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Internet Browser Compatibility

Please use latest versions of Chrome or Safari or Firefox to use this website. Unfortunately older browsers are not supported.

Where do I download the compatible Internet Browser?

Apple Safari – please note if you’re using Apple Computer, Apple Safari comes with MacOS.

Google Chrome: https://www.google.com/chrome/browser/desktop/index.html


How to check if I have the latest version?

Apple Safari: https://support.apple.com/en-au/HT204416

Google Chrome: Help > About Google Chrome *

Mozilla Firefox: Help > About Firefox *

*Will automatically check for the latest version and download it automatically

Please note: HODSPA is not fully compatible with Microsoft Internet Explorer
How do I Register?

1. When you have been requested by an applicant for a reference, you will receive an email with a unique link to create an account.

2. Click on **Psychology Reference System – Reference Requested** button. The link will open in the web browser.

3. Enter your details in the fields and click on the **Register** button.

4. You will be automatically logged into the system. Click on **Reference Response** menu to expand the menu and then click on **Show all responses** link. You will then be able to see the reference request.

5. If you already have an account using **the same email address** that your student sent request on, you do not need to create new accounts. Simply login and browse to the request. Please check with your students if they are using the same email ID. Otherwise you will need to create a new account as a referee.
What if I choose not to provide a reference?

1. Login to the Psychology Reference system on [http://www.psychologyreference.org/](http://www.psychologyreference.org/)
2. Click on Reference Response menu to expand the menu and then click on Show all responses link. You will then be able to see the reference request.
3. A list of all reference requests will be shown

4. To deny a reference, click on the Edit button for the applicant

5. Click on the Deny Request button to deny the reference request.

Please note: you can optionally write your note to the applicant.
How do I Complete a Reference?

1. Login to the Psychology Reference system on http://www.psychologyreference.org/
2. Click on Reference Response menu to expand the menu and then click on Show all responses link. You will then be able to see the reference request.
   A list of all reference requests will be shown

   ![Reference Responses](image)

   To start completing a reference, click on the Edit button for the applicant
   ![Edit button](image)

3. If you wish, you can send a note to your student.
4. Complete the rest of the form and attached any supporting files
5. When you have completed the form, click on the Confirm and Submit reference button.
   Note: if you have not completed the form and want to continue at a later time, click on the Save and back button.
6. The application status will be updated and the student will be notified.
Reference Form sample

Reference Form

Referent's Relationship to applicant
- Academic Reference
- Professional Reference
- Personal/Reference

How long have you known the applicant?

Rate your level of knowledge of this applicant
- Very Strong = 10
- High
- Medium
- Low
- Lowest
- Nil = 0

Based on your knowledge of the applicant, please indicate the level of your support for his/her application
- Very Strong = 10
- High
- Medium
- Low
- Lowest
- Nil = 0

Please rate the applicant on their abilities in the table below

<table>
<thead>
<tr>
<th>Ability</th>
<th>Outstanding</th>
<th>Superior (Top 5%)</th>
<th>Very Good (Top 10%)</th>
<th>Good (Top 25%)</th>
<th>Average (Top 40%)</th>
<th>Below Average (Below 40%)</th>
<th>Unsure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic ability</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Research ability</td>
<td></td>
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<tr>
<td>Writing ability</td>
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<tr>
<td>Oral ability</td>
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<td>Interpersonal Skills</td>
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<td>Ability to work independently</td>
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<td>Ability to work as part of a team</td>
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<td>Initiative and motivation</td>
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<td>Maturity and stability</td>
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<td>Ability to accept feedback</td>
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<td>Ability to work under stress</td>
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<tr>
<td>Suitability for client/professional work</td>
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<td>Suitability for professional training in psychology</td>
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</tr>
</tbody>
</table>

What are the applicant’s main strengths?

What, if any, are the applicant’s weaknesses?

Supporting Files

[Choose Files] No files chosen

You may upload files to support the reference.
How do I change my details & password?

1. Login to the Psychology Reference system on [http://www.psychologyreference.org/](http://www.psychologyreference.org/)
2. Go to the My profile link on the left.

3. You can update your details as well as change your password from here.

When changing your password, please keep in mind that:

- Your password must be at least 6 characters made up of Upper case, Lower case, number and a special character.
- You must also confirm your password.

4. Once you have made the changes, click on the Save and back button.