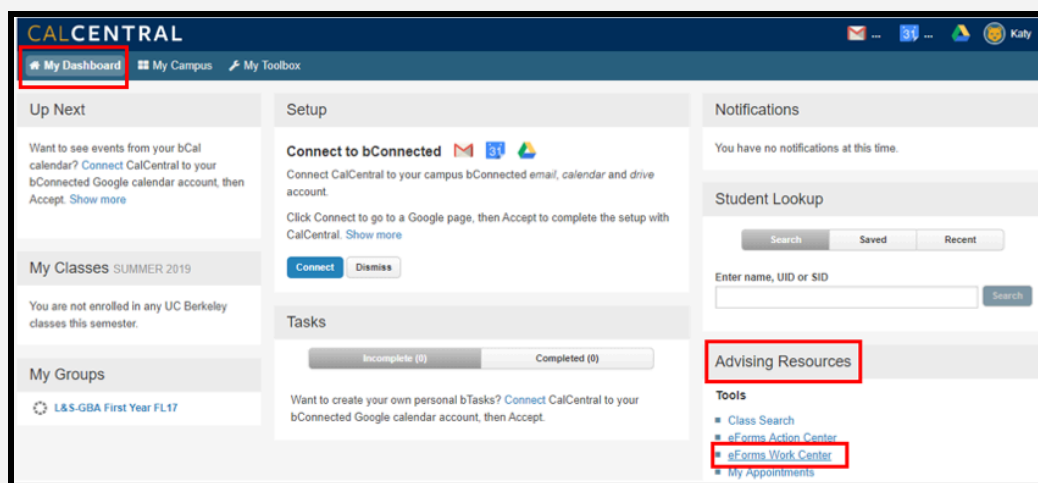


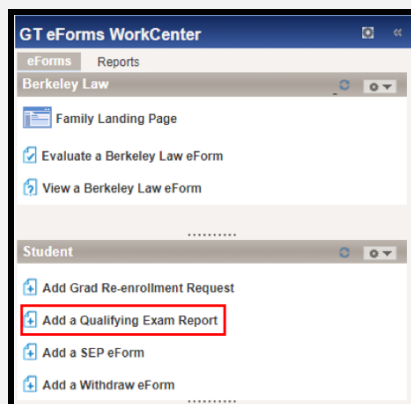
Qualifying Exam Report eForm

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.**”

Berkeley | Student Information Systems

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

TASK : Add a Report to the Graduate Division on the Qualifying Examination eForm ID: 282008

Report to the Graduate Division

Berkeley Graduate Division

STUDENT INFORMATION

Student ID Academic Career GRAD

Attempt First Academic Program GACAD

Exam Date*

Academic Plan Business Administration PhD

Topics QE Subjects Self-Awareness Mindset/Learning Orientation Leader Development

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

Committee Vote*

COMMITTEE VOTES

Please confirm that the listed committee members match the committee members that attended the exam. Contact Grad Div if there is a problem.

*Individual Vote	Display Name	Committee Role
1 <input type="text"/>	<input type="text"/>	Chair
2 <input type="text"/>	<input type="text"/>	Additional Member
3 <input type="text"/>	<input type="text"/>	Additional Member
4 <input type="text"/>	<input type="text"/>	Academic Senate Representative

FILE ATTACHMENTS

You must attach a signed voting record. If additional documents are required, they will be listed below.

The following file types are permitted as attachments: DOC, DOCX, JPEG, PDF, PNG, XLS, XLSX, XML

Status	Upload	Description	File Name	Replace
1	<input type="button" value="Upload"/>	Signed Voting Record		<input type="button" value="Replace"/>

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.