This document provides step by step instruction for College Administrators to review PGCE applications and record college allocation decisions using eVision. College Administrators can also assign access for College Assessors to appropriate PGCE applications online using eVision. College Assessors can review PGCE applications and record college allocation decisions using eVision. No existing eVision access rights are required by the PGCE Assessor.

College Assessors must manually inform College Administrators of their decisions so they can be recorded against the appropriate applications. Only College Administrators can record decisions in the system.

For further guidance on accessing and logging-in to eVision see the following Quick Reference Guide:

Accessing & Navigating eVision QRG

Retrieve Applications
On your eVision Home page:
1. Click on the Admissions heading
   The PGCE Admissions container page is displayed.
2. Click on the Outstanding College list link.
   The Process Applications page is displayed listing all PGCE applications awaiting your decision. The Action column contains a Select link to review, print, and record your decision for the selected application.
3. Click on the Select link for the required application.

Review Applications
All PGCE applications have a standard layout including a summary header, tabbed pages, and a Decision Entry section. The header section of the application contains basic Applicant Information, Bursary Information, Conditional Offer, and Uploaded Documents.

Personal Details incl. Choice Details
The Personal Details tab is displayed by default and provides basic personal and contact information for the applicant including Title, Forename(s), Surname, Date of Birth, Address, Telephone and email address.

Other key information includes:
- Country of Birth
- Nationality
- Entered UK Date (where applicable)
- Entered UK Date (where applicable)
- Gender
- Disability
- Criminal Conviction

Qualifications
The Qualifications tab displays the details provided by the applicant pertaining to their academic qualifications other than first degree and post graduate qualifications e.g. GCE Advanced (A-Level).

Key information includes:
- Type
- Body
- Name
- Grade
- Result

First Degree or Equivalent
The First Degree or Equivalent tab displays the details provided by the applicant pertaining to their first degree level or equivalent qualification(s).

Key information includes:
- Institution Name
- Name or Subject of Course
- Degree title/Subject
- Main/Minor Subject
- Degree Class
- Duration of Subject or Course
- Status
- Completion Year/Month

Education
The Education tab displays the details provided by the applicant pertaining to their educational history, listing the schools, colleges and universities they have attended.

Key information includes:
- Establishment
- Beginning Year/Month
- Name or Subject of Course
- Main/Minor Subject
- Duration of Subject or Course
- Completion Year/Month
- Attendance (PT/FT)

Other Languages
The Other Languages tab displays the details provided by the applicant pertaining to their skills in languages other than English. It also provides details of any English language support or special needs requirements.
Key information includes:
- Language
- Qualifications
- Applicants First
- Special Needs or Support

Personal Statement
The Personal Statement tab displays the personal statement provided by the applicant as part of their application. The Work Experience section of the page displays details of any relevant work experience also provided by the applicant in support of their application.

References
The References tab displays the details of the Principal and Secondary Referees provided by the applicant, their contact details, and referee statements.

Other key information includes:
- Referee Contact Details
- Predicted Grade
- Referee Statement

College Assessors
The College Assessors tab displays the name and status of any college assessors that have been assigned eVision access to review and record a decision against the application.

Manage College Assessors
The Manage College Assessors function allows you to assign/remove the College Assessor responsible for making the college allocation decision for the application.
1. Click on the Manage College Assessors button.

2. Enter the name (or SSO Username) of the new College Assessor.
3. Click on the Add button.

A confirmation page is displayed acknowledging that the College Assessor has been granted appropriate system access to eVision to review and record their college allocation decision against the application.

Print Application
The application may also be printed for offline review if required. The eVision print function will open a new tab in your browser containing a printer friendly version of the application information.

1. Click on the Print PGCE Application link.

The PGCE Application form page is displayed containing all application information organised into one page for printing purposes. Use the Print function within your browser to select the printer and print paper copies of the application. A close button is provided to return to the tabbed application page.

Record College Allocation Decision
A Decision Entry section is provided on the bottom of every tab of a PGCE application for recording your college allocation decision.

4. In the Decision Entry drop-down list select the appropriate decision.
5. Click on the Save button.

If a decision of Accepted – with Financial Conditions is selected an additional PGCE Admissions – Financial conditions page is displayed for entering a text description of the required financial condition(s).

6. Enter the appropriate condition(s) text.
7. Click on the Save button.

A confirmation page is displayed acknowledging that your decision has been recorded successfully. An Exit button is provided to return you to the Process Applications page listing all further PGCE applications awaiting your decision.

8. Click on the Exit button.