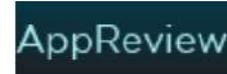


## Viewing Reviewer Comments and Notes in AppReview

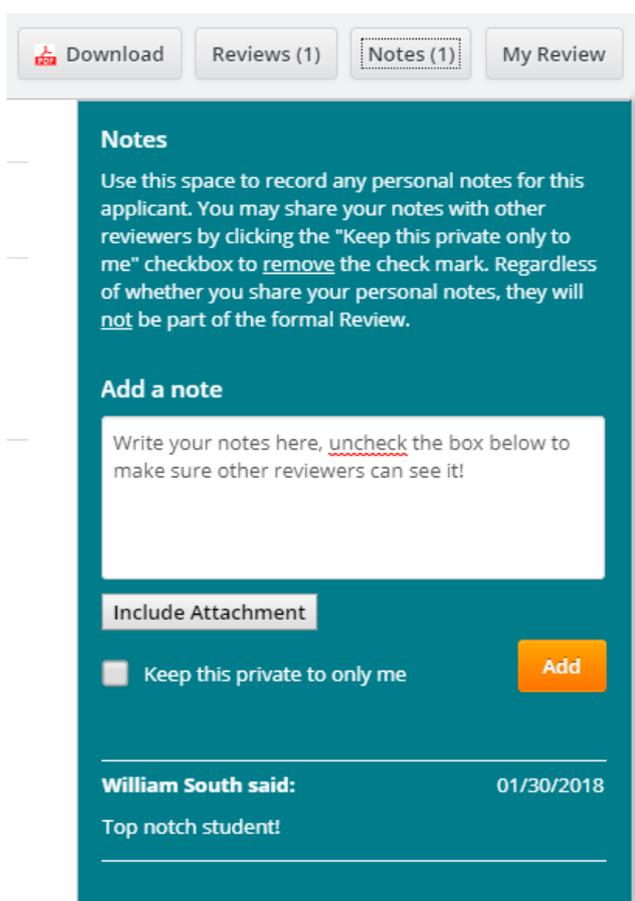


### Academic Reviewers Notes

You can add notes to your review as you go along. These notes may be displayed only to you or shared with your other colleagues reviewing the same application. You may also add additional comments that can be displayed to all reviewers when you submit your review.

**⚠ Please remember that all information contained within AppReview, including comments you've made, will be provided to the student to see if they request it.**

Whilst you are viewing the application to be reviewed, you will see that the **Notes** button is to the right of the information drawers, above the **Your Review** section.



To share your note with other reviewers, uncheck the box marked '**Keep this private to only me**'.

You may then write a note in the white box and click the **Add** button to store.

You will be able to see if others have also left any notes, along with any you've made, in the section below the Add a note box.

## Viewing Reviewer Comments and Notes in AppReview



### Academic Reviewers Reviews

You are also able to leave additional comments which are displayed on an overview page of completed reviews. This is another useful way for messages regarding the application to be communicated to the admissions teams.

In the **My Review** tab to the right of the application, add your comments in the **Additional Comments** box. Once your recommendation is submitted your comments will show to other reviewers.

**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

To view a summary of all reviews for the applicant you are currently viewing, click the **Reviews** button at the top right of the screen. This opens a new overview summary screen showing any reviews which have already been completed, and any comments made.

📁 **Reviews by Bundle**

TEST Home/EU

**1 of 2 Reviews Complete**

**SHOWING REVIEWS FROM:**

William South RR

Submitted - 30/01/2018 [unlock](#)

Susan Morgan HR

Review Pending

i A Head Reviewer has not submitted their Final Recommendation.

**YOUR REFERENCE**

1 VOTE

Move to Next Round

William South

**INTERVIEW REQD**

William South said: <small>30 Jan 2018 at 10:42 AM</small>	No
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