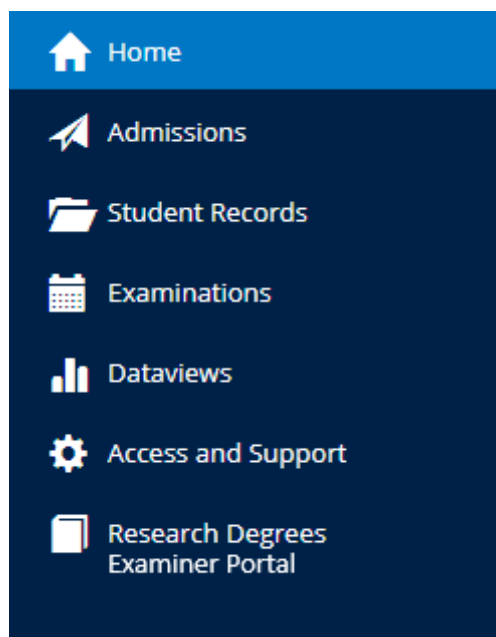


# Logging into and navigating the Examiner Portal

## Logging in: Internal Examiners

Internal Examiners will receive a direct link to the [Examiner Portal](#) which is accessible via Oxford Single Sign-On (SSO). This link is not valid for external examiners. Once logged in, you will need to click on the **Research Degrees Examiner Portal** tab from the sidebar to access the portal.



## Logging in: External Examiners

External Examiners will log into the system via Oxford Secure Link. Each time you need to access the Examiner Portal, we will send you an email containing a link, via which you can confirm your email address. This link will be valid for 21 days; if you wish to access the Examiner Portal after this time, you should request a new link from the Research Degrees Team by writing to [researchdegrees@admin.ox.ac.uk](mailto:researchdegrees@admin.ox.ac.uk)

### Accessing your examiner portal to accept/decline your invitation

To log in to the Oxford examiner portal, you need to confirm your email address using the below link. Please add the email address we have sent this invitation to as this will authorise your access. Once your email address has been validated, you will be sent a further email with a direct link to the examiner portal where you can accept/decline the invitation.

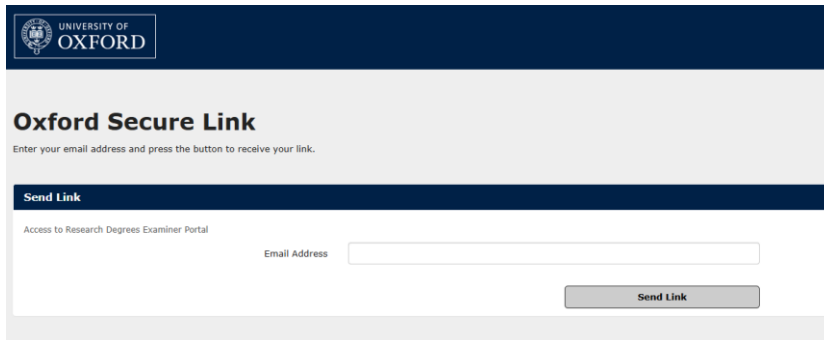
[Confirm your email address and request link to portal](#)

Please note the link is valid for 21 days. Any new links sent to confirm your email will expire previous links, so please always use the most recent email link.

If you have any questions, please do not hesitate to contact us.

To validate your email address, click the link you received via email and, on the resulting page enter and submit your email address (this must be the same address to which the link was sent).

# Logging into and navigating the Examiner Portal



You will then receive a second email, containing a direct link to the Examiner Portal. This link is only valid for five hours. If you need to access the Examiner Portal again after this time, you will need to repeat the above validation step.

**Please note, you must use the same browser window throughout this process and ensure that you have essential cookies enabled.**

## Navigating the portal

The portal functions like an email inbox, in which you can read messages and respond to tasks. Each task is linked to a particular student examination; if you are examining multiple students at the same time, you will see tasks for different students. The default portal view groups the tasks by student examination, and in the logical order in which tasks should be completed. To open a specific task, click on the relevant action in the **Actions** column:

**Research Degrees Examiner Portal**

Research Degrees Examiner Intry ?

**Examiners Intry**

You have 5 task(s) in your intry.

Status	Student ID	Student forename	Student surname	Thesis Title	Subject	Actions	Received
		RAMSAY	MACDONALD	RDEM System: A Test	Thesis Download	<a href="#">Download Thesis</a>	07/Aug/2025
		STEWART	LEE	User acceptance testing for beginners	Thesis Download	<a href="#">Download Thesis</a>	28/Aug/2025
		STEWART	LEE	User acceptance testing for beginners	Viva Notice	<a href="#">Complete Task</a>	28/Aug/2025
		STEWART	LEE	User acceptance testing for beginners	Exam Report	<a href="#">Complete Task</a>	28/Aug/2025
		JENNY	LEWIS	Research Degrees Examination Management System	Invitation	<a href="#">Complete Task</a>	04/Sep/2025

**Examiner Options** ?

[View completed tasks history](#)

[View Examiner Guidance](#)

Each time a task requires your attention, you will receive an email, so that you know to log in to the portal. Tasks will appear in the portal until you have completed them, except for the thesis download which will stay in your portal until the student has their result letter issued.

You can view all completed tasks via the **View completed tasks history** option. This provides a history of all your responses to tasks as well as a copy of the email sent when the thesis was sent to you with guidance documentation links. You can use the **Search** box to look for a particular task or student:

# Logging into and navigating the Examiner Portal

**Completed tasks list**

**Tasks list**

Showing 1 to 5 of 5 entries (filtered from 66 total entries)

Search:

Date Completed/Updated	Student	Subject	Task Responses
04/Sep/2025 4:08 PM	Stewart Lee	Exam Report	<a href="#">View Details</a>
28/Aug/2025 1:47 PM	Stewart Lee	Documents Issued	<a href="#">View Details</a>
21/Aug/2025 10:24 AM	Stewart Lee	Invitation	<a href="#">View Details</a>
17/Aug/2025 12:33 PM	Stewart Lee	Viva Notice	<a href="#">View Details</a>
17/Aug/2025 11:50 AM	Stewart Lee	Documents Issued	<a href="#">View Details</a>

Showing 1 to 5 of 5 entries (filtered from 66 total entries)

First Previous **1** Next Last

For further guidance on tasks within the portal please refer to the [Research Examinations - Guidance for Examiners](#)

If you need any help navigating the Examiner Portal, please write to: [researchdegrees@admin.ox.ac.uk](mailto:researchdegrees@admin.ox.ac.uk)