

## EXAMINATION RESULTS – HDR PRINCIPAL SUPERVISOR/ HDR COORDINATOR QUICK REFERENCE GUIDE

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### 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 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.

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.


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## Examination Results

This page is used for Supervisors to view the examiners reports and the results of their students. Use 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 Thesis Amendment page. The results can be saved

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

Showing results forms for: [Dropdown]

See the workflow used in this process

Form Title	Exam Number	Result	Status	
<b>Student Results</b>	1	<b>Committee E</b>	In Progress	
Student Results	1	A / F	In Progress	

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 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)

Close

History: Latest

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#### Examination Details

Examination Number:

Approval Date:

**Examination Result**:

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#### Examination Reports

Examiner #1

Examiner Name:

Report Status:  This field is read only

Examiners Report: Test Document.docx Quota used: 0.05MB out of 1000.00MB

Choose a file to upload...

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#### Examiners Evaluation

Evidence of an original investigation or testing of ideas:  Yes  Marginal  No

Competence in independent research or experimentation:  Yes  Marginal  No

Thorough understanding of the appropriate techniques in the

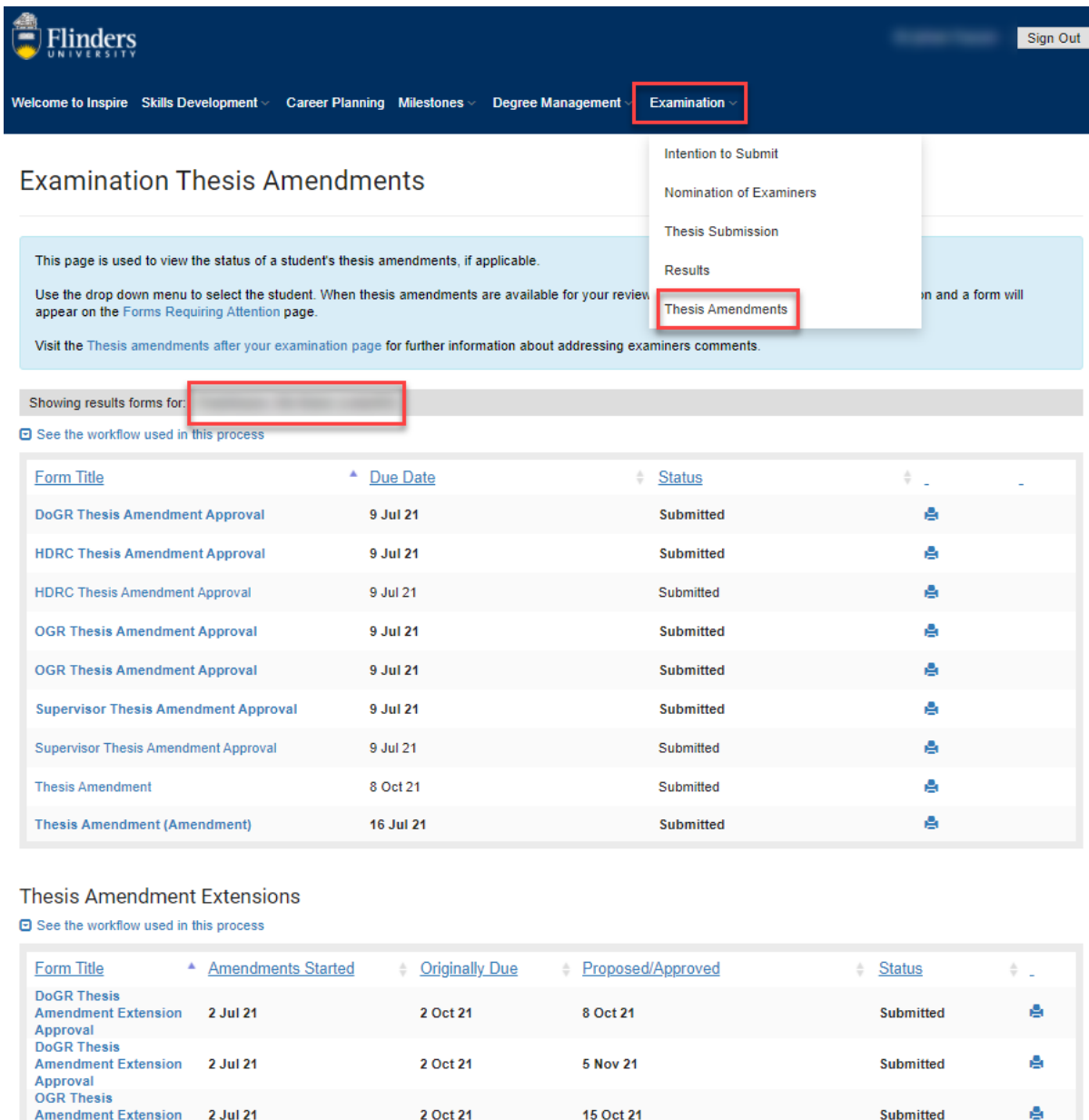
## 2. How can I view the status of thesis amendments for a HDR Student?

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.



**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 they will appear on the [Forms Requiring Attention](#) page.

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

Showing results forms for:

See the workflow used in this process

Form Title	Due Date	Status	
DoGR Thesis Amendment Approval	9 Jul 21	Submitted	
HDRC Thesis Amendment Approval	9 Jul 21	Submitted	
HDRC Thesis Amendment Approval	9 Jul 21	Submitted	
OGR Thesis Amendment Approval	9 Jul 21	Submitted	
OGR Thesis Amendment Approval	9 Jul 21	Submitted	
Supervisor Thesis Amendment Approval	9 Jul 21	Submitted	
Supervisor Thesis Amendment Approval	9 Jul 21	Submitted	
Thesis Amendment	8 Oct 21	Submitted	
Thesis Amendment (Amendment)	16 Jul 21	Submitted	

**Thesis Amendment Extensions**

See the workflow used in this process

Form Title	Amendments Started	Originally Due	Proposed/Approved	Status	
DoGR Thesis Amendment Extension Approval	2 Jul 21	2 Oct 21	8 Oct 21	Submitted	
DoGR Thesis Amendment Extension Approval	2 Jul 21	2 Oct 21	5 Nov 21	Submitted	
OGR Thesis Amendment Extension	2 Jul 21	2 Oct 21	15 Oct 21	Submitted	

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 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 them 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 from Inspire. The Principal Supervisor and the HDR Coordinator are copied in this email.

### **4. 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](mailto:hdr.exams@flinders.edu.au).