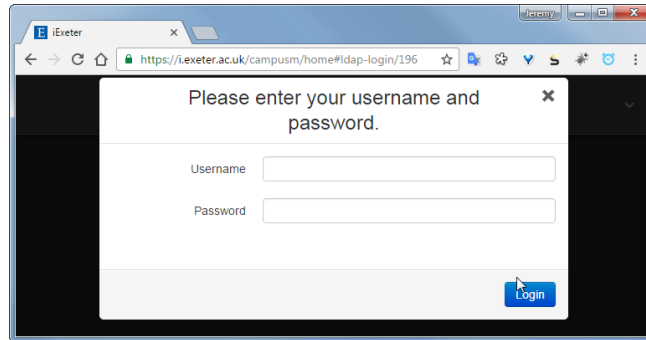


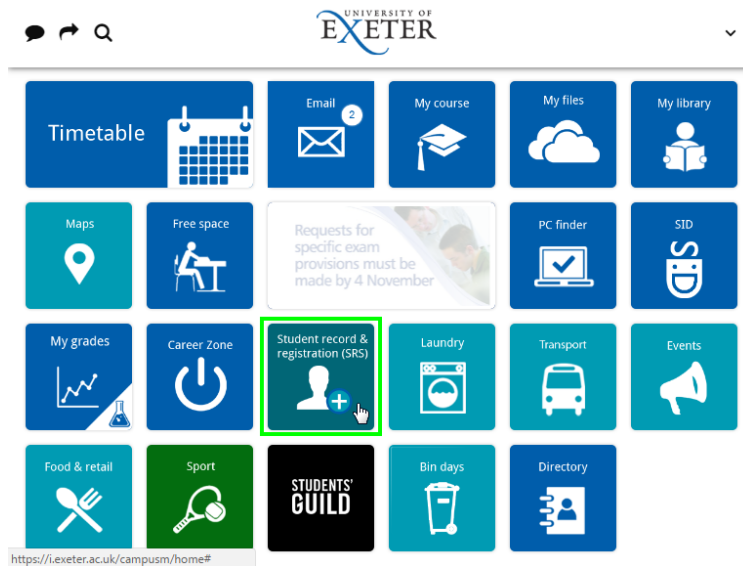
# HEAR ADDITIONAL ACHIEVEMENTS/ACTIVITIES TOOL IN SRS

## STUDENT GUIDE

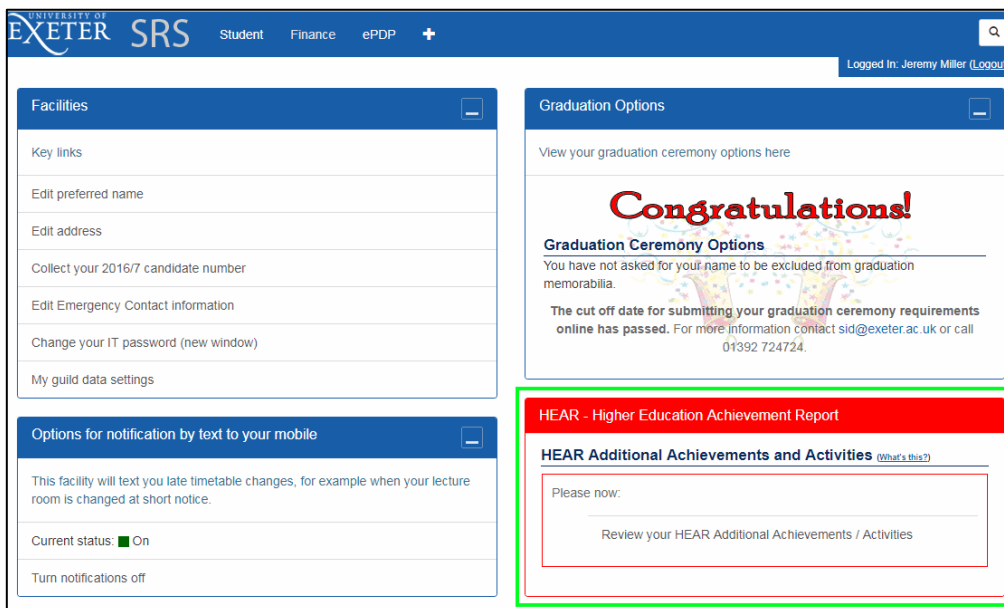
Log into iExeter (<https://i.exeter.ac.uk>)



Click the **Student record & registration system (SRS)** tile/button to enter SRS



Click on the **Review your HEAR Additional Achievements/Activities** link in the red **HEAR – Higher Education Achievement Report** container in SRS



The start page will list any additional achievements or activities held for the student in a similar format to how they will appear in Section 6.1 of the HEAR.

[Home](#)

## HEAR Additional Achievements


**IMPORTANT**

Please note that this review tool only shows eligible HEAR Additional Achievements completed and confirmed **up to 8 May 2016**.

Eligible achievements completed after 8 May 2016 will not appear in this tool but **will** be included in your final HEAR, so please do not use this tool to query "late" achievements such as these.

For example, most college and departmental prizes and commendations for the current year are not confirmed until nearer graduation. If you are awarded a prize or commendation for 2015/6 it will therefore not show here, but it **will** appear in your final HEAR.

We currently hold information on the following HEAR additional achievements/activities completed by you on or before 8 May 2016:

**INCLUDED ACHIEVEMENTS**  [What's a HEAR additional achievement?](#)  
(opens in new window)

The following achievements will be displayed in the 'Additional information' section of your HEAR:

**Additional awards**

**2012/3 Grand Challenges 2013 - Student-led Solutions to 21st Century Dilemmas.**  
Dilemma Title: Growing Old: Burden or Blessing?

Grand Challenges is optional and is evidence of a high level of engagement by the participant in an intensive research informed project which contributes to employability and graduate level transferable skill development.

**Additional recognised activities**

**2014/5 Theology & Religion Final Year Rep: Theology and Religion**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed interdum egestas orci sed dapibus. Sed suscipit ex eu neque molestie scelerisque. Nam at augue mauris. Cras ac quam sagittis, tristique ipsum in, consectetur urna. Nulla ultrices dapibus commodo. Nam est erat, semper sit amet facilisis nec, vestibulum id justo. Suspendisse faucibus varius sollicitudin. Vivamus elementum tellus vel venenatis tristique. Nullam.

**University, professional and departmental prizes**

**2012/3 College Commendation 2013.**

**Is the above information about your HEAR additional achievements complete and correct as at 8 May 2016?**

Note: if an achievement is shown incorrectly against more than one academic year, please click the NO button so that you can exclude the incorrect entry.

The start page will indicate if there are no approved achievements or activities in the system. If correct, the student can simply finish the task; alternatively, they can report an achievement as missing (covered later in this guide)

Home

### HEAR Additional Achievements

**IMPORTANT**

Please note that this review tool only shows eligible HEAR Additional Achievements completed and confirmed **up to 8 May 2016**.

Eligible achievements completed after 8 May 2016 will not appear in this tool but **will** be included in your final HEAR, so please do not use this tool to query "late" achievements such as these.

For example, most college and departmental prizes and commendations for the current year are not confirmed until nearer graduation. If you are awarded a prize or commendation for 2015/6 it will therefore not show here, but it **will** appear in your final HEAR.

We do not hold any record of you having completed an approved HEAR achievement or activity on or before 8 May 2016.

For a full list of achievements and activities that have been approved for inclusion in the HEAR, please visit:

<http://www.exeter.ac.uk/hear/students/extracurricular-activities/> (opens in new window)

If, after reviewing this list, you think that an approved achievement or activity is missing, please click the **Report missing achievement** button.

Otherwise, please click the **Finish** button.

If the achievements/activities are complete and correct and the student wants them all included in their HEAR, they can simply click the YES button to confirm this.

commodus. Nam est erat, semper, sic amet, tunc, nec, vestibulum, id, justo, Suspendisse faucibus varius sollicitudin. Vivamus elementum tellus vel venenatis tristique. Nullam.

### University, professional and departmental prizes

2012/3    College Commendation 2013.

**Is the above information about your HEAR additional achievements complete and correct as at 8 May 2016?**


Note: if an achievement is shown incorrectly against more than one academic year, please click the NO button so that you can exclude the incorrect entry.


A message is displayed in confirmation with a button allowing the student to return to the SRS home page.

Home > **Finish**

### HEAR Additional Achievements

**Task completed successfully** SITS\_PROCESS\_SUCCESSFUL

 Thank you for completing the HEAR additional achievement task.  
Please find a summary of your data below:

**INCLUDED ACHIEVEMENTS**  [What's a HEAR additional achievement?](#)  
(opens in new window)

The following achievements will be displayed in the 'Additional information' section of your HEAR:

**Additional awards**

**2012/3 Grand Challenges 2013 - Student-led Solutions to 21st Century Dilemmas.**  
Dilemma Title: Growing Old: Burden or Blessing?  
  
Grand Challenges is optional and is evidence of a high level of engagement by the participant in an intensive research informed project which contributes to employability and graduate level transferable skill development.

**Additional recognised activities**

**2014/5 Theology & Religion Final Year Rep: Theology and Religion**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed interdum egestas orci sed dapibus. Sed suscipit ex eu neque molestie scelerisque. Nam at augue mauris. Cras ac quam sagittis, tristique ipsum in, consectetur urna. Nulla ultrices dapibus commodo. Nam est erat, semper sit amet facilisis nec, vestibulum id justo. Suspendisse faucibus varius sollicitudin. Vivamus elementum tellus vel venenatis tristique. Nullam.

**University, professional and departmental prizes**

**2012/3 College Commendation 2013.**

[Return to SRS Home Page](#)

Click here to go back to the SRS home page

On the SRS home page, the text in the HEAR container changes to indicate that the student has completed the review task.

## HEAR - Higher Education Achievement Report

### HEAR Additional Achievements and Activities [\(What's this?\)](#)

Thank you for completing the HEAR Additional Achievements review task. Any corrections you have requested will be investigated and, where appropriate, the data will be amended in time for the release of your HEAR at graduation time. To see your responses to the task again, please [click here](#).

Alternatively, if the student wishes to exclude one or more achievements, request a correction or reporting a missing achievement, they can click the NO button.

Suspendisse faucibus varius sollicitudin. Vivamus elementum tellus vel venenatis tristique. Nullam.

**University, professional and departmental prizes**

2012/3 College Commendation 2013.

**Is the above information about your HEAR additional achievements complete and correct as at 8 May 2016?**

Note: if an achievement is shown incorrectly against more than one academic year, please click the NO button so that you can exclude the incorrect entry.

YES - I confirm that the above information is complete and correct

**NO - I wish to exclude an achievement, request a correction or report a missing achievement**

Click here to exclude one or more achievements, request a correction, or report a missing achievement

This takes them to a page where each achievement can be considered individually. Text at the top of the page explains that they will be able to report any missing achievements in a subsequent step.

Home > Include, exclude or request a correction > Report a missing achievement > Finish

**HEAR Additional Achievements**

**IMPORTANT**

Please note that this review tool only shows eligible HEAR Additional Achievements completed and confirmed up to 8 May 2016.

Eligible achievements completed after 8 May 2016 will not appear in this tool but will be included in your final HEAR, so please do not use this tool to query "late" achievements such as these.

For example, most college and departmental prizes and commendations for the current year are not confirmed until nearer graduation. If you are awarded a prize or commendation for 2015/6 it will therefore not show here, but it will appear in your final HEAR.

You can use this page to review your achievements individually.

Please use the dropdown box to the right of each achievement to include or exclude it or request a correction.

If an achievement is shown incorrectly against more than one academic year, you can remove the incorrect entry by choosing the **Exclude this achievement** option.

**N.B. If you think an achievement is missing, you will be able to report this in a later step.**

**Additional awards**

2012/3 **Grand Challenges 2013 - Student-led Solutions to 21st Century Dilemmas.** Please choose...  
Dilemma Title: Growing Old: Burden or Blessing?  
Grand Challenges is optional and is evidence of a high level of engagement by the participant in an intensive research informed project which contributes to employability and graduate level transferable skill development.

**Additional recognised activities**

2014/5 **Theology & Religion Final Year Rep: Theology and Religion** Please choose...

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed interdum egestas orci sed dapibus. Sed suscipit ex eu neque molestie scelerisque. Nam at augue mauris. Cras ac quam sagittis, tristique ipsum in, consectetur urna. Nulla ultrices dapibus commodo. Nam est erat, semper sit amet facilisis nec, vestibulum id justo. Suspendisse faucibus varius sollicitudin. Vivamus elementum tellus vel venenatis tristique. Nullam.

**University, professional and departmental prizes**

2012/3 **College Commendation 2013.** Please choose...

Save and next >>

The student can choose whether to include or exclude each achievement or request a correction. If they request a correction, a text box will appear for them to enter details of what needs to be corrected.

The screenshot shows a web interface for managing achievements. It is divided into three sections:

- Additional awards:** Contains one entry for '2012/3 Grand Challenges 2013 - Student-led Solutions to 21st Century Dilemmas.' with a green checkmark icon and a dropdown menu set to 'Include this achievement'.
- Additional recognised activities:** Contains one entry for '2014/5 Theology & Religion Final Year Rep: Theology and Religion' with a red 'X' icon and a dropdown menu set to 'Exclude this achievement'.
- University, professional and departmental prizes:** Contains one entry for '2012/3 College Commendation 2013.' with a yellow warning icon and a dropdown menu set to 'Request a correction'. Below this entry is a text box with the text 'My commendation was in 2012.' and a 'Save and next >>' button.

A tooltip points to the 'Save and next >>' button, stating: 'Click here to save your choices and move on to the next step'.

The student will be prompted to enter the detail of any correction if they leave the text box blank.

This screenshot shows the same interface as the previous one, but with a validation error. A white dialog box is displayed in the center with the text: 'Some information is missing on this page. Please see the message in red text and complete the required information.' Below the dialog box, the 'Save and next >>' button is disabled and greyed out. A tooltip still points to the button, but the text is partially obscured. The text box for 'College Commendation 2013.' is now empty, and red text below it reads: '\*Please enter details of the required correction\*'.

After the **Save and next >>** button has been clicked, a confirmatory message is displayed. If the student requested a correction, the system will have e-mailed the details to the relevant data manager.


The screenshot shows a confirmation message in a green box. At the top, a breadcrumb trail reads: 'Home > Include, exclude or request a correction > Report a missing achievement > Finish'. The main heading is 'HEAR Additional Achievements'. The message text is: 'Data stored successfully SITS\_PROCESS\_SUCCESSFUL. Your choices have been saved. Any corrections you have requested will be investigated and, where appropriate, the data will be amended in time for the release of your HEAR at graduation time.' Below this, instructions state: 'If you think that an approved achievement or activity completed on or before 8 May 2016 is missing, click the Report missing achievement button below. Otherwise, please click the Finish button.' At the bottom, there are two buttons: 'Report missing achievement' and 'Finish'.

If the student doesn't think any approved achievements or activities are missing, they can click **Finish** at this point.

Home > Include, exclude or request a correction > Report a missing achievement > Finish

### HEAR Additional Achievements

**Data stored successfully** SITS\_PROCESS\_SUCCESSFUL

 Your choices have been saved.

Any corrections you have requested will be investigated and, where appropriate, the data will be amended in time for the release of your HEAR at graduation time.

If you think that an approved achievement or activity completed on or before 8 May 2016 is missing, click the **Report missing achievement** button below.

Otherwise, please click the **Finish** button.

[Report missing achievement](#) [Finish](#)


Click here to finish this task

If the student clicks **Finish**, they are taken to the final page in the task, which includes a confirmatory message, a summary of their data/choices and a button allowing them to return to the SRS home page.


Home > Include, exclude or request a correction > Report a missing achievement > **Finish**

### HEAR Additional Achievements

**Task completed successfully** SITS\_PROCESS\_SUCCESSFUL

 Thank you for completing the HEAR additional achievement task.

Please find a summary of your data below:


**INCLUDED ACHIEVEMENT**  [What's a HEAR additional achievement?](#)  
(opens in new window)

The following achievement will be displayed in the 'Additional information' section of your HEAR:

**Additional awards**

**2012/3 Grand Challenges 2013 - Student-led Solutions to 21st Century Dilemmas.**  
Dilemma Title: Growing Old: Burden or Blessing?


Grand Challenges is optional and is evidence of a high level of engagement by the participant in an intensive research informed project which contributes to employability and graduate level transferable skill development.

**EXCLUDED ACHIEVEMENT** 

You have **excluded** the following achievement from appearing in the 'Additional information' section of your HEAR:

**Additional recognised activities**

**2014/5 Theology & Religion Final Year Rep: Theology and Religion**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed interdum egestas orci sed dapibus. Sed suscipit ex eu neque molestie scelerisque. Nam at augue mauris. Cras ac quam sagittis, tristique ipsum in, consectetur urna. Nulla ultrices dapibus commodo. Nam est erat, semper sit amet facilisis nec, vestibulum id justo. Suspendisse faucibus varius sollicitudin. Vivamus elementum tellus vel venenatis tristique. Nullam.

**ACHIEVEMENT AWAITING CORRECTION** 

You have **requested a correction** in respect of the following achievement. Once corrected, it will appear in the 'Additional information' section of your HEAR.

**University, professional and departmental prizes**

**2012/3 College Commendation 2013.**  
**Correction requested 22/06/2015:**  
My commendation was in 2012.

[Return to SRS Home Page](#)




Alternatively, if the student thinks an achievement is missing, they can click the **Report missing achievement** button after they have reviewed their existing achievements.

Home > Include, exclude or request a correction > **Report a missing achievement** > Finish

**HEAR Additional Achievements**

**Data stored successfully** SITS\_PROCESS\_SUCCESSFUL

 Your choices have been saved.

Any corrections you have requested will be investigated and, where appropriate, the data will be amended in time for the release of your HEAR at graduation time.

If you think that an approved achievement or activity completed on or before 8 May 2016 is missing, click the **Report missing achievement** button below.

Otherwise, please click the **Finish** button.

**Report missing achievement** Finish

Click here to tell us about an approved achievement or activity that you think is missing

A page for entering details of a missing achievement or activity is displayed.  
If the student decides that their achievement or activity is **not** approved, they can skip this step by clicking **Cancel**.

Home > Include, exclude or request a correction > **Report a missing achievement** > Finish

**Report an approved achievement or activity that is missing from your HEAR**

**IMPORTANT**

Only certain achievements and activities have been approved for inclusion in the HEAR. Before using this page to report an omission, please check that the achievement or activity is on the following list:

<http://www.exeter.ac.uk/hear/students/extracurricular-activities/> (opens in new window).

In addition, please note that this review tool only shows eligible HEAR Additional Achievements completed and confirmed **up to 7 May 2017**. Eligible achievements completed after 7 May 2017 will not appear in this tool but **will** be included in your final HEAR and need not be reported as omissions.

If, after considering the above points, you think that an approved achievement or activity completed **on or before 7 May 2017** is missing, please enter the details below and click the **Save** button. Note that if you need to report more than one omission, you will be able to return to this page after clicking Save.

Otherwise, please click the **Cancel** button to proceed to the Final page.

**1. Type of achievement or activity:**

- University-led Activity** e.g. Grand Challenges, Exeter Award, Exeter Leader's Award, Peer Leaders (PAL/PASS), Peer Mentors, Peer Programme Organisers, Students as Change Agents (University-led), Student Ambassadors, etc.
- Students' Guild Activity** e.g. Elected/appointed positions on committees and teams, Course/SSLC/College/Halls reps, volunteering, Welcome Team, Students as Change Agents (Guild-led), etc.
- FXU Activity** e.g. Elected/appointed positions on committees and teams, Course/SSLC/College/Halls reps, volunteering, FXU crew, etc.
- Athletic Union Activity** e.g. Elected/appointed positions on committees and teams, team coaches and captains, Activators, SVS, High Performance Programme, etc.
- College/Discipline Achievement** e.g. Departmental prizes, performance related awards and commendations, etc.

**2. Title of achievement or activity (e.g. Grand Challenges, Exeter Award, etc):**

**3. Academic year in which achievement or activity was completed:**

2014/5 ▾

**4. Comments:**

Cancel Save



Otherwise, they can enter details of the missing achievement and click the **Save** button.

The screenshot shows a form with three main sections:

- 2. Title of achievement or activity (e.g. Grand Challenges, Exeter Award, etc):** A text input field containing "Exeter Award".
- 3. Academic year in which achievement or activity was completed:** A dropdown menu showing "2013/4".
- 4. Comments:** A text area containing "I completed the Exeter Award in June 2014." Below this are "Cancel" and "Save" buttons. The "Save" button is highlighted with a green box and a mouse cursor. A tooltip below the "Save" button reads "Click here to save the details you have entered".

After **Save** has been clicked, a message displays confirming that the omission has been sent to the relevant data manager (by e-mail). At this point, the student can report another missing achievement or finish the task.

The screenshot shows a confirmation message on a web page. At the top, a breadcrumb trail reads: "Home > Include, exclude or request a correction > Report a missing achievement > Finish". Below this is a blue header "HEAR Additional Achievements". A green message box contains the following text:

- Data stored successfully** (with a green checkmark icon) and the code "SITS\_PROCESS\_SUCCESSFUL".
- Details of the missing achievement/activity have been passed to the manager of that data.
- The omission will be investigated and, where appropriate, the data will be added in time for the release of your HEAR at graduation time.


Below the message box, the text reads: "If you wish to report **another** approved achievement or activity completed **on or before 8 May 2016** as missing, please click the **Report missing achievement** button below. Otherwise, please click the **Finish** button." At the bottom, there are two buttons: "Report missing achievement" and "Finish".


If the student clicks **Finish**, they are taken to the final page in the task, which includes a confirmatory message, a summary of their data/ choices and a button allowing them to return to the SRS home page.

Home > Include, exclude or request a correction > Report a missing achievement > **Finish**

### HEAR Additional Achievements

**Task completed successfully** SITS\_PROCESS\_SUCCESSFUL

 Thank you for completing the HEAR additional achievement task.  
Please find a summary of your data below:


**INCLUDED ACHIEVEMENT**  [What's a HEAR additional achievement?](#)  
(opens in new window)

The following achievement will be displayed in the 'Additional information' section of your HEAR:

**Additional awards**

**2012/3 Grand Challenges 2013 - Student-led Solutions to 21st Century Dilemmas.**  
Dilemma Title: Growing Old: Burden or Blessing?


Grand Challenges is optional and is evidence of a high level of engagement by the participant in an intensive research informed project which contributes to employability and graduate level transferable skill development.

**EXCLUDED ACHIEVEMENT** 

You have **excluded** the following achievement from appearing in the 'Additional information' section of your HEAR:

**Additional recognised activities**


**2014/5 Theology & Religion Final Year Rep: Theology and Religion**  
Lorem ipsum dolor sit amet, consectetur adipiscing elit. Sed interdum egestas orci sed dapibus. Sed suscipit ex eu neque molestie scelerisque. Nam at augue mauris. Cras ac quam sagittis, tristique ipsum in, consectetur urna. Nulla ultrices dapibus commodo. Nam est erat, semper sit amet facilisis nec, vestibulum id justo. Suspendisse faucibus varius sollicitudin. Vivamus elementum tellus vel venenatis tristique. Nullam.

**ACHIEVEMENT AWAITING CORRECTION** 

You have **requested a correction** in respect of the following achievement. Once corrected, it will appear in the 'Additional information' section of your HEAR.

**University, professional and departmental prizes**

**2012/3 College Commendation 2013.**  
**Correction requested 22/06/2015:**  
My commendation was in 2012.

**ACHIEVEMENT REPORTED AS MISSING** 

You have reported 1 **missing achievement**. This will be investigated and, where appropriate, the data will be added in time for the release of your HEAR at graduation time.

**Additional awards**

**2013/4 Exeter Award** Reported 22/06/2015

[Return to SRS Home Page](#)

Back on the SRS home page, the text in the HEAR container changes to indicate that the student has completed the review task.

**HEAR - Higher Education Achievement Report**

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**HEAR Additional Achievements and Activities** [\(What's this?\)](#)

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Thank you for completing the HEAR Additional Achievements review task. Any corrections you have requested will be investigated and, where appropriate, the data will be amended in time for the release of your HEAR at graduation time. To see your responses to the task again, please click [here](#).