

## Introduction

The purpose of this guide is to support Assessors in using eVision to manage the process of a Probationer Research Student's (PRS) progression through Transfer/Confirmation of status. See also [Transfer/Confirmation Process Overview](#).

The nominated Assessors will receive an email from the Graduate Administrator/Super User in the department/faculty, inviting them to be an Assessor and prompting them to log in to eVision to access the Student's Transfer/Confirmation application. As an Assessor, you then need to undertake three key steps, which are covered in this guide:

1. [Review the student's application](#) and assessment documents
2. [Record/edit the interview date](#) you have agreed with the Student
3. [Upload an agreed Assessor report](#) after the assessment has taken place

**Note. External Assessors will not be provided with access to eVision. In cases where one Assessor is external to the University, the internal Assessor will be responsible for undertaking the tasks outlined above. The Graduate Studies Administrator can provide support if required.**

To log into eVision:

1. Go to [www.evision.ox.ac.uk](http://www.evision.ox.ac.uk)
2. Enter your SSO credentials and complete MFA process if required.

## Review the student's application

1. Select the **Student Records** tab at the top of the screen. The student records functionality screen will appear.

There are seven columns:

**Date received:** - When the Assessor was given access to the student's record

**Student:** - The student's name

**Specialism:** - The student's subject

**Application status:** - This will either say: Current, Withdrawn or Closed

**Document status:** - Work submitted

**Interview assessment date:** - Will either be, n/a if no date is set yet, or it will have a date.

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**Assessment status:** - Will be either, Report not yet returned, Report returned or Report overdue (Report overdue will be effective from the day after the interview date, where one has been entered in the system)

2. Select the **View** button to review the Student's application and details.

| Date received | Student          | Specialism                                   | Application status | Document status | Interview/Assessment date | Assessment status       |                      |
|---------------|------------------|--|--------------------|-----------------|---------------------------|-------------------------|----------------------|
| 26 March 2024 | Melo Douglas Das | Mod Stats and Statistical Mch Learning (CDT) | Current            | Work submitted  | n/a                       | Report not yet returned | <a href="#">View</a> |

The **Student information**, **Completed application form and milestone documents** and **Review as assessor** headers can all be expanded to see more details, by selecting the red header.

**Note: That the Completed Application Form includes the responses of all those who have previously reviewed the application.**

**Note: If the Student uploads a replacement or new Milestone document the Assessor will receive an email notification.**

## Record/edit the interview date

1. If the interview date is not set, or if you need to change it, Select the **Edit** button underneath or next to **Interview date**.

### Confirmation of status

### Melo Douglas Das

**Milestone status**  
Confirmation - Work sent to assessors

**Milestone documents submitted?**  
✓ Yes

**Assessors confirmed?**  
✓ Yes

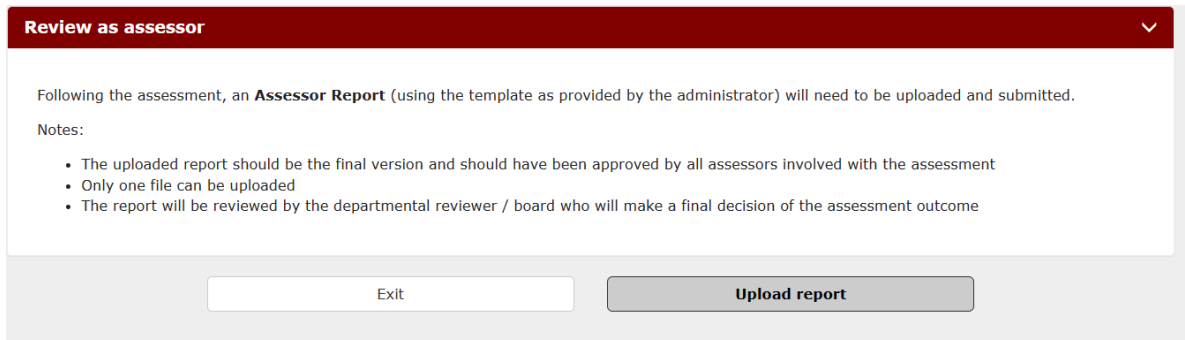
**Interview date**  
n/a [Edit](#)

2. A section appears at the bottom of the form called **Record interview date**. Select the **calendar icon** next to the **Interview date** field. Set the date, the date can be a future or a past date. Then select **Submit date**.

**Note: Interview dates can also be set and edited by the Graduate Administrator/Super User.**

## Upload the Assessors' report

1. After interviewing the student, an agreed Assessor report must be submitted by one of the Assessors. In the **Review as assessor** section, select the **Upload report** button.



**Review as assessor**

Following the assessment, an **Assessor Report** (using the template as provided by the administrator) will need to be uploaded and submitted.

Notes:

- The uploaded report should be the final version and should have been approved by all assessors involved with the assessment
- Only one file can be uploaded
- The report will be reviewed by the departmental reviewer / board who will make a final decision of the assessment outcome

Exit      Upload report

2. In the **Upload report** section, select the **check box** to confirm that the report has been agreed by all Assessors involved with the assessment. You also have the option to write a comment.
3. Select the **Upload files** button and follow to the on-screen instructions to locate and upload your report. You can only upload DOC/DOCX and PDF files.
4. A message will appear reminding you to check it is the correct document. This is because of sensitive information covered by GDPR. Select **OK** if it is the correct document.
5. The screen will show **Report received**. Select **Exit**.

In the **Assessment status** column, it will now say **Report returned**. This reconfirms that the report has been sent to the Graduate Administrator/Super User.

The application will continue to be listed in the Assessor dashboard for 100 days after the final outcome has been logged.

**Note: It is mandatory to upload the report document. You must upload your Assessor report within the timeframe specified by your department or faculty (usually within two weeks of the interview date).**

## Further information and support

If you have queries about using eVision for this process, please contact the Student Systems Support Centre by email: [student.systems@admin.ox.ac.uk](mailto:student.systems@admin.ox.ac.uk) or phone Tel: 01865 (2)84848.