

Examination Results – Supervisor and HDR Coordinator Quick Reference Guide



OVERVIEW

This guide explains how a HDR Principal Supervisor or a HDR Coordinator can **view HDR Students' examination results** and **thesis amendments** via Inspire.

APPLIES TO

- HDR Principal Supervisors
- HDR Coordinators.

EXAMINATION RESULTS AND AMENDMENTS FUNCTION

The Examination results and amendments function in Inspire allows HDR Principal Supervisors and HDR Coordinators to:

- View examination results and thesis amendments for HDR Students,
- Access Examiner reports.

COMMON QUESTIONS

1. How can I view the examination results for a HDR Student?

Once the student's results are ready, an email is sent from Inspire to the student's **Flinders email account** advising that their results are available. The Principal Supervisor and the HDR Coordinator are copied in this email.

To view the examination results for the student, log on to [Inspire](#) and choose the **Results** option from the **Examination** drop down menu.

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You will be presented with the [Results](#) page. Choose the desired student from the [Showing results forms for](#) drop down menu. You will see the student's results in the table below.

The screenshot shows the Flinders University Inspire interface. At the top, there is a navigation bar with the Flinders University logo, a 'Sign Out' button, and a 'Current role' dropdown set to 'Principal Supervisor'. Below the navigation bar, there are several menu items: 'Welcome to Inspire', 'Skills Development', 'Milestones', 'Degree Management', and 'Examination'. The 'Examination' menu is expanded, showing options: 'Intention to Submit', 'Nomination of Examiners', 'Thesis Submission', 'Results' (highlighted), and 'Thesis Amendments'. Below the navigation bar, the page title is 'Examination Results'. A light blue box contains text: 'This page is used for Supervisors to view the examiners reports and the results of their s... results can be saved as a PDF document or printed by clicking on the printer icon. Any students required to make amendments to their thesis will appear on the Examination... menu to select your student. The'. Below this, there is a 'Showing results forms for:' dropdown menu. A link 'See the workflow used in this process' is present. Below that is a search bar. A table with the following columns: 'Form', 'Exam Number', and 'Result'. The table contains one row: 'Student Results', '1', and 'C / B'. A print icon is located to the right of the 'C / B' result. Below the table, it says 'Showing 1 to 1 of 1 entries'.

To view the student's [Examination reports](#), click on the [Student Results](#) link.

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

To view the [detailed Examiners' written Reports](#) for the student, 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

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download the report from Examiner 1. Then move down to the Examiner #2 section to access the report from Examiner 2.

Student Results (EXAM-RSLT-VIEW)

History:

Examination Details

Examination Number

1

Approval Date

23 Jun 2023

Examination Result

C / B

Examination Reports

Examiner #1

Examiner Name

Report Status

Report Approved

Examiners Report

Quota used: 0.52MB out of 1000.00MB

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2. How can I view the status of thesis amendments for a HDR Student?

If a student is required to make thesis amendments, they will be notified about this as part of the release of their examination results. The Principal Supervisor and the HDR Coordinator are included in this process.

A [Thesis Amendment](#) form will be automatically created for the student in Inspire and available for them to access on the [Thesis Amendments](#) page.

To view the status of thesis amendments for the student, log on to [Inspire](#) and choose the [Thesis Amendments](#) option from the [Examination](#) drop down menu.

Once the [Thesis Amendments](#) page has been selected, you will be presented with the following view. Choose the desired student from the [Showing results forms for](#) drop down menu.

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Flinders University Sign Out

Current role: Principal Supervisor

Welcome to Inspire | Forms Requiring Attention | Skills Development | Milestones | Degree Management | Examination

Examination Thesis Amendments

This page is used to view the status of a student's thesis amendments, if applicable.

Use the drop down menu to select the student. When thesis amendments are available for your review/approval, you will receive an email notification and a form will appear on the [Forms Requiring Attention](#) page.

Visit the [Thesis amendments after your examination page](#) for further information about addressing examiners comments.

- Examination
- Intention to Submit
- Nomination of Examiners
- Thesis Submission
- Results
- Thesis Amendments

Showing results forms for:

[See the workflow used in this process](#)

Search:

Form	Due Date	Status
DoGR Thesis Amendment Approval	15 Jun 2023 at 17:00	Submitted
HDR Thesis Amendment Approval	15 Jun 2023 at 17:00	Submitted
OGR Thesis Amendment Approval	15 Jun 2023 at 17:00	Submitted
Supervisor Thesis Amendment Approval	15 Jun 2023 at 17:00	Submitted
Thesis Amendment	31 Jan 2024 at 00:00	Submitted

Showing 1 to 5 of 5 entries

Thesis Amendment Extensions

[See the workflow used in this process](#)

Search:

Form	Amendments Started	Originally Due	Proposed/Approved	Status
DoGR Thesis Amendment Extension Approval	08 Jun 2023	31 Oct 2023	31 Jan 2024	Submitted
OGR Thesis Amendment Extension Approval	08 Jun 2023	08 Sep 2023	31 Oct 2023	Submitted
OGR Thesis Amendment Extension Approval	08 Jun 2023	31 Oct 2023	31 Jan 2024	Submitted
Thesis Amendment Extension Request	08 Jun 2023	08 Sep 2023	31 Oct 2023	Submitted
Thesis Amendment Extension Request	08 Jun 2023	31 Oct 2023	31 Jan 2024	Submitted

Showing 1 to 5 of 5 entries

You will be able to view the status of thesis amendments and thesis amendments extensions for the student on this page.

Students will see instructions related to the thesis amendments process on their view in Inspire.

A standard **Due Date** of three months from the date of the release of the student's results will be applied

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automatically and it will be displayed in the table next to the [Thesis Amendment](#) link.

Students will receive email reminders about the due date of their thesis amendments approaching and when their thesis amendments are overdue.

Students will be notified about the outcome of their thesis amendments via an email sent to their **Flinders email account** from Inspire. The Principal Supervisor and the HDR Coordinator are copied in this email.

3. How can I view thesis amendments extension for a HDR Student?

If a student requires an extension to complete their thesis amendments, they will be able to request it via the [Request Extension](#) button available on their view in Inspire.

Students will be notified about the outcome of their request for thesis extension via an email sent to their **Flinders email account** from Inspire. The Principal Supervisor and the HDR Coordinator are copied in this email.

Need more help?

For more information about the examination processes refer to the [Examination and Completion](#) website and Team: hdr.exams@flinders.edu.au.