

# 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

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Appoint administrator 1 or 2 to Board

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Reconfirm examiner on board

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Board of examiners data hub

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[BoE reports \(2019 | 2018 | 2017\)](#)

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[Taught programme examiner process reports](#)



Taught programme examiner process reports:

[CONTACT \(CON\)](#)
[NOMINATION \(NOM\)](#)
[MODULE \(MOD\)](#)
[REPORT \(REP\)](#)
[PAYMENT \(PAY\)](#)

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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 available 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.

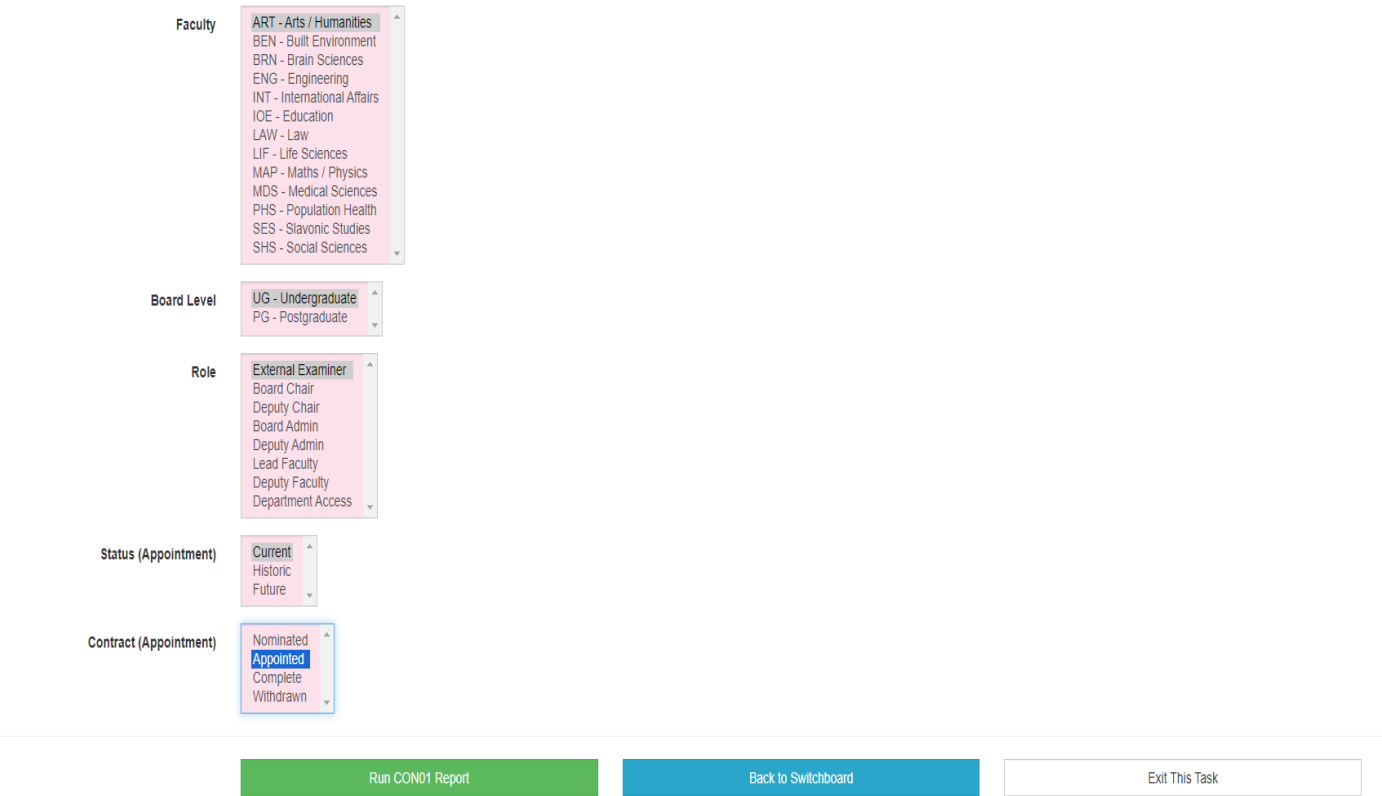
**Role:** External Examiner

**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**



The screenshot shows a web interface for generating a CONTACT report. It features five dropdown menus and three buttons at the bottom.

- Faculty:** A dropdown menu with options: ART - Arts / Humanities, BEN - Built Environment, BRN - Brain Sciences, ENG - Engineering, INT - International Affairs, IOE - Education, LAW - Law, LIF - Life Sciences, MAP - Maths / Physics, MDS - Medical Sciences, PHS - Population Health, SES - Slavonic Studies, SHS - Social Sciences.
- Board Level:** A dropdown menu with options: UG - Undergraduate, PG - Postgraduate.
- Role:** A dropdown menu with options: External Examiner, Board Chair, Deputy Chair, Board Admin, Deputy Admin, Lead Faculty, Deputy Faculty, Department Access.
- Status (Appointment):** A dropdown menu with options: Current, Historic, Future.
- Contract (Appointment):** A dropdown menu with options: Nominated, Appointed, Complete, Withdrawn.

At the bottom of the form, there are three buttons: a green button labeled "Run CON01 Report", a blue button labeled "Back to Switchboard", and a white button labeled "Exit This Task".

**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).