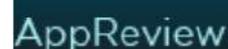## Internal Reviewers (Admissions Teams)

AppReview

The Reviewer tab - Selecting applications to review

As an Admissions Administrator you will see two tabs after logging in, which are **Review** and **Co-ordinate**. This reflects your role within AppReview in that you will be able to co-ordinate Bundles and applicants whilst also being able to provide recommendations for certain courses as agreed by your School.
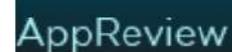
If you've been allocated any applications for you to review, you will receive an email to advise you of this. This email is designed to arrive in your work email inbox around midnight to prompt you to log in to AppReview in the morning. You will only receive one email, not one for every applicant and if you have logged in and made a decision on the same day an application is assigned then you won't receive an e-mail.

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 can filter which bundles you view applications for in the top right drop-down menu if you are assigned as a reviewer to more than one bundle - as an Admissions Administrator you may well be assigned to several bundles.
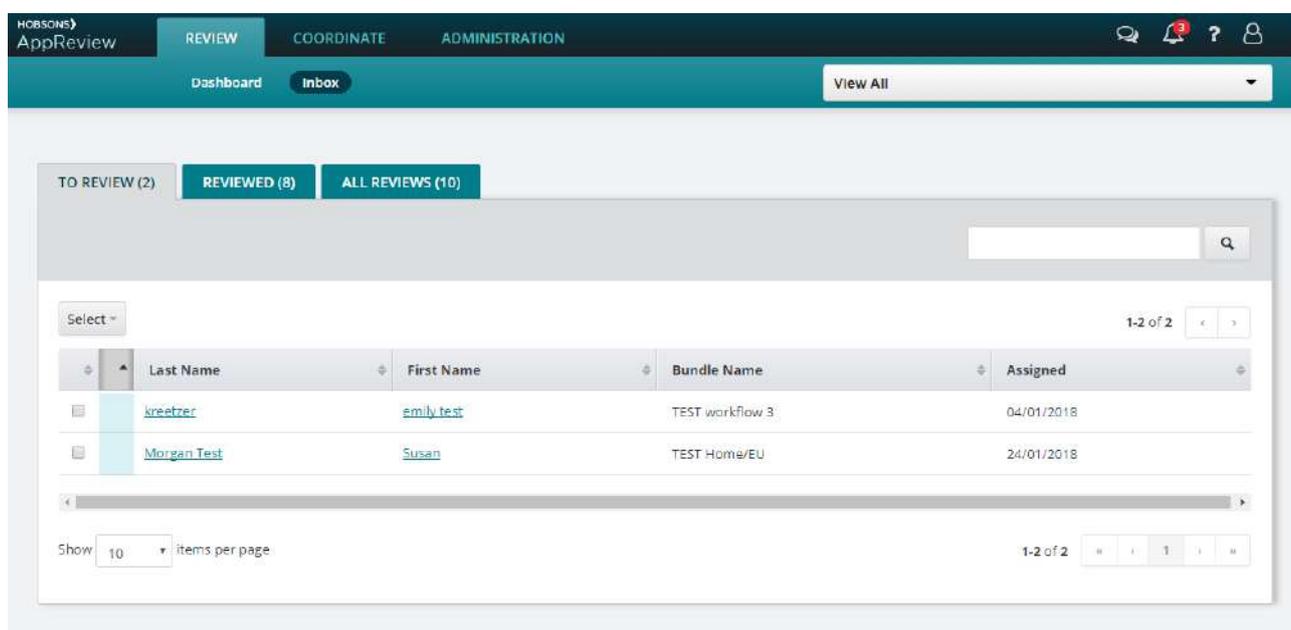
The student details within each bundle are listed on the screen and you access the information about each one by clicking on the name link (using either the first or last name). You also have the opportunity to sort the list by the header titles should you need to do so.
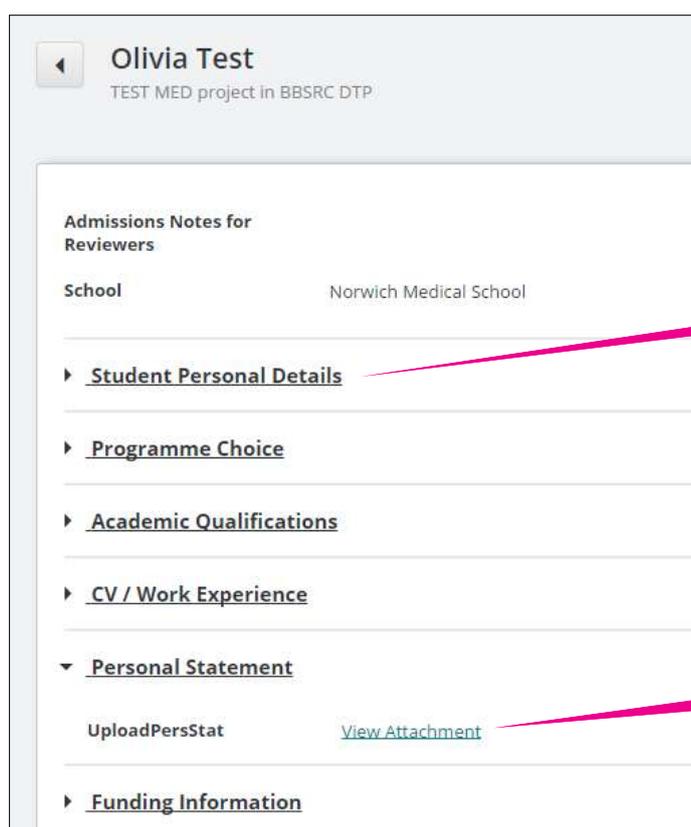
UEA
University of East Anglia

More How-To Guides
from the Data and Systems Team

Contact us

Internal Reviewers (Admissions Teams)

AppReview

Viewing 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.**

Olivia Test
TEST MED project in BBSRC DTP

Admissions Notes for Reviewers

School   Norwich Medical School

▸ Student Personal Details

▸ Programme Choice

▸ Academic Qualifications

▸ CV / Work Experience

▾ Personal Statement

UploadPersStat   View Attachment

▸ Funding Information

Click here to open/expand a drawer

Click to open an attachment

Internal reviewers (Admissions teams)

AppReview
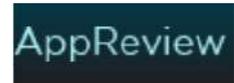
Completing your review

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

Download | Reviews (1) | Notes (0) | My Review

Your Review

Complete the questions below. Your answers will be visible to your peers once you finish your review. If you are a Head Reviewer, you may see multiple areas in which to enter a reference, depending on how your university has configured the review sheet and what questions have been required for all reviewers. Please be sure to complete the "Final Reference" field along with any other required fields.

Overall Impression

⊘ ★ ★ ★ ★   CHOOSE...

Your Reference *

Choose...

Refer to Another Programme

If you refer that this candidate be admitted to a different programme, enter the suggested programme below. Otherwise, leave this blank.

Additional Comments

Interview Reqd

Please mark if interview is required.

Choose...

This question must be answered and is only for you. Other reviewers, if any, will not be asked this question.

Final Recommendation *

Choose...

Submit Review

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.

✪ Sometimes you may need to complete a review on behalf of the academic reviewer. If you complete the review for them they won't be able to view this later on

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.

Internal reviewers (Admissions teams)

AppReview
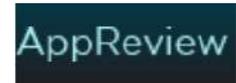
The Co-ordinate tab

The Co-ordinate tab has sub headings tabs of **Dashboard**, **Applicants**, **Reviewers**, **Bundles**, **Routing Rules** and **Exports**.
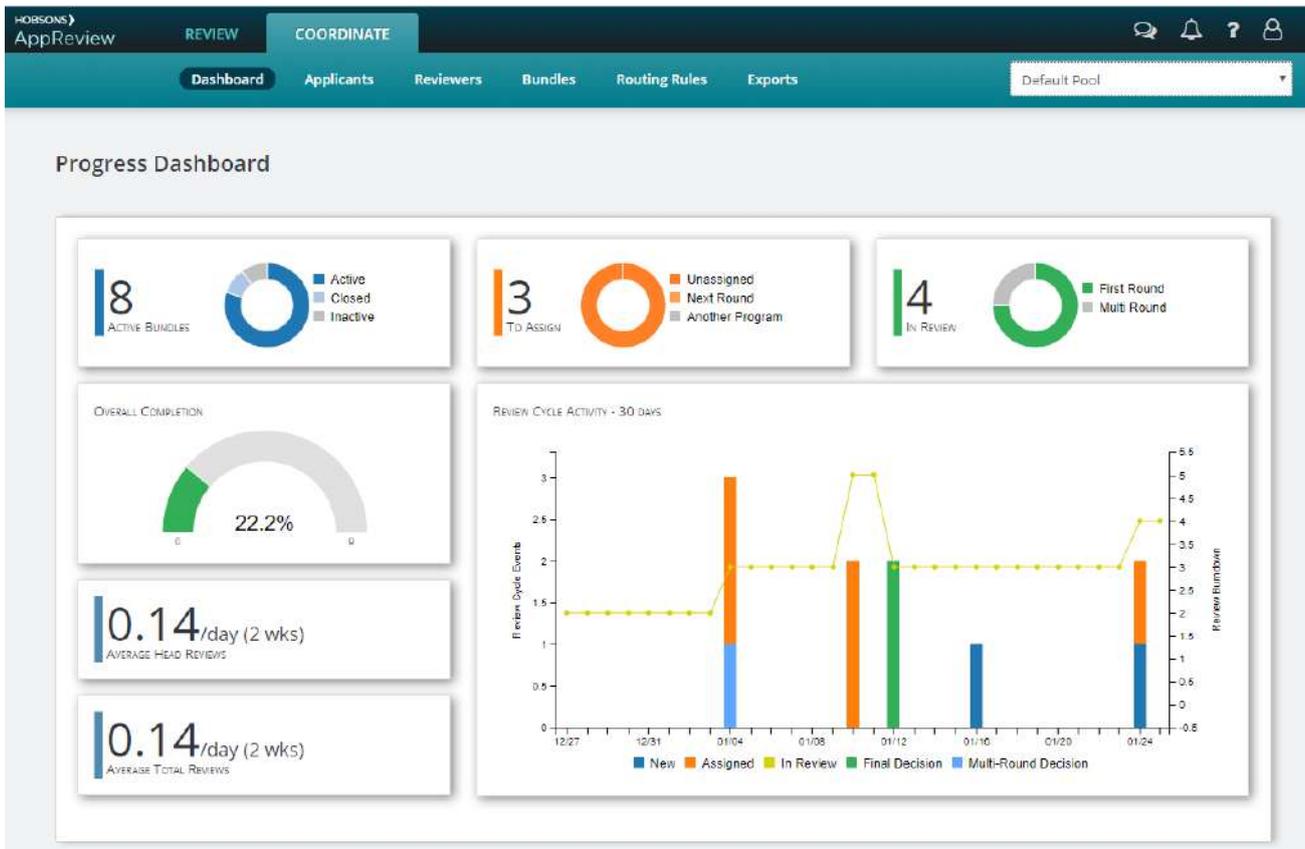
The **Dashboard** shows a general overview of the Bundles and Applicants associated with the Review Pool chosen. To change the Review Pool, you should use the drop-down list in the top right of this screen. The Review Pools that you will be able to choose from will depend on your permissions and can be updated if necessary by contacting the Data and Systems Team.

The **Applicants** tab shows all applicants that are or have been active in the AppReview system. It splits applicants (again by Review Pool type) into, '**Unassigned**', '**Next Round**', '**Another Programme**', '**Assigned**', and '**Completed**'. Each one of these tabs will hold a list of applicants which you can click to see the application.

Internal reviewers (Admissions teams)

AppReview

The Co-ordinate tab

The **Reviewers** tab allow you to search for a specific reviewer within your selected review pool, to give an easy overview of where they are assigned as reviewers. You can drill down and see if they are a Head Reviewer or Regular Reviewer and also see how many bundles they are assigned to overall either within a specific review pool, or over all the review pools you have access to if you select 'All'.

The **Bundles** tab lists all bundles related to the Review Pool you are viewing and allows you to change reviewers and applicants at any time. Click between tabs to show **Active**, **Closed** and **Inactive** bundles. You can also alter bundle settings from this screen using the **Actions** button on the right of the screen.

Routing Rules allow automation for bundles in specific Review Pools. For example, you could build a bundle for a course and then set a workflow to automatically place applicants (sent to AppReview from AY) in it, if certain criteria are met - this could simply be matching a course name.

Exports allow you to export data from a given bundle within a specific review pool.

To see returned reviews from academic reviewers firstly click into the bundle you wish to view by accessing the **Bundles** tab and clicking the relevant **bundle name**. This will show all applicants assigned to the bundle in the tabs **Not Reviewed**, **Partial Review** and **Completed**. Click on the **Completed** tab to view all applicants which have reviews completed by the Head Reviewer(s) of the bundle. Click on each applicant's name you wish to view. This will load the Reviews page and show how many reviews have been completed. You can see any comments made by academic reviewers here.