



Joint Committee on Intercollegiate Examinations

EXAMINER APPLICATION GUIDE

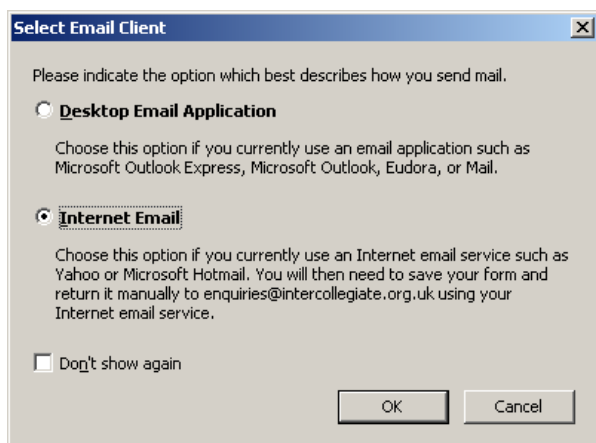
Examiner Application Guide for electronic form completion

Examiner Application Instructions

Once the form has been completed, it can be emailed to your referees by following either Option 1 or 2 below. This then allows your referees to complete their portion of the form electronically:

Option 1

Click the submit button at the top of the page. This will open a window like this:

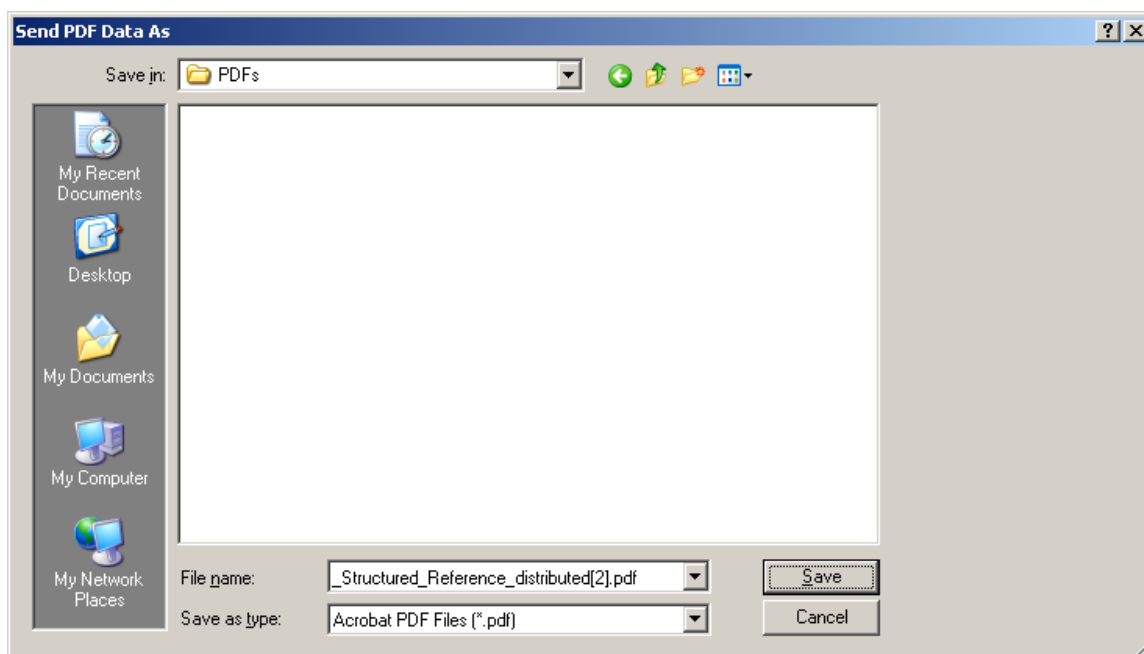


Select 'Internet Email'

Option 2

If there is no submit button, click 'File' in top left corner, then click 'Save As'

Both options will present you with the save document facility. Save the file in a folder where you can find it easily:



This document can then be attached to an email and sent to your 2 referees. They can complete the remainder of the form, print it, sign it and return it to you.