



User Manual (Examiner)

Viva Examiner Information System

Perubahan Dokumen

Versi	Tarikh	Author	Keterangan
1.0	31/03/2019	Ziha	Pengurusan maklumat panel pemeriksa viva


“Document Sign-Off”

Nama dan Jawatan	Tandatangan	Tarikh



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	PUSAT TEKNOLOGI MAKLUMAT UTHM RESEARCH STUDENT TRACKING SYSTEM (RSTS) Viva Examiner Information System (eVIVA)	DocType : Manual Tarikh Draf : 31/03/2019 Author : Ziha Versi : 1.0
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1.0 INTRODUCTION

Viva Examiner Information System is one of the components contained in the Nomination Examiners Module under the Research Student Tracking System project. This system is developed specifically to enable the internal and external viva examination panels to provide nomination feedback as a viva examination panel of UTHM students. The system also serves as a platform for the panel of examiners to update the basic information and expertise of the examiners.

This document is used as a guide to users regarding eVIVA System usage procedures. The main goal is to ensure that each data entry meets the standards and requirements as required to ensure the system operates smoothly and consistently.

2.0 MINIMUM REQUIREMENTS

The development environment used consists of Intel or AMD platform which has the following configuration:

Operating system	1. All types of Windows operating systems.
Recommended Web Browser	1. Internet Explorer version 10 and above and Edge.

Table 1.0: Minimum Requirements

3.0 PROCEDURES OF SYSTEM USAGE

3.1 Login

- i. Users are asked to 'sign-in' the eVIVA System that can be accessed through <https://eviva.uthm.edu.my/>.

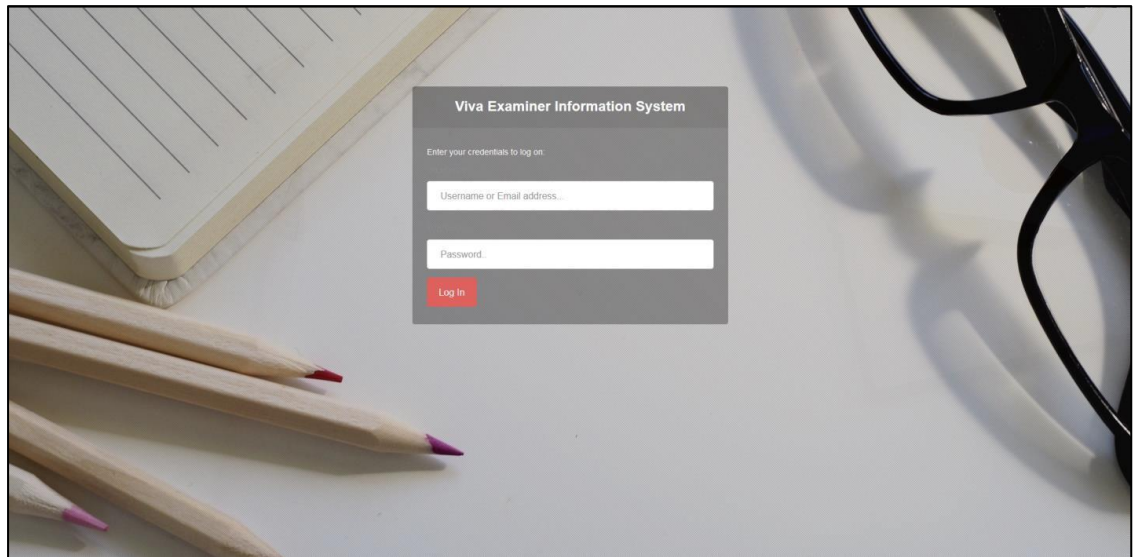


Figure 1: eVIVA Login Interface

- ii. To enter eVIVA, you must first log in using the ID and password provided.
- iii. For internal examiners, login to the system using the official email account of UTHM staff
- iv. For the external examiners, login to the system using the user ID and password provided in the email generated. Examples of emails are as follows.

Dear ASSOC. PROF. HARIS MAHDAN,

We are pleased to inform you that ASSOC. PROF. Dr. ARYANI BINTI AHMAD LATIFFI has nominated you as an External Examiner for the following candidate.

Name of Candidate : ALA YAHYA YAHYA ALMARRANI
Programme : DOCTOR OF PHILOSOPHY IN TECHNOLOGY MANAGEMENT
Faculty : FACULTY OF TECHNOLOGY MANAGEMENT AND BUSINESS
Proposed title : THE CHANGE MANAGEMENT OF GOVERNMENT AGENCIES IN THE YEMENI CONSTRUCTION INDUSTRY

Please click this link to confirm your acceptance / rejection of this appointment
[Click Here](#)

User Id : haris@uthm.edu.my
Temp password : EX00688

Best regards,
Centre for Graduate Studies
Universiti Tun Hussein Onn Malaysia
Phone +607-4537757 / +607-4537905
Fax +607-4536111
<http://ps.uthm.edu.my>

User Id and Password

3.2 The main screen of the eViva screen

- i. Figure 2 shows the main interface in eViva system that displays the list of nominations as a viva panel of UTHM students.

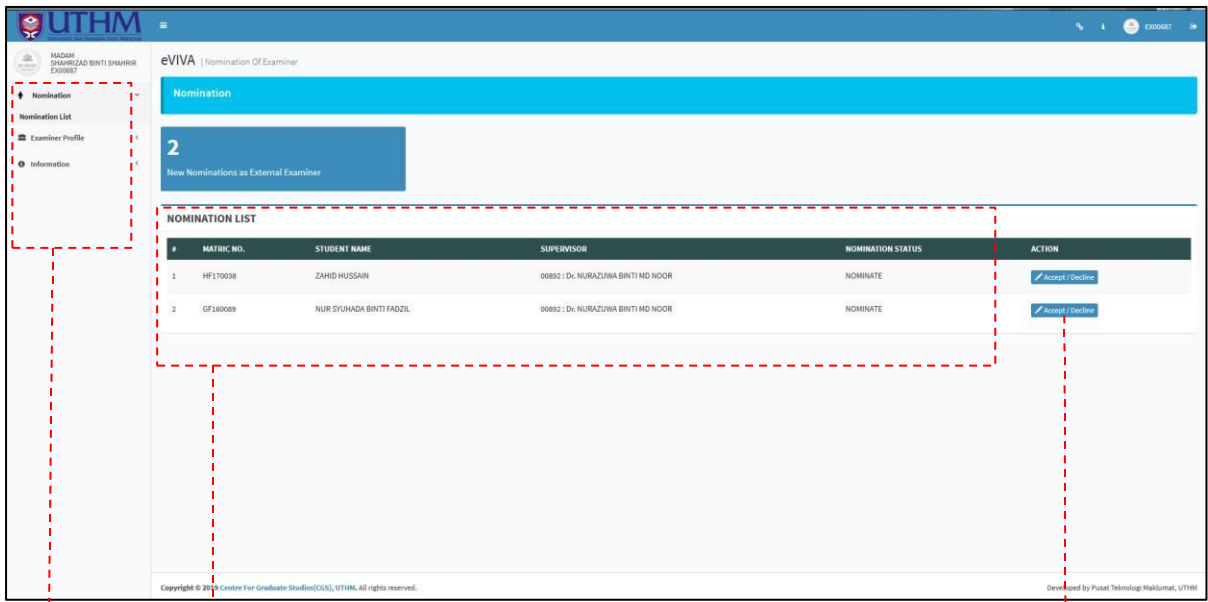


Figure 2: Main interface in eViva

Menu

Nomination List

Button accept / decline

3.3 Procedure of Acceptance / Decline the nomination

- i. Click on the accept / decline button on the home screen.
- ii. A display like Figure 3 is displayed.
- iii. Users need to click on the 'Accept / Decline' button to respond to the nomination.

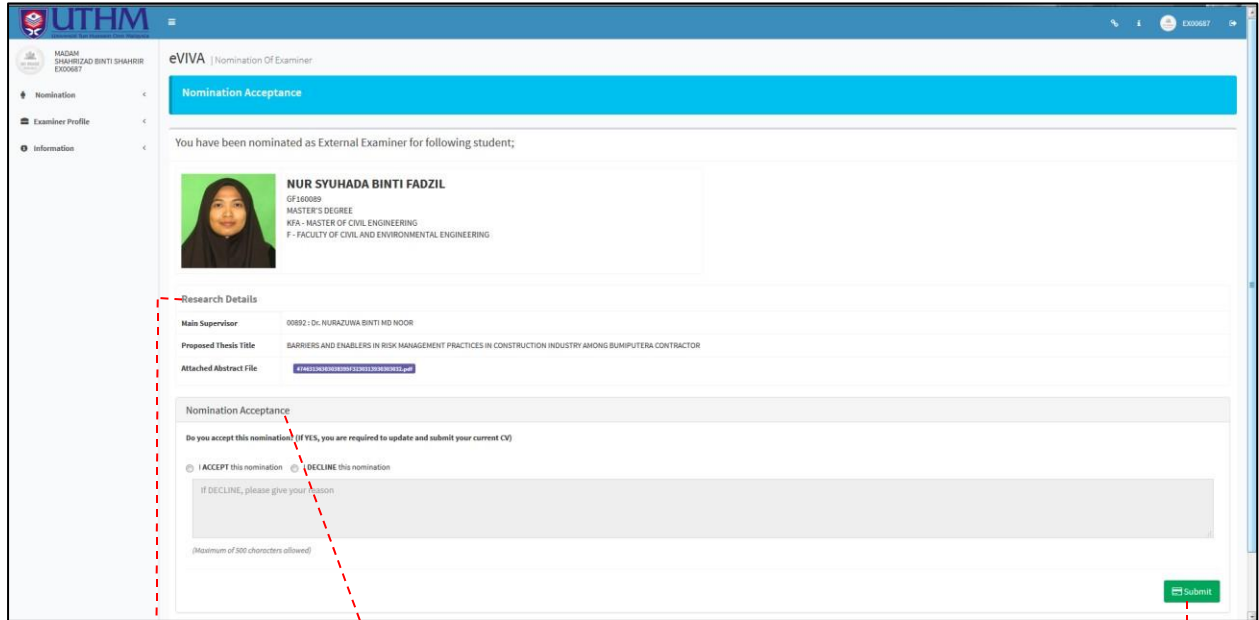


Figure 3: Student thesis information and answer form

Research Information

Space for accept / decline

Submit button

- iv. Users need to choose whether to accept or decline with the nomination that has been made. If you do not agree, a comment section is provided to inform the reason for disagreeing with the nomination.
- v. Next the user can click the 'Submit' button to send feedback.
- vi. A notification email will be generated to the student supervisor as soon as the examiner sends the nomination feedback. Please refer to Figures 4 and 5.

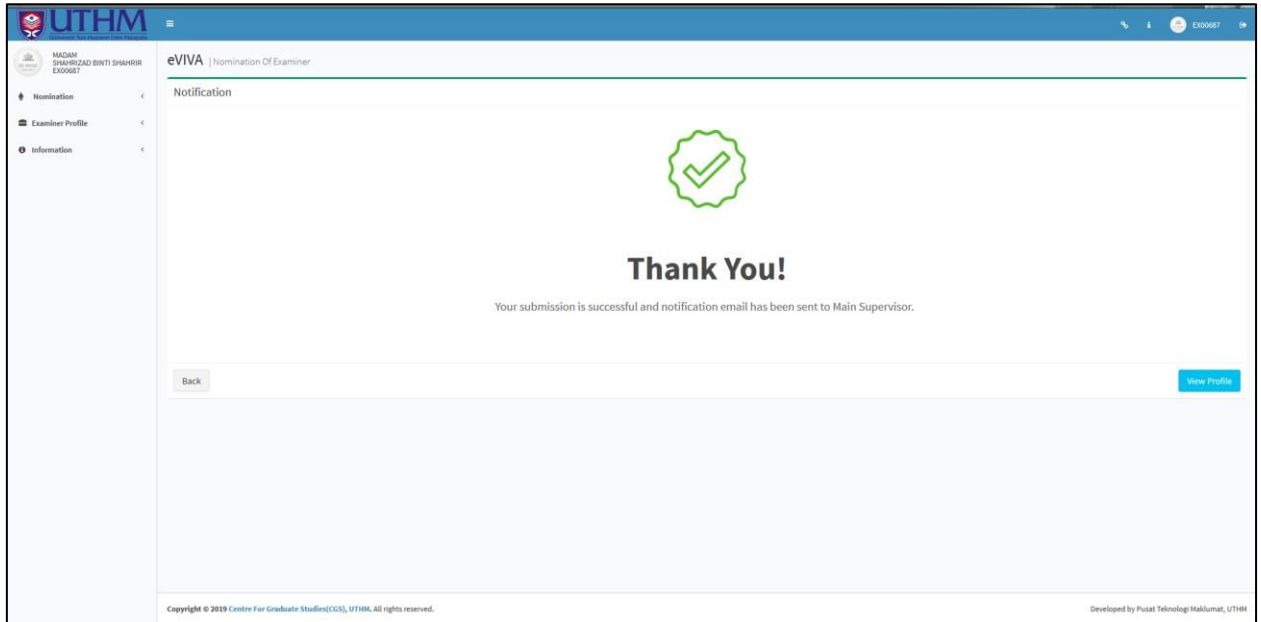


Figure 4: Email Delivery Notification

- vii. Examination panel from UTHM, only email notifications will be displayed upon sending nomination feedback

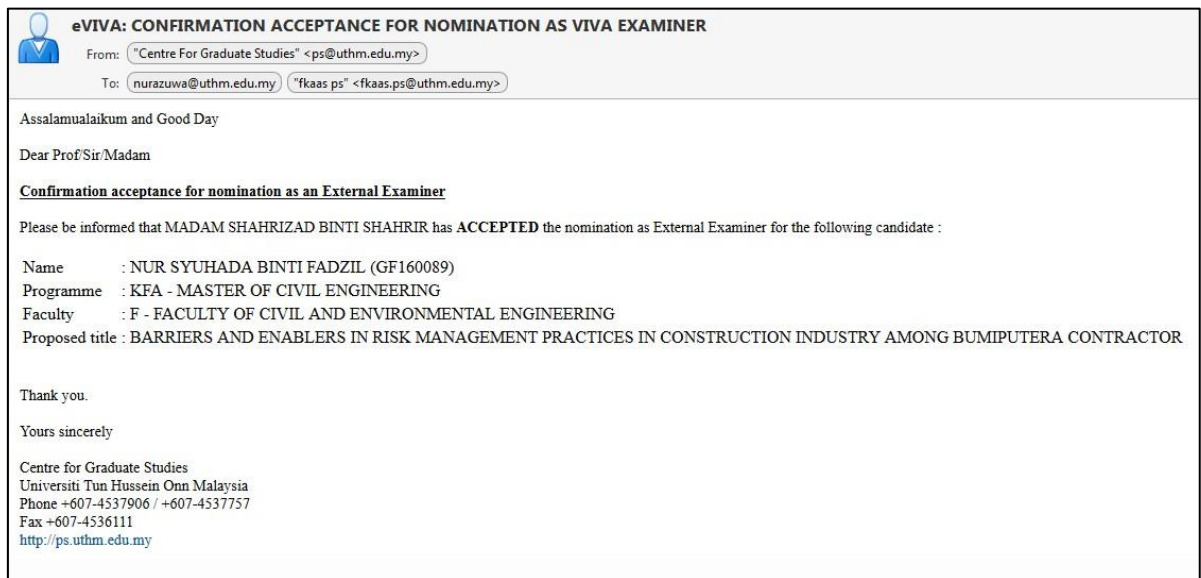
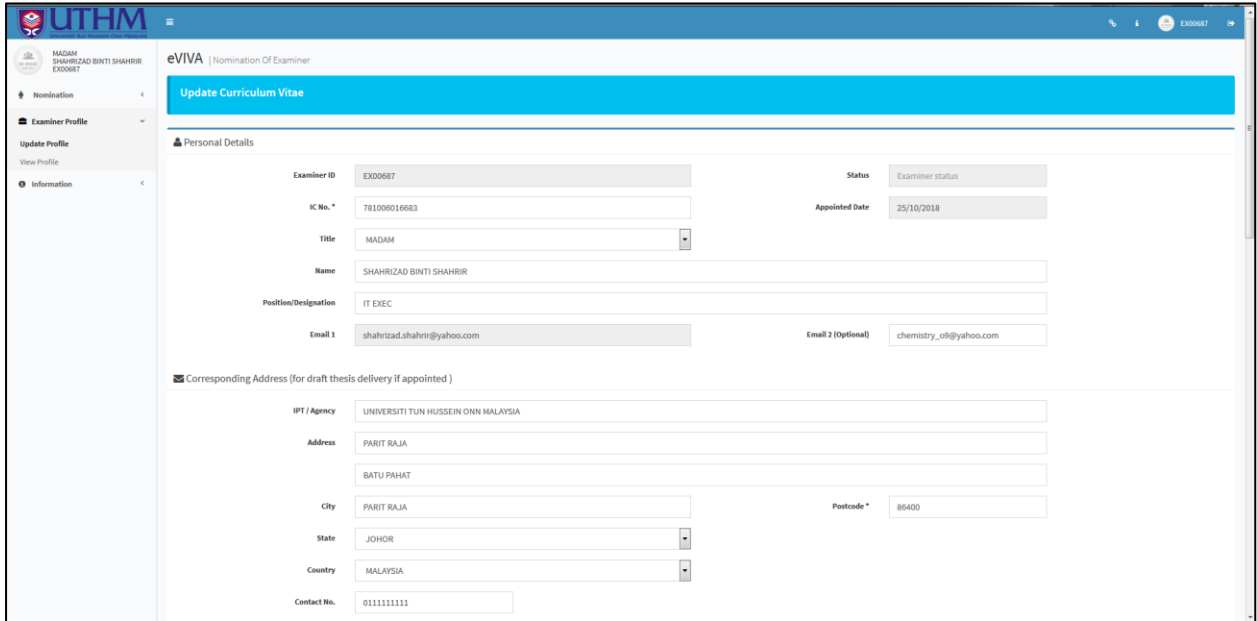


Figure 5: Example of Notification Email to Student Supervisor

3.4. Procedure of updating CV Information for External Examiners

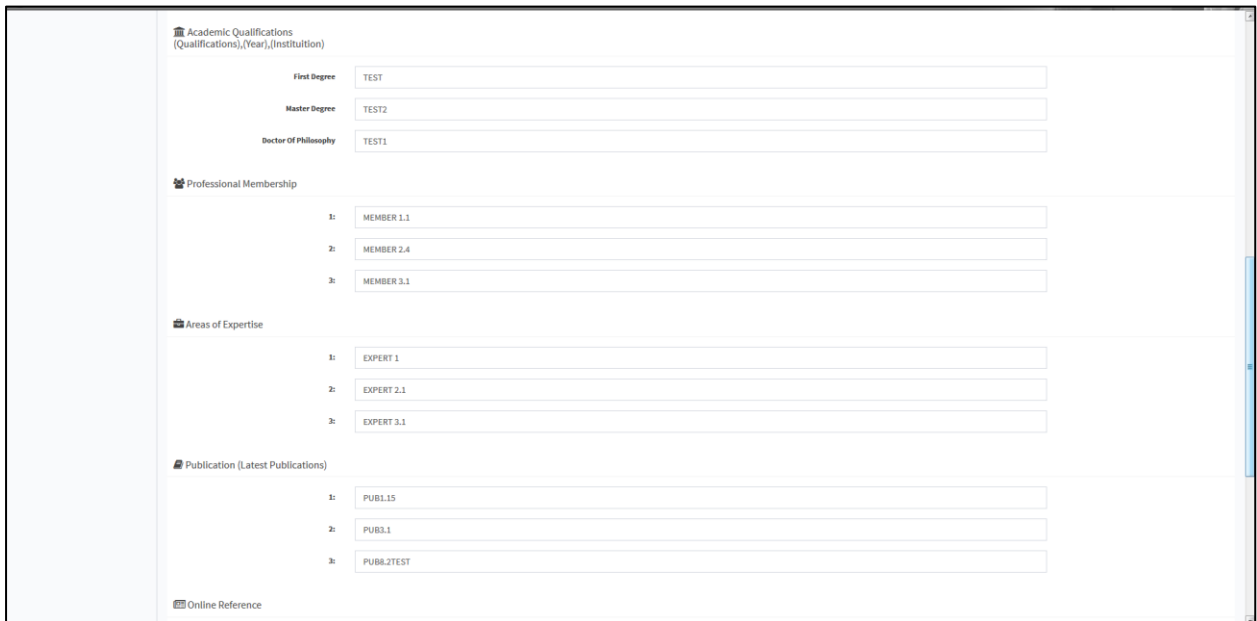
- i. For the external examiner panel, the display of the examiner information form will be displayed upon sending the nomination feedback. Please refer to Figures 6, 7 and 8.



The screenshot shows the 'Update Curriculum Vitae' form in the eVIVA system. The form is titled 'Update Curriculum Vitae' and is part of the 'Nomination Of Examiner' process. It contains the following fields:

- Personal Details:**
 - Examiner ID: EX00687
 - IC No. *: 781009010983
 - Title: MADAM
 - Name: SHAHRIZAD BINTI SHAHRIR
 - Position/Designation: IT EXEC
 - Email 1: shahrizad.shahrir@yahoo.com
 - Email 2 (Optional): chemistry_0@yahoo.com
 - Status: Examiner status
 - Appointed Date: 25/10/2018
- Corresponding Address (for draft thesis delivery if appointed):**
 - IPT / Agency: UNIVERSITI TUN HUSSEIN ONN MALAYSIA
 - Address: PARIT RAJA
 - BATU PAHAT
 - City: PARIT RAJA
 - Postcode *: 85400
 - State: JOHOR
 - Country: MALAYSIA
 - Contact No.: 0111111111

Gambarajah 6 : Borang Maklumat Pemeriksa 1



The screenshot shows the continuation of the 'Update Curriculum Vitae' form, specifically the 'Academic Qualifications', 'Professional Membership', 'Areas of Expertise', and 'Publication' sections.

- Academic Qualifications (Qualifications),(Year),(Institution):**
 - First Degree: TEST
 - Master Degree: TEST2
 - Doctor Of Philosophy: TEST1
- Professional Membership:**
 - 1: MEMBER 1.1
 - 2: MEMBER 2.4
 - 3: MEMBER 3.1
- Areas of Expertise:**
 - 1: EXPERT 1
 - 2: EXPERT 2.1
 - 3: EXPERT 3.1
- Publication (Latest Publications):**
 - 1: PUB1.15
 - 2: PUB3.1
 - 3: PUB8.2TEST

Gambarajah 7 : Borang Maklumat Pemeriksa 2

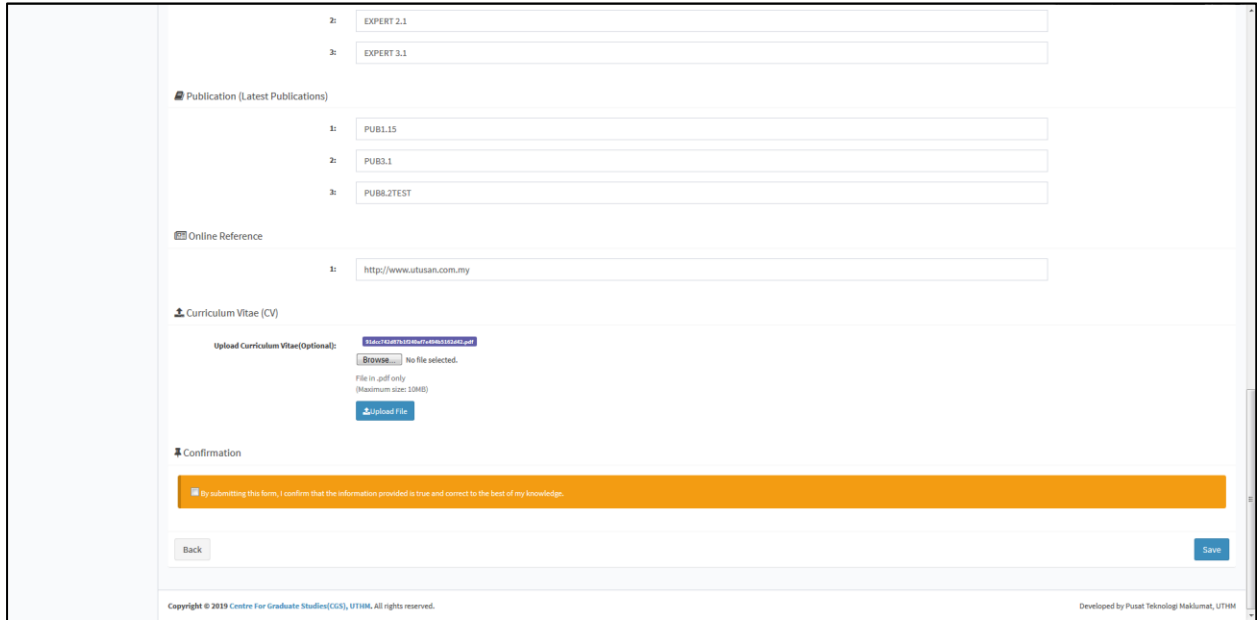
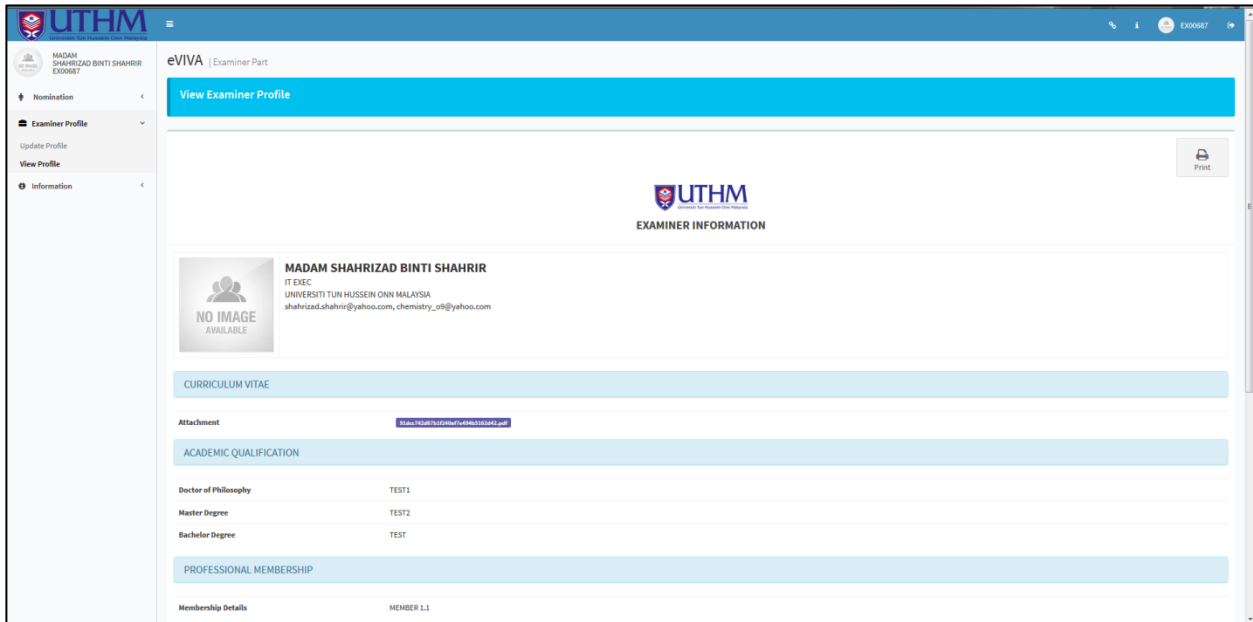


Figure 8: Examiner Information Form 3

- ii. The examiner must complete all the details of the basic information, address, academic qualification information, professional body membership, expertise, publication, online reference and upload the latest CV file.
- iii. Allowed files are in pdf format and are no more than 10MB in size.
- iv. Next the Examiner needs to confirm by ticking the confirmation radio button and clicking the 'Save' button to save the updated information.
- v. Through the 'View Profile' menu, users can view and print updated CV information.



The screenshot shows the 'View Examiner Profile' page in the eVIVA system. The page header includes the UTHM logo and the text 'eVIVA | Examiner Part'. A navigation sidebar on the left contains 'Nomination', 'Examiner Profile' (with sub-options 'Update Profile' and 'View Profile'), and 'Information'. The main content area features a 'View Examiner Profile' button, a 'Print' button, and the UTHM logo with 'EXAMINER INFORMATION' text. Below this is a profile card for 'MADAM SHAHRIZAD BINTI SHAHRIR', an IT EXEC at UTHM, with contact details. The profile is divided into sections: 'CURRICULUM VITAE', 'Attachment' (with a file link), 'ACADEMIC QUALIFICATION' (listing Doctor of Philosophy, Master Degree, and Bachelor Degree), and 'PROFESSIONAL MEMBERSHIP' (listing Member 1.1).

Figure 8: Examiner Profile Information