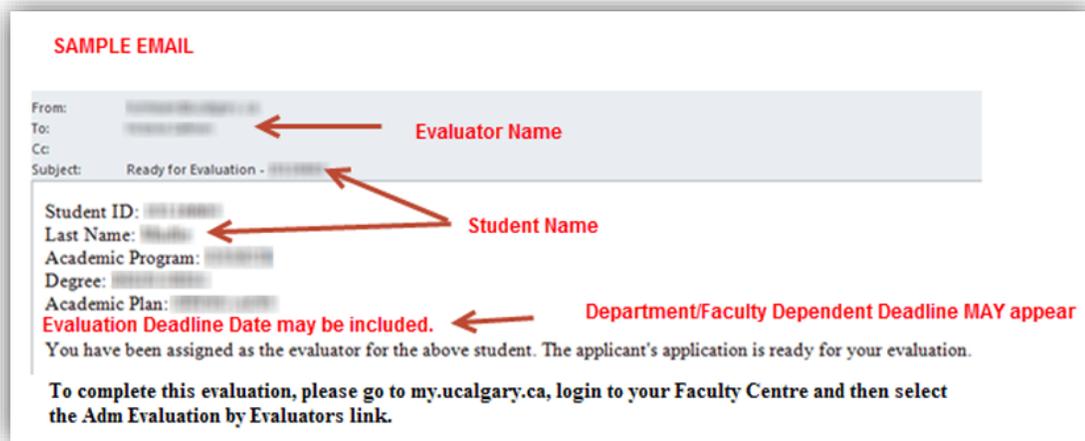


Evaluator Instructions

SA – Graduate Programs

The following instructions are for evaluators who will assess and, in some cases, include ratings for prospective students' applications for admission. Evaluators will receive an email inviting them to evaluate a prospective student. Some evaluations will have a deadline indicated; however, this is Department/Faculty specific.

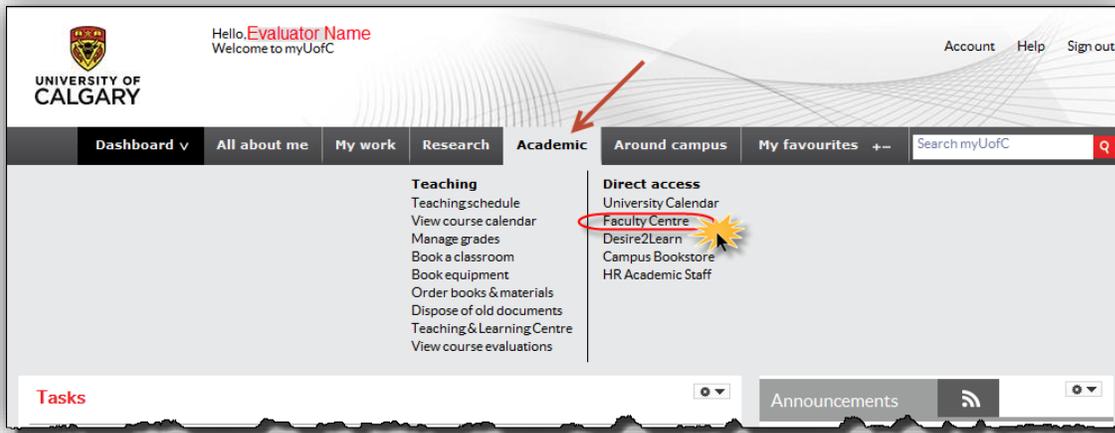
1. This is an example of the email the evaluator will receive. (*Not exactly as shown*).
Note: In accordance with the Freedom of Information and Privacy Policy some data has been removed.



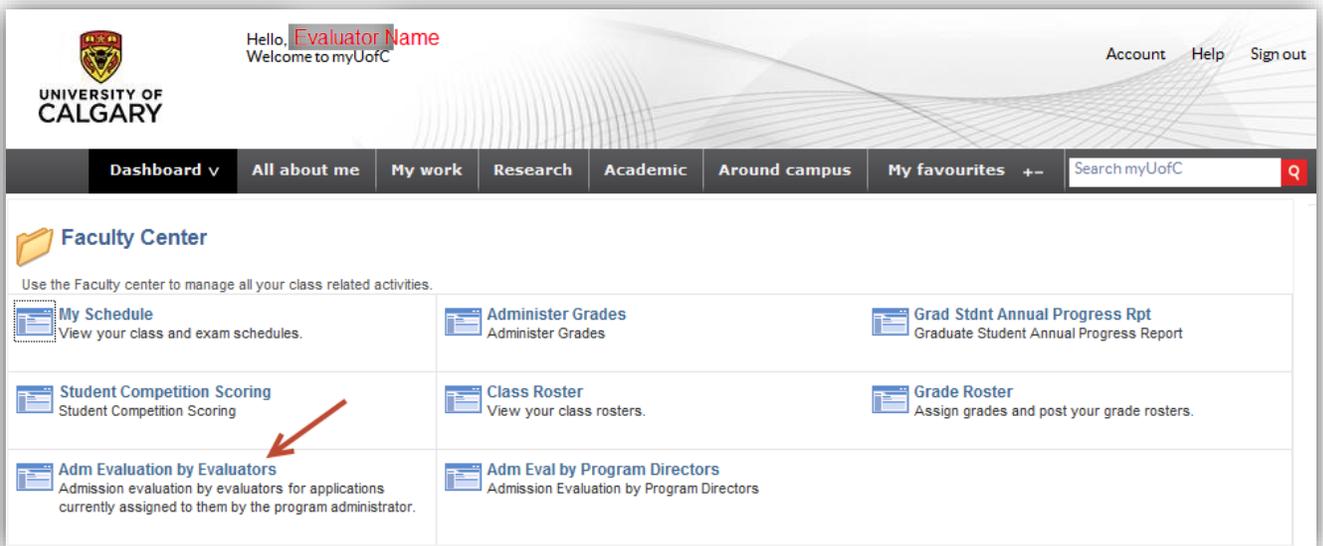
2. The evaluator should log into their [MyUofC Portal](#) with their username and password.



3. Once the evaluator has logged into the [MyUofC Portal](#) they can click on **Academic** then **Faculty Centre**.



4. Click on **Admin Evaluation by Evaluators**.

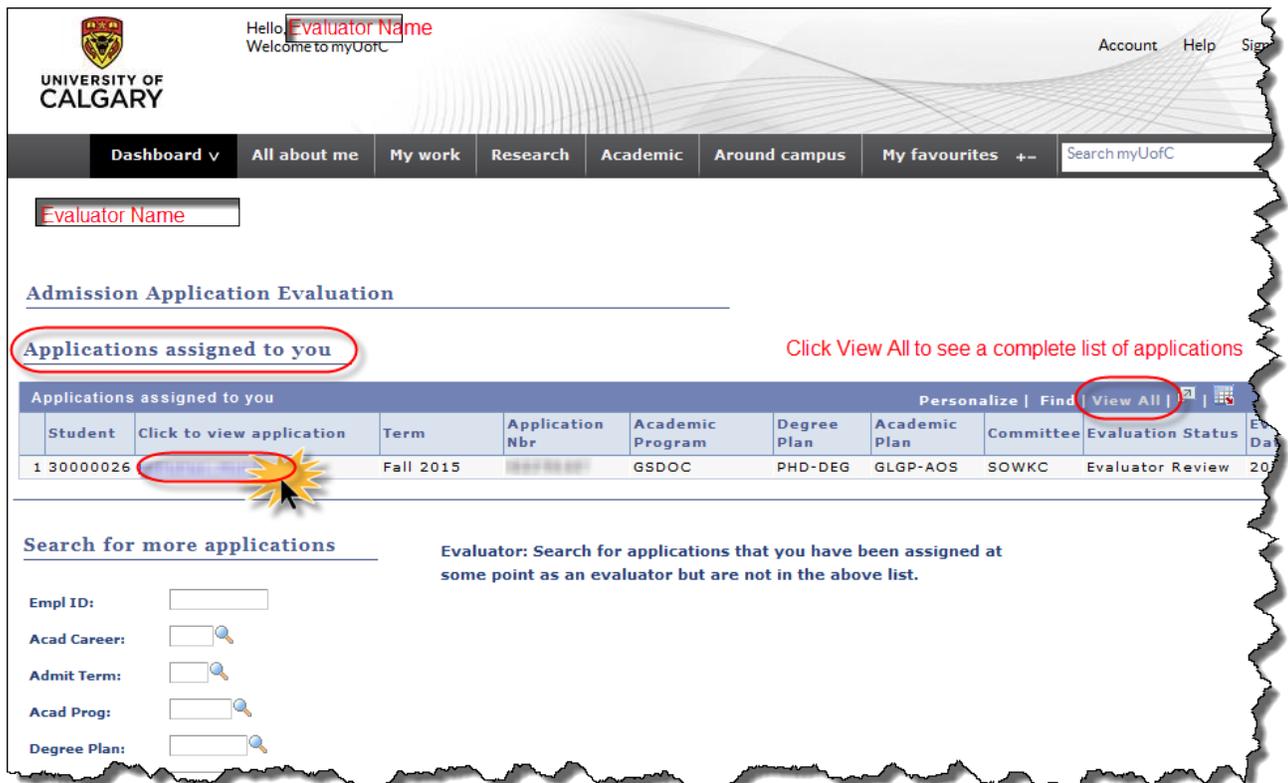


Evaluator Instructions

SA – Graduate Programs

5. The Adm Evaluation by Evaluators window will display a list of application(s) assigned for evaluation. Click **View All** to see a complete list of the applications. The Student ID# will appear, the applicants name, etc. will be listed. Note: In accordance with the Freedom of Information and Privacy Policy, some data has been removed.

Click the **Applicant Name** link to evaluate the applicant. **Note:** There may be more than one applicant listed if the evaluator is required to evaluate more than one application.



UNIVERSITY OF CALGARY

Hello **Evaluator Name**
Welcome to myUofC

Account Help Sign

Dashboard v All about me My work Research Academic Around campus My favourites +- Search myUofC

Evaluator Name

Admission Application Evaluation

Applications assigned to you Click View All to see a complete list of applications

Applications assigned to you Personalize | Find | **View All** |

Student	Click to view application	Term	Application Nbr	Academic Program	Degree Plan	Academic Plan	Committee	Evaluation Status	Date
1 30000026		Fall 2015	██████████	GSDOC	PHD-DEG	GLGP-AOS	SOWKC	Evaluator Review	20

Search for more applications

Evaluator: Search for applications that you have been assigned at some point as an evaluator but are not in the above list.

Empl ID:

Acad Career: 

Admit Term: 

Acad Prog: 

Degree Plan: 

6. The application will display including the applicant’s name, id number, application fee status and additional details. If desired evaluators can view the unofficial transcripts, references and supporting documents by clicking on the link(s).

Application Evaluation

Applicant Name: Student's Name **ID:** Student ID Number

Program Applied To For Fall 2013

Application Fee: Paid

Faculty of Graduate Studies:

- Graduate Studies Doctoral
- Doctor of Philosophy (Degree Stream)
- Chemical and Petroleum Engineering (Area of Study)
- Environmental Engineering (Interdisciplinary) (Specialization)

Citizenship Information:

Country of Citizenship: Canada
 Visa Type:
 Date Landed:
 Aboriginal Person: N

Applicant Contact Information:

Email:

Phone Type	Phone Number	Extension	Preferred
Current Home			<input checked="" type="checkbox"/>
Other			<input type="checkbox"/>

Previously apply to the Graduate Studies at the U of C: Yes Term: F05 Date: 2005/08/31

University of Calgary Attendance: Never attended University of Calgary

Post Secondary

Institution Attended	From Date	To Date	Transcript Received	Click to view Unofficial Transcript	Date Loaded	Year	Converted GPA
	1999/09/01	2006/09/30	2013/04/16	Unofficial Transcript	2013/04/18	2004	
	2010/01/01	2012/06/30	2013/03/11	Unofficial Transcript	2013/04/18	2012	

Click on Unofficial Transcript to view the Unofficial Transcript

High School

High School Attended	From Date	To Date	Transcript Received Date	Click to view Unofficial Transcript	Year	Converted GPA
				(Not Available)		

Degrees

Institution	Degree	Description	Major Area of Study	Degree Date	Status	Degree Source
	BSC	Bachelor of Science		2004/12/01	Complete	Self-Rpted

7. Additional information can be viewed on the application by scrolling down the page.

Click here to view the Reference Form or Reference Letter

Title	First Name	Last Name	Organization Name	Click to view Reference	Date Loaded
				Reference Form	2012/06/07
				Reference Letter	2012/06/06
				Reference Letter	2012/06/06

Tests

Test ID	Test Component	Description	Score	%ile	Test Date	Data Source	Letter Score
1	ELP	IELTS	IELTS Band		2009/08/22	Self-Rpted	
2	GRE	ANLY	Analytical		2012/05/27	Self-Rpted	
3	GRE	QUAN	Quantitative		2012/05/27	Self-Rpted	
4	GRE	VERB	Verbal		2012/05/27	Self-Rpted	

Supporting Documents

Click to view Document	Date Loaded
Curriculum Vitae	
Program Proposal	
GPA Calculation	

Application Questions

- Are you applying to a Combined Program? If yes, specify which program.
No
- Have you completed any courses towards this program? If yes, please list them.
No
- Is this application for re-admission to complete a program you withdrew, or were withdrawn from previously?
No
- How did you hear about this program?
Internet Search

Program Questions

- If you have completed an undergraduate and/or Master's thesis, please give the thesis area and title. Provide a copy of the abstract if at all possible.
- List below any academic awards, achievements, honours or other distinctions you have received.

Click to view Supporting Document(s)

Students answers to program questions displayed here

8. For Committees WITHOUT Rating Components:

Scroll down the window to the area where the evaluator can select the evaluation status and enter comments. Three evaluation status' will appear:

Eval INADM: for applicants that the evaluator is not recommending for admission

Eval RECOM: for applicants that the evaluator is recommending for Admission

Eval REVW: for applicants pending evaluation

Make the appropriate Evaluation Status selection and enter applicable comments.



The screenshot shows a web form titled "My evaluation". It contains the following fields and elements:

- Committee:** ANTH (ANTH Admission Committee)
- Evaluator ID:** Evaluator Emplid, Evaluator Name
- Committee Role:** ACAD (Academic Member of Committee)
- Evaluation Status:** Eval REVW (indicated by a red arrow)
- Evaluation Date:** 2013/08/22
- Overall Rating:** [Empty input field]
- Comment:** Enter Comments
- NOTIFY PROGRAM ADMINISTRATOR** button (highlighted with a green circle)

Note: Once an evaluation status has been evaluated, the application will no longer show in the "Applications assigned to you", but can be located by using "Search for more applications".

If you find an exceptional applicant and would like to notify the administrator to take immediate action, enter your comments and evaluation status and then select "**Notify Program Administrator**". This will immediately send an email to the program administrator with your comments.

9. For Committees WITH Rating Components:

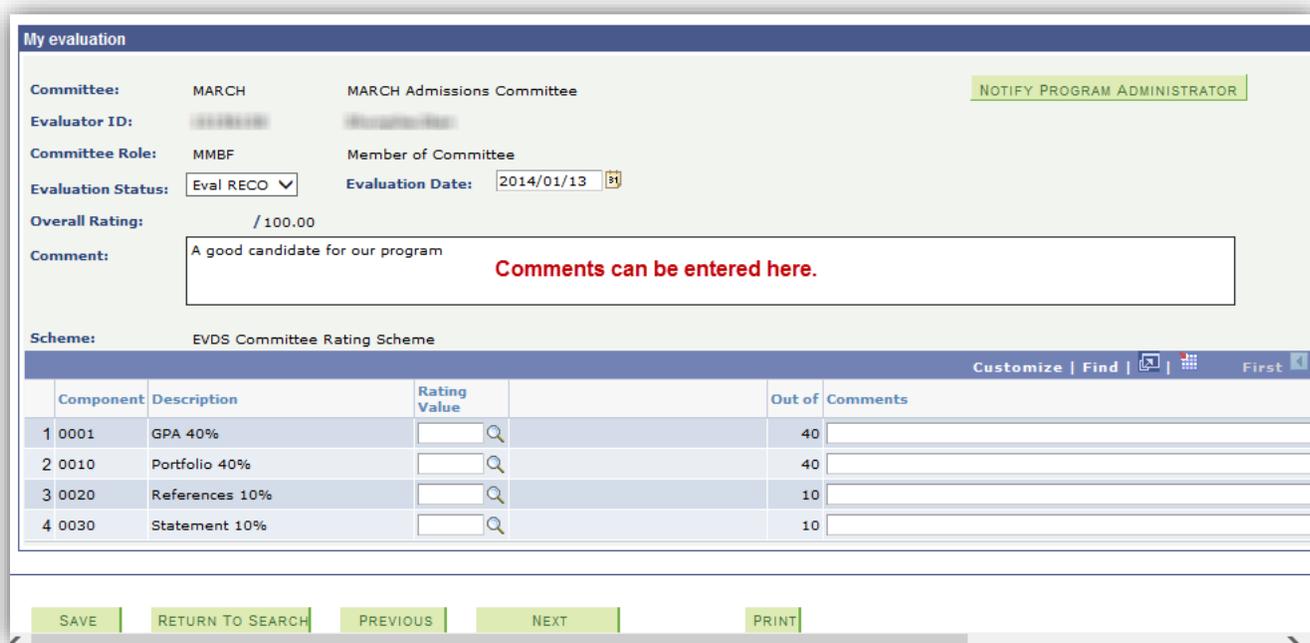
Scroll down the window to the area where the evaluator can select the evaluation status and enter comments.

Evaluators can type in the rating or use the Rating Value **Look Up** tool to rate the applicant accordingly.



Look Up Tool

Click on the rating value that reflects your assessment of the applicant. The rating values will display indicating the rating and the descriptions available. Do this for each component.



The screenshot shows the 'My evaluation' interface. At the top, it displays the committee name 'MARCH Admissions Committee' and a 'NOTIFY PROGRAM ADMINISTRATOR' button. Below this, fields for 'Evaluator ID', 'Committee Role' (MMBF), 'Evaluation Status' (Eval RECO), and 'Evaluation Date' (2014/01/13) are visible. The 'Overall Rating' is shown as a blank field followed by '/ 100.00'. A comment box contains the text 'A good candidate for our program' and a red prompt 'Comments can be entered here.' Below the comment box, the 'Scheme' is identified as 'EVDS Committee Rating Scheme'. A table lists four components for evaluation:

Component	Description	Rating Value	Out of	Comments
1 0001	GPA 40%	<input type="text"/>	40	
2 0010	Portfolio 40%	<input type="text"/>	40	
3 0020	References 10%	<input type="text"/>	10	
4 0030	Statement 10%	<input type="text"/>	10	

At the bottom of the form, there are buttons for 'SAVE', 'RETURN TO SEARCH', 'PREVIOUS', 'NEXT', and 'PRINT'.

NOTE: *The rating components displayed are a sample.* Each program can have their own criteria to evaluate applicants.

10. Select the overall evaluation status of the applicant

Three evaluation status' will appear:

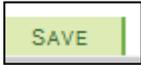
Eval INADM: for applicants that the evaluator is not recommending for admission

Eval RECOM: for applicants that the evaluator is recommending for Admission

Eval REVW: for applicants pending evaluation.

Make the appropriate Evaluation Status and enter applicable comments.

Once you have selected a rating value for each rating component and an overall evaluation click the **Save** button and you will see an overall rating value populated to show your overall rating of the applicant.



My evaluation

Committee: MARCH MARCH Admissions Committee NOTIFY PROGRAM ADMINISTRATOR
Evaluator ID: 10156108 Shunpike, Stan
Committee Role: MMBF Member of Committee
Evaluation Status: Eval RECO **Evaluation Date:** 2014/01/13

Overall Rating: 82.00 / 100.00
Comment:

Scheme: EVDS Committee Rating Scheme

Component	Description	Rating Value		Out of	Comments
1 0001	GPA 40%	33	3.61-3.70	40	
2 0010	Portfolio 40%	35	very good	40	
3 0020	References 10%	6	good	10	
4 0030	Statement 10%	8	very good	10	

Note: Once an evaluation status has been changed from Eval REVW and saved the application will no longer show in the "Applications assigned to you", but can be located by using "Search for more applications".

End of Procedure.

For the corresponding online learning, consult the Student and Enrolment Services training website > Student Administration (PeopleSoft Campus Solutions).