

OVERVIEW

This guide explains how a HDR student under examination can **monitor their examination progress**, **view results** and **complete thesis amendments** via Inspire.

APPLIES TO

HDR Students under examination

EXAMINATION RESULTS AND AMENDMENTS FUNCTION

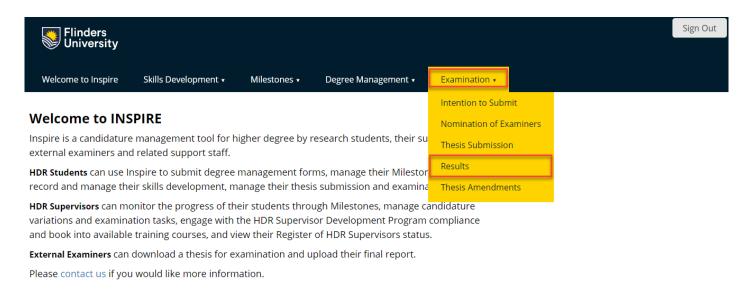
The Examination results and amendments function in Inspire allows HDR Students to:

- · Track progress of their examination
- Access their examination results
- Submit thesis amendments and apply for thesis amendments extension, if required.

COMMON QUESTIONS

1. How can I track the progress of my examination?

Log on to Inspire and choose the Results option from the Examination drop down menu.



You will be presented with the Results page. The message in the blue box will change depending on the progress of your examination, as per the below:

Examination not started status - Your examination process has not yet commenced. This



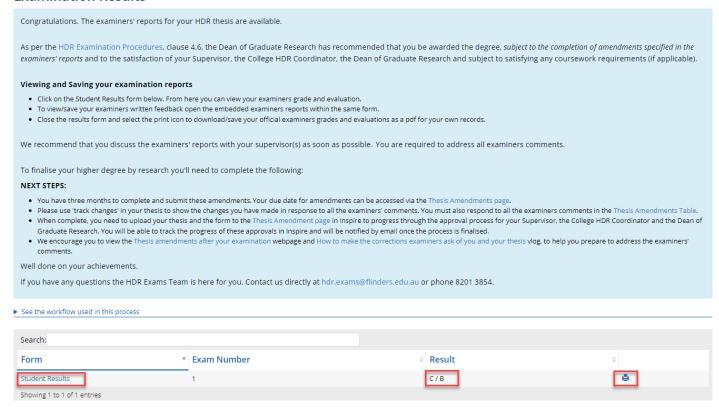
will occur once your thesis submission and all external examiner nominations have been approved.

- Examination in progress status Your thesis is currently being assessed by the nominated examiners. Examination reports are expected before [the date the examiners are required to return their reports by]. If you have any questions the HDR Exams Team is here for you. Contact us directly at hdr.exams@flinders.edu.au or phone 8201 3854.
- Results status This message will vary depending on your examination outcome. It will
 provide you with instructions relevant to your examination result.

2. How can I access my examination results?

Once your results are ready, you will receive an email into your **Flinders email account** from Inspire advising that you will be able to access your examination result from the Results page in Inspire.

Examination Results



The message in the blue box will be specific to your examination result. It will provide you with the next steps to finalise your degree.

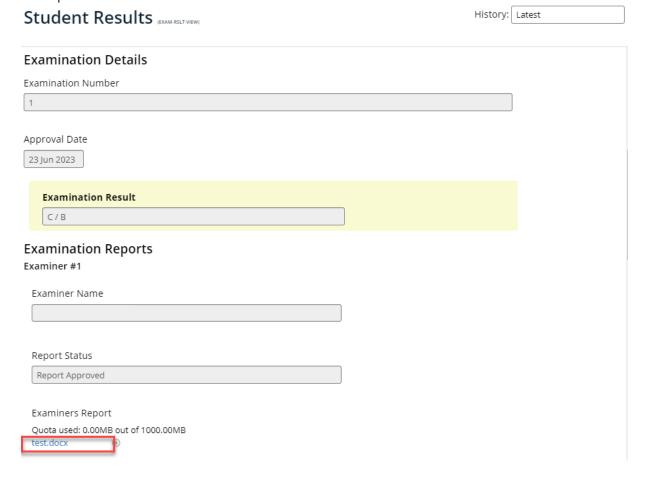
Your result will be displayed in the table below the blue box. To view your Examination reports,



click on the Student Results link.

You can print or save (as pdf) your Examination results by clicking on the print icon next to your examination result.

To view the detailed Examiners' Reports, click on the Student Results link to open the form. Go down to the Examiner #1 section and click on the document link next to the Examiner's Report to download the report from Examiner 1. Then move down to the Examiner #2 section to access the report from Examiner 2.

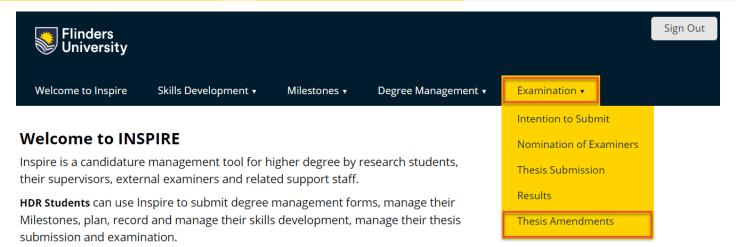


3. How can I submit my thesis amendments?

If you are required to make thesis amendments, you will be notified about this as part of the release of your examination results.

A Thesis Amendment form will be automatically created for you in Inspire and available for you to access on the Thesis Amendments page which you can select from the Examination drop down menu.





HDR Supervisors can monitor the progress of their students through Milestones, manage candidature variations and examination tasks, engage with the HDR Supervisor Development Program compliance and book into available training courses, and view their Register of HDR Supervisors status.

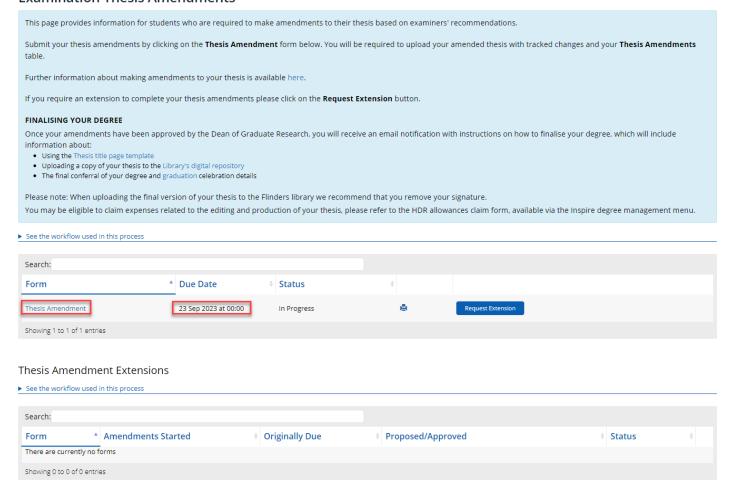
External Examiners can download a thesis for examination and upload their final report.

Please contact us if you would like more information.

Once the Thesis Amendments page has been selected, you will be presented with the following view.



Examination Thesis Amendments



The instructions related to the thesis amendments process will appear in the blue box.

Click on the Thesis Amendment link to access the form. Once you are ready to submit your thesis amendments, you will be required to upload the <u>Thesis Amendments Table</u> and your thesis with tracked changes into the form, then sign it and submit it.

A standard Due Date of three months from the date of the release of your results will be applied automatically and you will see this date in the table next to the Thesis Amendment link.

You will receive email reminders about the due date for thesis amendments approaching and when your thesis amendments are overdue into your Flinders email account.

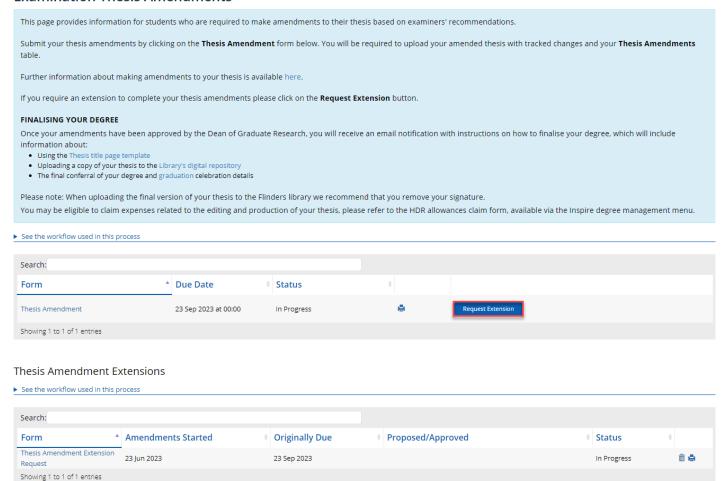
You will be notified about the outcome of your thesis amendments via an email sent to your **Flinders email account**.



4. How can I apply for thesis amendments extension?

If you require an extension to complete your thesis amendments, you can request it via the Request Extension button available on the Thesis Amendments page.

Examination Thesis Amendments



Click on the Request Extension button to create a request. Enter a new proposed thesis amendments due date, the reason for the extension, then sign and submit the form.

You will be notified about the outcome of your request via an email sent to your Flinders email account.

Need more help?

For more information about the examination processes refer to the <u>Examination and Completion</u> website and Team: <u>hdr.exams@flinders.edu.au</u>.