission Received on**, enter the report receipt date 7. In **Assessment**, enter the examiners recommendation (R1-4) (For re-examination, this will be "Pass – Re-examination" or "Fail – Re-examination") 8. **In Examiner Paid On**, enter the date of the upcoming Friday (Do not enter a date if no claim form or invoice provided. Instead, enter "no claim form" in the comment box.) Complete for each Examiner report received	Assessment Date Invited to Examine ____ Date Invitation Accepted ____ Materials Sent On ____ Original Thesis Sent? ☐ Materials Received On ____ Expected Submission Date ____ Reminder Sent On ____ **6** Submission Received On 14/8/2017 **7** Assessment C1 - Passed ▼ **8** Examiner Paid On 18/8/2017
If the "Recognition of outstanding work" box has been ticked on the examiner's report: 9. From the home screen, select **HDR** and then select **Student**	

10. Search and select the student you wish to update	**Examinations (1/1)**
11. Scroll down to **Examinations** and select the appropriate Course	**Enrolled Course** (C) Doctor of Fine Art ▾ **12** Outstanding Work? ☑
12. Check the tickbox for **Outstanding Work**	

Adjudicators

- Adjudicators are given a different form to complete. When updating Research Master (RME6), follow the same process as for an examiner, but instead of registering examiner recommendations of R1 – R4, use C1, C2, C3 or C4 instead.

- In addition, once an adjudicators report is received, a classification can be made. Complete these instructions then go to "Receiving the 2nd examiner report" and complete those steps to ready the report for the next approval meeting.

Prepare and save the documents

- In Adobe, merge the report form and written report together. The form should be the first page.

- Name the report in line with the format: BITL_s1234567_Student Name-examiner/adjudicator report (Examiner Surname)

- Save the report as a pdf
  I:\HDR Administration\Exams & Grads\Honorarium

- There are separate locations for local and overseas payments. Local payments are sent to HR and overseas sent to Accounts Payable

Email the examiner/adjudicator

- Reply to the examiner/adjudicator with canned email response 'Examiner Thank You'. Make sure to check if they have requested any specific information not covered by this email template and adapt it as necessary

Refer to "Preparing examination reports for the approval meeting" notes if both reports for a candidate (or the one adjudicator's report) are received.