Berkeley | Student Information Systems
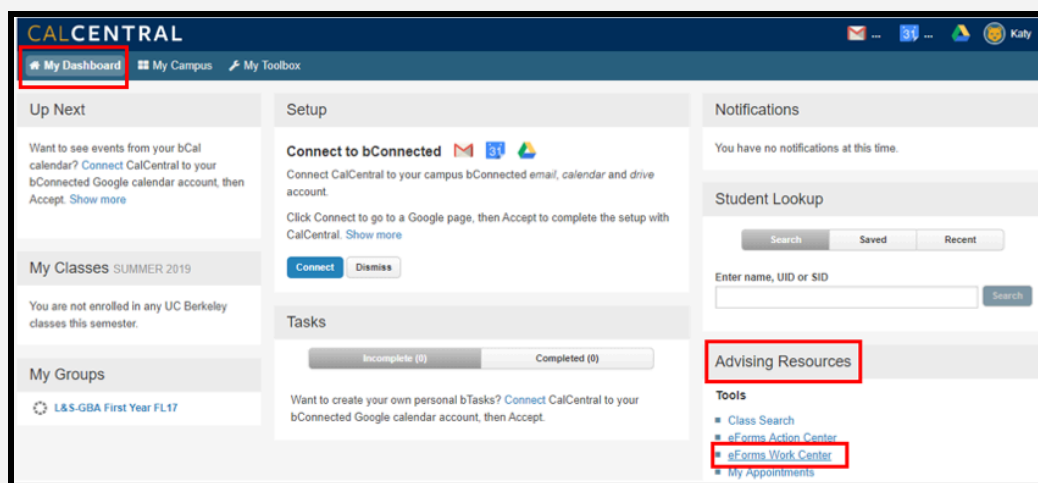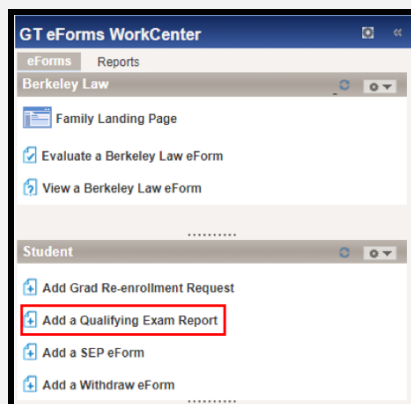
SIS Job Aid #233

Qualifying Exam Report eForm

This guide is for staff. It describes how to use the Qualifying Exam Report eForm for doctoral students. This is primarily used by GSAO's.

1. Navigate to: **CalCentral > My Dashboard > Advising Resources > eForms WorkCenter**

2. Within the GT eForms WorkCenter, from the **Student** menu, select "**Add a Qualifying Exam Report**."

3. From the **Search** menu, students can be searched for by **EMPL ID** or by **Display Name**.
   Note: Only students who fit the appropriate Milestones criteria will appear in the search results. Students must have a QE approval milestone completed, and cannot have a QE Results milestone completed.

4. Read the text on the page and select "**Next**."

5. Enter the student's **exam date**.

6. Enter in the committee vote. If vote is other than Pass, then enter the individual vote of each committee member.

7. Attach a file of the signed voting record. If you need to upload additional documents, use the "**Add Row**" button.

8. Check the "**Acknowledge**" checkbox.

9. Select "**Submit**." Once submitted, Graduate Division may conduct an additional review. If the submission is approved, the student will be notified by email.