
NOMINATION OF EXAMINERS

QUEST EFORM USER GUIDE

CANDIDATE USE ONLY

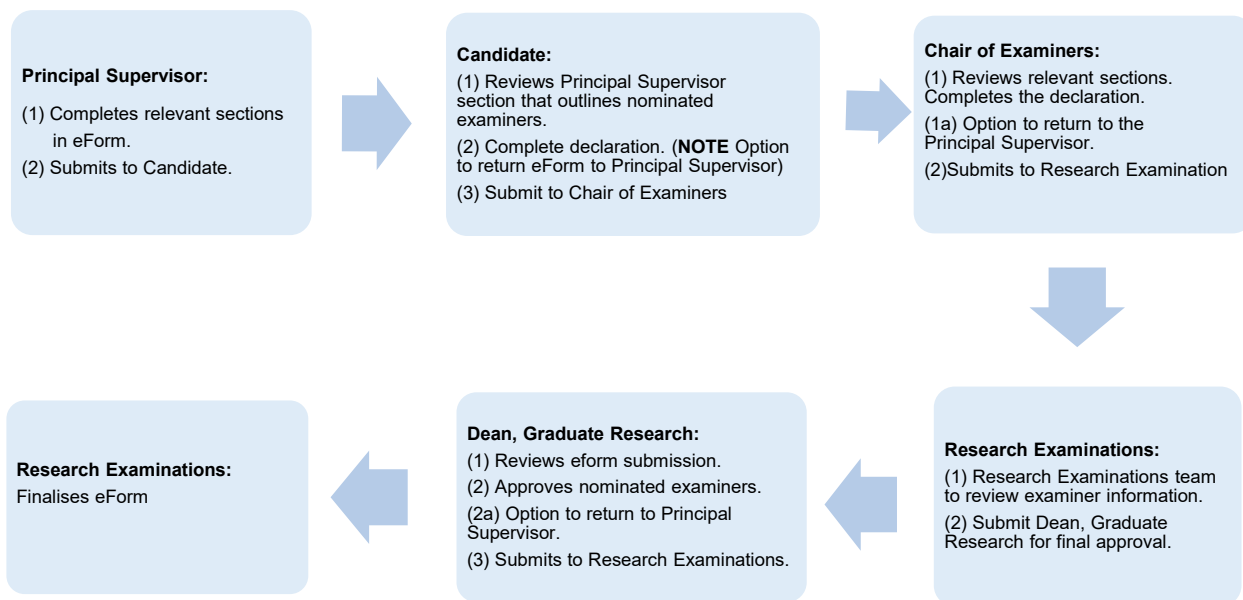
June 2025
Version 01

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SECTION 1

Workflow



Type of Examiners

Initial Examiner	New examination nomination
Replacement Examiner	If previous 'approved' examiner is no longer available
Third Examiner	- Creative Performance - Exhibition - Re-Examination (Deferred outcome) - <u>only</u> if initial examiner/s decline to re-examine revised thesis. - Divergent examination result

Guidelines, Responsibilities and eForm link

- [Thesis Examination Webpage](#)

SECTION 2

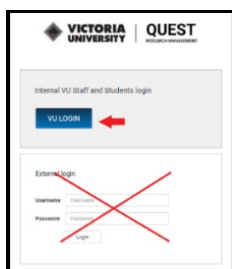
Login and eForm completion

Step 1. Enter Quest URL Address <https://quest.vu.edu.au/> (NOTE: use Google Chrome or Microsoft Edge web platform)

Step 2. Select: 'VU Login' Blue Button)

→ Enter VU student username and password

→ Select:  (see left hand menu)



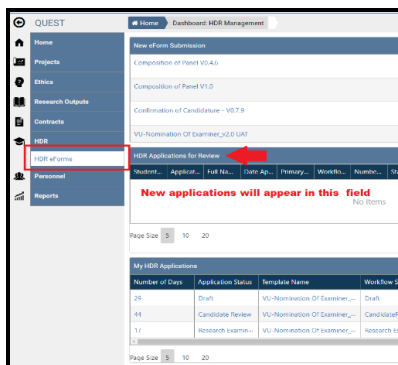
Step 3: Review eForm application

- Select: **HDR eForms** (see lefthand menu selection)
- Go to **HDR Application for Review** section in Quest dashboard.
- Select **'Nomination of Examiners'** form from menu – refer to **Screenshot 1**.

Step 3a. Alternative access option

- Select: **HDR eForms** (see lefthand menu selection)
- Select **'For Review'** tab – refer to **Screenshot 2**
- Select **'VU- Nomination of Examiners'**- Template Name – refer to **Screenshot 2**

Screenshot 1



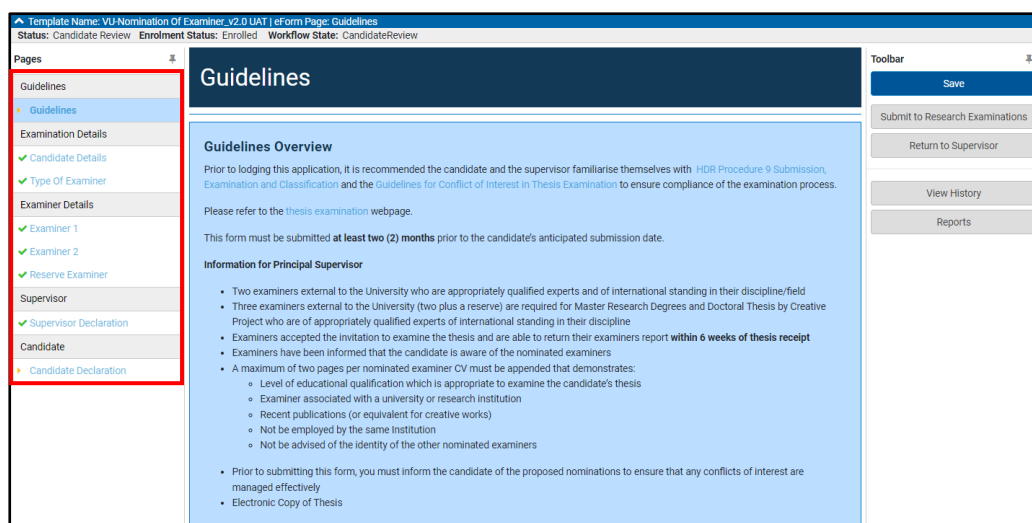
Screenshot 2



Step 4: Review Guidelines, Examination Details and Candidate Declaration

Review Guidelines page before proceeding to finalise the Nomination of Examiner eForm.

- i. Review the 'Examiner' and 'Examiner Details' menu pages



- ii. Complete the 'Candidate Declaration' section if satisfied with examination information.

- iii. Do you wish to finalise this nomination?:

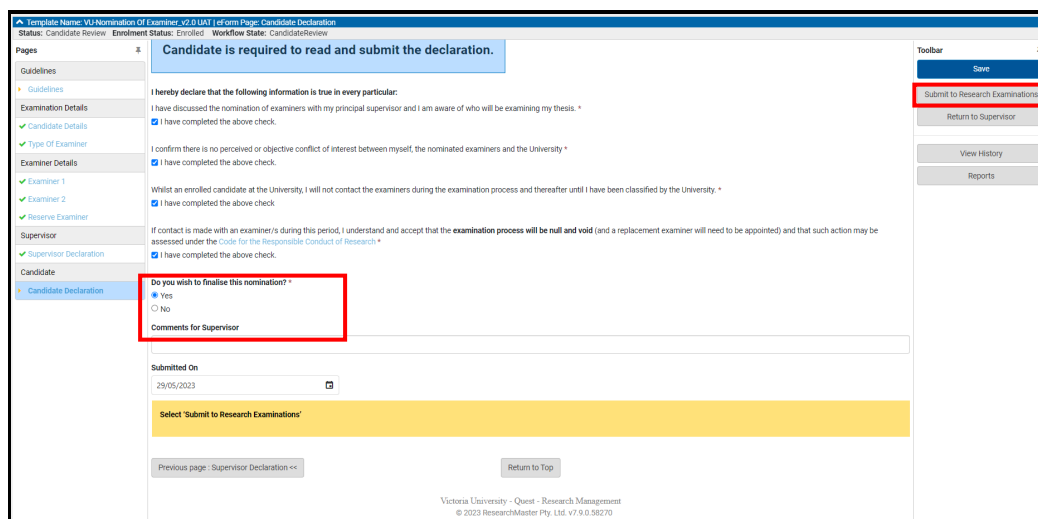
- a. Select 'Yes' radio button
b. Select 'Submit to Research Examinations' button - refer to **Screenshot 4**

OR

- c. Select radio button 'No'
d. Enter feedback in the 'Comments for Supervisor' text field*
e. Select the 'Return to Supervisor' button – refer to **Screenshot 5**

*It is recommended you discuss your feedback with your supervisor outside of this eForm before completing and returning to your supervisor.

Screenshot 4



Screenshot 5

Template Name: VU-Nomination Of Examiner_v2.0 UAT | eForm Page: Candidate Declaration
Status: Candidate Review Enrolment Status: Enrolled Workflow State: CandidateReview

Pages

- Guidelines
- Examination Details
- Candidate Details
- Type Of Examiner
- Examiner Details
- Examiner 1
- Examiner 2
- Reserve Examiner
- Supervisor
- Supervisor Declaration
- Candidate
- Candidate Declaration**

Toolbar

- Save
- Submit to Research Examinations
- Return to Supervisor
- View History
- Reports

Candidate is required to read and submit the declaration.

I hereby declare that the following information is true in every particular:

I have discussed the nomination of examiners with my principal supervisor and I am aware of who will be examining my thesis. *

☒ I have completed the above check.

I confirm there is no perceived or objective conflict of interest between myself, the nominated examiners and the University *

☒ I have completed the above check.

Whilst an enrolled candidate at the University, I will not contact the examiners during the examination process and thereafter until I have been classified by the University. *

☒ I have completed the above check.

If contact is made with an examiner/s during this period, I understand and accept that the examination process will be null and void (and a replacement examiner will need to be appointed) and that such action may be assessed under the Code for the Responsible Conduct of Research *

☒ I have completed the above check.

Do you wish to finalise this nomination? *

☐ Yes

☒ No

Comments for Supervisor

1. Ensure you feedback below.
2. Click on 'Return to Supervisor'
3. Contact your supervisor for further discussion

iv Review supervisor's feedback – refer to workflow menu (left pane).

a) If satisfied with your supervisor's response:

Change radio button selection from 'No' to 'Yes' in response to 'Do you wish to finalise this nomination?'

b) Select 'Submit to Research Examinations' button – refer to screenshot 6

Screenshot 6

Template Name: VU-Nomination Of Examiner_v2.0 UAT | eForm Page: Candidate Declaration
Status: Candidate Review Enrolment Status: Enrolled Workflow State: CandidateReview

Pages

- Guidelines
- Examination Details
- Candidate Details
- Type Of Examiner
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Toolbar

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If contact is made with an examiner/s during this period, I understand and accept that the examination process will be null and void (and a replacement examiner will need to be appointed) and that such action may be assessed under the Code for the Responsible Conduct of Research *

☒ I have completed the above check.

Do you wish to finalise this nomination? *

☒ Yes

☐ No

Supervisor comments to candidate

response to candidate

Comments for Supervisor

return to supervisor

1. Ensure you feedback below.
2. Click on 'Return to Supervisor'
3. Contact your supervisor for further discussion

Previous page : Supervisor Declaration << Return to Top

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SECTION 3

Hints & Tips and Troubleshooting

Page Status Indicators		
*	Mandatory field	Field must be completed to finalise application
!	Invalid	field/s not complete or incorrectly completed
?	Revisit	Changes have been made that need your review
▶	Unvisited	You haven't viewed this workflow section
✓	Valid	All mandatory fields have been completed

- Mandatory fields are indicated by an *
- If you fail to respond to a mandatory question, an alert will appear to prompt you insert the missed information – *refer to screenshot 7.*

Screenshot 7

The screenshot displays the 'Nomination of Examiners - Candidate-eForm' interface. A red box highlights an 'Error' dialog box that appears when the application is incomplete or contains incorrect answers. The dialog box contains the text: 'Error', 'Application is incomplete or some answers are incorrect.', and an 'OK' button. Another red box highlights the 'Candidate Declaration' section, which contains several mandatory questions marked with a red exclamation mark icon. The questions are: 'I hereby declare that I have discussed the above check.', 'I confirm that I have completed the above check.', 'Whilst an enrolled candidate at the University, I will not contact the examiners during the examination process and thereafter until I have been classified by the University. *', 'If contact is made with an examiner/s during this period, I understand and accept that the examination process will be null and void (and a replacement examiner will need to be appointed) and that such action may be assessed under the Code for the Responsible Conduct of Research *', and 'Do you wish to finalise this nomination? *'. The 'Candidate Declaration' section is currently marked as 'Invalid' with a red exclamation mark icon. The 'Submitted On' date is 11/05/2023, and the 'Select Submit to Research Examinations' button is visible at the bottom.

Feedback from Users

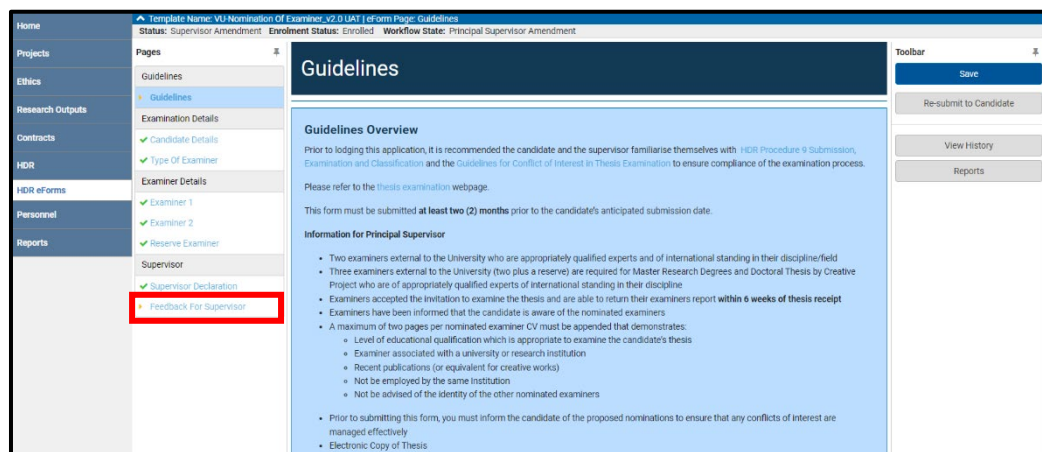
1. The Principal Supervisor may return the eForm to you for comment.
2. You will receive an email notification advising that the eForm has been returned to you for a response.
3. Once logged into Quest, select '**My HDR eForms**' tab to view the eForm - *refer to **Screenshot 8***.

Screenshot 8

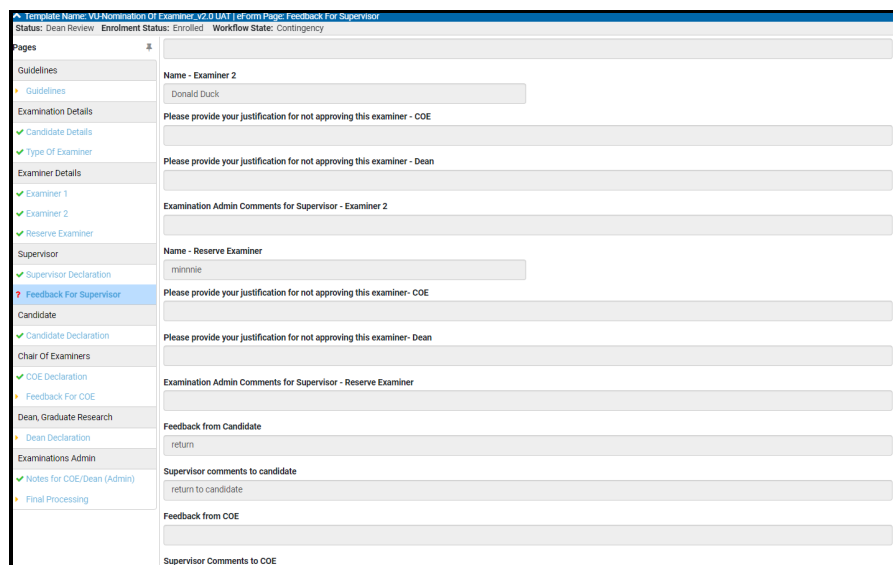
My HDR eForms For Review For Assessment Review							
☐ Show all applications							
	Student ID	Status	Full Name	Template Name	Workflow State	Number of Days	
☐	0012	Candidate Review	John Doe	VU-Nomination Of Examine...	CandidateReview	1	

Select '**Feedback for Supervisor**' workflow menu item to view comments – *refer to **Screenshot 9** and **Screenshot 10** to view sample of feedback page*

Screenshot 9



Screenshot 10: Sample of Feedback/Comments page



All queries and feedback: Email researchexaminations@vu.edu.au