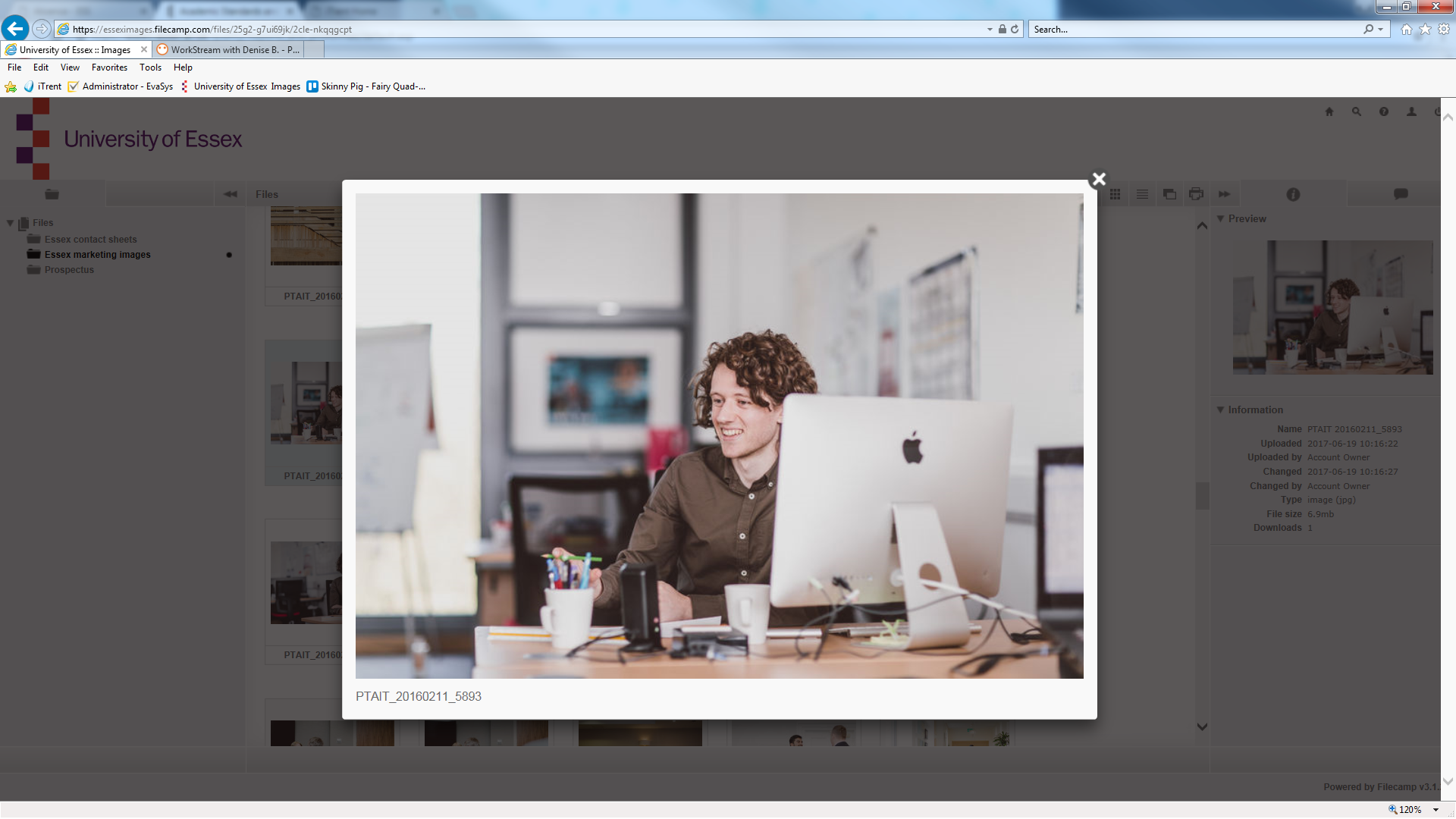
Department User Guide

Report Portal for Departmental Staff   
(Taught Provision)

QUALITY AND ACADEMIC DEVELOPMENT

****

CONTACT US:

external.examiners@essex.ac.uk  
bsthelp@essex.ac.uk

Contact us:

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**Who will be using the External Examiner online portals?**

**External Examiners**

External Examiners are part of University quality assurance processes. They provide an impartial view of the course and independent advice to ensure courses meet the academic standards and quality expected across the sector.

The online nomination and report portals will allow External Examiners to: submit their initial application information electronically; easily edit and update their details; check their schedules of awards/modules; submit their yearly reports and expenses claims; and check their University of Essex payslips.

**Departmental Managers/Departmental Admin Staff**

The Departmental Managers and their delegated administrative teams take responsibility for the initial nominations of External Examiner and managing their duties when in post. Using the online nomination portal, External Examiner nominations can now be fulfilled entirely electronically, with the ability to check which stage a nomination process has reached. Departmental Staff can use the portal to manage and update their External Examiners’ award/module allocations and request changes to their contracts.

Using the online report portal, departmental staff can receive and store External Examiner reports, and draft departmental responses, entirely electronically.

**Heads of Department**

Heads of Department will be able to use the nomination portal to approve or decline External Examiner nominations generated by their departmental admin team. Nominations will be received electronically and will the portal will offer a simple way of storing and accessing the information needed to decide upon the suitability of an appointment.

The report portal offers a straightforward for Heads of Department to monitor External Examiner reports and departmental responses.

**Deputy Deans (Education)**

Deputy Deans (Education) will electronically receive External Examiner nominations that have been authorised by a Head of Department. The portal will store the details of the nomination and the nominee, alongside additional comments or supplementary information supplied by the nominating department.

The report portal allows Deputy Deans (Education) to access, and comment upon, the External Examiner reports and departmental responses for all departments in their faculty.

**Pro-Vice Chancellor (Education)**

The Pro-Vice Chancellor (Education) takes overall responsibility for the External Examiner process. If a nomination is progressed to them, the Pro-Vice Chancellor (Education) can access the portals to check the details of a nomination and approve/reject as appropriate. The Pro-Vice Chancellor (Education) will also have access to all External Examiner reports and departmental responses stored in the report portal.

**Quality and Academic Development**

The Quality and Academic Development team will continue to oversee the External Examiners for undergraduate and postgraduate (taught) provision. More information about the team can be found here: <https://www1.essex.ac.uk/quality/default.asp>

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**EXTERNAL EXAMINER REPORT PORTAL GUIDANCE**

# INTRODUCTION

The report portal is an online system which will enable you to electronically monitor and store the annual reports submitted by the External Examiners in your department. It additionally provides a means for departmental staff to write and store responses to the feedback from your External Examiner team.

The new report portal will replace current methods of report submission and all External Examiners will be required to submit via the portal from April 2018 onwards. This guidance is designed to help walk you through some of the system basics, although our teams are on hand if you have any queries.

# ACCESSING THE REPORT PORTAL

Please use the below link to access the portal:

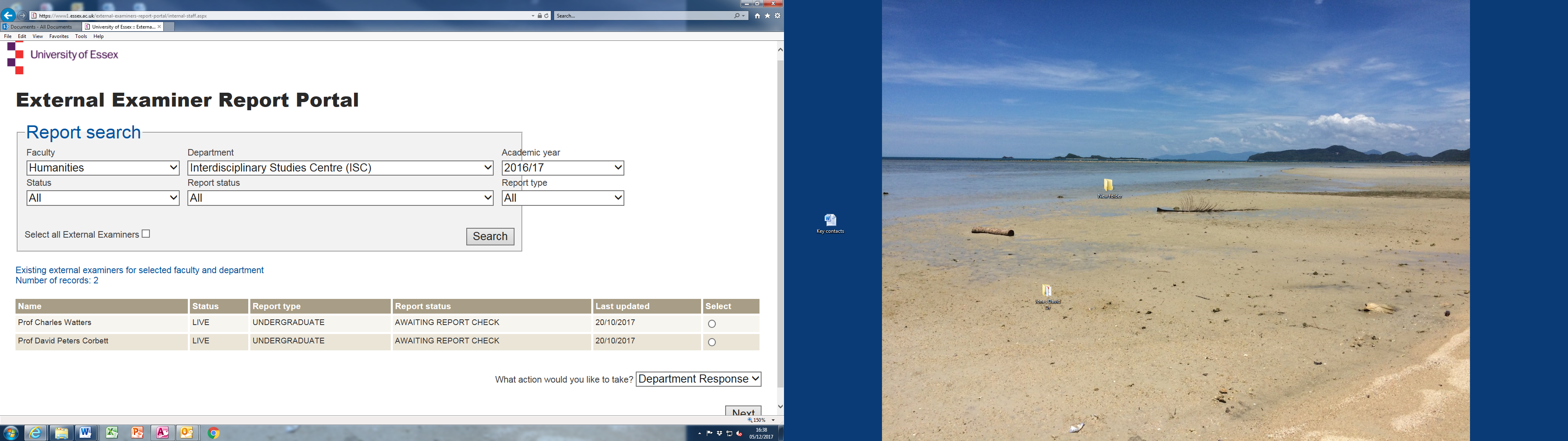
[www.essex.ac.uk/external-examiners-report-portal/internal-staff.aspx](http://www.essex.ac.uk/external-examiners-report-portal/internal-staff.aspx)

You will then be prompted for your Essex login details.

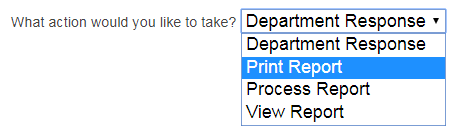
# VIEWING REPORTS

Once you have logged in, you will be able to search for reports by selecting your Faculty, Department and academic year. The report portal will hold reports from 2016/17 and ongoing, so in future you will have easy access to reports from previous academic years. Please note that there is no plan to backload reports which pre-date 2016/17.

If you leave the report status as **All**, the full list of available reports will be displayed.



Select a report and choose from one of the drop down options.



* **Department Response**
* **Print Report**
* **Process Report**
* **View Report**

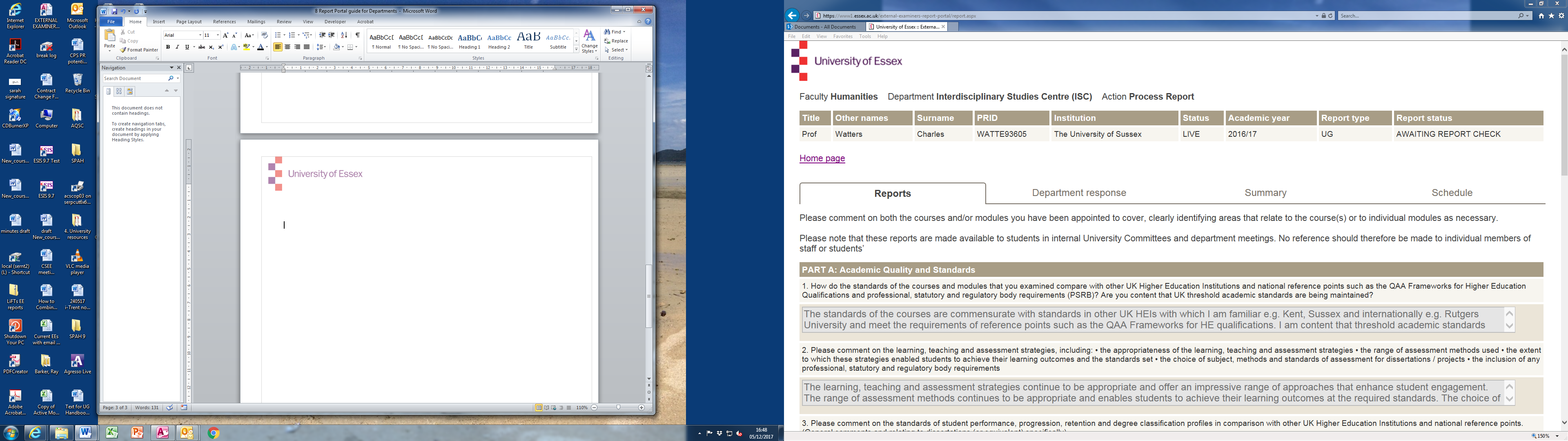
If you choose an option which your log in does not give you access to – for example P**rocess Report** is a Quality and Academic Development activity, you will get the error message;

**‘Function not allowed for user/status’**

If this message appears, you will need to select a different option to progress.

You will be able to view the report as shown below, and tab across to the **Departmental response**; view the **Summary;** and see the External Examiner’s **Schedule** of awards and modules.

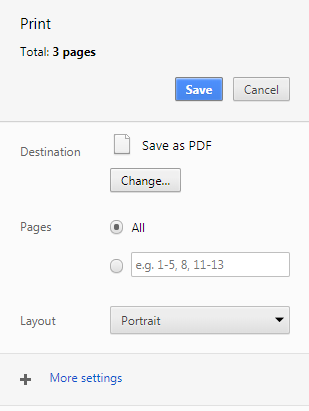
The report is an electronic version of the current form and so will be familiar to our existing External Examiners and to staff with previous experience with the External Examiner process.



# PRINT REPORT

If you need to extract the submitted report from the Portal as a PDF file or as a hard copy, select the action **Print Report**.

This will bring up a printable page summarising the External Examiner’s schedule and displaying their full report. To print the report, click **CTRL+P** or select **Print** from the taskbar of your Internet browser and send the report to the relevant printer. To save the report, change the print destination to **Save as PDF** (Google Chrome) or the equivalent for your browser.



NB The example screen above is from Google Chrome. For advice on saving the page as a PDF from different browsers, please contact the IT Helpdesk [ithelpdesk@essex.ac.uk](mailto:ithelpdesk@essex.ac.uk).

# WRITING YOUR DEPARTMENTAL RESPONSE

Once you have viewed the report, the Department response can be added, either by typing directly onto the portal or cutting and pasting from a Word document. When you have completed this, **Save** the text.

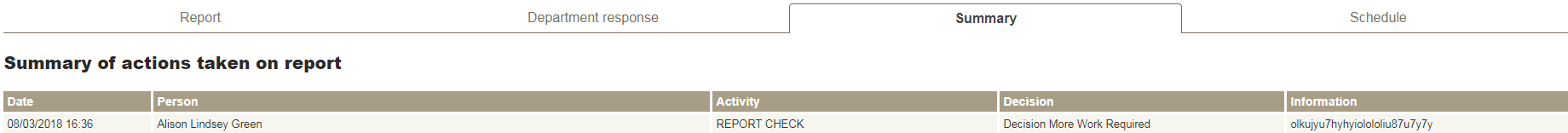


The External Examiner and Quality and Academic Development will receive an automated email advising the Departmental response is available to view.

The Deputy Dean (Education) will have access to the portal to be able to view all of the reports and Departmental responses in their Faculty.

# SUMMARY

The **Summary** tab shows all of the actions followed from the report being inputted, through to its being processed. The **Person** column provides a record of which user has actioned each stage.



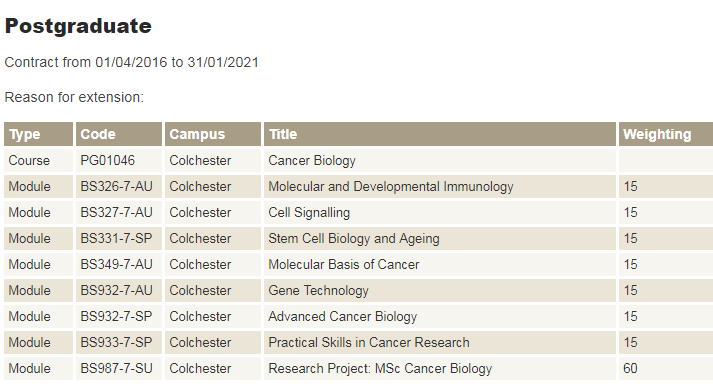
As well as viewing the report and providing a departmental response, you may receive a request from Quality and Academic Development to check the report, for example if departmental feedback was sought prior to Quality and Academic Development processing the report. In these instances, you will receive an automated email asking you to check the relevant report.

You would then need to view the report and notify Quality and Academic Development that the report has been checked and to inform them of any feedback or issues with the report.

SCHEDULE

An example of the **Schedule** tab can be seen below. This tab allows you to view the External Examiner’s schedule of courses and/or modules, including details of:

* **Their level(s) of provision**
* **Contract start/end dates**
* **Details of authorised contract extensions**
* **Module/course codes**
* **Which campus the module/course is based on**
* **The title of the course/module**
* **A module’s weighting**



# HELP AND SUPPORT

**Problems with your login**

If you encounter any problems relating to your login, please contact our IT Helpdesk via [it.helpdesk@essex.ac.uk](mailto:it.helpdesk@essex.ac.uk) or 01206 87 2345

**Any other issues with the Report Portal, or general External Examiner related queries:**

Please contact the Quality and Academic Development team via

[external.examiners@essex.ac.uk](mailto:external.examiners@essex.ac.uk) or 01206 87 3944/4861