



External Examiners

Key School Contact / school contact role

Index

- [Overview of Role](#)
 - [Homepage](#)
 - [School Admin Options](#)
 - [Key School Contacts Add new school contact](#)
 - [Key School Contacts delegate report to school contact](#)
- [School Contact adds Academic Response Coordinator to school coordinator list](#)
- [School Contact adds Readers to school Distribution list](#)
 - [Report Allocation](#)
 - [School Reports Tab](#)
 - [Viewing this Document](#)

Key School Contacts guidance

Overview of Role

The Key School Contact is responsible for the allocation of Academic Response Coordinators and Readers to a report. Only then is the External Examiner notified that a draft report is awaiting completion. Key School Contacts have a monitoring role and can view reports on their dashboard, monitor report deadlines, amend report deadlines when required and delegate reports to School Contacts to manage.

School Contacts are delegated responsibility for a particular report or reports. School Contacts will have access to the same functions as Key School Contacts for the report(s) they have been delegated to manage.

Here are the Guidance steps for navigating the EERS software for Key School Contact/School Contacts with steps for **selecting School Contacts** and **delegating School Contacts External Examiners reports**.

Homepage



THE UNIVERSITY of EDINBURGH
External Examiner Reporting

Help
Logout

Home School Reports Report Allocation School Admin ▾

Report Reference Search

Advanced search

Reports Requiring Allocation

These reports need to have Academic Response Coordinators allocated to them.
Usually all you will need to do is verify that last year's allocation is still valid.

Report Reference	Academic Response Coordinator	Distribution List	
HSS_BUS_2014/15_PGT_Ding	unallocated	greg.carter@ed.ac.uk	<input type="button" value="Confirm"/> <input type="button" value="Change"/>
HSS_BUS_2014/15_PGT_Fletcher	unallocated	greg.carter@ed.ac.uk	<input type="button" value="Confirm"/> <input type="button" value="Change"/>
HSS_BUS_2014/15_PGT_Holmes	unallocated	greg.carter@ed.ac.uk	<input type="button" value="Confirm"/> <input type="button" value="Change"/>
HSS_BUS_2014/15_PGT_Marston	unallocated	greg.carter@ed.ac.uk	<input type="button" value="Confirm"/> <input type="button" value="Change"/>

Key School Contacts and School Contacts are presented with the following homepage.

From The homepage several tabs are available to navigate through the system tools

- Home
- School Reports
- Report Allocation
- School Admin

A search engine is available to locate specific reports.



Reports Requiring Allocation		
These reports need to have Academic Response Coordinators allocated to them. Usually all you will need to do is verify that last year's allocation is still valid.		
Report Reference	Academic Response Coordinator	Distribution List
HSS_BUS_2014/15_PGT_Ding	unallocated	greg.carter@ed.ac.uk
HSS_BUS_2014/15_PGT_Fletcher	unallocated	greg.carter@ed.ac.uk
HSS_BUS_2014/15_PGT_Holmes	unallocated	greg.carter@ed.ac.uk
HSS_BUS_2014/15_PGT_Marston	unallocated	greg.carter@ed.ac.uk

The title of each report is also an active link to take you into the details of said report.

The **Report Allocation** tab lists all your School reports that need to be allocated to an Academic Response Co-ordinator. In the **Reports Requiring Allocation** container the information is set out in 3 columns

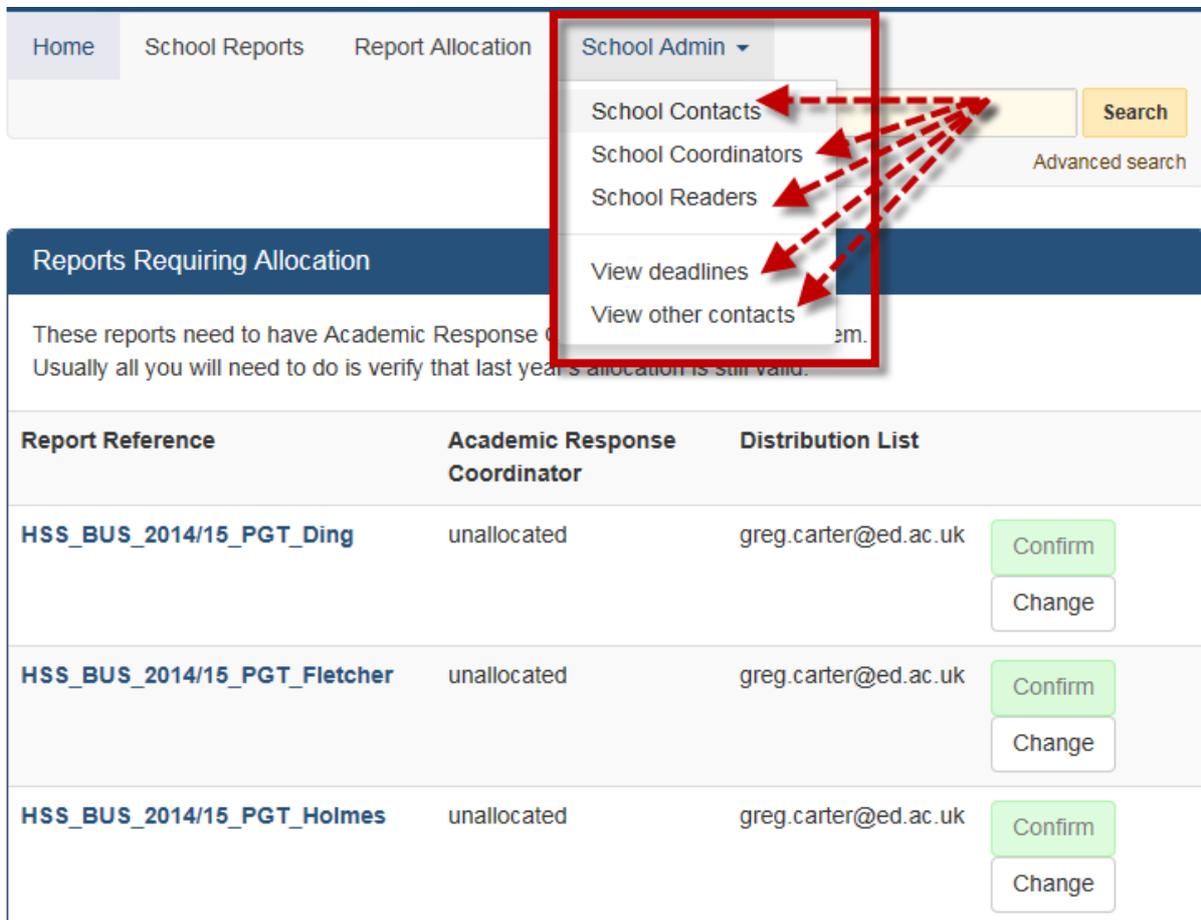
- **Report reference:** a dynamic link that will take you to the named report
- **Academic Response Coordinator:** shows the name of the Academic Response Coordinator assigned to respond to the External Examiner report
- **Distribution List:** shows those allocated to read the report

School Admin Options

The **School Admin** tools are also available, located under the School Admin tab.

Several tools are available

- **School Contacts:** Add, amend or remove school contacts and their administrative abilities.
- **School Coordinators:** Add, amend or remove Academic Response Coordinators to system and reports.
- **School Readers:** Add, amend or remove staff members to the system and to specific reports for their reading access.
- **View Deadlines:** see deadlines across the system.
- **View Other Contacts:** see contact information for relevant staff for EERS.

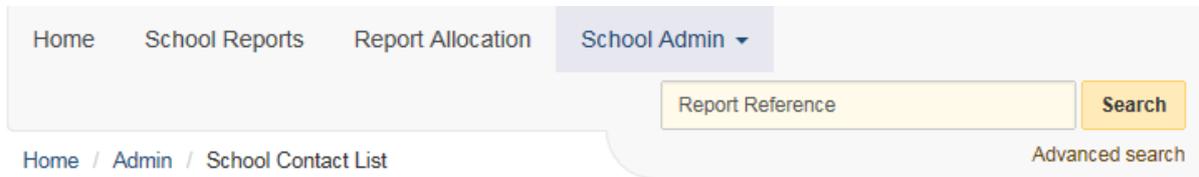


The screenshot shows a web application interface. At the top, there is a navigation bar with tabs: Home, School Reports, Report Allocation, and School Admin. The School Admin tab is selected and expanded, showing a dropdown menu with the following options: School Contacts, School Coordinators, School Readers, View deadlines, and View other contacts. Red dashed arrows point from each menu item to a search box on the right. Below the navigation bar, there is a section titled "Reports Requiring Allocation" with a blue header. The text below the header reads: "These reports need to have Academic Response Coordinator. Usually all you will need to do is verify that last year's allocation is still valid." Below this text is a table with three columns: Report Reference, Academic Response Coordinator, and Distribution List. The table contains three rows of data, each with a "Confirm" and "Change" button.

Report Reference	Academic Response Coordinator	Distribution List	
HSS_BUS_2014/15_PGT_Ding	unallocated	greg.carter@ed.ac.uk	<input type="button" value="Confirm"/> <input type="button" value="Change"/>
HSS_BUS_2014/15_PGT_Fletcher	unallocated	greg.carter@ed.ac.uk	<input type="button" value="Confirm"/> <input type="button" value="Change"/>
HSS_BUS_2014/15_PGT_Holmes	unallocated	greg.carter@ed.ac.uk	<input type="button" value="Confirm"/> <input type="button" value="Change"/>

Key School Contacts: adding a School Contact

- To add a new School Contact to the EERS system, select click the **Add a School Contact** button from the **School Admin** drop down list.



Home School Reports Report Allocation **School Admin** ▾

Report Reference Search

Home / Admin / School Contact List Advanced search

Business School

School Contacts			
School Contact	UG	PG	Options
Natalie Honeyman	☑	☑	Remove Delegate
Tammy French	☑	☑	Remove Delegate
			

- A **Search** tool is provide at the bottom of the page.

Home School Reports Report Allocation **School Admin** ▾

Report Reference **Search**

Home / Admin / School Contact List [Advanced search](#)

Business School

School Contacts			
School Contact	UG	PG	Options
Natalie Honeyman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove Delegate
Tammy French	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove Delegate

[Add a School Contact](#)

Person Search

Person	Options
Jonathan Taylor (V1JTAYL4)	<input type="button" value="Add as contact"/>

External Examiner Reporting 2.0.0.b471 - a [Student Systems](#) application, developed by [IS Applications](#)
 For support with this application, please contact studentsystems@ed.ac.uk or by telephone 0131 651 4000

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336
 Unless explicitly stated otherwise, all material is copyright © The University of Edinburgh 2015

- Enter staff member's details, name or UUN, click the **Search** button.

Home School Reports Report Allocation **School Admin** ▾

Report Reference **Search**

Home / Admin / School Contact List [Advanced search](#)

Business School

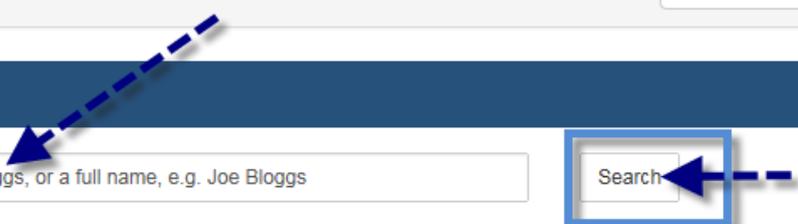
School Contacts			
School Contact	UG	PG	Options
Natalie Honeyman	✓	✓	Remove Delegate
Tammy French	✓	✓	Remove Delegate

[Add a School Contact](#)

Person Search

Enter a UUN, e.g. jbloggs, or a full name, e.g. Joe Bloggs

Search



- If you enter a name only, a list of matching staff will be presented with their respective UUN's so as to make selection.
- If entering a UUN, one relevant staff member will be returned.
- Click the **Add as Contact** button.

Home School Reports Report Allocation **School Admin** ▾

Report Reference

Home / Admin / School Contact List Advanced search

Business School

School Contacts			
School Contact	UG	PG	Options
Natalie Honeyman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove Delegate
Tammy French	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove Delegate

Person Search

Person	Options
Jonathan Taylor (V1JTAYL4)	<input type="button" value="Add as contact"/>

Note: A dashed blue arrow points from the 'Add as contact' button to the person name 'Jonathan Taylor (V1JTAYL4)'.

External Examiner Reporting 2.0.0.b471 - a Student Systems application, developed by IS Applications
 For support with this application, please contact studentsystems@ed.ac.uk or by telephone 0131 651 4000

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336
 Unless explicitly stated otherwise, all material is copyright © The University of Edinburgh 2015

- Staff member now added to the **School Contacts** list.

Home School Reports Report Allocation **School Admin** ▾

Report Reference

Home / Admin / School Contact List Advanced search

Business School

School Contacts			
School Contact	UG	PG	Options
Natalie Honeyman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove Delegate
Tammy French	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove Delegate
Jonathan Taylor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove Delegate

External Examiner Reporting 2.0.0.b471 - a Student Systems application, developed by IS Applications
For support with this application, please contact studentsystems@ed.ac.uk or by telephone 0131 651 4000

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336
Unless explicitly stated otherwise, all material is copyright © The University of Edinburgh 2015

- The same edit links are now available to remove or delegate as necessary.

Home School Reports Report Allocation **School Admin** ▾

Report Reference

Home / Admin / School Contact List Advanced search

Business School

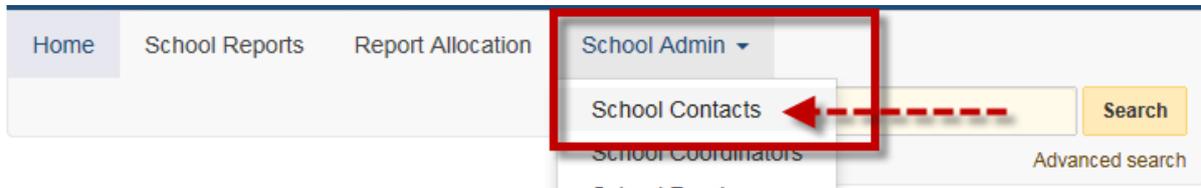
School Contacts			
School Contact	UG	PG	Options
Natalie Honeyman	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove Delegate
Tammy French	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove Delegate
Jonathan Taylor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove Delegate

External Examiner Reporting 2.0.0.b471 - a Student Systems application, developed by IS Applications
For support with this application, please contact studentsystems@ed.ac.uk or by telephone 0131 651 4000

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336
Unless explicitly stated otherwise, all material is copyright © The University of Edinburgh 2015

Key School Contacts: delegating reports to School Contacts

- Select School Contacts from School Admin tab. The purpose of this is for building up the list of School Contacts who will be delegated External Examiner reports to manage.



The screenshot shows a navigation bar with tabs: Home, School Reports, Report Allocation, and School Admin. The School Admin dropdown menu is open, showing options: School Contacts, School Coordinators, School Readers, View deadlines, and View other contacts. A red dashed arrow points from the Search button to the School Contacts option.

Reports Requiring Allocation

These reports need to have Academic Response Coordinator assigned. Usually all you will need to do is verify that last year's allocation is still valid.

Report Reference	Academic Response Coordinator	Distribution List	
HSS_BUS_2014/15_PGT_Ding	unallocated	greg.carter@ed.ac.uk	Confirm Change
HSS_BUS_2014/15_PGT_Fletcher	unallocated	greg.carter@ed.ac.uk	Confirm Change
HSS_BUS_2014/15_PGT_Holmes	unallocated	greg.carter@ed.ac.uk	Confirm Change

- School Contacts page is displayed.

Home School Reports Report Allocation **School Admin** ▼

Report Reference Search

Home / Admin / School Contact List Advanced search

Business School

School Contacts			
School Contact	UG	PG	Options
Natalie Honeyman	✓	✓	Remove Delegate
Tammy French	✓	✓	Remove Delegate

[Add a School Contact](#)

External Examiner Reporting 2.0.0.b471 - a Student Systems application, developed by IS Applications
 For support with this application, please contact studentsystems@ed.ac.uk or by telephone 0131 651 4000

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336
 Unless explicitly stated otherwise, all material is copyright © The University of Edinburgh 2015

- Any School Contacts in the system will be listed like so:

Home School Reports Report Allocation **School Admin** ▼

Report Reference Search

Home / Admin / School Contact List Advanced search

Business School

School Contacts			
School Contact	UG	PG	Options
Natalie Honeyman	✓	✓	Remove Delegate
Tammy French	✓	✓	Remove Delegate

[Add a School Contact](#)

External Examiner Reporting 2.0.0.b471 - a Student Systems application, developed by IS Applications
 For support with this application, please contact studentsystems@ed.ac.uk or by telephone 0131 651 4000

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336
 Unless explicitly stated otherwise, all material is copyright © The University of Edinburgh 2015

Beside each School contact are the following edit tools:

- Facility to remove from system;
- Facility to delegate to reports thereby granting administrative abilities for those specific reports;
- Facility to add further staff members is available via the **Add a School Contact** button;

- Facility to assign a staff member to a report thereby granting administrative abilities for said report, click the **Delegate** link next to the relevant staff member

Home School Reports Report Allocation **School Admin** ▾

Report Reference Search

Home / Admin / School Contact List Advanced search

Business School

School Contacts			
School Contact	UG	PG	Options
Natalie Honeyman	✓	✓	Remove Delegate
Tammy French	✓	✓	Remove Delegate

[Add a School Contact](#)

External Examiner Reporting 2.0.0.b471 - a Student Systems application, developed by IS Applications
For support with this application, please contact studentsystems@ed.ac.uk or by telephone 0131 651 4000

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336
Unless explicitly stated otherwise, all material is copyright © The University of Edinburgh 2015

- Click the **Delegate link**.
- The **Delegate School Reports** page is displayed.

Delegate School Reports Business School

Please select as many reports you want to delegate to to **Natalie Honeyman (EUCTR20)**.

Please note that:

- When viewed, each report selected will show **Natalie Honeyman** as the key contact.
- All notifications from & to the report Key Contact will be sent from/to: Natalie Honeyman ()
(from & to themselves) Report Submitted;
Response Submitted;
DPA Breach Recorded.

(to report Examiner) Report Ready;
Submission Deadline Approaching;
Submission Deadline Reached.

School Reports	Delegate	Current Delegation
HSS_BUS_2014/15_PGT_Ballantine	<input checked="" type="checkbox"/>	Natalie Honeyman
HSS_BUS_2014/15_PGT_Ding	<input checked="" type="checkbox"/>	Natalie Honeyman
HSS_BUS_2014/15_PGT_Fletcher	<input checked="" type="checkbox"/>	Natalie Honeyman
HSS_BUS_2014/15_PGT_Holmes	<input checked="" type="checkbox"/>	Natalie Honeyman
HSS_BUS_2014/15_PGT_Marston	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Milne	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Power	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Radnor	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Redman	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Thompson	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Thomson	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Tracey	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Turnbull	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Vallascas	<input type="checkbox"/>	

Save

External Examiner Reporting 2.0.0.b471 - a Student Systems application, developed by IS Applications
For support with this application, please contact studentsystems@ed.ac.uk or by telephone 0131 651 4000

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336
Unless explicitly stated otherwise, all material is copyright © The University of Edinburgh 2015

- Next to the report you wish the staff member to be delegated **click the tick box** then **click the Save button**.

Home School Reports Report Allocation School Admin ▾

Report Reference

Advanced search

Delegate School Reports

Business School

Please select as many reports you want to delegate to **Natalie Honeyman (EUCTR20)**.

Please note that:

- When viewed, each report selected will show **Natalie Honeyman** as the key contact.
- All notifications from & to the report Key Contact will be sent from/to: Natalie Honeyman ()
 - (from & to themselves)** Report Submitted;
Response Submitted;
DPA Breach Recorded.

(to report Examiner) Report Ready;
Submission Deadline Approaching;
Submission Deadline Reached.

School Reports	Delegate	Current Delegation
HSS_BUS_2014/15_PGT_Ballantine	<input checked="" type="checkbox"/>	Natalie Honeyman
HSS_BUS_2014/15_PGT_Ding	<input checked="" type="checkbox"/>	Natalie Honeyman
HSS_BUS_2014/15_PGT_Fletcher	<input checked="" type="checkbox"/>	Natalie Honeyman
HSS_BUS_2014/15_PGT_Holmes	<input checked="" type="checkbox"/>	Natalie Honeyman
HSS_BUS_2014/15_PGT_Marston	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Milne	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Power	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Radnor	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Redman	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Thompson	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Thomson	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Tracey	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Turnbull	<input type="checkbox"/>	
HSS_BUS_2014/15_PGT_Vallascas	<input type="checkbox"/>	

External Examiner Reporting 2.0.0.b471 - a Student Systems application, developed by IS Applications
For support with this application, please contact studentsystems@ed.ac.uk or by telephone 0131 651 4000

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336
Unless explicitly stated otherwise, all material is copyright © The University of Edinburgh 2015

- A confirmation page is displayed.

Home School Reports Report Allocation **School Admin** ▾

Report Reference

Home / Admin / School Contact List Advanced search

Business School

School Contacts

 **5 of 14 reports are now delegated to Natalie Honeyman.**

School Contact	UG	PG	Options
Natalie Honeyman			Remove Delegate
Tammy French			Remove Delegate

External Examiner Reporting 2.0.0.b471 - a Student Systems application, developed by IS Applications
For support with this application, please contact studentsystems@ed.ac.uk or by telephone 0131 651 4000

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336
Unless explicitly stated otherwise, all material is copyright © The University of Edinburgh 2015

Key School/School Contacts: adding Academic Response Coordinator to School Coordinator list

- From the **School Admin** drop down list, select **School Coordinators**.

Home School Reports Report Allocation School Admin ▾

School Contacts
School Coordinators
 School Readers
 View deadlines
 View other contacts

Search Advanced search

Reports Requiring Allocation

These reports need to have Academic Response Coordinators allocated to them. Usually all you will need to do is verify that last year's allocation is still valid.

Report Reference	Academic Response Coordinator	Distribution List	
SCE_ENG_2014/15_PGT_Bull	unallocated	plus: Mr Chris Giles	Confirm Change
SCE_ENG_2014/15_PGT_Mcmahon	unallocated		Confirm Change
SCE_ENG_2014/15_UG_Crittenden	unallocated		Confirm Change

- The list of Academic Response Coordinators is shown.
- Next to each Academic Response Coordinator is a green tick denoting their UG/PG status.
- The option to remove is available for every Academic Response Coordinator via the **Remove** button.
- The option to **Add** is available regardless of how many Academic Response Coordinator are allocated.

Home School Reports Report Allocation School Admin ▾

Report Reference Search Advanced search

Home / Admin / School Coordinators

School of Engineering

School Academic Response Coordinators

Academic Response Coordinator	UG	PG	Options
Mr Test Test	☑	☑	Remove

Add an Academic Response Coordinator

- Click the **Add an Academic Response Coordinator** button.
- A **Search** field is displayed.

Home School Reports Report Allocation **School Admin** ▾

Report Reference

Home / Admin / School Coordinators Advanced search

School of Engineering

School Academic Response Coordinators			
Academic Response Coordinator	UG	PG	Options
Mr Test Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove
<input type="button" value="Add an Academic Response Coordinator"/>			

Person Search

Enter a UUN, e.g. jbloggs, or a full name, e.g. Joe Bloggs

- Enter the name or UUN of the Academic Response Coordinator you wish to select.
- Click the **Search** button to retrieve the Academic Response Coordinator you are looking for.

Person Search

v1jtayl4

- All Academic Response Coordinators who match the name /UUN entered will be listed below.
- Next to each available Academic Response Coordinator in the list is the **Add as coordinator** button .
- Click the Add as coordinator button.

Person Search

Enter a UUN, e.g. jbloggs, or a full name, e.g. Joe Bloggs

Person	Options
Mr Jonathan Taylor (V1JTAYL4)	<input type="button" value="Add as coordinator"/>

- The new Academic Response Coordinator is now displayed in the list.
- The option to **Remove** is available if added in error.
- The **Add an Academic Response Coordinator** button is available to add further Academic Response Coordinator as necessary.

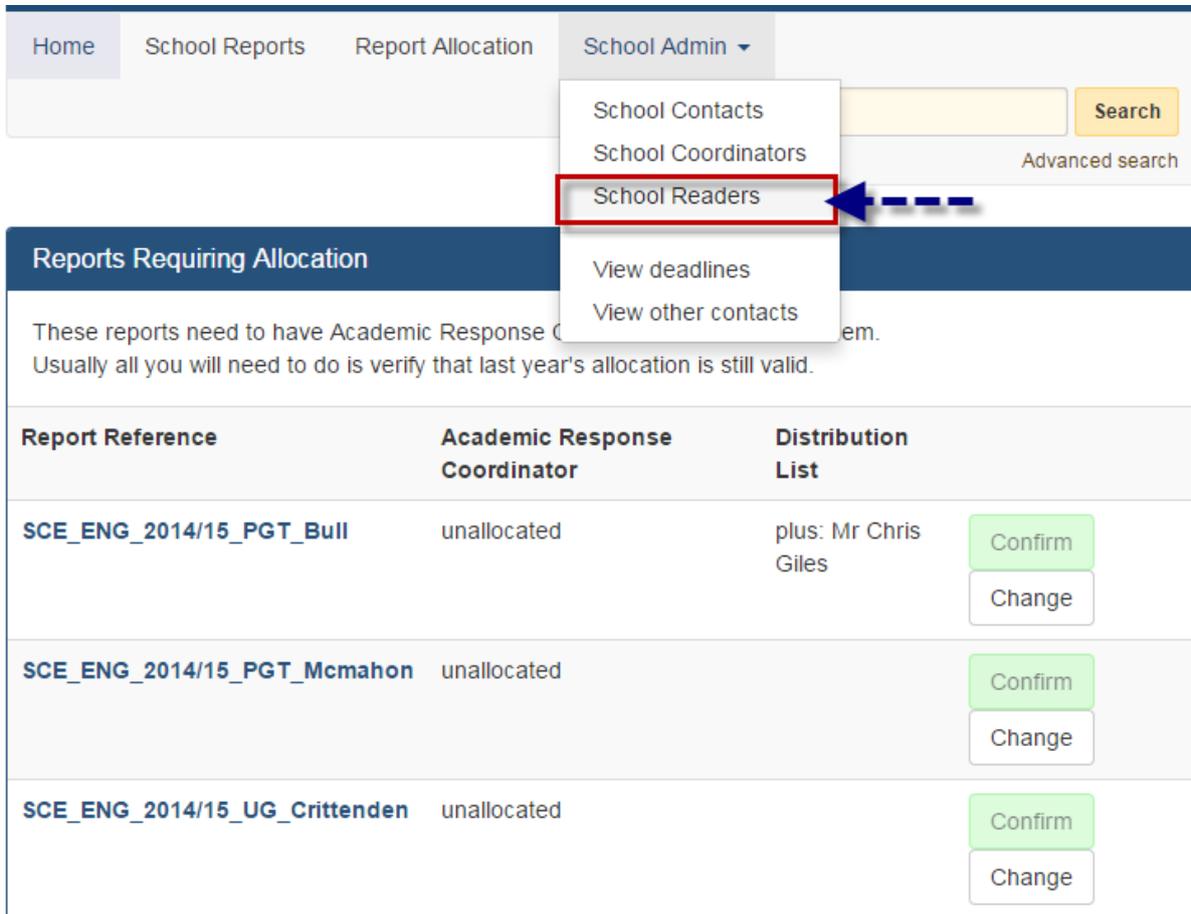
School of Engineering

School Academic Response Coordinators			
Academic Response Coordinator	UG	PG	Options
Mr Test Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove
Mr Jonathan Taylor	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Remove

[Add an Academic Response Coordinator](#)

Key School/School Contacts: adding Readers to School Distribution list

- Select **School Readers** option from **School Admin** drop down menu.



The screenshot shows a navigation bar with 'Home', 'School Reports', 'Report Allocation', and 'School Admin' (with a dropdown arrow). The 'School Admin' dropdown menu is open, showing 'School Contacts', 'School Coordinators', 'School Readers' (highlighted with a red box and a blue dashed arrow), 'View deadlines', and 'View other contacts'. To the right of the menu is a search bar with a 'Search' button and the text 'Advanced search'.

Below the navigation bar is a section titled 'Reports Requiring Allocation'. It contains a paragraph: 'These reports need to have Academic Response Coordinator assigned. Usually all you will need to do is verify that last year's allocation is still valid.'

Report Reference	Academic Response Coordinator	Distribution List	
SCE_ENG_2014/15_PGT_Bull	unallocated	plus: Mr Chris Giles	Confirm Change
SCE_ENG_2014/15_PGT_Mcmahon	unallocated		Confirm Change
SCE_ENG_2014/15_UG_Crittenden	unallocated		Confirm Change

- A list of all people that can be allocated as a Reader to a report is displayed.
- Each name has a **Remove** option, should someone be added in error or leave the department.

Distribution Lists

School of Engineering

School Distribution List

You can maintain a list of people that you can pick from when creating specific report distribution lists. Changes made here will **not** affect any report distribution lists that you have already created.

Person	UG	PG	Options
Mr Chris Giles	✔	✔	Remove
Mr Jonathan Taylor	✔	✔	Remove

Person Search

You can find and add a person to your school distribution list using this form.

- The **Person Search** facility is available
- Enter name or UUN of staff member into search field.
- Click **Search**

Person Search

You can find and add a person to your school distribution list using this form.

Person	Options
Prof Andy Taylor (TAYLOR)	<div style="display: flex; justify-content: space-around; gap: 10px;"> <div style="border: 1px solid #0056b3; padding: 5px; background-color: #e6f2ff;">Add as UG</div> <div style="border: 1px solid #0056b3; padding: 5px; background-color: #e6f2ff;">Add as PGT</div> <div style="border: 1px solid #0056b3; padding: 5px; background-color: #e6f2ff;">Add as both</div> </div>

- All the staff that match the name or UUN you entered are displayed below.
- Each name has three option buttons: to **Add as UG** only, **Add as PG** only, or **Add as both** UG and PG.
- Click the required **Add** button.

- The revised distribution list is now displayed with the new Reader added.
- The new Readers status as UG or PG is displayed.
- The new Reader has the same remove link next to their name if required.
- Search facility is present to add further staff as required.

Because only Key School/School Contacts know who the readers are for each report, we recommend that you get in touch with the relevant Academic Response Coordinator to let them know who their readers are. This information is essential for them when it comes to collating comments from colleagues to form a response.

Distribution Lists

School of Engineering

School Distribution List

You can maintain a list of people that you can pick from when creating specific report distribution lists. Changes made here will **not** affect any report distribution lists that you have already created.

Person	UG	PG	Options
Mr Chris Giles	✔	✔	Remove
Mr Jonathan Taylor	✔	✔	Remove
Prof Andy Taylor	✔	✔	Remove

Person Search

You can find and add a person to your school distribution list using this form.

Report Allocation

In order to allocate the Academic Response Coordinator and Readers, distribution lists for both must be built up in advance of allocation using the **Report Allocation** Tab.

- Click on the **Report Allocation** tab and the report allocation page is displayed.
- Please be aware **the distribution list must be set up before allocating a report.**

Allocatable Reports

Business School

NOTE

- A report is considered allocatable until it has been officially responded to, so that you can change the Academic Response Coordinator if needed
- This page lists all in progress reports for your School, not just brand new reports that are awaiting their initial allocation

Report Reference	Academic Response Coordinator	Distribution List
HSS_BUS_2014/15_PGT_Ballantine (Stage: draft response)	Ms Brenda Kutereba ▾ <input type="button" value="Confirm"/>	greg.carter@ed.ac.uk plus: Mr Chris Giles edit this list
HSS_BUS_2014/15_PGT_Ding (Stage: allocation)	- please select - ▾ <input type="button" value="Confirm"/>	greg.carter@ed.ac.uk add people using your School distribution list
HSS_BUS_2014/15_PGT_Fletcher (Stage: allocation)	- please select - ▾ <input type="button" value="Confirm"/>	greg.carter@ed.ac.uk add people using your School distribution list
HSS_BUS_2014/15_PGT_Holmes (Stage: allocation)	- please select - ▾ <input type="button" value="Confirm"/>	greg.carter@ed.ac.uk add people using your School distribution list

Within the **Allocatable Reports** container you can use the edit facilities to construct and amend the distribution list for each report. Tools available are:

- **Edit this List:** this will appear when names have been already been added to the distribution list.
- **Add people using your school distribution list:** to be used when creating a new distribution list.

Each report has its own set of distribution list tools.

Allocatable Reports

Business School

NOTE

- A report is considered allocatable until it has been officially responded to, so that you can change the Academic Response Coordinator if needed
- This page lists all in progress reports for your School, not just brand new reports that are awaiting their initial allocation

Report Reference	Academic Response Coordinator	Distribution List
HSS_BUS_2014/15_PGT_Ballantine (Stage: draft response)	Ms Brenda Kutereba ▾ <input type="button" value="Confirm"/>	greg.carter@ed.ac.uk plus: Mr Chris Giles <input type="button" value="edit this list"/>
HSS_BUS_2014/15_PGT_Ding (Stage: allocation)	- please select - ▾ <input type="button" value="Confirm"/>	greg.carter@ed.ac.uk <input type="button" value="add people using your School distribution list"/>
HSS_BUS_2014/15_PGT_Fletcher (Stage: allocation)	- please select - ▾ <input type="button" value="Confirm"/>	greg.carter@ed.ac.uk <input type="button" value="add people using your School distribution list"/>
HSS_BUS_2014/15_PGT_Holmes (Stage: allocation)	- please select - ▾ <input type="button" value="Confirm"/>	greg.carter@ed.ac.uk <input type="button" value="add people using your School distribution list"/>

- **Once Distribution Lists are in place** you may set your Academic Response Coordinator using the drop down menu.

Allocatable Reports

Business School



NOTE

- A report is considered allocatable until it has been officially responded to, so that you can change the Academic Response Coordinator if needed
- This page lists all in progress reports for your School, not just brand new reports that are awaiting their initial allocation

Report Reference

Academic Response Coordinator

Distribution List

[HSS_BUS_2014/15_PGT_Ballantine](#)
(Stage: draft response)

Ms Brenda Kutereba ▾

greg.carter@ed.ac.uk
plus: Mr Chris Giles edit this list

[HSS_BUS_2014/15_PGT_Ding](#)
(Stage: allocation)

- please select - ▾

greg.carter@ed.ac.uk
add people using your School
distribution list

[HSS_BUS_2014/15_PGT_Fletcher](#)
(Stage: allocation)

- please select - ▾

greg.carter@ed.ac.uk
add people using your School
distribution list

[HSS_BUS_2014/15_PGT_Holmes](#)
(Stage: allocation)

- please select - ▾

greg.carter@ed.ac.uk
add people using your School
distribution list

- Open the drop down menu for the relevant report and select from the list of Academic Response Coordinators you have added into your School.
- A drop down menu is available for each report.

Allocatable Reports

Business School



NOTE

- A report is considered allocatable until it has been officially responded to, so that you can change the Academic Response Coordinator if needed
- This page lists all in progress reports for your School, not just brand new reports that are awaiting their initial allocation

Report Reference

Academic Response Coordinator

Distribution List

HSS_BUS_2014/15_PGT_Ballantine
(Stage: draft response)

- please select -
Myself
Ms Brenda Kutereba
Prof Jo Danbolt

Confirm

greg.carter@ed.ac.uk
plus: Mr Chris Giles edit this list

HSS_BUS_2014/15_PGT_Ding
(Stage: allocation)

- please select -

Confirm

greg.carter@ed.ac.uk
add people using your School distribution list

HSS_BUS_2014/15_PGT_Fletcher
(Stage: allocation)

- please select -

Confirm

greg.carter@ed.ac.uk
add people using your School distribution list

HSS_BUS_2014/15_PGT_Holmes
(Stage: allocation)

- please select -

Confirm

greg.carter@ed.ac.uk
add people using your School distribution list

Allocatable Reports

Business School



NOTE

- A report is considered allocatable until it has been officially responded to, so that you can change the Academic Response Coordinator if needed
- This page lists all in progress reports for your School, not just brand new reports that are awaiting their initial allocation

Report Reference	Academic Response Coordinator		Distribution List
HSS_BUS_2014/15_PGT_Ballantine (Stage: draft response)	<input type="text" value="- please select -"/> Myself Ms Brenda Kutereba Prof Jo Danbolt	<input type="button" value="Confirm"/>	greg.carter@ed.ac.uk plus: Mr Chris Giles edit this list
HSS_BUS_2014/15_PGT_Ding (Stage: allocation)	<input type="text" value="- please select -"/> ▾	<input type="button" value="Confirm"/>	greg.carter@ed.ac.uk add people using your School distribution list
HSS_BUS_2014/15_PGT_Fletcher (Stage: allocation)	<input type="text" value="- please select -"/> ▾	<input type="button" value="Confirm"/>	greg.carter@ed.ac.uk add people using your School distribution list
HSS_BUS_2014/15_PGT_Holmes (Stage: allocation)	<input type="text" value="- please select -"/> ▾	<input type="button" value="Confirm"/>	greg.carter@ed.ac.uk add people using your School distribution list

- Example of the email text sent to the External Examiner to let them know that their report is ready to be completed.
- Please note that this email is sent on behalf of the Key School Contact as soon as the report is allocated to an Academic Response Coordinator.



Dear Testing,

A new report has been created for you and is ready for you to start drafting at a time suitable for you. You are required to submit the completed report by the date detailed in the report summary.

Please select the link below to access the report:-

<https://www-test.eers.is.ed.ac.uk/index.cfm?event=MyReports:EditReport&reportId=18087>

We value the assistance you provide to the University in undertaking this important role.

Regards,

Mr Testing SchoolcontactENG

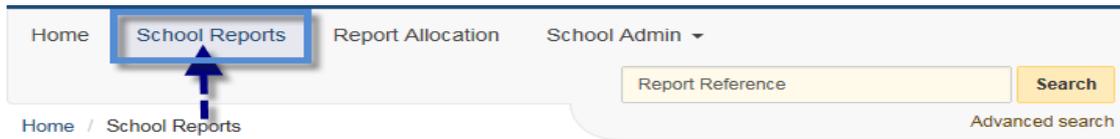
School of Engineering

DEBUG Environment Override. Original sender: greg.carter@ed.ac.uk Original recipient:

greg.carter@ed.ac.uk

School Reports Tab

- Click on the **School Reports Tab** and the School reports page is displayed.



Home / School Reports

These tables show reports that you are the Report Contact for, followed by the rest of your School reports, where:

- The reports are still in progress (i.e. still waiting for allocation, submission or response)
- The reports have been responded to in the last 12 months

My Reports

Report	Status	Options
HSS_BUS_2014/15_PGT_Marston	Allocation	
HSS_BUS_2014/15_PGT_Milne	Allocation	
HSS_BUS_2014/15_PGT_Power	Allocation	
HSS_BUS_2014/15_PGT_Radnor	Allocation	
HSS_BUS_2014/15_PGT_Redman	Allocation	
HSS_BUS_2014/15_PGT_Thompson	Allocation	
HSS_BUS_2014/15_PGT_Thomson	Allocation	
HSS_BUS_2014/15_PGT_Tracey	Allocation	
HSS_BUS_2014/15_PGT_Turnbull	Allocation	
HSS_BUS_2014/15_PGT_Vallascas	Allocation	

My School's Other Reports

Report	Status	Options
HSS_BUS_2014/15_PGT_Bentine	Draft Response	View original report
HSS_BUS_2014/15_PGT_Ding	Allocation	
HSS_BUS_2014/15_PGT_Fletcher	Allocation	
HSS_BUS_2014/15_PGT_Holmes	Allocation	

External Examiner Reporting 2.0.0.b471 - a Student Systems application, developed by IS Applications
For support with this application, please contact studentsystems@ed.ac.uk or by telephone 0131 651 4000

The University of Edinburgh is a charitable body, registered in Scotland, with registration number SC005336
Unless explicitly stated otherwise, all material is copyright © The University of Edinburgh 2015

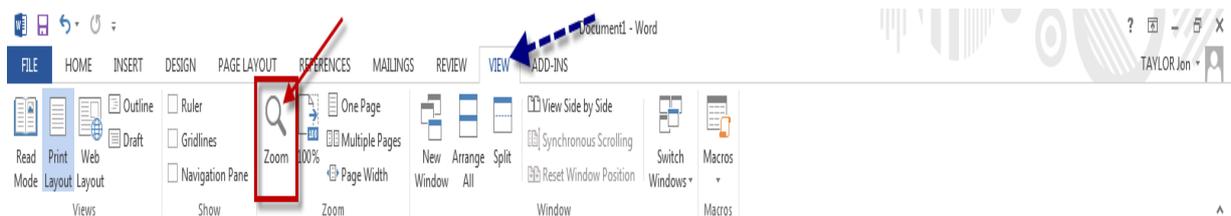
Reports are displayed by

- My Reports – Reports where you are assigned as the school contact
- My School's Other Reports – Other reports within the school where by another member of staff is set as the school contact

Viewing this Document

Should the images in this document appear to small please adjust the view in your WORD document

- In the Banner at the top of your word document click The “View” Tab
- Click the “Zoom” button



Zoom options will be displayed

- Select the “Zoom To” option “ 200% ”
- Click “OK” button to apply
- Larger view of document will be displayed

