<u>Instructions for Course Directors/Year Leaders to Access the External Examiners Reports System</u>

To access the External Examiner Reports online system: click on the following link (or if the link does not work from your email, copy and paste the link into your web browser):

https://exr.rvc.ac.uk/

1. You will be asked for your id and password - please use your usual RVC login id and password.

2. You will then be shown a list of the reports that have been entered for your subject. Clicking on the line for one of these reports will take you to that report.
   Note: The system allows for a collaborative report to be entered on behalf of a number of external examiners and for reports to be entered individually by single external examiners.

3. When you click on one of the report lines you should be presented with a screen with a series of tabs, with one for each of the main areas of the report. On each of these tabs you will see what the external examiner has written and you will be able to add your comments, resulting actions, action deadline and the person assigned to carry out the action.

4. If you need to break off during entry of your comments, actions etc. you can do so without losing the data you have entered so far. When you log back into the system you can just continue from where you left off.

5. When you have finished entering all comments for a report, click on the submit button at the end of the final tab '6 Completion'. A confirmation pop-up box will then be displayed and if you confirm submission of the report, the report status will be changed so that no further comments can be added this stage.

   Note: It is now possible for you to download and print the report from the online system.

   Please feel free to contact Ana Filipovic afilipovic@rvc.ac.uk with any queries!