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BECKETT
UNIVERSITY

PGR External Examiners – Guide to using SAM

June 2025

Leeds Beckett PGR External Examiners – Guide to using SAM

Thank you for acting as an external examiner for a Leeds Beckett Research Student.

Leeds Beckett University manages PGR examinations through our internal system called SAM – Student Admin Manager

As an External Examiner you will have tasks to complete within the system including:

- Viewing the thesis
- Completing your preliminary report
- Reviewing the outcome of the examination
- Reviewing amendments or resubmissions

SAM sends notifications when tasks are available with clickable links to tasks.

Alongside SAM, admin colleagues within the school will also communicate with you via email and send you an outlook invitation once the viva date has been set.

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1 Accessing SAM

You will be given access to SAM on appointment via a system generated email which reads as below. You will need to set a password using the link within the email to get started.

Welcome to SAM email text

Welcome to Leeds Beckett University Student Admin Management (SAM) system. Your external account has been created, and to get started you need to set your password.

Click here to set password.

This link will work only once. Once you've set your password, you can discard this email.

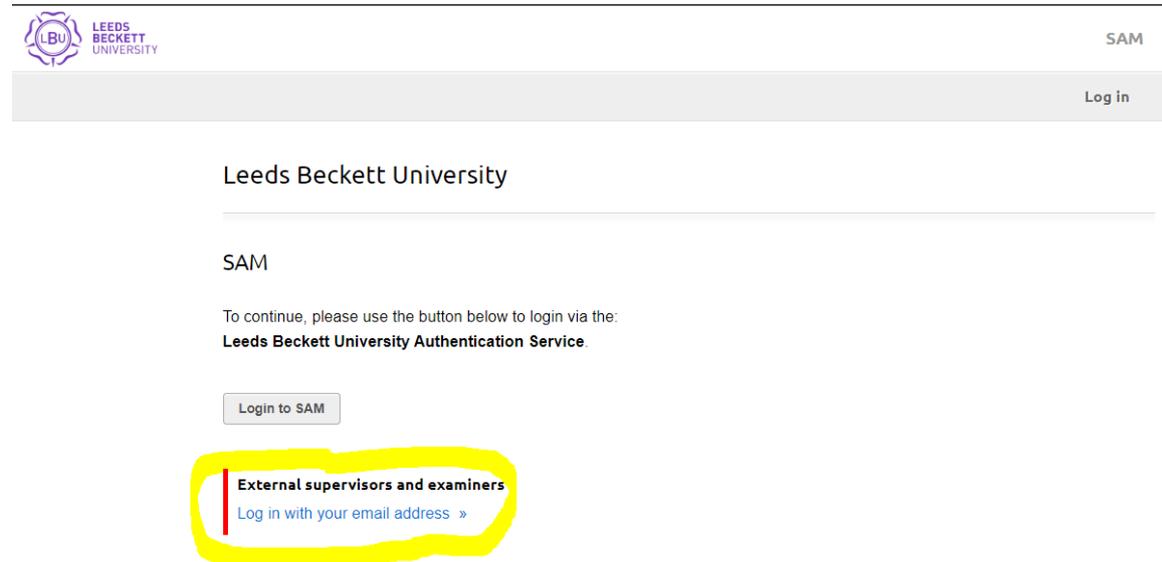
Please use the alternative external user login link on the home page.

Best wishes

Once you have set your password, to log in, go to www.sam.leedsbeckett.ac.uk and click **Login to SAM**.

2 Logging in

The login process is shown below; first, you need to click the link at the bottom of the page to access the Log in Screen:



LEEDS BECKETT UNIVERSITY

SAM

Log in

Leeds Beckett University

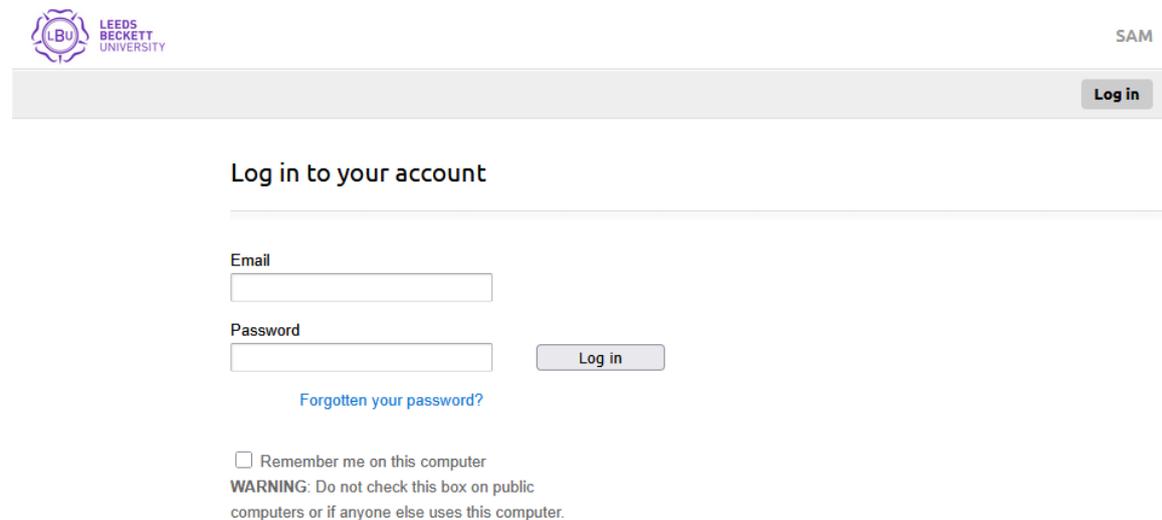
SAM

To continue, please use the button below to login via the:
Leeds Beckett University Authentication Service.

Login to SAM

External supervisors and examiners
Log in with your email address »

Then, enter your email address and password and click on the Log In button next to the Password field. There is a forgotten password link should you need it:



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SAM

Log in

Log in to your account

Email

Password

Log in

[Forgotten your password?](#)

Remember me on this computer
WARNING: Do not check this box on public computers or if anyone else uses this computer.

If you are not able to access SAM or have any questions, please contact your school admin team for further assistance.

3 Reviewing the thesis

Once the student has submitted their thesis, you will receive a notification from SAM. There will be a button in the notification that takes you to the thesis in SAM, see the screenshot below.

Dear E

Thank you for kindly agreeing to act as Examiner for [REDACTED]. We will be in touch to coordinate the date of the Viva Voce.

Please find below a link to a copy of the candidate's thesis.

[Thesis submission - \[REDACTED\]](#)

Once you are in SAM, click on the Thesis Title to download it.

The screenshot shows the SAM system interface. At the top, there is a navigation bar with the LBU logo, a search bar, and a user profile dropdown showing 'Impersonating E External' and 'Finish'. Below the navigation bar, there is a breadcrumb trail: '< Back'. The main content area is titled 'Thesis submission: Examination - [REDACTED] PGR Student form'. Under the 'Thesis' section, there is a prompt to 'Upload a copy of your thesis' with a file upload area showing a file named 'test.docx' and a 'Preview' button. Below this, there is a section for 'Training and development' with a question: 'Have you completed the Research Training Programme?' and a 'Yes' response. The 'Date Research Training Programme was completed' is listed as '02 Dec 2024'. On the right-hand side, there is a sidebar with 'SECTIONS' and 'VERSIONS'. The 'SECTIONS' list includes 'Thesis', 'Training and development', 'Declarations', 'Viva', 'Graduation', 'Enrolment', and 'Reasonable Adjustment'. The 'VERSIONS' section shows '04 Dec 2024 (Amery An'.

To access the thesis without the link, from the SAM homepage, click into My Record button.

Leeds Beckett University

Home

Leeds Beckett University

Carnegie School of Education

Carnegie School of Sport

Department of Languages

Leeds Business School

Leeds Law School

Leeds School of the Arts

Noticeboard

Welcome
Bud Adams, 05 Oct 2021

Welcome to SAM training environment.

Please note all data within the training environment is fictitious.

Graduate School

My record

Calendar subscriptions

Click on PGR Students.

Dr Test Test

External Researcher

Name: Dr Test Test

Contact category: External Researcher

Email address: test.test@uni.ac.uk

PGR Students

Click on the relevant student from the list:

Experience: Dr Test Test

Home 2024 - 2025

Leeds Beckett University

Supervision experience

0 Total

PGR Student	Type	Role	Mode	Start	End	Status
Make changes to supervision experience						

Examination experience

PGR Student	Type	Role	School	Examination date
Ag Dodd	PhD	External	School of Social Sciences	2024
Mr Maxfield Adams	PhD	External	Leeds School of the Arts	2021

[Make changes to examination experience](#)

Click into examinations from the right-hand side menu:

Interim progression

Examinations

Submit a change request

Click into the relevant examination:

Examinations: test

test

Mr Maxfield Adams

Examination	Status
Examination - Mr Maxfield Adams	In progress

The examinations record is used to administer the examination process from thesis submission to final award.

Click into the Thesis Submission task:

Examination - Mr Maxfield Adams

Examination	
Title	Examination - Mr Maxfield Adams
Researcher	Mr Maxfield Adams
Supervisory Team	<i>Director of Studies</i> Prof Herb Patel
Project	test
Chair	Dr Aubine Ahmed
Examiner	<i>Internal</i> Dr Hedwig Finch <i>External</i> Dr Test Test
Date	27 Jul 2021
Viva date	27 Jul 2021, 11:00
Viva location	Microsoft Teams - link tba

STATUS
Post-examination, amendment

Thesis submission
Completed

Preliminary reports
In progress
Waiting for preliminary reports
With: Examiners

Examination outcome
Substantive amendments

Thesis amendments
In progress
Waiting for examiner to review

Click into the PGR Student form:

STATUS
Completed

APPLICATION

- PGR Student form
- Supervisor form
- GSR form

Then you can click either on the live document link to download the thesis, or copy and paste the link to access it.

Thesis

Upload a copy of your thesis



test.docx

Preview

Alternatively please provide a link to your thesis here:

4 Notification of viva date

If the student you are examining has a viva, you will receive an email from SAM once the date has been finalised.

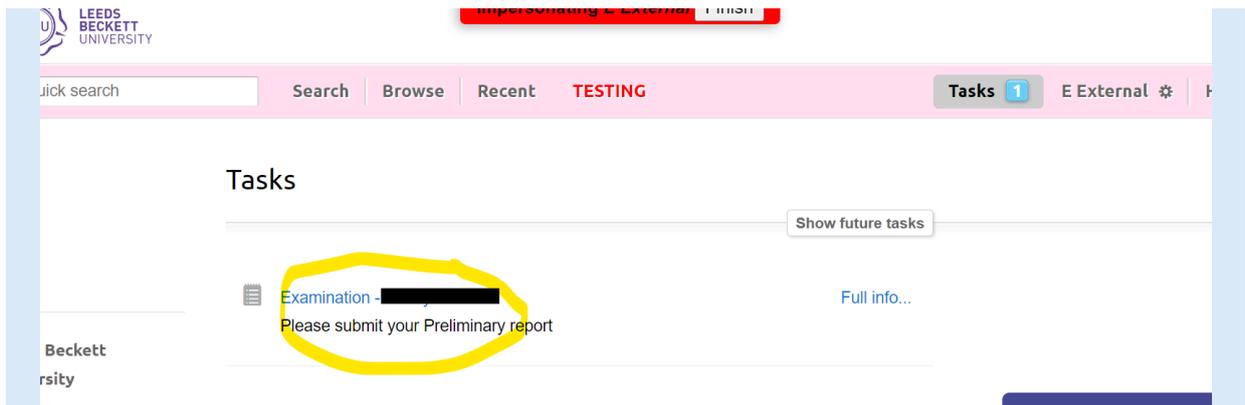
You will also receive an outlook invite from the School PGR Admin team.

5 Submitting your preliminary report

You will have a task in SAM to complete your preliminary report

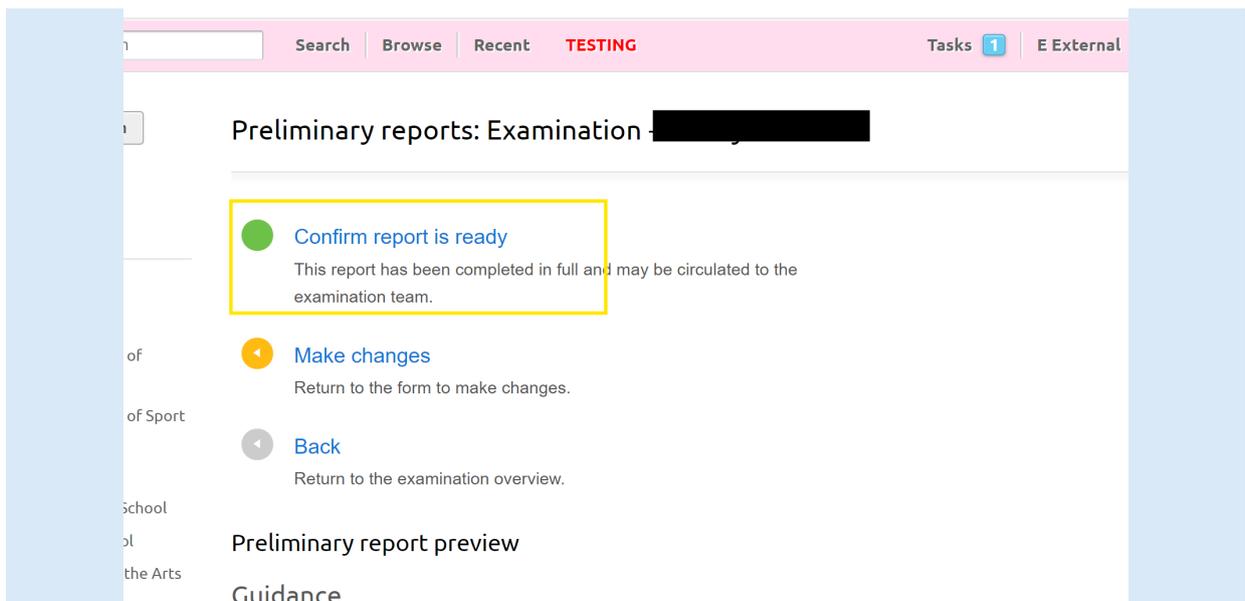
The screenshot shows the SAM system interface. At the top, there is a navigation bar with the following elements: a search bar, a 'Search' button, a 'Browse' button, a 'Recent' button, and a 'TESTING' button. On the right side of the navigation bar, there is a 'Tasks' button with a blue circle containing the number '1', which is circled in yellow. To the right of the 'Tasks' button are 'E External' and 'He' buttons. Below the navigation bar, the main content area displays 'Leeds Beckett University' and a 'Noticeboard' section. The noticeboard contains a 'Welcome' message from Bud Adams, dated 05 Oct 2021, stating 'Welcome to SAM training environment.' and 'Please note all data within the training environment is fictitious.' On the right side of the noticeboard, there are three buttons: 'Graduate School', 'My record', and 'Calendar subscriptions'.

When you click into the task you are taken to a link, click this to access the online preliminary report form:



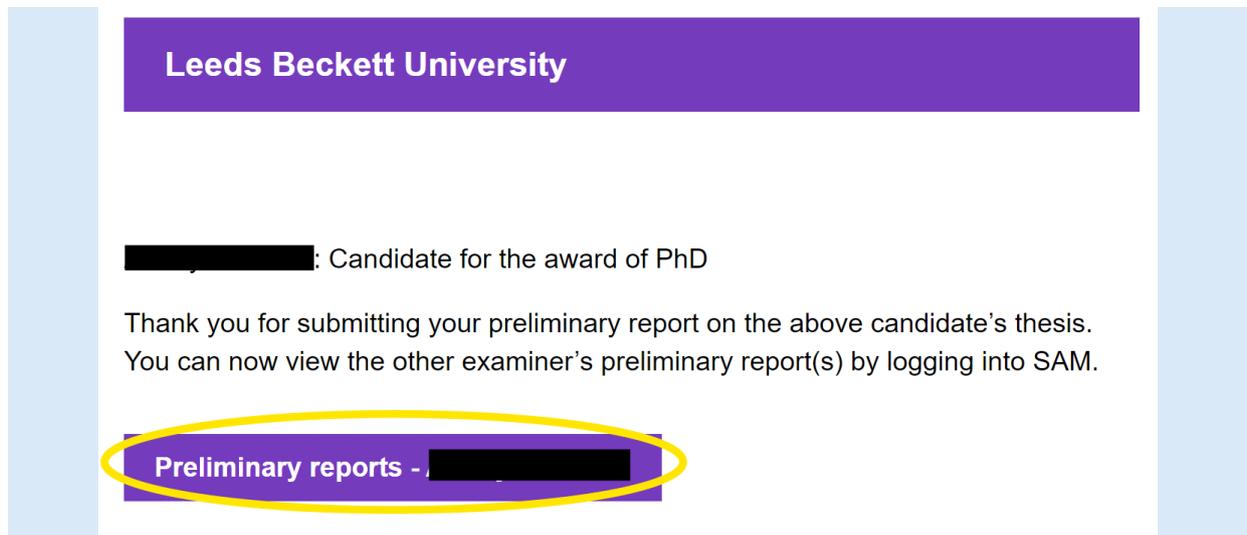
The online preliminary report form has 4 tabs. When you are finished with each one, click the **'save and continue'** button to be taken to the next page. (, or you can also save for later if you prefer.

). Once you have completed the last page of the form and you are ready to submit, click **'Save and finish'** then click **'confirm report is ready'**.



6 Viewing the other preliminary reports

Once all preliminary reports are complete, they are shared with the whole exam team, and you will receive a notification to view them. Click on the link to be taken straight to the screen in SAM



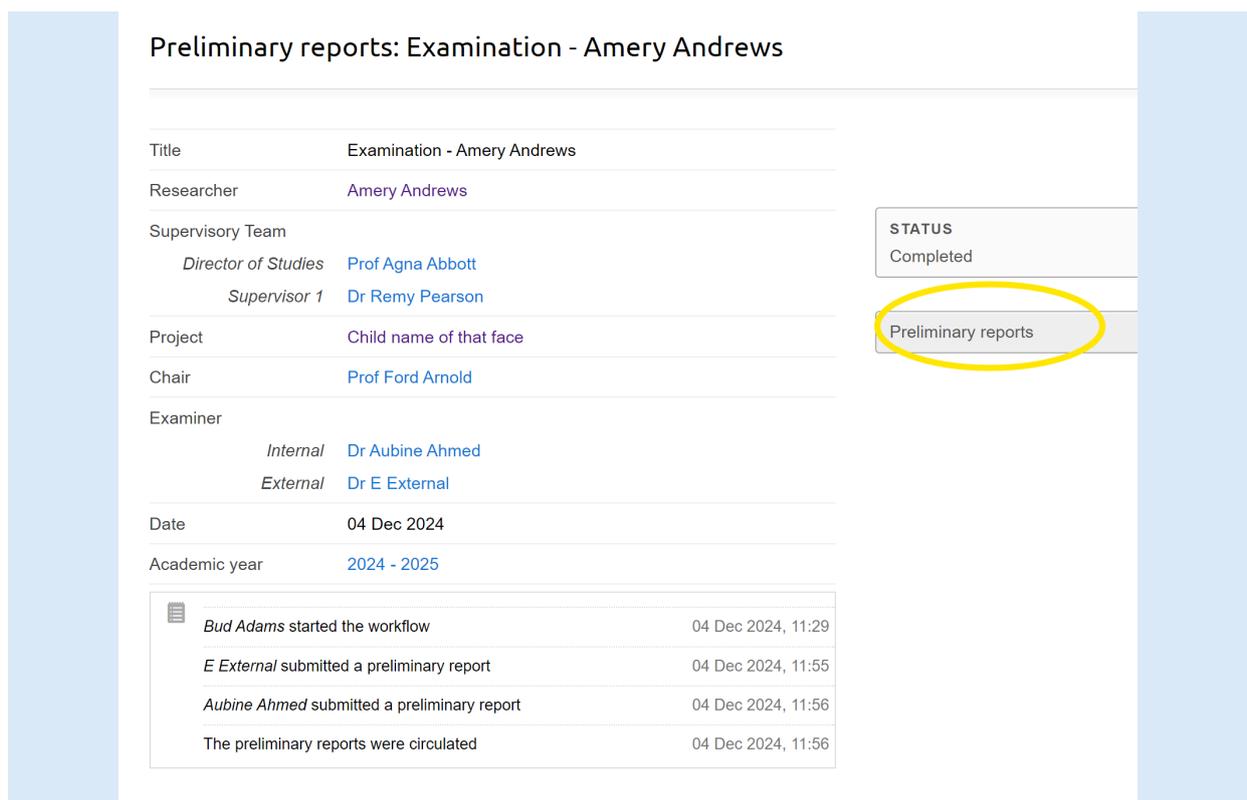
Leeds Beckett University

[REDACTED]: Candidate for the award of PhD

Thank you for submitting your preliminary report on the above candidate's thesis. You can now view the other examiner's preliminary report(s) by logging into SAM.

Preliminary reports - [REDACTED]

Then click the Preliminary reports button to access the reports



Preliminary reports: Examination - Amery Andrews

Title	Examination - Amery Andrews
Researcher	Amery Andrews
Supervisory Team	
<i>Director of Studies</i>	Prof Agna Abbott
<i>Supervisor 1</i>	Dr Remy Pearson
Project	Child name of that face
Chair	Prof Ford Arnold
Examiner	
<i>Internal</i>	Dr Aubine Ahmed
<i>External</i>	Dr E External
Date	04 Dec 2024
Academic year	2024 - 2025

STATUS
Completed

Preliminary reports

 <i>Bud Adams</i> started the workflow	04 Dec 2024, 11:29
<i>E External</i> submitted a preliminary report	04 Dec 2024, 11:55
<i>Aubine Ahmed</i> submitted a preliminary report	04 Dec 2024, 11:56
The preliminary reports were circulated	04 Dec 2024, 11:56

You will see a tab for each examiner's report, click on each one to see the detail

Preliminary reports: Examination - Amery Andrews

Dr Aubine Ahmed

Dr E External

Guidance

The details contained within this report are a preliminary assessment of the academic standard of the work. It does not have the status of a final decision; does not constitute part of the retained examination documentation; and is confidential between the examiners. You should consider:

- The academic standard of the thesis, and whether, in your view, it satisfies the requirements of the award; and/or
- Whether, in your view, any other recommendation might be made in respect of the thesis in line with those permitted within Section 11 of the Academic Principles and Regulations of Leeds Beckett University, which can be found [here](#).

Preliminary report

Does the thesis represent a significant contribution to knowledge of the subject by the discovery of new facts?

Yes

Does the thesis represent a significant contribution to knowledge of the subject by

SECTIONS

[Guidance](#)

[Preliminary report](#)

[Thesis](#)

[Preliminary recommendation](#)

7 After the Viva/Exam

The Chair (internal examiner for MRES Exams) will complete the Outcome form in SAM, including any correction information or other advice to the candidate.

You will receive a notification from SAM asking you to confirm the report, click the link to access it in SAM.

Leeds Beckett University

Examination outcome: Examination - Amery Andrews

Waiting for report confirmation

Progress

Then click on the Progress button in SAM to review the details

Examination outcome: Examination - Amery Andrews

Title	Examination - Amery Andrews
Researcher	Amery Andrews
Supervisory Team	<i>Director of Studies</i> Prof Agna Abbott <i>Supervisor 1</i> Dr Remy Pearson
Project	Child name of that face
Chair	Prof Ford Arnold
Examiner	<i>Internal</i> Dr Aubine Ahmed <i>External</i> Dr E External
Date	04 Dec 2024
Viva date	04 Dec 2024, 11:00
Viva location	test
Academic year	2024 - 2025

STATUS
Waiting for report confirmation

CURRENTLY WITH
E External

Progress

EXAMINATION
Chair report

Download printable PDF...

Add note

 Bud Adams started the workflow	04 Dec 2024, 12:13
Ford Arnold submitted the report	04 Dec 2024, 12:20
Aubine Ahmed confirmed that the report is correct	04 Dec 2024, 12:20

Once you have reviewed the report, click Continue. You then have 3 options to choose from – click the coloured circle beside the one you choose and then save and continue.

Progress: Examination outcome: Examination - Amery Andrews

- I confirm that the report is correct
- I do not agree that the report is correct
- Return to chair

Once the outcome is finalised, the Admin team will release it to the student.

8 Amendments/Resubmission

This process works in the same way as for the original examination.

You will receive a notification from SAM whenever you need to complete a task

Amendments

If you were nominated to do so at the original exam, you will need to review the revised thesis and table of amendments and provide comments – you will receive a notification from SAM once the student has submitted.

You will need to review the outcome

Review: Thesis amendments: Examination - Mr Maxfield Adams

Please review the information below before continuing.

Thesis amendments

Thesis

Thesis



test.docx

Preview

Alternatively please provide a link to your thesis here:

Table of changes



test.docx

Preview

Resubmission

You will need to review the revised thesis and table of amendments – you will receive a notification from SAM once the student has submitted.

You will need to provide a preliminary report as for the original submission.

You will also need to review the outcome.