

Review Process

Guidance for REF-nominated reviewers

Review Process

Login as usual through RAVEN and click on the **Menu** tab, as indicated by the yellow arrow (1).

The screenshot shows the RAVEN system interface for a reviewer. At the top, a dark header bar contains a user profile icon, the text "Logged in as Outputs Reviewer", a "LOG OUT" button, and icons for navigation, email, and help. Below this is a green navigation bar with "Home" and "Menu" tabs; a yellow arrow labeled "1" points to the "Menu" tab. The University of Cambridge logo is in the top right. The main content area features a "Welcome, Test Outputs Reviewer" message, a profile picture placeholder, and the text "UAS Academic Division" and "researchinformation@admin.cam.ac.uk". A "Go to your profile" button is below the profile. To the right, a grey box asks "Accepted for Publication?" with a red document icon and a "Deposit your work" button. The "My Actions (2)" section shows a card with the text "Add your ORCID to help us find your publications across the web" and a blue "Add ORCID" button. The card is labeled "1 of 2" in the top right corner.

Note: To Set up reviewers in Symplectic please contact:
researchinformation@admin.cam.ac.uk

Review Process

If you are a reviewer, you will be able to see an additional tab on your menu called Review. Click on **Assessment Reviews**, as indicated by the blue arrow (1), to be directed to the MarchREFresh.

The screenshot shows the user interface of the University of Cambridge MarchREFresh system. At the top, a dark header bar contains a user profile icon, the text "Logged in as Outputs Reviewer", a "LOG OUT" button, and navigation icons for home, email, and help. Below this is a green banner with the University of Cambridge crest and name. A navigation menu is displayed, with a "Menu" dropdown open. The menu is organized into five columns: "Manage", "Build", "Review", "Explore", and "My Account". The "Review" column contains a sub-menu item "Assessment Reviews", which is highlighted with a blue arrow and the number "1". Other menu items include "Publications", "Grants", "Professional Activities", "Teaching Activities", "Equipment", "Create Links", "CV and Reports", "Assessments", "Mock REF 2019", "System Search", "Recent Publications", "Saved Searches", "Profile", "Inbox", "Workspace", "Account Settings", "View Login Announcement", "Privacy", and "Help". Below the menu, a "Welcome, Test Outputs Reviewer" message is displayed, along with a user profile picture, the text "UAS Academic Division researchinformation@admin.cam.ac.uk", and a "Go to your profile" button. On the right, there is a red banner that says "Accepted for Publication?" with a document icon and a "Deposit your work" button.

Review Process

Click on **Review assessments**, as indicated by the yellow arrow (1), to be directed to the page with the list of users whose assessments you have been assigned to review.

The screenshot shows the 'Reviews of assessments' page in the University of Cambridge system. At the top, there is a dark navigation bar with a user profile icon, the text 'Logged in as Outputs Reviewer', and a 'LOG OUT' button. To the right are icons for navigation, email, and help. Below this is a green header with the University of Cambridge crest and name. The main content area has a white background with a green navigation bar containing 'Home' and 'Menu' buttons. The title 'Reviews of assessments' is displayed in large, bold, dark blue text. Below the title is a light blue information box with an 'i' icon and the text: 'The following assessments have been made available to you for review.' This is followed by a bulleted list of instructions: 'On-screen guidance text is available to guide through the "what" and "how" for each section.', 'Once you have finished, either create an export of your completed response or mark as ready for the next stage (if there is one).', and 'To get started, select an assessment below.' Below the list is a grey box containing the text 'Mock REF 2019' and a button labeled 'Review assessments'. A yellow arrow points to the 'Review assessments' button, with the number '1' next to it.

Review Process

This page gives reviewers information about the status of their reviews for each user.

The typical three scenarios are:

1. **Needs attention** - yellow arrow (1) - indicates that a reviewer has not started the review process yet. Click **Start Review** to enter your reviews.
2. **In progress** - black arrow (2)- indicates that the reviewer is still continuing the review process. Click **Continue Review** to add more reviews
3. **Marked done** - blue arrow (3) - means that the reviewer has completed the process for that particular user. The reviewer can always reopen the review process for making changes (see last page).

Reviews for March REFresh

Text Box 1

Please nominate your publications to be considered for submission to REF . Symplectic allows to select a list of up to 12 items. If you are the sole author of your publications please nominate around 6 (or as many as you wish to be considered for submission to REF). If you already have a list here from the Mock REF 2019 then please add to it and reorder it as appropriate but please **do no deselect publications**. When items are deselected we lose sight of them from the process, and you may be asked again at a future point whether the publication you have deselected could be a candidate for REF.

For each publication, we would like you to indicate how you rate them against the [REF Criteria](#), and provide a short justification statement. Research England requires additional information on a UoA by UoA basis which have been provided here as additional options in the form. Your input into these fields will be considered as recommendations to the UoA Committee who are responsible for the final selection of publications.

Once you have chosen your papers, you can put them in a preference order. It is **important** to remember that Elements does not have an autosave function. When you are happy with the selected list of publications and their order, please click on '**Mark as Done**' (the blue button on the right of this text box) to **save your selection**.


For more information about the University's REF preparations, please see the [website](#).


Note:

The REF nominations and supporting information will be treated as confidential and will only be visible to you, your reviewers, and the Unit of Assessment Committee.

 ROBERSON, Owen GT
Research Strategy Office
Stage: Selecting your publications

1  Needs attention

 DELL'OLIO, Fiorella
Research Strategy Office
Stage: Selecting your publications

2  In progress

You last modified your review 2 hours ago.

 USER, Academic N
Research Strategy Office
Stage: Selecting your publications

3  Marked done

You last modified your review 24 seconds ago.

Review Process

Filters:

- **Last name:** to identify a particular user
- **First Name:** not always necessary
- **Member of Group:** Cambridge by default
- **Current Stage:** to view all allocated active users, the reviewer should choose **Selecting your publications**. The stage 'Leavers', as indicated by the yellow arrow (1), includes all those who have left but are still active in the system i.e. can login through Raven
- **Include inactive users:** to include/see those who are inactive in the system but whose outputs will be submitted. Please remember to tick the box
- **Reviewer Status:** to select a particular status the reviews are in, e.g. just those in progress or the ones that are already done etc., otherwise, to see them all select 'All reviews'

Note: the other stages in the list are not relevant for the reviewer. We are using these stages to store data so that no data from previous exercise is lost.

Reviews for March REFresh

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For more information about the University's REF preparations, please see the [website](#).

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The screenshot shows a user profile card for 'DELL'OLIO, Fiorella' from the 'Research Strategy Office' in the 'Selecting your publications' stage. The card includes a 'Marked done' button, a 'View review' button, and a timestamp 'You last modified your review 6 days ago.' To the right is a 'Filters' sidebar with fields for 'Last name' (dell'olio), 'First name', 'Member of group' (Cambridge), 'Current stage' (Selecting your publications), and 'Reviewer status' (Marked done). There is also a checked box for 'Include inactive users' and a 'Clear filters' link. Below the profile card, a dropdown menu for 'member of group' is open, showing options: 'Any stage', 'Selecting your publications', 'RETIRED Review stage', 'Staff who are no longer considered eligible [not reviewable]', and 'Leavers' (highlighted with a blue bar and a yellow arrow labeled '1'). Another dropdown menu for 'Reviewer status' is also open, showing options: 'All reviews', 'Needs attention', 'In progress', 'Marked done' (highlighted with a blue bar), and 'Not done'.

Review Process

The reviewer can now add a review by clicking 'Add review' as indicated by the yellow arrow (1).

The grey box on the left as indicated by the blue arrow (2) gives the reviewer a short summary about any supporting and additional information the user has entered.

March REFresh

Your Review To-Do List

Reviews of individual items

0 of 1 items reviewed in Research Outputs

What next?

Mark my review as complete

Reviews of this Assessment Back to March REFresh

Displaying reviews created in Selecting your publications (current stage)

Research Outputs
6 items added

TEXT BOX6

Here you can add or edit your review. Please click as relevant to be directed to the next page.

Once you have finished your review process click on 'Back to Review Overview' and then 'Mark my review as Complete'. This will save your reviews. You can, however, re-open the process if you need to edit your review at a later stage.

#1 on Research Outputs

The goldilocks Principles Revisited

User A (10.1000/184)

Journal article: Case Studies in Strategic Communication

Justification Statement: Good; Self assessment: 4*;

Self-Assessment: 4* - med (4); Interdisciplinary research: False;

Confidential output: False; Forensic science: False;

Criminology Identifier: False

05 Feb 2017

You have not reviewed this item in this stage.

1

2

Add review

Review Process

This page allows the reviewer to assess the publication using the REF 13-point Scoreset and add/edit a comment. After that, the reviewer needs to save the review for that particular item, as indicated by the grey arrow below (1).

The box indicated by the yellow arrow (2) above allows the reviewers to select their next step. For example, if the reviewer wants to continue reviewing, he or she will click on the next item as indicated by the blue arrow (3).

After saving, to finish the review process the reviewer can click 'Back to review overview' as indicated by the black arrow (4).

The Secrets of Neverland Nomination

User A (10.1000/185)

Journal article: Marvels and Tales: journal of fairy-tale studies 01 Feb 2015

Guidance

Please assess the selected outputs in terms of their 'originality, significance and rigour', with reference to international research quality standards. You can provide a rating and a written review for each item as well as an overall commentary for the selections made.

Metrics

Altmetric	EPMC	Scopus	WoS	SNIP	SJR
-	-	-	-	0.42	0.11

Supporting Information

Justification Statement: Great Job
Self assessment: 4*

2



Item Summary

✓ #1 on Research Outputs

⚠ You need to review this item.

What next?

[View publication details](#)

Where next?

[Go to next item](#)

[Back up to Research Outputs](#)

[Back to review overview](#)

3



4



Review

Your review:

Very good article

REF 13-point:

- [No score]
- 4+ - high
- 4+ - med
- 4+ - low
- 3+ - high
- 3+ - med
- 3+ - low
- 2+ - high
- 2+ - med
- 2+ - low
- 1+ - high
- 1+ - med
- 1+ - low
- U

1



[Save your review](#)

Review Process

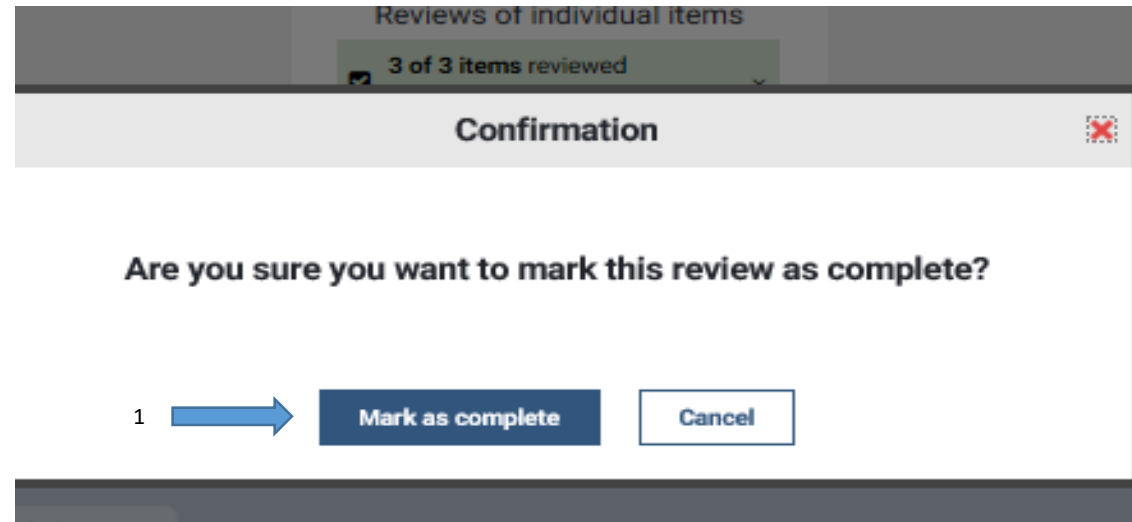
If there is no further editing or reviews to add, the reviewer can click on **Mark my review as complete**, as indicated by the yellow arrow (1).

The screenshot displays the 'March REFresh' interface. At the top, a navigation bar includes 'Home', 'Menu', 'Research Admin', 'Module Admin', and 'System Admin'. Below this, a breadcrumb trail shows 'Assessment Reviews > March REFresh Reviews >'. The main heading is 'March REFresh'. Underneath, a 'Your Review To-Do List' section contains a box for 'Reviews of individual items' with a sub-item '1 of 1 items reviewed in Research Outputs'. Below this is a 'What next?' section with a blue button labeled 'Mark my review as complete', which is highlighted by a yellow arrow and the number '1'. A 'Back to March REFresh' button is located in the top right of the 'Reviews of this Assessment' section. The 'Reviews of this Assessment' section also includes a dropdown menu for 'Displaying reviews created in' set to 'Selecting your publications (current stage)'. The main content area shows a review entry for '#1 on Research Outputs' titled 'The goldilocks Principles Revisited' by 'User A (10.1000/184)'. The review text is 'good', dated '30 Jan 2020 17:02', with a score of 'REF 13-point: 4* - low'. The review was created on '05 Feb 2017' and has an 'Edit review' button.

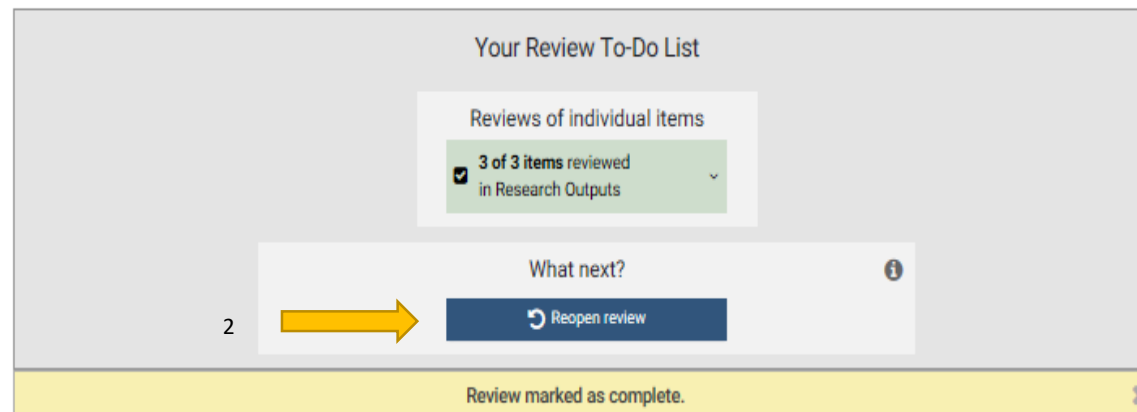
Review Process

After clicking **Mark as complete**, as indicated by the blue arrow (1), a message will pop up asking you to confirm the action. After confirming, the **Review Process** ends.

**THANK YOU FOR YOUR
REVIEWS!**



Mock REF 2019



Note: If necessary, it is possible for the reviewer to **Reopen the review** to make changes, as indicated by the yellow arrow (2) below.