Overview of Taught programme examiner process reports on Portico

1. To access reports go to Awards, Assessments and Achievements on Portico. Click on Taught Programme examiner process reports

Boards of Examiners

Appoint administrator 1 or 2 to Board

Reconfirm examiner on board

Board of examiners data hub

BoE reports (2019 | 2018 | 2017)

Taught programme examiner process reports

Taught programme examiner process reports:

CONTACT (CON)   NOMINATION (NOM)   MODULE (MOD)   REPORT (REP)   PAYMENT (PAY)

Contact Information - Detail (CON01)

Contact Summaries:
Board (CON01)
Dept. (CON01)
Faculty (CON01)

Select   Exit

2. Using navigation panel click on relevant report and press Select. Note: PAY report is not avilable to departmental colleagues.

CONTACT (CON) Useful for: checking appointment END date, contact details, UCL UPI and UCL email address

To download CONTACT report input following values:

Faculty: Click on relevant Faculty

Board Level: Click on relevant board; to select multiple boards hold CTRL and click.
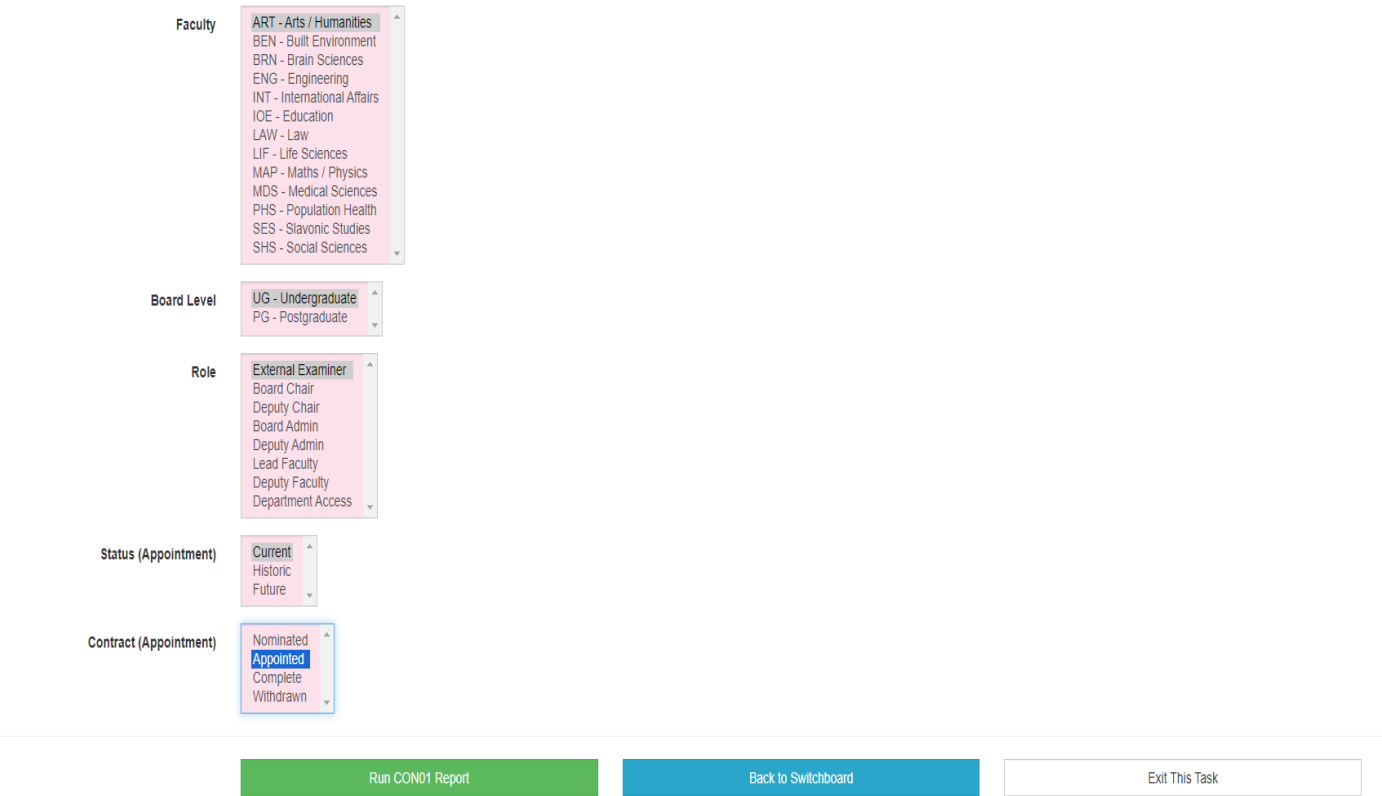
Role: External Examiner

Status (Appointment): Current

Contract (Appointment): Appointed

Click on "Run CON01 Report". Your report will open in a new window

Important note: To check tenure end date use END (ORI) column

NOMINATION (NOM) Useful for checking approval stages for Portico nomination process.

To download NOM report input following values:

Faculty: Click on relevant Faculty

Board Level: Click on relevant board; to select multiple boards hold CTRL and click.

Status (Appointment): Future

Contract (Appointment): Nominated

Click on Run NOM01 Report. Your report will open in a new window

Portico nomination task requires EE to submit their details on Portico, the task is further passed on to Board Team for internal approval followed by Faculty approval and APQS team approval. You can check where the nomination is on Portico by looking at report headers first (hover your mouse over report header to expand abbreviations).

EEX ACT	EEX DAT	EEX DUR

This part of report shows actions completed by External Examiner; you can check if your EE completed nomination task by looking at ACT column.

BRD ACT	BRD DAT	BRD DUR	BRD RVW	BRD OUT

This part of the report shows actions completed by Board Team. BRD ACT column shows status of nomination task; details of staff (their UPI) responsible for reviewing nomination appear under BRD RVW.

FAC ACT	FAC DAT	FAC DUR	FAC RVW	FAC OUT

This part of the report shows actions completed by Faculty Approver. FAC ACT column shows status of nomination task; details of staff (their UPI) responsible for reviewing nomination appear under FAC RVW.

REPORT (REP) Useful for checking Board Report status and submitted responses

To download REP report input following values:

Faculty: Click on relevant Faculty

Board Level: Click on relevant board; to select multiple boards hold CTRL and click.

Status (Report): Click Open – In review; to select multiple options hold CTRL and click

FAR: Click on relevant option to your programme

Report Detail: Select Submission Status (to check report status) or Feedback + Comments (to check responses)

Click on Run REP01. Your report will open in a new window

You can check the status of Board Report on Portico by looking at report headers first (hover your mouse over report header to expand abbreviations).