

Thesis Examination – External Examiners Quick Reference Guide



OVERVIEW

This guide explains how to proceed with the examination of a HDR thesis that has been submitted via Inspire and answers some common questions.

APPLIES TO

- External HDR Examiners

THESIS EXAMINATION ACTIVITY

Thesis Examination activity allows HDR Examiners to:

- securely access and download a HDR student's thesis and any supplementary files via the online platform Inspire.
- complete an online Examiner Report Form and upload a written report on the thesis.

COMMON QUESTIONS

1. How do I log on to Inspire?

Once you have agreed to be an Examiner for the Flinders University HDR Student via an external nomination process, a [Welcome to Inspire email](#) will be generated and sent to your chosen email address.

The email will contain your Inspire username and a link to the system to create your password. Click on the link provided to log on to Inspire. Please note, the link will expire after seven days.

You will arrive on the [Welcome to Inspire landing page](#), where you will be asked to reset your password.

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Anonymous User

Sign In

Welcome

[View Training Catalogue](#)

Welcome to Inspire

Inspire is a candidature management tool for higher degree by research students, their supervisors, examiners and related support staff.

Password Reset

Please reset your password. Passwords must be at least 8 characters long and can contain any mix of lower case, upper case and special characters. Longer passwords are better and we recommend using easy to remember, but hard to guess, 2-3 word phrases. For example "Random p!ckle pOt!".

If you require assistance resetting your password, please contact hdr.exams@flinders.edu.au.

Choose a new password

Password:  TOO WEAK

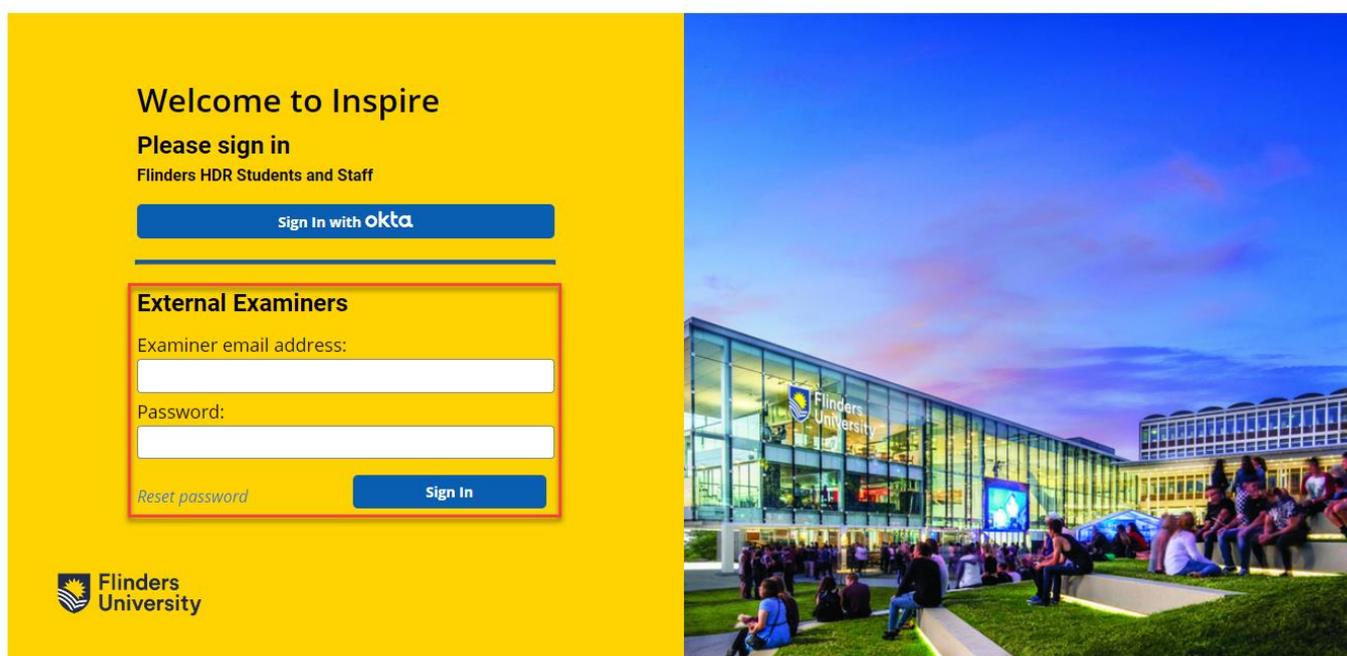
Confirm Password:

Passwords must be at least eight characters long and can contain any mix of lower case, upper case and special characters. Choose your new password and click on the [Submit](#) button.

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Now, a new page will appear.



Click on the [External users](#) link to login to Inspire. Use your Inspire username and the newly created password.

2. Where can I get information about the examination process?

Information about the examination process is available on the [HDR exams website](#).

The link will take you to the [Exam information for HDR examiners](#) page. Navigate to different sections by either clicking on the tiles or scrolling down the page.

3. How do I access the thesis or any supplementary files?

Once in Inspire, go to the [Thesis Examination](#) page.

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Thank you for agreeing to examine an HDR thesis for Flinders University.

Inspire is an online candidature management tool for higher degree by research students, examiners, supervisors and professional staff.

Before examining the thesis please refer to information about the examination process available on the Flinders University HDR exams website.

When the thesis is ready for examination it can be accessed from the Thesis Examination tab above. You will be emailed when the thesis is available to be downloaded.

When your recommendation is ready for submission, please complete the Examiners report form below.

Forms that require your attention

🔄 There are no forms requiring your attention



Useful Resources



- Information for HDR Examiners
- Course Rules
- Payment Forms

Help

- HDR Exams Contact Information

You will be presented with the following page.

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Thesis Examination

Thank you for agreeing to examine the following thesis. Before reviewing the thesis please refer to information about the Flinders University examination processes on our examiners' web page and course rules.

This examination should remain confidential. We request that examiners do not contact the supervisors or students during the examination process. If you require clarification of any matter, please contact HDR.exams@flinders.edu.au

Useful Resources



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Help

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Showing thesis details for:

Student Details

Student Name	<input type="text"/>
Degree	<input type="text"/>
Thesis Type	<input type="text"/>
Examination Due Date	<input type="text"/>
Thesis Title	<input type="text"/>
Principal Supervisor	<input type="text"/>

Step 1 - Download thesis and additional files

Additional Notes for Examiners	<input type="text"/>
Thesis Files	Test doc 1.docx 1
Supplementary Files	Test doc 2.docx 2
Co-Authorship Form	Test doc 4.docx

Step 2 - Click on Examiner's Report Form to complete your recommendation

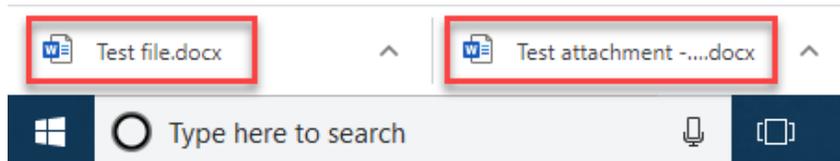
Report Form	Click here to open the report
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Please validate the [Student Details](#) section. Please note that the [Thesis Type](#) field defaults to blank if it is a standard thesis.

Go to [Step 1 – Download thesis and additional files](#). Click on the Thesis File attachment (Fig.1) or the Supplementary File attachment (Fig.2) to download files.

The downloaded files will appear in the bottom left corner of your screen. Click on the files to open them. Please save these files to your computer for the duration of the examination, and then delete the files after the examination.

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4. How do I provide my written report and recommendation on the thesis? Thesis Examination

Thank you for agreeing to examine the following thesis. Before reviewing the thesis please refer to information about the Flinders University examination processes on our examiners' web page and course rules.

This examination should remain confidential. We request that examiners do not contact the supervisors or students during the examination process. If you require clarification of any matter, please contact HDR.exams@flinders.edu.au

Showing thesis details for:

Student Details

Student Name	<input type="text"/>
Degree	<input type="text"/>
Thesis Type	<input type="text"/>
Examination Due Date	<input type="text"/>
Thesis Title	<input type="text"/>
Principal Supervisor	<input type="text"/>

Useful Resources



- Information for HDR Examiners
- Course Rules
- Payment Forms

Help

- HDR Exams Contact Information

Step 1 - Download thesis and additional files

Additional Notes for Examiners	<input type="text"/>
Thesis Files	Test doc 1.docx
Supplementary Files	Test doc 2.docx
Co-Authorship Form	Test doc 4.docx

Step 2 - Click on Examiner's Report Form to complete your recommendation

Report Form	Click here to open the report
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Log on to Inspire and navigate to the [Thesis Examination](#) page. From there, go to [Step 2 – Click on Examiner's Report to complete your recommendation](#) and click on the [Click here to open the report](#) link.

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Examiner Report (EXAM-REC-E)

[Help](#)

History:

This form should be **completed** and **signed** below by the **Examiner**.

Before completing this form please read the instructions on the [HDR Examiners' website](#).

Please email hdr.exams@flinders.edu.au if you have further questions.

Student and Thesis Details

Student Name

Degree

Thesis Type

Thesis Title

A new page called [Examiner Report](#) will launch.

Please validate the details in the [Student and Thesis Details](#) section and in the [Examination Details](#) section. Then continue to the [Examiner's Report](#) section. Upload your report by clicking on the [Choose a file to upload](#) link.

Examiner's Report *

Please provide a written report on the thesis and attach it here. Your report should be a minimum of one page.

Please upload report here
(you can include multiple files)

Quota used: 0.01MB out of 1000.00MB

[Choose a file to upload...](#)

Move on to the [Examiner's Recommendation](#) section and provide your evaluation.

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Examiner Report (EXAM-REC-E)

Examiner's Recommendation *

In my judgement this thesis demonstrates:

- | | | | |
|--|---------------------------|--------------------------------|--------------------------|
| Evidence of an original investigation or testing of ideas | <input type="radio"/> Yes | <input type="radio"/> Marginal | <input type="radio"/> No |
| Competence in independent research or experimentation | <input type="radio"/> Yes | <input type="radio"/> Marginal | <input type="radio"/> No |
| Thorough understanding of the appropriate techniques in the field demonstrated by both their application and a thorough review of the literature | <input type="radio"/> Yes | <input type="radio"/> Marginal | <input type="radio"/> No |
| Critical use of source material, experimental results (where appropriate) and published works | <input type="radio"/> Yes | <input type="radio"/> Marginal | <input type="radio"/> No |
| Appreciation of the relationship of the special theme to the wider field of knowledge | <input type="radio"/> Yes | <input type="radio"/> Marginal | <input type="radio"/> No |
| Capacity to present well written work | <input type="radio"/> Yes | <input type="radio"/> Marginal | <input type="radio"/> No |
| A higher degree of independence of thought and approach | <input type="radio"/> Yes | <input type="radio"/> Marginal | <input type="radio"/> No |
| A significant original contribution to knowledge in the thesis | <input type="radio"/> Yes | <input type="radio"/> Marginal | <input type="radio"/> No |

Now provide your recommendation by selecting the mark.

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Examiner Report (EXAM-REC-E)

After examination of the thesis I recommend that:

(Please tick one recommendation as appropriate)

- A the degree should be awarded, subject to satisfying any coursework requirements (if applicable);
- B the degree should be awarded, subject to the completion of *minor* amendments (specified by the examiner) to be carried out to the satisfaction of the supervisor, the College HDR Coordinator and the Dean of Graduate Research and subject to satisfying any coursework requirements (if applicable);
Note: Minor amendments may include the correction of spelling or typographical errors and small changes to the text
- C the degree should be awarded, subject to the completion of *major* amendments (specified by the examiner) to be carried out to the satisfaction of the supervisor, the College HDR Coordinator and the Dean of Graduate Research and subject to satisfying any coursework requirements (if applicable);
Note: Major amendments apply when an examiner is assured that the thesis is sound but the amendments suggest changes to the structure and/or substance of some of the chapters of the thesis to improve the thesis without re-examination
- D the degree should not be awarded, but the student should be permitted one opportunity to revise and re-submit the thesis for re-examination.
Note: This applies to changes that require a large reshaping of the structure and substance of the thesis and extensive requiring to bring it to an acceptable standard. In such cases and where both examiners recommend a 'd', the University expects that the re-submitted thesis would be examined by the original examiners, unless circumstances make this impossible or undesirable.
- E in the case of a student who has submitted a thesis for the degree of PhD or Professional Doctorate an appropriate Masters degree or designated exit award should be awarded subject to the completion of amendments (specified by the examiner) to be carried out to the satisfaction of the supervisor, the College HDR Coordinator and the Dean of Graduate Research and subject to satisfying any coursework requirements (if applicable);
- F a degree should not be awarded and the student should not be allowed to present for the degree again.

Continue to the [Merit of Thesis](#) section and answer some additional questions.

Examiner Report (EXAM-REC-E)

History:

Merit of Thesis *

How many Australian Higher Degrees by Research theses have you examined?

How many non-Australian Higher Degrees by Research theses have you examined?

Would you consider this thesis to be in the top 10% you have examined?

Yes No

Would you recommend this thesis for the Vice-Chancellor's Award for Doctoral Thesis Excellence (Doctoral theses only)? For more information refer to the [award website](#).

Yes No

The assessment for this award will be considered relative to the student's project and/or discipline. Students will only be considered for this award if an Examiner has recommended an A or B.

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In the [Examiner Payment](#) section, please indicate if you would like to accept payment for the examination of the thesis. If yes, follow the instructions to submit the payment form.

Examiner Report (EXAM-REC-E)

Examiner Payment *

Would you like to accept payment for the examination of this thesis?

Yes No

To claim payment, please complete [payment forms](#) and email them back to hdr.exams@flinders.edu.au.

Now proceed to the [Submission](#) section. Tick the box next to your name and click on the [Sign](#) button to sign the report.

Submission

I approve of my name being released to the student

Yes No

Signature Participant(s)



X Awaiting signature - click the button below to sign

Signatures

* Please ensure you have completed all mandatory fields before signing the form.

Sign

5. Who can I contact if I have any questions?

If you have any questions or require assistance, please contact our HDR Exams Team via hdr.exams@flinders.edu.au.