This document provides step by step instruction for College Assessors to review and print PGCE applications using eVision. The use of eVision screens by College Assessors is not mandatory.

Introduction

College Assessors can be assigned access to appropriate PGCE applications online using eVision by their College Administrators. No existing eVision access rights are required by the College Assessor and there is no requirement for Information Custodian involvement.

College assessors will receive an automatically generated email when an application has been assigned to them. After reviewing the application(s) in eVision College Assessors will inform College Administrators of their decision(s). Decisions can only be recorded by college administrators.

Accessing eVision

The email informing College Assessors of a new application that has been assigned to them contains a link to the eVision login page. Alternatively College Assessors can access eVision using any internet connection and log-in to eVision using their University Single Sign-On.

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

Accessing & Navigating eVision QRG

Retrieve Applications

After successfully logging-in to eVision the GTR Admissions (College Assessors) page is displayed listing all PGCE applications awaiting your decision. The Action column contains a Select link to open the application in the tabbed application view.

1. 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

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.

Personal Details incl. Choice Details

Other key information includes:
- Country of Birth
- Nationality
- Entered UK Date (where applicable)
- Entered UK Date (where applicable)
- Gender
- Disability
- Criminal Conviction
- 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
- Name or Subject of Course
- Main/Minor Subject
- Duration of Subject or Course
- Completion Year/Month

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
- Degree title/Subject
- Degree Class
- Status
- Name or Subject of Course
- Main/Minor Subject
- Duration of Subject or Course
- 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
- Ending 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.

Key information includes:

- Referee Contact Details
- Predicted Grade
- Referee Statement

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.

Application Acknowledgement

An Application acknowledgement entry section is provided at the bottom of every tab in the tabbed application view. Once an application has been reviewed it must be acknowledged to remove it from the list of applications awaiting your attention on the GTR Admissions (College Assessors) page.

1. Click in the acknowledgement tick-box.
2. Click on the Save button.

A confirmation message is displayed confirming that the application has been removed from your College Assessor list.

3. Click on the Confirm button.

A final confirmation message is displayed. The Finish button will return you to your GTR Admissions (College Assessors) page.

4. Click on the Finish button.

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.

Further Information and Support

If you have further queries about eVision then please contact the Student Systems Support Centre in the first instance by email: student.systems@admin.ox.ac.uk or phone Tel: 01865 (2)84848.