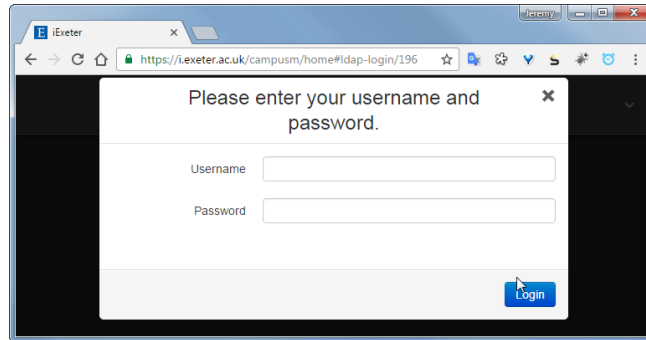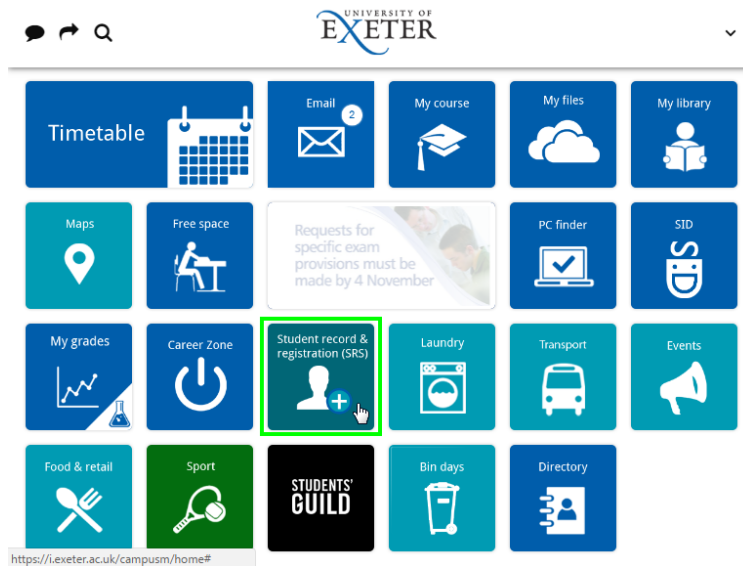# HEAR ADDITIONAL ACHIEVEMENTS/ACTIVITIES TOOL IN SRS

STUDENT GUIDE
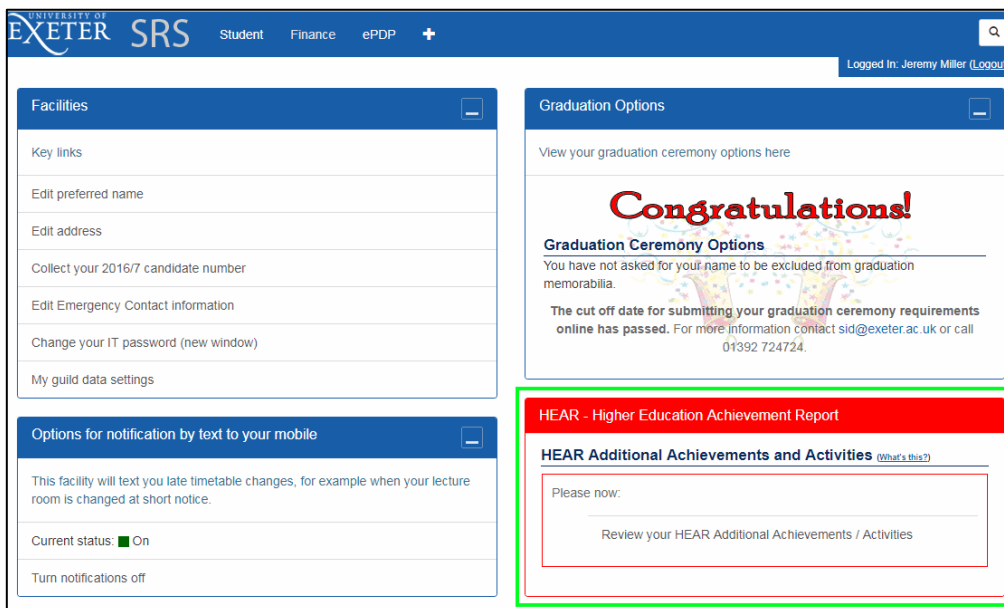
Log into iExeter (https://i.exeter.ac.uk)

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.

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

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.

Report a missing achievement	Finish

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.

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.

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

NO -	Click here to confirm that the above information is complete and correct	or report a missing achievement

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

i   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.

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.

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

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.

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

HEAR Additional Achievements

Data stored successfully   SITS_PROCESS_SUCCESSFUL

i   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.

HEAR Additional Achievements

Task completed successfully   SITS_PROCESS_SUCCESSFUL

i   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.

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**.

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

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.

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

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.