

University of Toronto Ontario Graduate Scholarship Application: Step by Step Instructions for completing an Academic Assessment

Web browser compatibility: For the best user experience, use the most update-to-date version of Google Chrome, Mozilla Firefox, Safari, or Microsoft Edge web browsers to complete the form. Internet Explorer is not compatible. It is recommended to use an incognito or private browsing window. If you are unable to access the form, verify your web browser version and update, if necessary, before trying again.

We strongly recommend that you fully close all web browsers (i.e., Chrome, Safari, Firefox) and open only one web browser window in order to access the online application. Having multiple browser windows open may cause errors in the submission of the form.

If you are using a device within Toronto hospital network, you may not be able to access the form, please connect to a different Wi-Fi/internet connection to complete the form, for example your home network or U of T campus Wi-Fi.

Saving: You can save and go back to the Academic Assessment at any time prior to submitting by clicking the **Save** or **Next** button in the bottom of the page. If you have not completed all the required fields on a page prior to selecting **Save** or **Next**, the information on the page will not be saved and you will be brought to the top next required field with missing information. All required fields with missing information will be highlighted in red. All required fields must be completed before a page can be saved.

Once you have submitted, no changes can be made. **If a change is required, contact the applicant directly** as the applicant has the ability to **unsubmit** the submitted form so changes can be made. You will receive an email indicating the form has been unsubmitted with a unique link to the form you previously submitted.

The system may time out if you have the window open too long. Be sure to fill in all the required information first and then select **Save** or **Next** every 10 minutes or so to ensure the system does not time out and you do not lose your information.

Step 1. Locate and review email invitation

The email invitation will have the subject “**OGS Academic Assessment Request – University of Toronto**” and will be sent from the email address: **vpp.noreply@utoronto.ca**. If you are unable to locate the email invitation in your Inbox, please check your Spam/Junk mail folder and do a search for the vpp.noreply@utoronto.ca email address.

If you did not receive the invitation email, please contact the **APPLICANT** directly to request a re-send. The Graduate Awards Office is not able to re-send email invitations as the email release is controlled by the applicant.

Please take note of the Academic Assessment **deadline** (circled in red in the sample below). The form can still be completed even if the deadline has passed. This deadline is set by the **APPLICANT**. For extensions please contact the applicant to see if additional time is possible based on the applicant’s application deadline. Applicants cannot submit their OGS application unless their Academic Assessments are complete.

Email Invitation sample:

OGS Academic Assessment Request – University of Toronto Inbox x



vpp.noreply@utoronto.ca
to me ▾

12:31 PM (1 hour ago)



Dear Doctor Who,

SGSTest Student is inviting you to provide a confidential Academic Assessment for the Ontario Graduate Scholarship (OGS) competition in the following graduate unit at the University of Toronto: Public Health Sciences.

The applicant will not be able to submit the OGS application until the Academic Assessment has been completed, therefore the applicant requires your online assessment to be submitted before **Friday, February 17, 2023** to allow the applicant sufficient time to finalize and submit their OGS application by the graduate unit's established OGS deadline. This deadline is set by the applicant, if you are unable to meet this deadline please contact the applicant directly. Applicants who fail to meet the unit's deadline will not be considered for this award.

The Academic Assessment is a required component of the OGS application for each program of study. Should you have questions regarding this request please contact the above-named applicant directly.

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To continue to the Academic Assessment Form, click the link below:

[http](#)



For [Step-by-Step Referee Instructions](#) and further information, please visit the [U of T Ontario Graduate Scholarship](#) website.

Step 2. Click on the link in the email invitation to access the online Academic Assessment

OGS Academic Assessment Request – University of Toronto Inbox x



vpp.noreply@utoronto.ca
to me ▾

12:31 PM (1 hour ago)



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To continue to the Academic Assessment Form, click the link below:

[http](#)

[...](#)

For [Step-by-Step Referee Instructions](#) and further information, please visit the [U of T Ontario Graduate Scholarship](#) website.

Step 3. Complete Referee Profile fields

All fields are required.

Dates should be listed in YYYY-MM-DD format (example: 2023-02-17)

In **Institution/Organization** field, please include full name of organization (e.g., University of Toronto)

Referee Profile Example:

Ontario Graduate Scholarship: Academic Assessment

OGS Academic Assessment

1

Academic
Assessment
Report

2

Review

Academic Assessment Report

Please complete the form below. Once completed, you will be asked to review your assessment before submitting it to the student's application on the following page. Should you wish to leave this form and return to it later, you may access the form again using the link that was provided in the original email request. Step by step Referee instructions can be found on the [University of Toronto OGS web page](#).

Student Information

Student name

SGSTest Student

Preferred Name

Submission Information

Requested completion date

2023-02-17

Referee Profile

I have known the student in my capacity as (e.g. supervisor) (required)

During the following period

From (required)

To (required)

First name (required)

Last name (required)

Preferred Name (optional)

Enter your preferred name if it does not match the pre-populated name above

Title (required)

Institution/Organization (required)

Department (required)

Step 5. Enter Additional Comments

Enter any additional comments you would like to include in the Academic Assessment. You may copy and paste your reference letter text in the **Additional Comments** section. It is recommended that you write your comments out in a word processor program (e.g., MS Word) prior to completing the form and then copy and paste into the comment box. Please note, you may lose most formatting. Note: You may like to save your comments because after one month of your submission, the link will expire and you will not be able to view the form again.

You can expand the text window by clicking and dragging the right-hand bottom corner.

	<p>Additional Comments You may copy and paste your reference letter text here. Please note you may lose some formatting.</p> <p>(required)</p> <div data-bbox="575 488 1092 634" style="border: 1px solid black; height: 90px;"></div>	
<p>Privacy Statement Freedom of Information and Protection of Privacy Act: https://www.acom.utoronto.ca/acom/fipa/</p>		

Step 6. Consent and Next button

Once you have entered all the required information, you may consent to having your OGS academic assessment for this applicant be used for other graduate award competitions at the UofT, for which the applicant may be eligible. Then, you may click the **Next** button at the bottom of the page.

You will be taken to the “Review” page. At this point, your information has been saved but not submitted. **To return** at a later time, simply go back to the original invitation email and click the link.

Consent (required)

I consent to having my OGS academic assessment for this applicant be used for other graduate award competitions at the University of Toronto, for which the applicant may be eligible. (Note, only University administrators authorized to use the OGS application for award competitions will be able to view your assessment.)

- Yes
 No

Privacy Statement

Freedom of Information and Protection of Privacy Act:

<https://www.acorn.utoronto.ca/acorn/fipppa/>

Previous

Save

Next

Step 7. Review Academic Assessment

On the Review page, carefully review the information entered on the Academic Assessment. If anything requires modification, click the **Edit** button at the top of the page or click the **Previous** button at the bottom of the page to be taken back to the Academic Assessment. If you make a change after returning, please be sure to click **Save** or **Next** again to save any changes.

Ontario Graduate Scholarship: Academic Assessment

OGS Academic Assessment




Academic
Assessment
Report

2

Review

Review

 You are almost done.

Please review the information below to ensure it is accurate, then click **Submit** at the bottom of the page.

OGS Academic Assessment

Academic Assessment Report

Edit

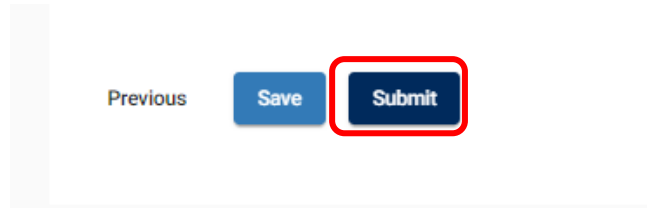
Previous

Save

Submit

Step 8. Click Submit button

Once you have confirmed that all information is included and accurate, scroll to the bottom of the Review page and click the **Submit** button.



Step 9. Submission Verification/Confirmation

Once you have submitted, no changes can be made. You will be taken to a submission confirmation screen (sample below):



If you leave the page and want to review the form again, you may do so within 1 month, by returning to the original email and click the link. The link should now take you to the completed (un-editable) form. After one month of your submission, the link will expire and you will not be able to view the form again.

If a change is required, contact the applicant directly as the applicant has the ability to **unsubmit** the submitted form so changes can be made. You will receive an email indicating the form has been unsubmitted with a unique link to the form you previously submitted.