

eDoc – Examination process for examiners

Examiners will need to download the thesis, complete pre-viva reports 3 days before the viva, complete the joint outcome report within 5 working days after the viva and the named examiner to review the thesis will have to approve the final revised thesis. This guidance document covers the following eDoc functions:

[1. Accessing the PGR examination page \(1-3\)](#)

[2. Accessing the thesis \(4-5\)](#)

[3. Completing the pre-viva reports \(6-8\)](#)

[4. Completing the outcome report \(9-13\)](#)

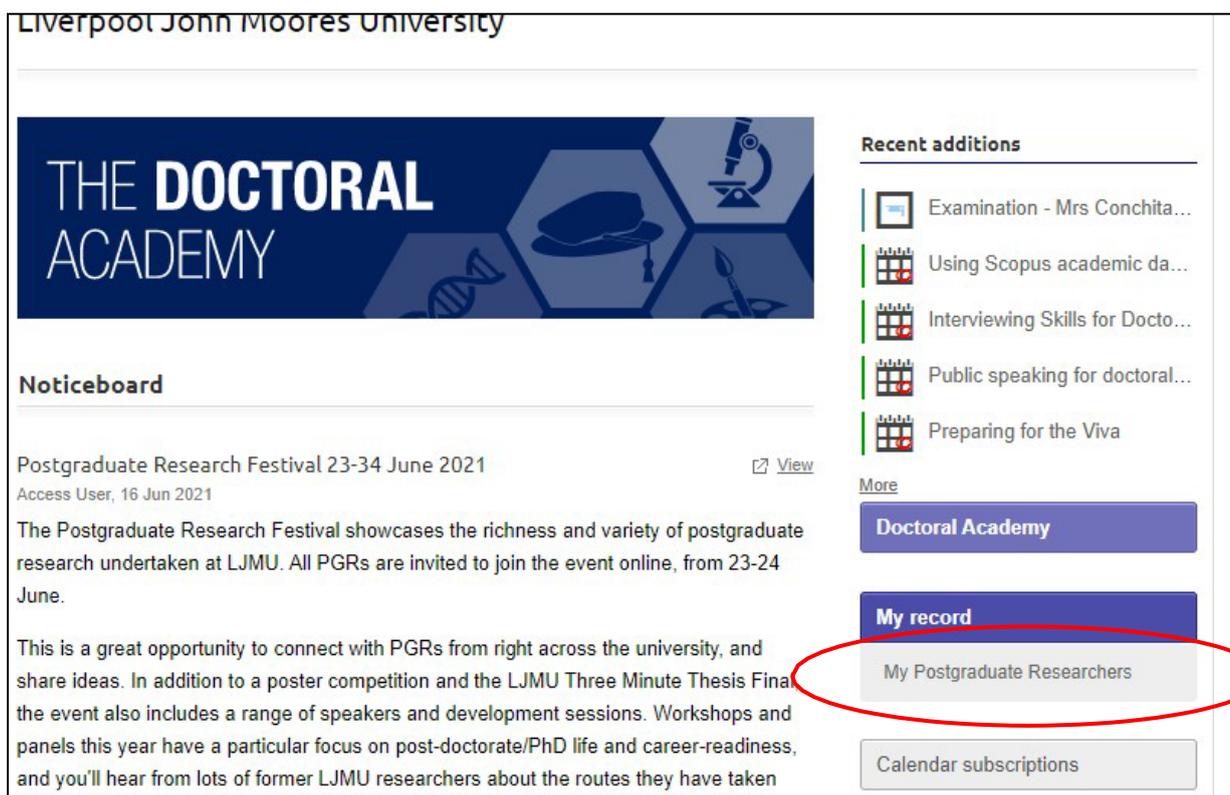
[5. Completing the expenses and claim form \(External Examiner only\) \(14-17\)](#)

[6. Reviewing the amended thesis \(named examiner only\) \(18-20\)](#)

1. Accessing the PGR examination page

The workflow is accessible from the examination tab on the Postgraduate Researcher (PGR) main project page. The main project page can be accessed from the examiners eDoc home page:

<https://edoc.ljmu.ac.uk/do/ljmu-login/login>



Liverpool John Moores University

THE DOCTORAL ACADEMY

Noticeboard

Postgraduate Research Festival 23-34 June 2021 [View](#)
Access User, 16 Jun 2021

The Postgraduate Research Festival showcases the richness and variety of postgraduate research undertaken at LJMU. All PGRs are invited to join the event online, from 23-24 June.

This is a great opportunity to connect with PGRs from right across the university, and share ideas. In addition to a poster competition and the LJMU Three Minute Thesis Final, the event also includes a range of speakers and development sessions. Workshops and panels this year have a particular focus on post-doctorate/PhD life and career-readiness, and you'll hear from lots of former LJMU researchers about the routes they have taken

Recent additions

- Examination - Mrs Conchita...
- Using Scopus academic da...
- Interviewing Skills for Docto...
- Public speaking for doctoral...
- Preparing for the Viva

More

[Doctoral Academy](#)

My record

- [My Postgraduate Researchers](#)
- [Calendar subscriptions](#)

The name of the PGR you will be an examiner for will appear under the Examination experience section below. You should click on the hyperlink name of the PGR that you are examining.

Supervision experience

0 Total

Postgraduate Researcher	Type	Role	Mode	Start	End	Status
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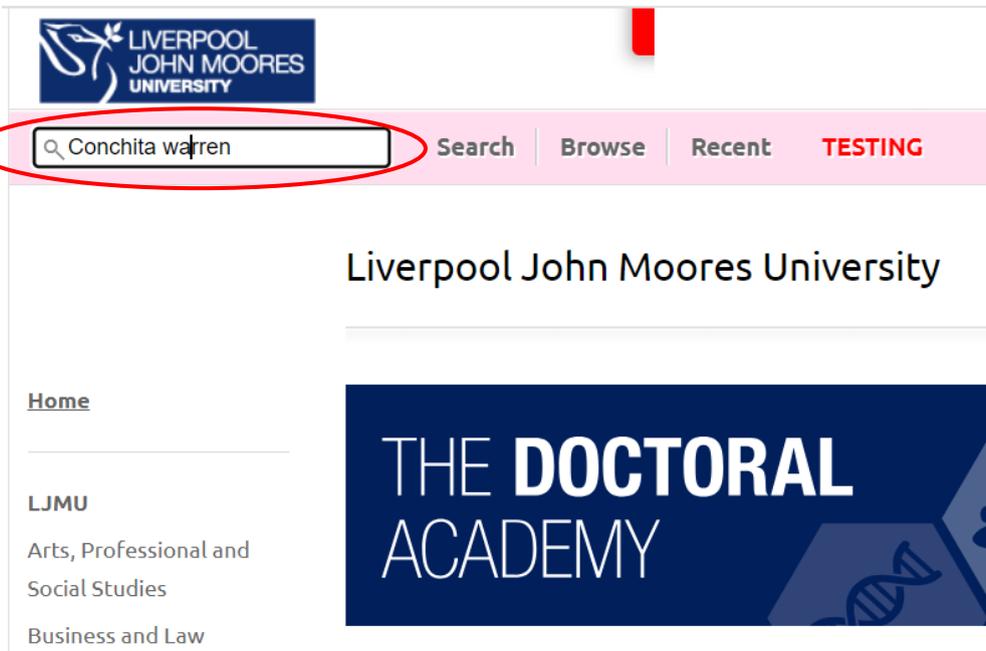
[Make changes to supervision experience](#)

Examination experience

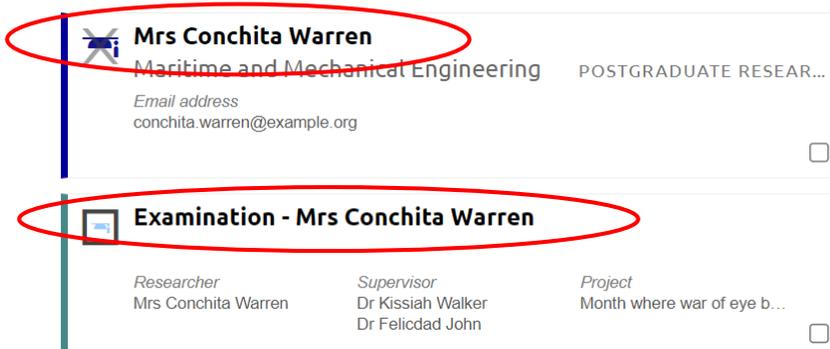
Postgraduate Researcher	Type	Role	Faculty	Examination date
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[Make changes to examination experience](#)

Or type the name of the PGR you are examining in the search bar from the home page:



Then click on the PGR profile or examination page:



You will need to click on the Doctoral Research Project then examination tab on the right-hand side of the PGR project page:

Mrs Conchita Warren



   
Postgraduate
Researcher
(past)

Name	Mrs Conchita Warren	Doctoral Research Project
Contact category	Postgraduate Researcher (past)	
Email address	conchita.warren@example.org	
Research institute	Maritime and Mechanical Engineering	
REF Unit of Assessment	28. History	

Month where war of eye back where line area



  
Doctoral
research
project (past)

Title	Month where war of eye back where line area	Examinations
Researcher	Mrs Conchita Warren	
Supervisor	Dr Kissiah Walker Dr Felicidad John	

Examinations: Month where war of eye back where line area

 **Month where war of eye back where line area**
 **Mrs Conchita Warren**

Examination	Status
Examination - Mrs Conchita Warren	In progress

The examinations record is used to administer the examination process from thesis submission to final award.

2. Accessing the thesis

Click on Thesis submission on the right-hand side of the PGR examination page:

Examination - Mrs Conchita Warren 

 Examination

Title	Examination - Mrs Conchita Warren	STATUS Pre-examination
Researcher	Mrs Conchita Warren	
Supervisor	Dr Kissiah Walker Dr Felicidad John	Thesis submission Completed
Project	Month where war of eye back where line area	
Examiners	<i>Internal</i> Dr Dora Carpenter <i>External</i> Prof Joseph Bloggs	Pre-viva reports <i>In progress</i> Waiting for preliminary reports With: On hold
Date	30 Jul 2021	Viva logistics <i>In progress</i> Waiting for the viva logistics to be confirmed
Submission Planning Meeting date	30 Jul 2021, 11:00	

Click on Thesis Submission again on the right-hand side of the PGR Thesis Submission page

Thesis submission: Examination - Mrs Conchita Warren

Title	Examination - Mrs Conchita Warren	
Researcher	Mrs Conchita Warren	
Supervisor	Dr Kissiah Walker Dr Felicidad John	STATUS Completed
Project	Month where war of eye back where line area	
Examiners	<i>Internal</i> Dr Dora Carpenter <i>External</i> Prof Joseph Bloggs	APPLICATION Thesis Submission
Date	30 Jul 2021	Download printable PDF...
Submission Planning Meeting date	30 Jul 2021, 11:00	

You can then download the thesis by clicking on the hyperlink of the PDF

Thesis submission: Examination - Mrs Conchita Warren:
Thesis Submission

Declaration

I declare that while registered as a candidate for a Research Degree at this University:

I have not been a registered candidate or enrolled student for another award of LJMU, or other university or institute of learning

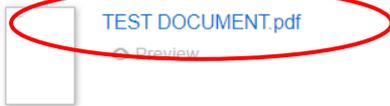
Award

Materials

I declare that no portion of the work referred to in the thesis has been submitted in support of an application for another degree or qualification of this or any other university or institute of learning.

Thesis

Please upload your thesis for examination



3. Completing the pre-viva reports

Examiners should complete pre-viva reports independently from each other on eDoc and must not share their reports with the supervisory team or PGR. Once pre-viva reports are completed, they are automatically shared across the examination team and with the independent chair (if applicable).

Information about pre-viva reports can be found in our [Policy and Procedures for the Examination of Research Degrees](#) under the 'Procedures Prior to the Viva Voce Examination' tab.

Click on Pre-viva reports on the right hand side of the PGR examination page:

Examination - Mrs Conchita Warren



Title	Examination - Mrs Conchita Warren
Researcher	Mrs Conchita Warren
Supervisor	Dr Kissiah Walker Dr Felicidad John
Project	Month where war of eye back where line area
Examiners	<i>Internal</i> Dr Dora Carpenter <i>External</i> Prof Joseph Bloggs
Date	30 Jul 2021
Submission Planning Meeting date	30 Jul 2021, 11:00
Submission Planning Meeting location	10.30

STATUS
Pre-examination

Thesis submission

Completed

Pre-viva reports

In progress

Waiting for preliminary reports

With: On hold

Viva logistics

In progress

Waiting for the viva logistics to be confirmed

With: Doctoral Academy

Pre-viva reports: Examination - Mrs Conchita Warren

Title	Examination - Mrs Conchita Warren
Researcher	Mrs Conchita Warren
Supervisor	Dr Kissiah Walker Dr Felicidad John
Project	Month where war of eye back where line area
Examiners	<i>Internal</i> Dr Dora Carpenter <i>External</i> Prof Joseph Bloggs
Date	30 Jul 2021
Submission Planning Meeting date	30 Jul 2021, 11:00
Submission Planning Meeting location	10.30

STATUS
Waiting for preliminary reports

CURRENTLY WITH

On hold

Complete Preliminary report

Preliminary reports

Add note

Complete the pre-viva report and provisional recommendation sections
save and confirm the report is ready:

Edit Preliminary report: Dr Dora Carpenter (Pre-viva
reports: Examination - Mrs Conchita Warren)

Preliminary report on the candidate's thesis (including other published work, if applicable)

Maximum 300 words

Provisional recommendation

- I wish to suspend judgement until after the viva voce examination
- I wish to provide a provisional recommendation



If applicable: Please upload a copy of any extended reports or questions you wish to discuss at the viva.

Drag files here or [choose file...](#)

Pre-viva reports: Examination - Mrs Conchita Warren

Confirm report is ready

This report has been completed in full and may be circulated to the examination team.



Make changes

Return to the form to make changes.

Once the pre-viva reports have been completed by all examiners, access them from the PGR examination page:

Examination - Mrs Conchita Warren



Examination

Title	Examination - Mrs Conchita Warren	STATUS Pre-examination
Researcher	Mrs Conchita Warren	
Supervisor	Dr Kissiah Walker Dr Felicidad John	Thesis submission Completed
Project	Month where war of eye back where line area	Pre-viva reports Completed
Examiners	Internal: Dr Dora Carpenter	

Pre-viva reports: Examination - Mrs Conchita Warren

Title	Examination - Mrs Conchita Warren	STATUS Completed
Researcher	Mrs Conchita Warren	
Supervisor	Dr Kissiah Walker Dr Felicidad John	
Project	Month where war of eye back where line area	Preliminary reports
Examiners		

Access each examiner pre-viva report by clicking on their name:

Pre-viva reports: Examination - Mrs Conchita Warren

[Dr Dora Carpenter](#) [Prof Joseph Bloggs](#)

Examiner form

Preliminary report on the candidate's thesis (including other published work, if applicable)

to complete

Provisional recommendation

I wish to suspend judgement until after the viva voce examination

If applicable: Please upload a copy of any extended reports or questions you wish to discuss at the viva.

4. Completing the outcome report

The outcome report should be completed within 5 working days after the viva. The internal examiner should initiate the process and submit a joint outcome report with corrections from all examiners that the external examiner(s) will have to approve.

The internal examiner needs to access the examination outcome report from the PGR examination page and then complete it:

Examination - Mrs Conchita Warren 


Examination

Title	Examination - Mrs Conchita Warren	STATUS Post-examination
Researcher	Mrs Conchita Warren	
Supervisor	Dr Kissiah Walker Dr Felicidad John	Thesis submission Completed
Project	Month where war of eye back where line area	Pre-viva reports Completed
Examiners	<i>Internal</i> Dr Dora Carpenter <i>External</i> Prof Joseph Bloggs	Viva logistics Completed
Date	30 Jul 2021	Examination outcome report <i>In progress</i>
Submission Planning Meeting date	30 Jul 2021, 11:00	Waiting for examiner to submit report
Submission Planning Meeting location		With: Dora Carpenter

Examination outcome report: Examination - Mrs Conchita Warren

Title	Examination - Mrs Conchita Warren	STATUS Waiting for examiner to submit report
Researcher	Mrs Conchita Warren	
Supervisor	Dr Kissiah Walker Dr Felicidad John	CURRENTLY WITH Dora Carpenter
Project	Month where war of eye back where line area	 Complete outcome report
Examiners	<i>Internal</i> Dr Dora Carpenter <i>External</i> Prof Joseph Bloggs	

Edit Examiner form: Examination outcome report: Examination - Mrs Conchita Warren

Report Recommendations Amendments Oral defence Revisions

Are you satisfied that the thesis presented is the Candidate's own work? *

- Yes
 No

Where an alternative form of examination has been approved by the University, please provide details:



Save and continue

Save for later

Report Recommendations Amendments Oral defence Revisions

Edit Examiner form: Examination outcome report: Examination - Mrs Conchita Warren

Report **Recommendations** Amendments Oral defence Revisions

- The candidate be awarded the degree
- The Candidate be awarded the degree subject to amendments being made to the thesis within a period of up to 3 months from the date of notification
- RE-EXAMINATION: The Candidate be permitted to revise and re-submit the thesis for the degree and be re-examined, with or without another viva voce examination, within a period of 12 months from the date of notification.
- The Candidate be awarded the degree of MPhil subject to the presentation of the thesis amended to the satisfaction of the examiners.
- The Candidate not be awarded the degree and not be permitted to be re-examined. Please provide an agreed statement of the deficiencies of the thesis, and/or its oral defence, which includes the reason for the recommendation; this will be provided to the Candidate.



Save and continue

Save for later

Report **Recommendations** Amendments Oral defence Revisions

Edit Examiner form: Examination outcome report: Examination - Mrs Conchita Warren

Report Recommendations **Amendments**

Please provide details of amendments required of the Candidate:

List of amendments

If preferred: please upload a copy of any amendments to be completed by the candidate. *

↑ Drag files here or [choose file...](#)

Please indicate which examiner/s are required to review the amendments *

Dr Dora Carpenter

Prof Joseph Bloggs

Save and continue

Save for later

Report Recommendations **Amendments**

Progress: Examination outcome report: Examination - Mrs Conchita Warren

You have chosen to submit your report.

Confirm: Submit report Cancel

Notes (Notes can be seen by the applicant and all staff reviewing this application.)

Committee Notes (Seen only by staff reviewing this application, not seen by the applicant)

All other examiners need to approve the outcome report. It can be accessed from the PGR examination page:

Examination - Mrs Conchita Warren



Title	Examination - Mrs Conchita Warren	STATUS Post-examination
Researcher	Mrs Conchita Warren	
Supervisor	Dr Kissiah Walker Dr Felicidad John	Thesis submission Completed
Project	Month where war of eye back where line area	Pre-viva reports Completed
Examiners	<i>Internal</i> Dr Dora Carpenter <i>External</i> Prof Joseph Bloggs	Viva logistics Completed
Date	30 Jul 2021	Examination outcome report <i>In progress</i>
Submission Planning Meeting date	30 Jul 2021, 11:00	Waiting for examiner to review report
Submission Planning Meeting location		With: Joseph Bloggs

First, view the viva outcome report. Then submit your recommendation:

Examination outcome report: Examination - Mrs Conchita Warren

Title	Examination - Mrs Conchita Warren	STATUS Waiting for examiner to review report
Researcher	Mrs Conchita Warren	
Supervisor	Dr Kissiah Walker Dr Felicidad John	CURRENTLY WITH Joseph Bloggs
Project	Month where war of eye back where line area	<input checked="" type="radio"/> Submit your recommendation here
Examiners	<i>Internal</i> Dr Dora Carpenter <i>External</i> Prof Joseph Bloggs	<input type="radio"/> Return to first examiner
Date	30 Jul 2021	
Submission Planning Meeting date	30 Jul 2021, 11:00	
Submission Planning Meeting location	10.30	VIVA OUTCOME REPORT View viva outcome report
Viva date	01 Jul 2023, 10:30	

Edit Examiner form: Examination outcome report: Examination - Mrs Conchita Warren

In the event of a disagreement on the viva outcome, or should you have any queries completing this section, please contact PGRExaminations@ljmu.ac.uk

Examination report confirmation *

- I confirm the examination report
 I do not confirm the examination report

Save and continue

Save for later

Review: Examination outcome report: Examination - Mrs Conchita Warren

Below is a summary of the final joint report completed by the Internal Examiner. By pressing continue you are confirming your support of the contents and joint recommendation.

Continue

Report

Progress: Examination outcome report: Examination - Mrs Conchita Warren

You have chosen to submit your report.

Confirm: Submit report Cancel

Notes (Notes can be seen by the applicant and all staff reviewing this application.)

Committee Notes (Seen only by staff reviewing this application, not seen by the applicant)

Completed outcome reports go to Research Degrees Board for approval. Once approved, the outcome report is circulated to the PGR and their supervisory team.

5. Completing the expenses and claim form (External Examiner only)

Once the outcome report has been approved and circulated, the external examiner(s) can complete their expenses and claim form on eDoc. The form will only be processed by the Doctoral Academy if the Right To Work in the UK has been completed.

From the examination page, click on External Examiner payment and expenses claim:

Examination - Mrs Conchita Warren



Examination

Title	Examination - Mrs Conchita Warren	STATUS Post-examination
Researcher	Mrs Conchita Warren	
Supervisor	Dr Kissiah Walker Dr Felicidad John	Thesis submission Completed
Project	Month where war of eye back where line area	Pre-viva reports Completed
Examiners	<i>Internal</i> Dr Dora Carpenter <i>External</i> Prof Joseph Bloggs	Viva logistics Completed
Amendment examiner	<i>Internal</i> Dr Dora Carpenter	Examination outcome report Amendments Pending
Date	30 Jul 2021	External Examiner payment and expenses claim Joseph Bloggs
Submission Planning Meeting date	30 Jul 2021, 11:00	<i>In progress</i> Waiting for expenses to be submitted
Submission Planning Meeting location	10.30	With: Joseph Bloggs
Viva date	01 Jul 2023, 10:30	

Then click on the green button Complete Expenses Form:

External Examiner payment and expenses claim:
Joseph Bloggs: Examination - Mrs Conchita Warren

Title	Examination - Mrs Conchita Warren	STATUS Waiting for expenses to be submitted
Researcher	Mrs Conchita Warren	
Supervisor	Dr Kissiah Walker Dr Felicidad John	CURRENTLY WITH Joseph Bloggs
Project	Month where war of eye back where line area	<input type="radio"/> Delegate this task
Examiners	<i>Internal</i> Dr Dora Carpenter <i>External</i> Prof Joseph Bloggs	<input checked="" type="radio"/> Complete Expenses Form
Amendment examiner	<i>Internal</i> Dr Dora Carpenter	<input type="radio"/> Add note
Date	30 Jul 2021	
Submission Planning Meeting date		

Complete your details:

Edit Examiner Expenses and Payment Details: External Examiner payment and expenses claim: Joseph Bloggs: Examination - Mrs Conchita Warren

Examiner Expenses Declaration

Name *

Prof Joseph Bloggs

Date of birth *

01/01/1980



Please, make sure this is the correct DOB year

Address *

Please, make sure to include your post code

Telephone

+0044 *****

National insurance number

Account Holder's Name *



This must be the account holder's name, NOT the name of the bank.

Joseph Bloggs

Bank sort code *

00-00-00

Bank account number or IBAN *

IBAN to be provided for international payments only.

00000000

Save and continue

Save for later

Complete the expenses (if applicable) and upload scanned copies of receipts at the bottom of this page.

Please refer to the [Regulations Governing External Examiners' Fees & Expenses For Research Degree Awards](#)

Edit Examiner Expenses and Payment Details: External Examiner payment and expenses claim: Joseph Bloggs: Examination - Mrs Conchita Warren

Examiner Expenses Declaration

Please provide details of expenses being claimed. Receipts MUST be provided for all claims, excluding car travel. The fee for the examination will be added by the Doctoral Academy when your request is processed. Please refer to the University's Fee & Expense Regulations (available at <https://www.ljmu.ac.uk/the-doctoral-academy>) when completing this section.

Car travel

£



Details

Rail travel

£

Details

Air travel

£

Hotel accommodation

£

Details

Meals and subsistence

£

Details

Other expenses

£

Details

Please upload copies/scanned copies of receipts

Drag files here or [choose file...](#)

[Save and continue](#)

[Save for later](#)

Examiner Expenses Declaration

Edit Examiner Expenses and Payment Details: External Examiner payment and expenses claim: Joseph Bloggs: Examination - Mrs Conchita Warren

Examiner Expenses **Declaration**

I certify that I have performed the duties required and incurred the above expenses and I am entitled to the payment. I note that Income Tax and National Insurance is not normally deducted by the University and that payment will be credited to my bank account. If you have any queries about this please contact the Doctoral Academy

Save and continue

Save for later

Examiner Expenses **Declaration**

Progress: External Examiner payment and expenses claim: Joseph Bloggs: Examination - Mrs Conchita Warren

You have chosen to submit your application.

Confirm: Submit application Cancel

Notes (Any notes submitted here will appear in the email to the external examiner)

6. Reviewing the amended thesis (named examiner only)

If several examiners are required to review the revised thesis, they will have to wait until the task is with them to access the revised thesis.

From the examination page, the named examiner(s) to review the amended thesis can access the thesis by clicking on Thesis Amendments:

Examination - Mrs Conchita Warren



Title	Examination - Mrs Conchita Warren	STATUS Post-examination
Researcher	Mrs Conchita Warren	
Supervisor	Dr Kissiah Walker Dr Felicidad John	Thesis submission Completed
Project	Month where war of eye back where line area	Pre-viva reports Completed
Examiners	Internal Dr Dora Carpenter External Prof Joseph Bloggs	Viva logistics Completed
Amendment examiner	Internal Dr Dora Carpenter	Examination outcome report Amendments Pending
Date	30 Jul 2021	Thesis Amendments In progress
Submission Planning Meeting date	30 Jul 2021, 11:00	Waiting for examiner to review the amendments
Submission Planning Meeting location	10.30	With: Dora Carpenter
Viva date	01 Jul 2023, 10:30	

First, to view the thesis, click on View Amended Thesis:

Thesis Amendments: Examination - Mrs Conchita Warren

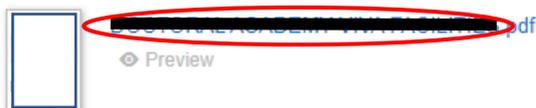
Title	Examination - Mrs Conchita Warren	STATUS Waiting for examiner to review the amendments
Researcher	Mrs Conchita Warren	CURRENTLY WITH Dora Carpenter
Supervisor	Dr Kissiah Walker Dr Felicidad John	Submit your recommendation here
Project	Month where war of eye back where line area	AMENDED THESIS View Amended Thesis
Examiners	Internal Dr Dora Carpenter External Prof Joseph Bloggs	Download printable PDF...
Amendment examiner	Internal Dr Dora Carpenter	Add note
Date	30 Jul 2021	
Submission Planning Meeting date	30 Jul 2021, 11:00	
Submission Planning Meeting location	10.30	
Viva date	01 Jul 2023, 10:30	

Download the thesis by clicking on the attachment(s)

Thesis Amendments: Examination - Mrs Conchita Warren: Amended Thesis

Thesis

Please upload your amended thesis



Then come back on the Thesis Amendments page to submit your recommendation:

Thesis Amendments: Examination - Mrs Conchita Warren

Title	Examination - Mrs Conchita Warren
Researcher	Mrs Conchita Warren
Supervisor	Dr Kissiah Walker Dr Felicidad John
Project	Month where war of eye back where line area
Examiners	<i>Internal</i> Dr Dora Carpenter <i>External</i> Prof Joseph Bloggs
Amendment examiner	<i>Internal</i> Dr Dora Carpenter
Date	30 Jul 2021
Submission Planning Meeting date	30 Jul 2021, 11:00
Submission Planning Meeting location	10.30
Viva date	01 Jul 2023, 10:30
Viva location	MS Theatre

STATUS
Waiting for examiner to review the amendments

CURRENTLY WITH
Dora Carpenter

Submit your recommendation here

AMENDED THESIS

View Amended Thesis

Download printable PDF...

Add note

Tick as appropriate and save and continue:

Edit Examiner form: Thesis Amendments: Examination - Mrs Conchita Warren

Recommendations Amendments

- The Candidate be awarded the degree
- Request further work
- No degree awarded and no further examination opportunity be granted

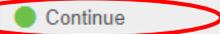
Save and continue

Save for later

Recommendations Amendments

Review: Thesis Amendments: Examination - Mrs Conchita Warren

Please review the information below before continuing.

 Continue

Thesis

Please upload your amended thesis



.pdf

 Preview

Progress: Thesis Amendments: Examination - Mrs Conchita Warren

You have chosen to submit your report.

 Confirm: Submit report  Cancel

Notes (Notes can be seen by the applicant and all staff reviewing this application.)

Committee Notes (Seen only by staff reviewing this application, not seen by the applicant)