



TABLE MOUNTAIN DELTA 2023

Reviewer Guide

Login to EasyChair at <https://easychair.org/conferences/?conf=delta2023>

Section 1: Create an account.

If you have never used EasyChair before you must create a free account. You should see steps like the screenshots below. If you already have an account, go to **Section 2**.

The screenshot shows the EasyChair website header with the logo and 'Help / Log in' link. The main heading is 'Create an EasyChair Account: Step 1' with an illustration of two chairs. Below the heading, there is a paragraph: 'To create an EasyChair account you should have a valid email address and do the following.' followed by a numbered list: 1. pass a captcha to prove that you are not a robot; 2. fill out a simple form with your personal information; 3. follow the link we send to your email address to complete the account creation. Below the list, it says 'Please note that the use of EasyChair is subject to [our terms of service](#).' At the bottom, there is a checkbox labeled 'I'm not a robot' next to a reCAPTCHA logo and a red 'Continue' button.

The screenshot shows the EasyChair website header with the logo and 'Help / Log in' link. The main heading is 'Create an EasyChair Account: Step 2' with an illustration of two chairs. Below the heading, there is a paragraph: 'Please fill out the following form. The required fields are marked by *.' followed by a note: 'Note that **the most common reason for failing to create an account is an incorrect email address** so please type your email address correctly.' Below this, there is a form with four input fields: 'First name[†]: *', 'Last name: *', 'Email: *', and 'Retype email address: *'. At the bottom of the form is a red 'Continue' button.



Account Application Received

We received your application. A mail with further instructions has been sent to the email address

You will be sent a confirmation email containing a link to continue your registration. The email will contain these words before the link:

We received a request to create an EasyChair account for you. To create an EasyChair account, please click on this link:

Complete your registration by providing all the required information, and picking a username and password. Then click "Create my account".

Note: "Personal web page" can be left blank.



Create an EasyChair Account: Last Step

Hello Anita-Lee Campbell! To complete the creation of your account please fill out the following form. You should create the account within 30 minutes, otherwise you will have to fill out this form from scratch.

To use EasyChair, you must agree to its Terms of Service ([view terms](#)), ([download terms](#)).

I agree to EasyChair Terms of Service

Enter your personal data.

First name[†]: *

Last name: *

Affiliation: *

Country/region: *

The Web page is used to provide a link to it on some EasyChair pages, for example when you are mentioned as an author in a published conference program. It is optional. Please do not use the Web page of your organization here: if you fill this out, it should only be your personal Web page.


Your personal Web page

Enter your password

Password: *

Retype the password: *

Create my account




Account Created

Your EasyChair account has been created!

To log in and access Delta 2023 pages [click here](#).

Section 2





Log in to EasyChair for Delta 2023

Email address or user name:

Password:

Log in

[Forgot your password?](#)
[Problems to log in?](#)
[Create an account](#)

Conferences CFP VCS Preprints Slides Alerts EasyChair

My Recent Roles


To **view all your roles**, click on "All roles".

To access **any other EasyChair feature**, use the main menu.

Your recent EasyChair roles are shown in the table below. Click on a role to access it.

Conference	Role
Delta 2023	subreviewer


Follow the link to Subreviewer.



Review requests Premium Conference News Alerts EasyChair

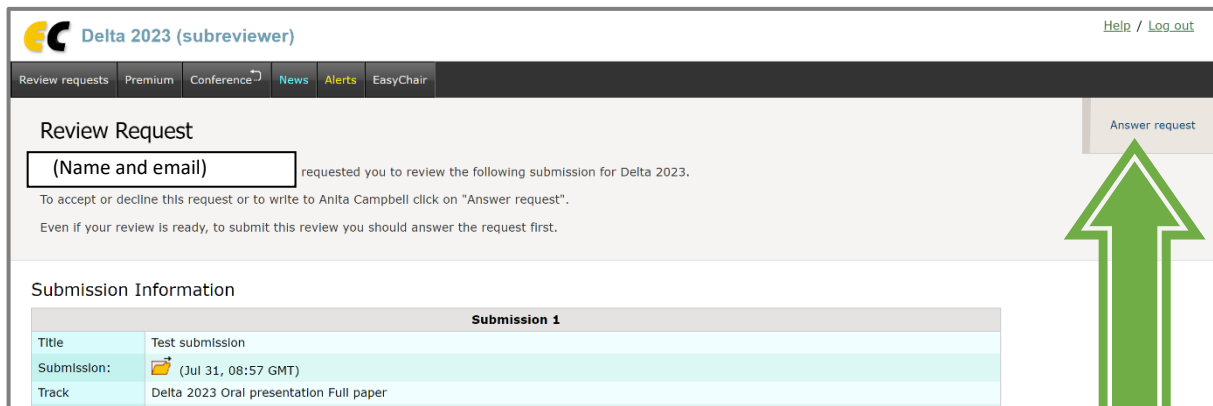
My Review Requests for Delta 2023

The table below shows all your review requests. To work with a request, click on the "View" image.

#	Title	PC member	Track	Status	Status Date	View
1	Test submission	Anita Campbell	Delta 2023 Oral presentation Full paper	submission not accessed	Sep 06	

Click on the microscope icon in under View.

Click on "Answer request" in the top right corner.



Delta 2023 (subreviewer) [Help](#) / [Log out](#)


Review requests Premium Conference [News](#) [Alerts](#) EasyChair

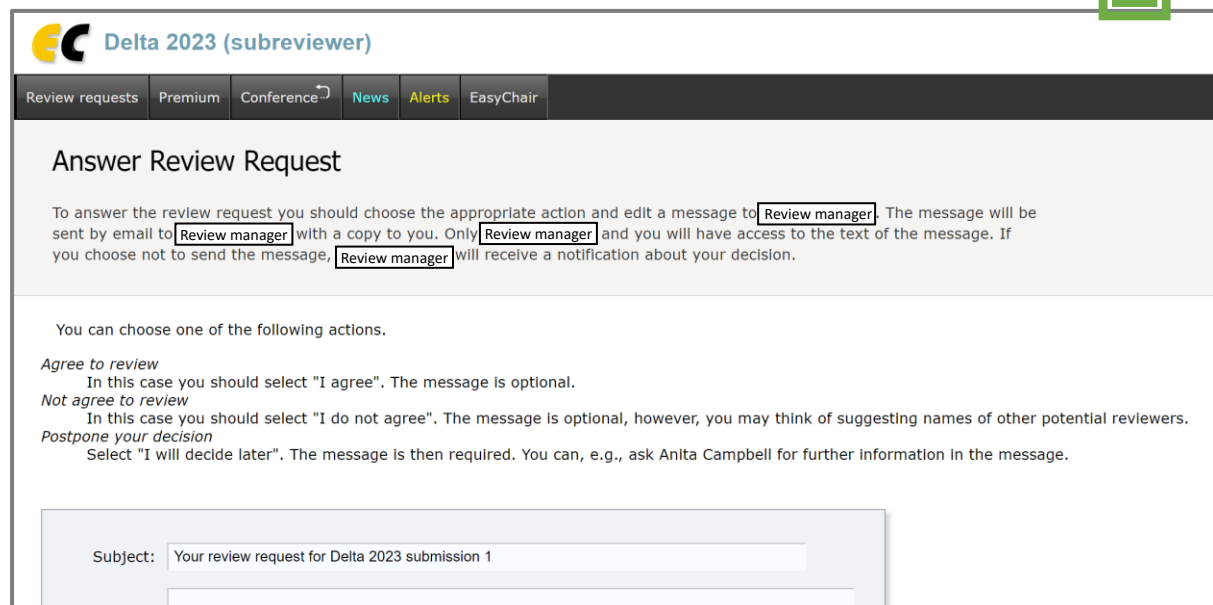
Review Request

(Name and email) requested you to review the following submission for Delta 2023.
To accept or decline this request or to write to Anita Campbell click on "Answer request".
Even if your review is ready, to submit this review you should answer the request first.

[Answer request](#)

Submission Information

Submission 1	
Title	Test submission
Submission:	 (Jul 31, 08:57 GMT)
Track	Delta 2023 Oral presentation Full paper



Delta 2023 (subreviewer) [Review requests](#) [Premium](#) [Conference](#) [News](#) [Alerts](#) [EasyChair](#)

Answer Review Request

To answer the review request you should choose the appropriate action and edit a message to [Review manager](#). The message will be sent by email to [Review manager](#) with a copy to you. Only [Review manager](#) and you will have access to the text of the message. If you choose not to send the message, [Review manager](#) will receive a notification about your decision.

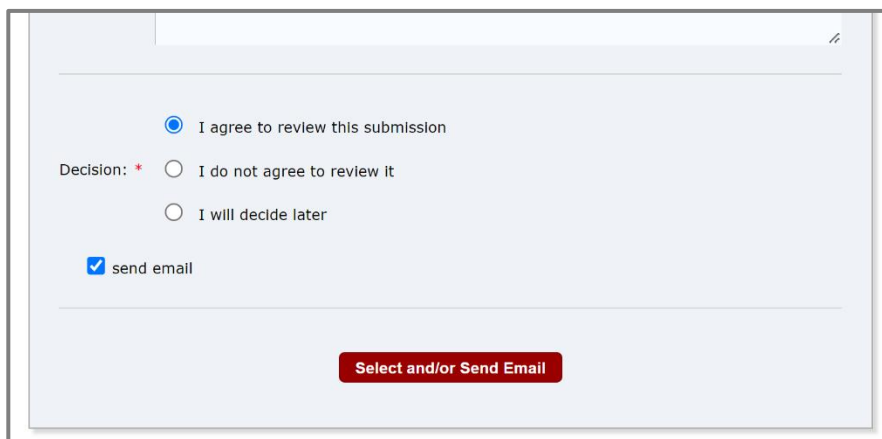
You can choose one of the following actions.

Agree to review
In this case you should select "I agree". The message is optional.

Not agree to review
In this case you should select "I do not agree". The message is optional, however, you may think of suggesting names of other potential reviewers.

Postpone your decision
Select "I will decide later". The message is then required. You can, e.g., ask Anita Campbell for further information in the message.

Subject: Your review request for Delta 2023 submission 1



I agree to review this submission

Decision: * I do not agree to review it

I will decide later

send email

[Select and/or Send Email](#)

Put some words in the Message box, e.g. "I agree." Click the red box.

Delta 2023 (subreviewer) [Help](#) / [Log out](#)

Review requests Premium Conference **News** EasyChair

Review Request Accepted [Submit review](#)

To submit your review use the context menu in the upper right corner.

The review request has been registered as accepted. **Review manager** will be notified about your decision by email.

Submission Information

Submission 1	
Title	Test submission
Submission:	(Jul 31, 08:57 GMT)



To submit your review, click the top right “Submit review” box.

Delta 2023 (subreviewer) [Help](#) / [Log out](#)

Review requests Premium Conference **News** EasyChair

Add Review on Delta 2023 Submission 1 [View submission](#)

To ensure independent and unbiased reviews, EasyChair does not show reviews of other PC members to a PC member who is assigned this submission but did not enter her or his review yet. As a consequence of this policy, if you enter a review and then revise it so that the score changes, EasyChair will show both the original and the revised reviews.

For this reason, please **make sure that the first review you enter for the submission is a valid review and not a draft** and that the scores you give to the submission are the intended scores. If you revise a review and change the scores, we recommend to add a note for PC members explaining the reason for changing the scores.

Submission and Reviewer Information

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Evaluation

Background and Motivation. Please enter an average score based on these questions. Constructive text comments may be added in the box or in an attached document. 1.1 Are the rationale and context for undertaking the research explained? 1.2 Has the relevance of the research to the field of mathematics and statistics education been discussed? 1.3 Is the research situated within the current literature related to the research topic?

2: Yes, very clear
 1: Yes, could be clearer
 0: Borderline / Not applicable
 -1: Needs some revision
 -2: Needs major revision

Aims and Research Question. Please enter an average score based on these questions. Text comments may be added in the box or in an attached document. 2.1 Is the aim/objective of the research clearly communicated? 2.2 Is the research question(s) clearly stated or indicated? 2.3 Does the research question(s) (explicitly or implicitly) align with the stated background and motivation?

2: Yes, very clear
 1: Yes, could be clearer
 0: Borderline / Not applicable
 -1: Needs some revision
 -2: Needs major revision

Text boxes can be left empty and comments can be included in a single attached document.

Thank you for contributing to the Delta Community!