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).

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 (i), to be directed to the MarchREFresh.
Review Process

Click on **Review assessments**, as indicated by the yellow arrow (i), to be directed to the page with the list of users whose assessments you have been assigned to review.
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).
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.
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.
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 review can click ‘Back to review overview’ as indicated by the black arrow (4).
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 (i).
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!**

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