



# TES

## Thesis Examination System

### FAQs for Examiners

The following FAQs are for examiners who are examining a graduate research thesis for the University of Melbourne. FAQs are in the following categories:

#### [General](#)

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## General

### What is TES?

TES, the Thesis Examination System, allows graduate research students to submit their thesis electronically and for the examination to be managed online by the Graduate Research Examinations Office. Examiners are able to download the thesis to examine and submit their report and recommendation online.

### I can't login.

Check the email that we sent you inviting you to examine the thesis. Your username is your email address and your password is within the email. We recommend that you cut and paste your password from the email into the webform to ensure that it is correct. If you have been nominated for more than one examination your password will be the most recent password that we have allocated to you as it updates for each nomination. If you are still unable to login contact the Examinations Office by replying to the email that was sent to you.

### What browser should I use to access TES?

TES supports most modern browsers and a complete list can be viewed at the following link: <http://www.unimelb.edu.au/accessibility/guides-for-students/browser-support>.

### Will I receive payment for examining this thesis?

To recognize the efforts examiners make in examining a thesis, the University offers a small payment for examining a thesis, and this amount is listed on the page where you submit your report. If you are not Australian, you will be directed to a link to our financial services provider, Western Union, to enter your bank account and payment details securely, shortly after your report is received. If you are Australian, you will be provided with forms to complete and return to the Examinations Office.

All examiners can expect to receive payment into their nominated account approximately 4-6 weeks after their report and payment details have been received.

**It is indicated that the University will be sending an electronic copy of the thesis for examination. I am unable to examine an electronic copy. Is it possible to get a printed copy?**

For various reasons the University of Melbourne is now requesting all students to submit their thesis electronically, rather than in hard copy. There are many benefits for students using this method, such as reduced costs and reduced examination times, as we are no longer reliant on slow and unreliable postal and courier services. There are also many benefits to examiners who do not have the challenges of waiting for and locating the delivered thesis. An electronic thesis also means it is more portable and less cumbersome than a printed thesis which can sometimes weigh more than a kilogram. Notes can be made on electronic files in similar ways to notes in printed margins. Online guides to commenting on pdf files are available: <http://www.k2e.com/tech-update/tips/131-marking-up-and-adding-comments-to-pdf-documents>. If you feel that you do need to have a hard copy to examine please indicate this in your acceptance and the Examinations Office will endeavour to arrange for the hard copy to be delivered to you, where possible.

**Why do I need to respond to the invitation to examine the thesis when the student's supervisor has already approached me and I agreed?**

We ask that you confirm your willingness to examine the thesis for three reasons:

- i. So that we can confirm that you do not have a conflict of interest
- ii. So that we can confirm your identity and contact details
- iii. So that we can inform you what the next steps in the examination will be once the thesis has been submitted

The process should only take a couple of minutes.

**When I click on 'View and Download a Thesis' there are no links to the thesis. How do I get a copy of the thesis?**

It is possible that the thesis has not yet been submitted. Please check the email from the Examinations Office. Before a thesis can be downloaded you are asked to respond to the invitation to examine and confirm that you don't have a conflict of interest. If you have already responded to the invitation to examine, and the email from the Examinations Office indicates that the thesis is ready to be downloaded, please contact the [Examinations Office](#).

## **Examining the thesis**

**What are the University guidelines and processes for the examination of a thesis?**

The 'Information for Examiners' document that was sent to you with the thesis outlines our guidelines and processes and what is expected for the examination. It is also available on our [website](#). Please ensure you review the correct version for the degree you are examining. If you are unsure or would like to confirm which document is correct please contact the [Examinations Office](#).

### **Do you have a further explanation of the possible recommendations?**

The 'Information for Examiners' document that was sent to you with the thesis outlines the recommendations available and the marking guidelines. It is also available on our [website](#). Please ensure you review the correct version for the degree you are examining. If you are unsure or would like to confirm which document is correct please contact the Examinations Office.

### **I am not sure which recommendation to select.**

Please review the information in the 'Information for Examiners' document. If you are still unsure which recommendation to make, please contact the [Examinations Office](#) or Chair of Examiners regarding to seek further advice on possible recommendations and their implications.

## **Submitting the report**

### **Why can't I submit my written comments on letterhead and why must I leave my name off my written report?**

Our policy requires the identity of examiners to be kept confidential until the examination is finalised. Reports submitted on letterhead or which include an examiner's name have to be edited to remove all identifying information, therefore we request that you use a plain document. Your name will only be released to the student if you have consented and only after the student has met all course requirements.

### **It appears that I don't have to submit any written comments at all. Is that correct?**

It is expected that examiners provide written comments on the thesis for the benefit of the student, their supervisor/s and the Research Higher Degrees Committee. Written comments from examiners are also helpful in considering students for any prizes. There is no minimum or maximum length for a report. Information on what is appropriate for inclusion in a report can be found in the 'Information for Examiners' document.

### **There is an option to submit additional comments to the University. What reasons would I have for doing this?**

It is not a requirement to submit additional comments beyond your report. Very occasionally we find examiners want to make specific comments to the Chair of Examiners or the University about the student, thesis or examination process, which are not appropriate for inclusion within the report on the thesis.

### **There seems to be a problem with TES. There is an error after I click submit or there is no acknowledgement that the form has been submitted. What do I do?**

After you click submit on the web forms you will see a final page acknowledging that it has been received. It is always best to use a computer with a stable internet connection to perform tasks in TES. While you could use your smartphone, it is not recommended. If you do get an error it could be because you have not completed one of the required questions. Errors in red text will indicate

this at the top or bottom of the page and if you then answer those questions and click submit the form should be accepted. If you think the error is more serious please take a screenshot if you can and email the [Examinations Office](#) and include your name as well as the student's name.

*Last updated 3 November 2016*