How to review a new nomination for a new External Examiner (by members and Chair of the Sub-Group of Steering)

1. Accessing the External Examiners’ nomination system within SITS:eVision
   - Open eVision on the following link: http://warwick.ac.uk/evision

   If you are already logged in on the University Intranet Insite, you will see the following the homepage in eVision. Otherwise you will have to log in with your IT logins.

   A:
   - Click on the blue External Examiners’ (New) Tab

2. Reviewing a nomination of new External Examiners’ appointment (Panel members and Chair of Panel)
   - You will be redirected to your Intray where you will see nominations submitted by Academic Departments for review

   B:
   - Click on the blue arrow under the Action on the right hand side of the screen
C:

- You will see the following screen:

![Image of Student Records screen](image1)

- You can see all the details of the proposed nomination and if you click on all the tabs starting with Personal Details and moving along to CV and Documents, you should be able to see all the relevant information needed to comment on the nomination.

D:

- At the bottom of the page, you can click on the PDF icon and you will be able to see all the nomination details in one document to review.
E:

- If you click on the view comments box (screenshot C), you can view all the comments made by other members of the panel:

3. Commenting on a nomination

- Once you have reviewed the information and you are happy to comment on the proposed nomination, enter your comments into the ‘Please enter comments here’ box (screenshot C) and click the blue ‘Add comment’ box. The comments are saved and the blue box turns into ‘Update Comments’ and should you want to amend your comments, you can click this box and update them.

- Once you happy that your comments can be submitted, please click the green submit button at the top of the screen (screenshot C) and the comments are submitted for other panel members and the Chair to view.

- This is the end of your task and you can exit the system and the task will have disappeared from your Staff Intray.