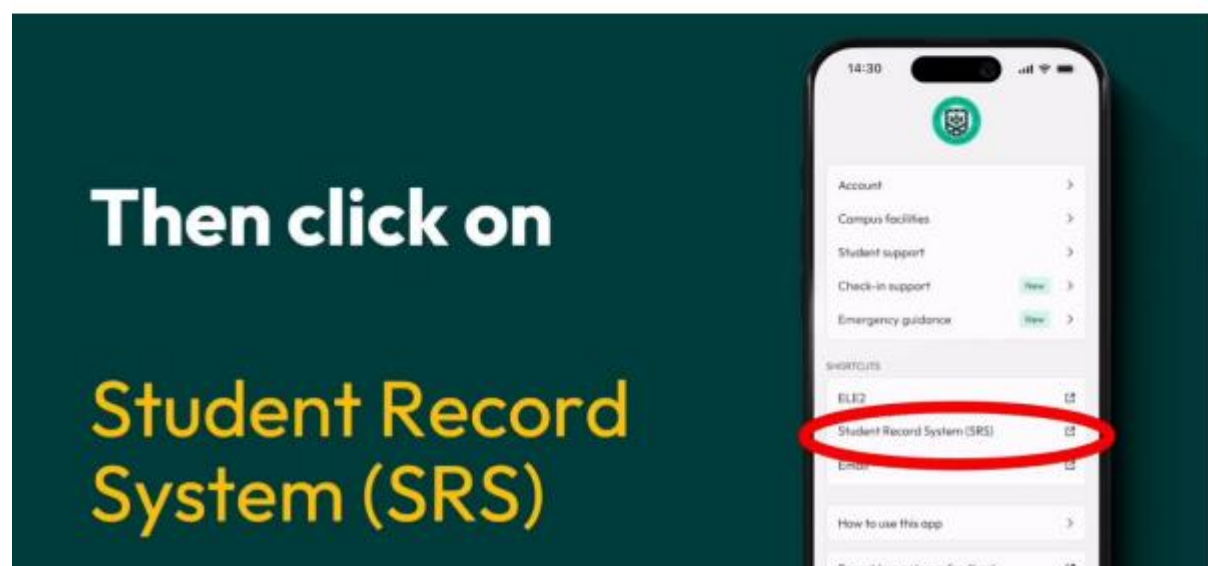



# How to submit an Academic Appeal

To submit an appeal application, log into the Student Record System using your normal IT sign in details. You can access this from the 'More' tab in the MyExeter app.





University of Exeter
XSITE

Student
Finance
ePDP
Assessments

Hello

Welcome to your SRS page. Here you will be able to look at your personal and course related information held by the University

Your Course details are as follows:

Course:
UG BSc (Hons)

Facilities

Key links

Edit preferred name

Edit pronouns

Edit address

New Test Edit address (ADD)

New

Collect your 2024/5 candidate number

Edit Emergency Contact information

Change your IT password (new window)

Postgraduate Online Applications

Log in to the Postgraduate Online Applications

Postgraduate Taught programme information

Postgraduate Research programme information

Options for notification by text to your mobile

This facility will text you late timetable changes, for example when your lecture room is changed at short notice.

Current status: On

Turn notifications off

Reports


View my ILP

Show my ILP (student view) [Use...]

View my ILP

Download a PDF copy of my ILP

Click on the 'Assessments' Tab and the select 'View, Add and Amend Appeals' in the Appeals Menu



University of Exeter
XSITE

Student
Finance
ePDP
Assessments

Appeals

View, Add and Amend Appeals

Complaints

View, Add and Amend Complaints

You will see the following page:

The screenshot shows the University of Exeter XSE portal. The top navigation bar includes links for Student, Finance, eTLP, and Assessments. The user is logged in, as indicated by the 'Logged in' status in the top right corner.

**Personal Information:**

- Student ID
- Title
- Known As
- Surname
- Email Address: @exeter.ac.uk
- Individual Learning Plan (ILP): Yes

**Course and Study Information:**

- Programme Type: Undergraduate Faculty
- Faculty: Faculty of Environment, Science and Economy
- Programme of Study: BSc
- Year of Programme: 2

**Actions:**

- Formal Academic Appeals
- Reviews of Academic Appeals


**MY APPEALS**

- Formal Appeals Yet to be Submitted (1)
- Formal Appeals Awaiting Further Evidence or Information (2)
- Formal Appeals Submitted (1)
- Formal Appeals Acknowledged and Under Investigation (1)
- Formal Appeals Under Consideration (1)
- Formal Appeals Awaiting Notification (1)

To submit a new Formal stage appeal click on the blue 'Formal Academic Appeals' button in the Actions menu:

The image shows a close-up of the 'Actions' menu. The menu is titled 'Actions' and contains a large blue button with a white icon of three horizontal bars and the text 'Formal Academic Appeals'.

Then select the relevant programme of study for which you wish to submit an appeal. This will be the programme for which you have recently received an official mark release notification and progression or awarding decision. In the example below there is only one programme listed and this will be the case unless you have recently transferred to a different programme of study:

Click on  against the relevant programme of study.

## Screen 1

## Screen 2:

University of Exeter **ASITE** Student Finance ePDP Assessments Logout

### Submission of Formal Academic Appeal

Indicate with a tick in the relevant box(es) the area(s) under which your appeal is being entered (see para 2.1 of the procedure).

Indicate with a tick in the relevant box(es) the ground(s) of appeal (see para 3.1 of the procedure).

Describe here why you believe you have grounds for appeal, providing specific evidence with reference to a) b) or c) as selected. If your description exceeds the character limit offered here there will be the opportunity to attach an additional document within the Evidence stage. In follow, Please name this document "Student Statement".

List here any modules and / or assessments you believe are specifically linked to the circumstances of your appeal. Please use the module names or codes listed in your Student Record System to allow us to more easily identify the assessments you are discussing. If your appeal does not relate specifically to a module or assessment, please type N/A in the box.

Please indicate what remedy you are seeking from your Formal Stage appeal. If your description exceeds the character limit offered here then please include this within a Student Statement document attached in the evidence.

Please indicate whether you have sought advice or support from one or more of the following teams (if applicable).

Save & Exit Back Next

Questions boxes with a pink background are mandatory

**\*\*\*IMPORTANT\*\*\*** If at any point a mandatory question is missed the system will return an error message:

Error

You must respond to the Upload supporting evidence question.

OK

Please list all evidence to be provided:

### Screen 3:

**Info Text:**

Please be aware that if you view a document that you have uploaded the system will create a temporary file containing that document. If you are using a private, public or non-University shared device to view documents you will need to take additional care to ensure the security of your personal data. Please note the following file extensions can be uploaded: DOC, DOCX, EML, JPEG, JPG, MP4, PDF, PNG, and TIFF. The maximum file size accepted is: 5000(kb). If you do not yet have all your evidence, please submit your application and indicate in the dropdown below that there is evidence to follow. You will be contacted with details of an evidence deadline in due course. If you are unsure what type of evidence would be appropriate in support of your case we would recommend seeking advice from the Students' Guild or Students' Union. Students' Guild Advice Unit for students based at the Streatham or St Luke's campus: <http://www.exeterguild.org/advice/> or the Falmouth and Exeter Students' Union for students based at the Penryn Campus: <https://www.thessu.org.uk/advice/> Alternatively, for more general advice you could consider reviewing the FAQs found here: <https://www.exeter.ac.uk/students/administration/complaintsandappeals/academicappeals/>

**Important:** If your application or evidence attachments contain sensitive or graphic information or images please indicate this by ticking the box below.

☐ Application or evidence attachments contain sensitive or graphic information or images.

### Upload Supporting Evidence

Document	Type	Action
<p>Upload Evidence</p> <p>Browse My Computer</p>		

Please list all evidence to be provided:

250 Characters Remaining

Upload supporting evidence: I will not be submitting evidence as part of my Appeal

Save & Exit Back Next

On screen 3 you can upload evidence to support your appeal. Evidence files can be selected from files stored on your computer. The following file extensions are accepted DOC, DOCX, EML, JPEG, JPG, MP4, PDF, PNG, and TIFF. **The maximum file size accepted is: 5000(kb).**

There is a tick box in the Help text section of the screen to indicate if the application contains any sensitive or graphic information or images.

**Help Text**

● Please be aware that if you view a document that you have uploaded the system will create a temporary file containing that document. If you are using a private, public or non-University shared device to view documents you will need to take additional care to ensure the security of your personal data.

Please note the following file extensions can be uploaded: DOC, DOCX, EML, JPEG, JPG, MP4, PDF, PNG, and TIF.

The maximum file size accepted is: 5000kb.

If you do not yet have all your evidence, please submit your application and indicate in the dropdown below that there is evidence to follow. You will be contacted with details of an evidence deadline in due course. If you are unsure what type of evidence would be appropriate in support of your case we would recommend seeking advice from the Students Guild or Students Union.

Students' Guild Advice Unit for students based at the Streatham or St Luke's campus: <http://www.exeterguild.org/advice/> or the Falmouth and Exeter Students' Union for students based at the Penryn Campus: <https://www.stms.org.uk/advice/>

Alternatively, for more general advice you could consider reviewing the FAQs found here: <https://www.exeter.ac.uk/students/academicappeals/academicappeals/>

● If your application or evidence attachments contain sensitive or graphic information or images please indicate this by ticking the box below.

☐ Application or evidence attachments contain sensitive or graphic information or images.

**Upload Supporting Evidence**

Upload Evidence

Browse My Computer

Evidence Tables

File Status Successfully Uploaded 100%

Please list all evidence to be provided:

250 Characters Remaining

Upload supporting evidence:

Save & Exit

I have attached all of my evidence  
I haven't got all of my evidence so will attach (many) later  
I will not be submitting evidence as part of my Appeal

The dropdown menu at the bottom of the page asks you to confirm if you: do not wish to provide evidence; have provided all your evidence; or if you wish to provide more evidence at a later date (see below). This is a mandatory question.

#### Screen 4.

On Screen 4 you will be presented with a summary of your appeal application. And will have the opportunity to go back and change details or add additional evidence using the 'Amend' buttons. Once you are happy with the appeal application you need to tick to confirm you agree to the declaration in the bottom section. There is also an option for you to ask for a supporter to be copied into the outcome of your appeal.

**Confirmation and Declaration**

I certify that:

- The information I have entered is correct to the best of my knowledge.
- I understand that appropriate staff will have access to the information provided in relation to my application.
- Where my programme includes associated employment components and/or placements, I understand that the Central Cases Team may need to speak to relevant staff of those external bodies.

\*I Agree ☒

You have provided us with your personal information which you feel is pertinent to your appeal to enable us to meet our obligations and provide you with the appropriate service relating to this procedure.

This is a confidential process and will not be marked on your transcript or student record.

However, as part of this process, we may need to review and share elements of what you have provided with other colleagues within the university to assist us with your application and support.

In some circumstances we may also seek to clarify your evidence by collecting and considering information from other internal teams or systems (such as the Wellbeing Team or the mitigation system) where it is relevant to the decision-making process for your appeal. This will enable us to ensure you receive the best support and the most appropriate outcome to your appeal.

This process is limited and specific to your needs to enable the appeal process to take place. All access is controlled to specific documents and for limited periods.

Your data is processed by the University to fulfil the requirements of the UK DPA/GDPR under contractual obligation, to support your needs whilst studying with the University. If you have any queries on how the university handles your data please contact [InformationGovernance@exeter.ac.uk](mailto:InformationGovernance@exeter.ac.uk).

Once you are happy with the information you have provided please click Submit below.

If you wish for a supporter to be copied into the outcome of your Appeal, or for a personal email address of your own to be included, please indicate 'Yes' below. This will act as your written consent.

If you do not have a named supporter or do not wish for your supporter to receive any further correspondence from the relevant team, please indicate 'No' below.

\*Please select: No

Save & Exit Submit

When you have completed your appeal application you should click Submit:

Submit

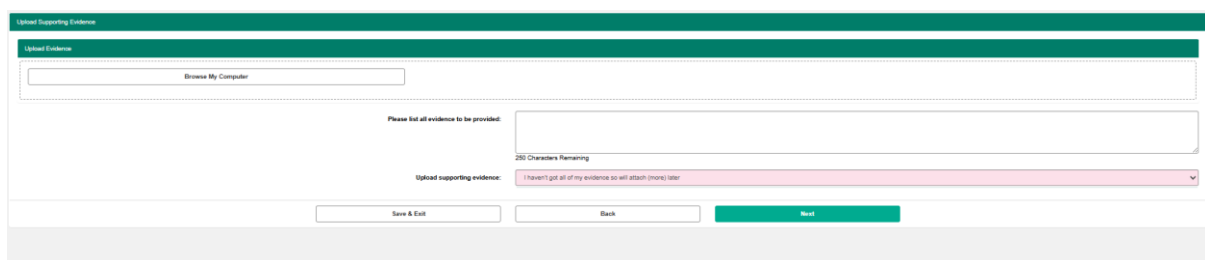
You can also Save and Exit your appeal application at any time, and you will be returned to the main appeals menu. The incomplete appeal will have been saved to 'Formal Appeals Yet to be Submitted' and can be reopened and completed.

**Important:** Please note that all appeals must be completed and submitted within 10 working days following release of your progression or awarding decision. Any appeals that are incomplete at the end of 10 working days will not be eligible for consideration.

When you have submitted your appeal application you will receive an email to your Exeter email address and you will receive further emails to update you as to where your appeal is in the process.

## What if I don't have all of my evidence?

If you do not have all your evidence, it is possible for you to submit an appeal application and indicate that you will provide additional supportive evidence at a later date. To do this when you reach screen 3 of the application form you should indicate using the dropdown that 'I haven't got all of my evidence so will attach (more) later'



The screenshot shows a web form titled 'Upload Supporting Evidence'. At the top, there is a green header bar with the text 'Upload Supporting Evidence'. Below this, there is a section titled 'Upload Evidence' which contains a button labeled 'Browse My Computer'. Below the button, there is a text input field with the placeholder text 'Please list all evidence to be provided:'. To the right of the text input field, there is a character count '200 Characters Remaining'. Below the text input field, there is a dropdown menu with the text 'Upload supporting evidence: I haven't got all of my evidence so will attach (more) later'. At the bottom of the form, there are three buttons: 'Save & Exit', 'Back', and 'Next'.

You should carry on and complete the remainder of the form and submit your application. We will then provide you with a deadline by which to provide your additional evidence and this will be sent to you via email to your Exeter email address.

You will still need to submit your appeal application within 10 working days following release of your progression or awarding decision.

**Important:** Please note that we will not start to consider your appeal until you have submitted all your evidence or until your deadline to submit the evidence has passed (whichever is sooner). If you do not provide additional evidence your appeal will be considered based on what you have submitted.

## Appeals Dashboard

Your appeals dashboard shows all your appeal applications and the stage they are at, including their reference code. Please check that the application you have created is in the Formal Appeals Submitted folder (or the Formal Appeals Awaiting Further Evidence or Information folder if you have stated that you will provide more evidence).

Personal Information	Course and Study Information
Student ID	Programme Type Undergraduate Faculty
Title	Faculty Faculty of Environment, Science and Economy
Known As	Programme of Study
Surname	Year of Programme 2
Email Address	Fee Status Home
Individual Learning Plan (ILP) Yes	

Potential Academic Appeals

Reviews of Academic Appeals

MY APPEALS

MY APPEAL REVIEWS

Formal Appeals Yet to be Submitted 15	
Formal Appeals Requiring Further Evidence or Information 7	
Formal Appeals Submitted 2	
Formal Appeals Acknowledged and Under Investigation 1	
Formal Appeals Under Consideration 11	
Formal Appeals Requiring Notification 2	
Formal Appeal Outcome Sent 25	
Formal Appeal Applications Withdrawn from Consideration 4	

You will be able to use the dashboard to see what stage of the process your appeal has reached and you will be able to download a copy of your appeal.

## Withdrawing an application

If you wish to withdraw an application, you can do this by clicking the 'withdraw' button alongside the appeal you wish to withdraw. The appeals team will then confirm the withdrawal to you via email.

Formal Appeals Submitted 2		
Reference Code	Submitted	Action
EFA-004	07/Feb/2025	View Withdraw Download Application
EFA-7-009	08/Feb/2025	View Withdraw Download Application
EFA-1-012	01/Dec/2024	View Withdraw Download Application