

Entering BoE dates on Portico (Boards of Examiners container)

- To access the container go to Awards, Assessments and Achievements → Boards of Examiners
- Within your Board, there are six fields for you to enter dates: 'Interim Board', 'Board of Examiners (BoE) Meeting', 'LSA Board', 'Preliminary Board', 'Resit Sub-BoE (Jan)' and 'Resit BoE (March)'
- Enter the Sub-Board date in the 'Interim Board' field (if applicable)
- Enter the Final BoE date in the 'BoE Meeting' field
- Enter the Late Summer Assessment Meeting date in the 'LSA Board field (if applicable)
- Enter other dates as necessary for the Preliminary Board, Resit Sub-BoE and Resit BoE (March)
- *You can enter dates for all the Boards you manage in one go by accessing these fields from any one Board.*

If you are a Board Administrator:

Click on the link next to your name e.g. 'Admin's BoE Dates'

If you are a Board Chair / Deputy Chair:

Click on the link next to your name e.g. 'Chair's BoE Dates'

Alternatively, click on the link besides the relevant meeting to enter the specific dates

Library and Information Studies Board of Examiners (INSTG)

Chair	Dr Elizabeth Lomas - EJLOM26's BoE Dates
Deputy Chair	Alison Hicks - AHICK82's BoE Dates
Admin 1	Miss Laura Keshav - LPKES14's BoE Dates
Admin 2	Ms Sarah Davenport - SDAVE67's BoE Dates
Interim Board	27/Jun/2023
BoE Meeting	01/Nov/2023
LSA Board	No date specified
Preliminary Board	No date specified
Resit Sub-BoE (Jan)	No date specified
Resit BoE (March)	No date specified

Click relevant links to view / edit an examiner's:

- *Full Name* for their personal details
- *Assigned Modules* for the modules they currently examine
- *Report Status* for historic reports plus any accompanying documents, and current year's closed reports (no link means no reports/documents)

Report Statuses:		1. Not requested	2. Requ
Examiners			
Examiner UPI	Appointment Status	Full Name	Modules Assigned
DHAYN69	Current	Dr David Haynes	View/Assign (3)
COHGE50	Current	Dr Christopher Ohge	View/Assign (2)

Enter and store the BoE Meeting (Final Board) date and where applicable, the remaining dates for all your Boards on the screen below. You can click on the relevant 'Board' links to double check the dates that have been entered.

Board Dates

BoE Meeting = Board of Examiners *final* meet
 LSA Board = *Late Summer Assessments* meet

Department	Chair	Deputy Chair	Admin	Admin 2	Board	Interim Meeting	Board Meeting	LSA Board	Preliminary Board/Meeting	Resit Sub-BoE (January)	Resit BoE (March)
INFST_ART: Information Studies	EJLOM26: Elizabeth Lomas	AHICK82: Alison Hicks	LPKES14: Laura Keshav	SDAVE67: Sarah Davenport	INSTG: Library and Information Studies Board of Examiners	27/Jun/2023	01/Nov/2023	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
INFST_ART: Information Studies	EJLOM26: Elizabeth Lomas	AHICK82: Alison Hicks	LPKES14: Laura Keshav	SDAVE67: Sarah Davenport	INSTGARM: Archives and Records Management Board	27/Jun/2023	01/Nov/2023	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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