

## Academic Reviewers

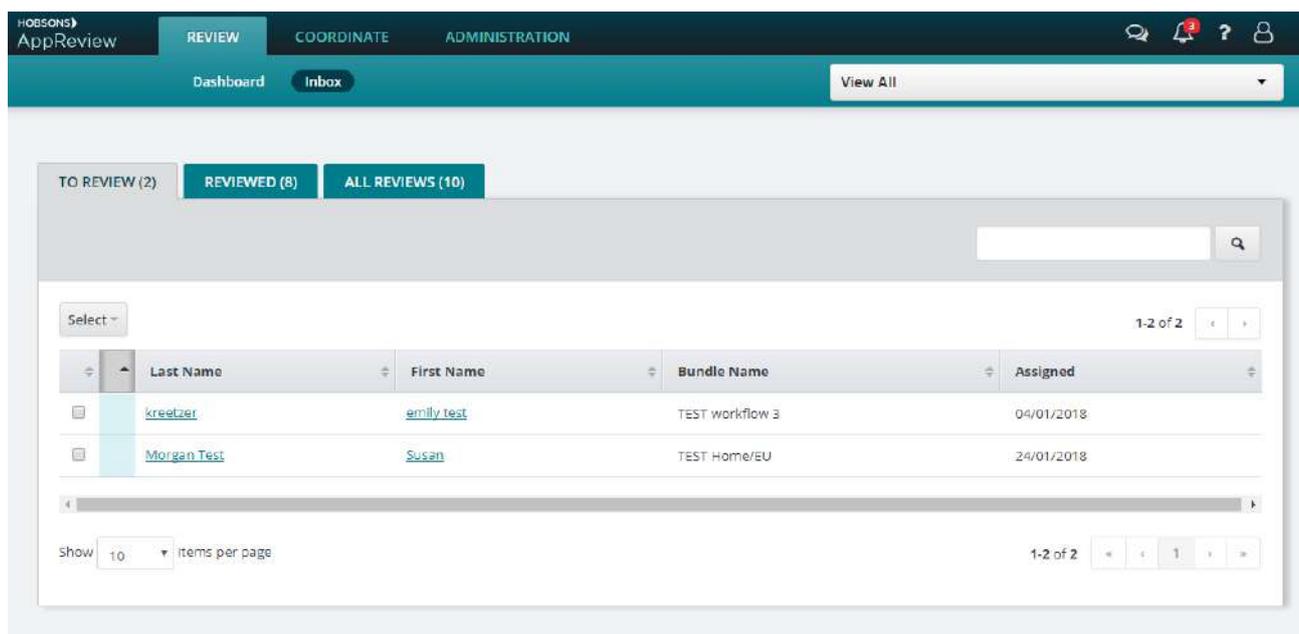


### Selecting applications to review

You'll get an email if there are applications for you to review in AppReview. The email is designed to arrive in your work email inbox around midnight to prompt you to log in the next morning. You will only receive one email, not one for every applicant. You are welcome to login to AppReview before receiving an e-mail to check if there are any applications for you to review - go to <https://ar.hobsons.co.uk> to log in.

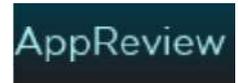
★ If you review an application on the same day it has been assigned to the bundle then this will not trigger an e-mail to be sent, as this has already been completed.

When you log into AppReview you'll see the Review tab holding all the applications for you. The tabs are set out as **To Review**, **Reviewed** and **All Reviews**.



You may see that if you cover two or more different courses, projects or work between PGR and PGT for example, AppReview will organise your students by bundle list. You should choose the specific bundle using the drop-down selector in the top right of the Review screen.; each bundle will be listed by title. When you've selected your bundle the student details will be listed on the screen and you can access the information about each one by clicking on the name link (using either the first or last name). If you select **'View All'** then you will see all applicants for all of your bundles together in the list.

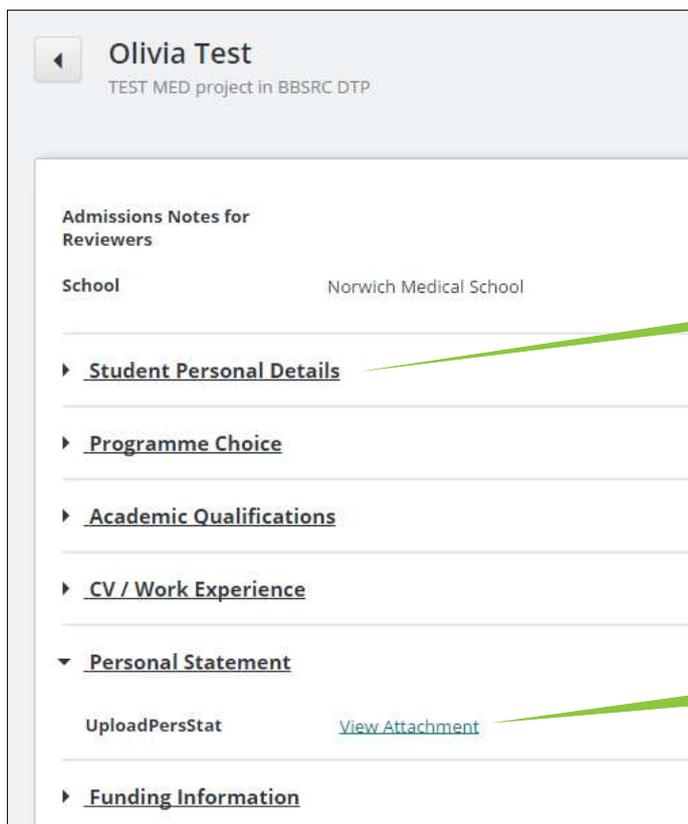
## Academic reviewers



### Viewing your applications

In the **To Review** tab, click the first application you'd like to review. AppReview then presents the file in sections which are called drawers. Click each drawer to show more information. Attachments will open in separate pdf files if included with the application. If you see a blank field next to a question this simply means the applicant didn't provide an answer. If you want to see the whole application as a combined PDF click the PDF icon in the top right of the screen.

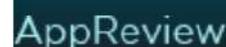
✳ **You will need to have pop-ups enabled on your computer, and PDF viewing software installed, to allow you to view any attachments within the application drawers.**



Click here to open/expand a drawer

Click to open an attachment

## Academic reviewers



### Completing your review

Click here to view the whole application as a combined PDF

If you are the Head Reviewer for the bundle then any additional comments by other reviewers will show here

The section on the right hand side for each of the applications is the place where you make your recommendations. It is tabbed into two parts. The first part contains your review and the second side is a place where you can write notes on the application.

Each course may require different information to be in the **Your Review** section, so your screen may vary in content from that shown here.

**Your review section** is divided into required parts to allow you to **Submit review** to the admissions team if you are the Head Reviewer, or to the Head Reviewer if you are not, and add your comments to the applicant's decision record.

When you click to **submit review**, if you are the Head Reviewer for your bundle then once you have submitted your decision the admissions team will automatically be notified by the AppReview system.