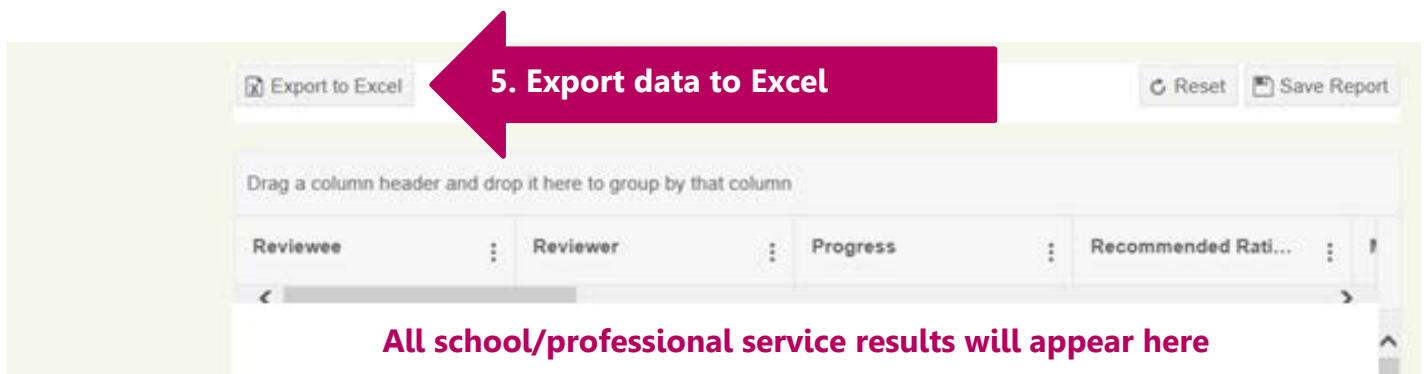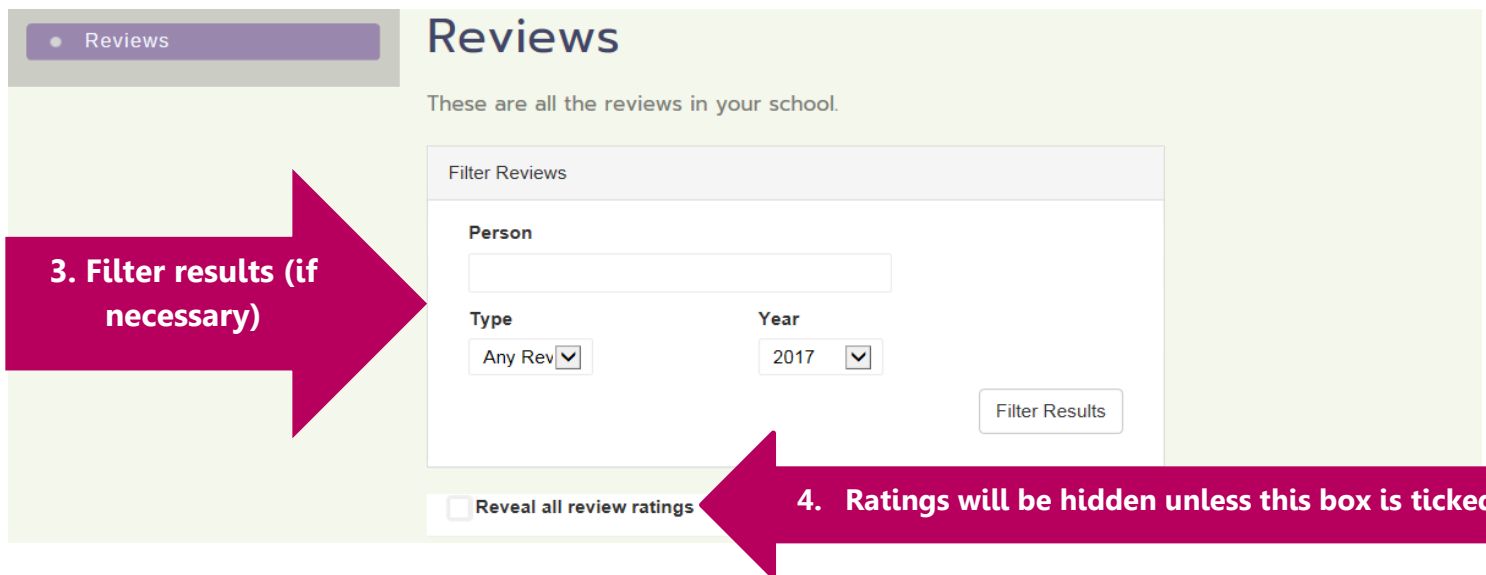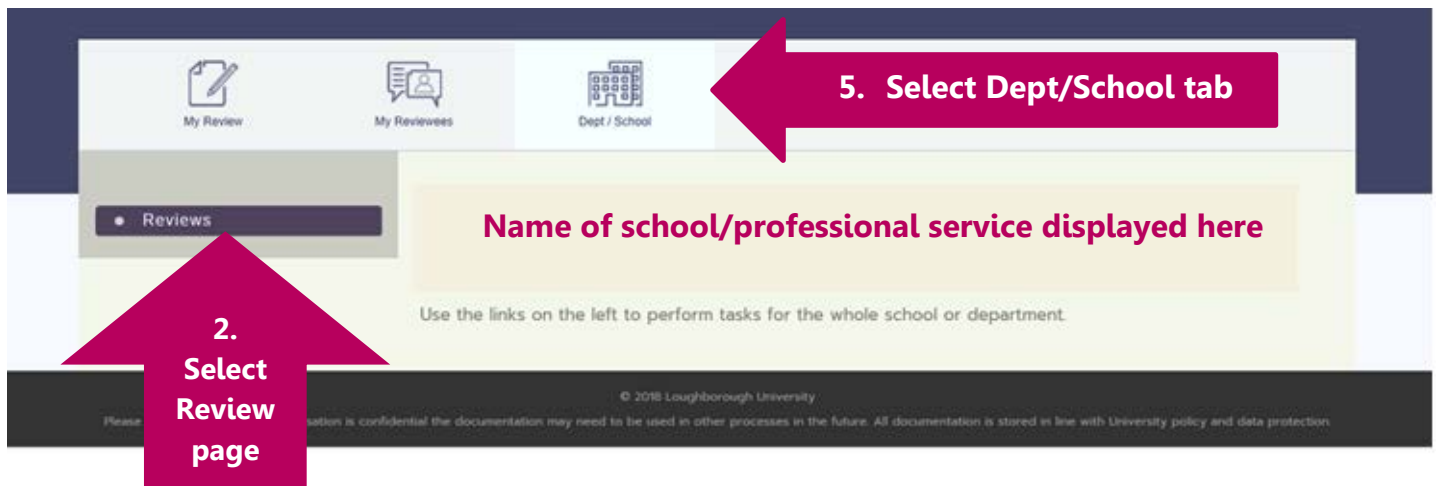# 1. Assigning 'Senior Reviewers' on the PDR Online System

All SRG members **must** be assigned this level of access by the Dean or Director of Service. This ensures that their results **do not** appear in the summary report for other SRG members to see. (*Please note, only those with 'senior moderator' access can action this on the PDR online system.*)

2. Extracting Summary Data from the Online System

Anyone with 'senior reviewer' access on the PDR online system will be able to extract this data by following these steps: *(please note those with 'moderator' access will be able to see all results, including those of the SRG members).* It is recommended that all members of the Senior Reviewer Group should extract and familiarise themselves with the data for their school/professional service.

5. Select Dept/School tab

Name of school/professional service displayed here

Use the links on the left to perform tasks for the whole school or department.

2. Select Review page

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Reviews

These are all the reviews in your school.

Filter Reviews

Person

Type
Any Rev

Year
2017

Filter Results

3. Filter results (if necessary)

Reveal all review ratings

4. Ratings will be hidden unless this box is ticked

Export to Excel

5. Export data to Excel

Reset   Save Report

Drag a column header and drop it here to group by that column

Reviewee	Reviewer	Progress	Recommended Rati...

All school/professional service results will appear here

3. Moderating Ratings on the PDR Online System

After the SRG meeting those with 'senior moderator' access will be able to moderate ratings where applicable.

Where ratings are moderated this **must** be discussed with the individuals involved, before it is updated on the PDR online system.

1.Select comments page

2. Select moderated rating, as agreed in SRG

3. Input rationale for moderation

4. Check the box above and sign off. Once this is done the reviewee will be able to view the moderated rating