

## PARTNERS Programme – Teacher/Referee Guide

In order to successfully process a student's application to the PARTNERS Programme, it must be verified by a referee. The referee should be a member of staff who is familiar with the applicant and can verify the details within the student's application.

Students select their referee upon submission of their application form. More details about the application process can be [found at ncl.ac.uk/partners](http://ncl.ac.uk/partners).

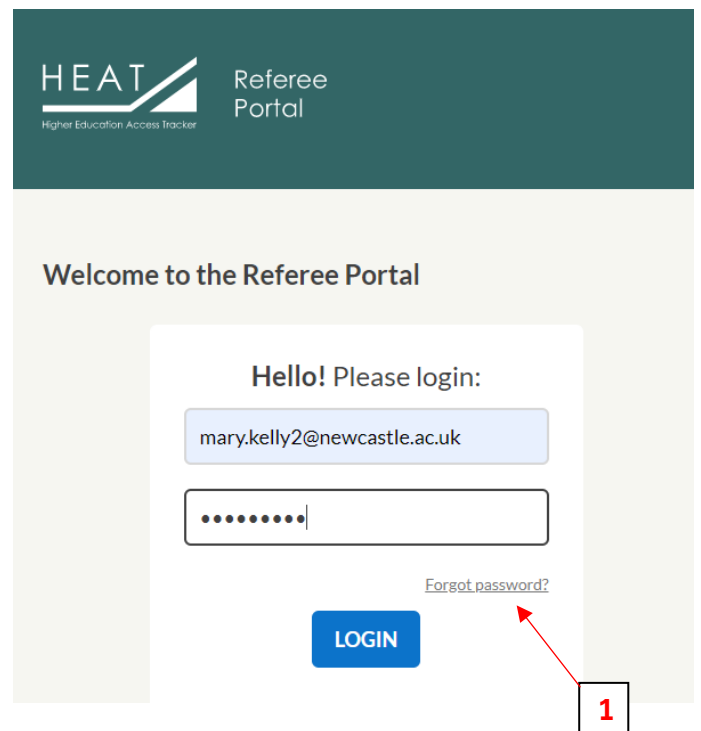
If you have been selected as a referee, please follow the guidance below to verify your student's application.

If you have any further issues or questions that are not covered in the information below, [please get in touch with us here](#) or phone us on 0191 208 6094.

### Log in to the HEAT Referee Portal

Log in to the HEAT Referee Portal via [referee.heat.ac.uk](http://referee.heat.ac.uk), using your email address and password.

If you're not sure what your password is, either click 'Forgot password?' [see 1] or [get in touch](#) and we will reset your password for you.

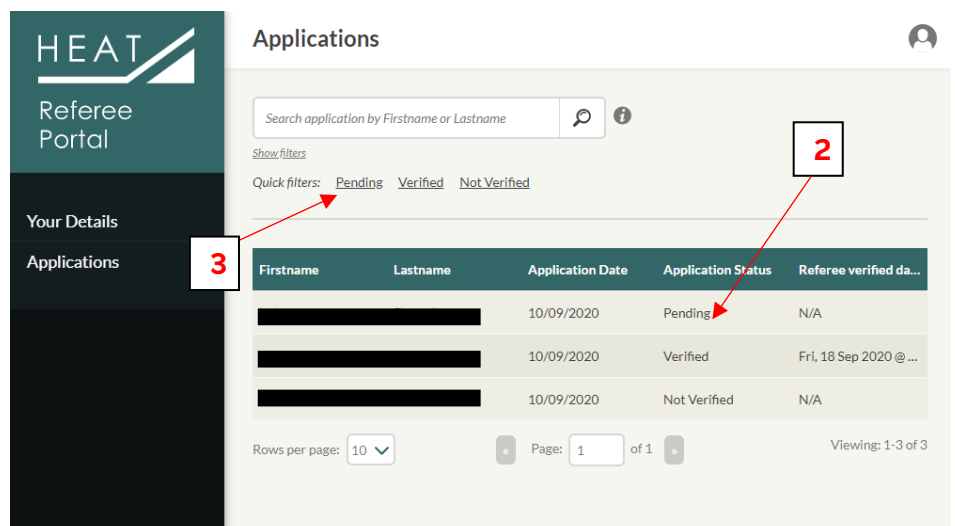


### How to Verify Your Student's Application(s)

#### Step 1

Find student applications that are pending verification [see 2]. Click the student's name to open their application.

- You can use the 'Quick filters' to find all 'Pending' applications [see 3].

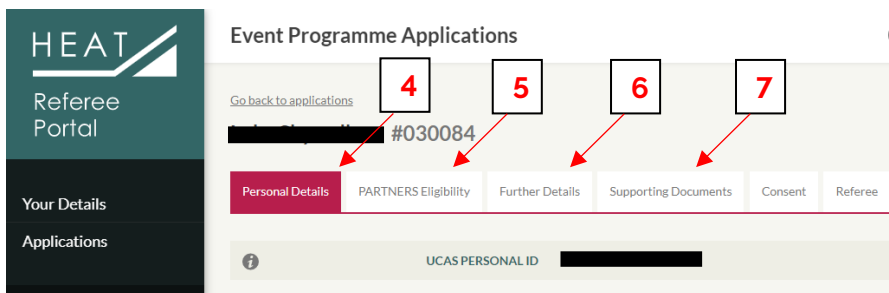


Firstname	Lastname	Application Date	Application Status	Referee verified da...
[REDACTED]	[REDACTED]	10/09/2020	Pending	N/A
[REDACTED]	[REDACTED]	10/09/2020	Verified	Fri, 18 Sep 2020 @ ...
[REDACTED]	[REDACTED]	10/09/2020	Not Verified	N/A

## Step 2

Check that the details within the following four tabs are accurate:

- Personal Details [see 4]
- PARTNERS Eligibility [see 5]
- Further Details [see 6]
- Supporting Documents [see 7]



## Step 3

Go to the Referee tab [see 8] and complete the Verified field [see 9] accordingly:

- If you are happy to confirm that the details from Step 2 are accurate, please select 'Verified'
- If you are not happy to confirm that the details from Step 2 are accurate, please select 'Not Verified'.
  - If you select this option, we also request that you tell us why you are not happy to verify the application by selecting the suitable option from the Not Verified Reason field.
  - We will follow this up with the applicant directly.
- If there are any personal extenuating circumstances that have affected the applicant at key educational times (for example, during study for GCSEs and A levels), please use the Referee Notes field to give details [see 10].
- Click the 'Submit Reference' button [see 11].

