



Nuffield
Foundation

Nuffield
Research
Placements

Online System
Guidance for Teachers

Contents

Teacher reference request	2
For teachers who have not completed a reference before.....	2
For teachers who have created a reference before	2
1) Creating multiple references	2
2) If you have created a reference in a previous year.....	2
To edit your reference.....	3
Creating a reference.....	3
Checking the student application	3
Trouble Shooting	3

Teacher reference request

If your student has requested you to act as their referee you will need to follow the steps below to provide the reference/references. The steps to follow will differ depending on whether you have provided a reference before or not.

For teachers who have not completed a reference before.

1. You will receive an e-mail from noreplynrf@nuffieldfoundation.org stating the name of the student who has requested a reference.
2. If you know this student and believe you are the correct referee, please click 'Activate your account' which takes you to the registration page.
3. If you do not recognise the student name please [contact us](#).
4. On your registration page, create a password and check the school information. If correct, click 'save' to move to the Student page. If incorrect, please contact us.
5. At the Student page, you will see the name of the student who has requested you to be their referee.
6. Click 'View' to [create a reference](#) and provide additional information about the student's eligibility for a bursary (e.g. NPD/UPN number).
7. Please also [check the student application](#) by clicking on the 'About', 'Education' and 'Personal Statement' tabs.
8. Click 'submit' when you have finished or 'save' if you want to return to your reference at a later date. Be sure to submit your application before the [deadline](#).
9. If you save the application and want to come back to it you can log back in to your account by going to www.nuffieldresearchplacements.org/login

For teachers who have created a reference before

1) Creating multiple references

Sometimes, teachers will create multiple references for several students within their school. If this is the case, you will receive an e-mail from noreplynrf@nuffieldfoundation.org each time a student has requested you as a referee.

For each student reference, you will receive an e-mail. You should click 'View student reference request' then complete steps 4-8 above for each reference you receive. It is also possible to view each student when you are logged in and on the Student page by clicking 'view' on the student you wish to create a reference for.

2) If you have created a reference in a previous year

You will receive an e-mail from noreplynrf@nuffieldfoundation.org to let you know that a student in the current year has requested a reference. We have had some technical problems with these accounts and

therefore ask that you forward this e-mail to nrp@nuffieldfoundation.org and we will allow you access to the site. We will need to reset your account to link it to the 2019 students.

If you experience any problems using the online system, [please read our guidance](#) before contacting your Regional Coordinator.

To edit your reference

You can [login](#) to your account to edit your reference at any time before the application deadline. Please note that if you have already submitted (pressed 'submit' rather than 'save') the Coordinator may have already read through your reference. Therefore, you may wish to contact the Coordinator if want to make any changes to the reference once it has been submitted.

If you receive an error message, please go to Trouble Shooting at the bottom of this document.

Creating a reference

There is guidance for writing a reference on the right hand side of the 'reference' page on the online system. In your reference, you should comment on:

- The student's motivation and enthusiasm for science, technology, engineering and maths (STEM) subjects, or subjects (including economics, psychology, and geography) with high data/quantitative demands.
- Why this student would benefit from the research placement and how they have expressed an interest in completing a research placement (this information should also be written in the student's [personal statement](#)).
- The student's skills, strengths and attitude, particularly relating to science subjects that they are studying. Remember that the placements are sought after and Coordinators will choose students who are committed and hardworking for the placement.
- The student's ability to work independently, take responsibility and use their initiative.
- Any special educational requirements, or extenuating circumstances that apply to this student.

Checking the student application

Please check details from the student's application by clicking on the 'About', 'Education' and 'Personal statement' tabs. If you think that the student has not provided accurate exam grades, please contact your Regional Coordinator.

You may wish to provide some feedback to the student regarding their personal statement, as this an important part of their application and the quality will impact whether they are provided with a placement.

Trouble Shooting

You may see error messages when you are trying access your account. There are a variety of reasons why error messages occur and the best thing is to e-mail nrp@nuffieldfoundation.org including a screen-shot of the error and we will do our best to solve the problem for you.

A common error message that occurs (shown in the picture below) is easily solved by clicking one of the tabs in the top right hand corner of the screen e.g. Student List to get you to the correct page.

Many thanks on behalf of the Nuffield Foundation for your support of the programme and we wish your students the best of luck!



Application deadline:



email_registration_8pAfUthLZt