Table of Contents

1 Submitting an Academic Appeal 2

1.1 Accessing the academic appeals module 2

1.2 Exam Notebooks – Appealable Situations 3

1.3 The Academic Appeal Screen 4

1.4 Appeal Confirmation Screen 6

1.5 Exam Notebooks – Non-Appealable Situations 7

1.5.1 Submitted appeals (prior to reply)\Receiving a Reply to an Appeal 7

1.5.2 Unscanned Exam Notebooks\The Appeal Period has not been Set 8

1.5.3 The Appeal Period has elapsed 8

1.5.4 The Appeal Period has not been Set 8

2 Following Up on an Academic Appeal 9

2.1 Accessing the Reference Tracking screen 9

2.2 Accessing the Reference Progress screen 9

3 Receiving a Reply on an Academic Appeal 12
1 Submitting an Academic Appeal

1.1 Accessing the academic appeals module

- Access is available through the personal user center > student information.
• Under student information:
  o Menu > Exams > Exam Notebooks
  o Filter results by year and semester on the Scanned Notebooks screen

### 1.2 Exam Notebooks – Appealable Situations

- To submit an appeal, go to “Scanned Notebooks.”

Appeals may be submitted for a specific exam only once. The appeal must include a relevant reference for each question that is appealed on.

In case you cannot open exam notebooks, click here to download the Adobe Reader program.
• Once accessed, choose the relevant exam notebook and refresh the screen (F5). The "Appeal" button will become available.

1.3 The Academic Appeal Screen
• Click on "Appeal" to open the appeal screen
• The screen displays:
  o The time and dates of the class.
  o General instructions.
  o Student information as recognized by the system (can be edited).
  o A screen where the appeal can be detailed:
    ▪ The screen includes edit and design features.
    ▪ An appeal cannot exceed 1,500 characters (character count is available).
  o Students can attach files to the appeal by uploading/dragging them into the screen.
• To send the appeal, click on "Submit."
### Information About Sender

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Additional Telephone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Test10</td>
<td>03-12345648</td>
<td>052-12345678</td>
<td><a href="mailto:hila.schwarz@idc.ac.il">hila.schwarz@idc.ac.il</a></td>
</tr>
</tbody>
</table>

### Write Message

**Text**

- Source
- Bold
- Italic
- Underline
- Strike
- Pencil
- Font
- Size
- Align Left
- Alignment
- Insert Image
- Insert Table
- Insert Link
- Insert Video
- Text Color
- Font Color
- Font Style
- Paragraph

**Select Document Type**

- Details

**Attach File**

File Types Allowed:

- Submit
1.4 Appeal Confirmation Screen

- Once the appeal is submitted a confirmation screen appears.

In order to see the progress of your appeal, enter Reference No under the Message Menu.
1.5 Exam Notebooks – Non-Appealable Situations

1.5.1 Submitted appeals (prior to reply) Receiving a Reply to an Appeal

- Appeals cannot be submitted more than once. The "Appeal" column indicates availability, by indicating "An appeal has already been submitted in this course."
- Exam notebooks remain available for review.
- Note: Students seeking to submit a second appeal must consult with the Student Administration.

In case you cannot open exam notebooks, click here to download the Adobe Reader program.
1.5.2 Unscanned Exam Notebooks: The Appeal Period has not been Set
   - The "Appeal" column will indicate "Appeals cannot be submitted in this course."

1.5.3 The Appeal Period has elapsed
   - The "exam notebook" column will indicate "Display the notebook" or "redisplay the notebook"
   - The Appeals column will indicate "Appealing period is over"

1.5.4 The Appeal Period has not been Set
   - Assuming the exam notebook has been scanned, the "Exam Notebook" column will indicate "Display the notebook" or "Redisplay the notebook."
   - The Appeals column will indicate "Appeal period for this course has not been set" pending a decision by the Student Administration.
2 Following Up on an Academic Appeal

2.1 Accessing the Reference Tracking screen

- Access is available through the personal user center > menu > messages > Reference Tracking

2.2 Accessing the Reference Progress screen

- An academic appeal is considered a reference.
- The screen displays:
  - Filtering options:
    - Appeal's status: processing, results, error, cancellation
    - Appeal's details
    - Appeal's reference number
    -Clicking on "Filter" will display appeals matching the filtering criteria.
  - List of references:
• The default displays a partial list including reference type, date, number, and status.
• Clicking on the arrow will display the reference's full details and status.

The Reference Progress Screen

Tracking reference Progress Test Test10:

Processing ▶ End ▼ Error ▼ Cancellation
Reference Text for filtering: Reference No. for Filtering: From – Date of Reference: 02/09/2  ▼ To – Date of Reference: 01/12/2 ▼

Submit Edit

List of References

<table>
<thead>
<tr>
<th>Reference Type</th>
<th>Date of Reference</th>
<th>Reference No.</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeals in progress, Subject:</td>
<td>01/12/2015 12:06</td>
<td>185989</td>
<td>Processing</td>
</tr>
</tbody>
</table>
Reference Tracking

Tracking reference Progress Test Test10:

- Processing - End - Error - Cancellation

Reference Text for filtering: Reference No. for Filtering: From – Date of Reference: 02/09/2 To – Date of Reference: 01/12/2

Submit Filter

<table>
<thead>
<tr>
<th>List of References</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reference Type</td>
</tr>
<tr>
<td>Appeals in progress, Subject: Term 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phases</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase</td>
</tr>
<tr>
<td>Submiting an appeal</td>
</tr>
<tr>
<td>The appeal has been sent for review</td>
</tr>
</tbody>
</table>

Original Text:

- תבנית במחזור
- נוהל את התשובה המתחדשת
- סלול מוסך
- אופט מוסך
3 Receiving a Reply on an Academic Appeal

- When a lecturer has concluded reviewing an appeal, students receive an email.
- Access is available through the personal user center > student information:
  - A screen showing a concluded appeal where the grade has not been changed [Boxes: Lecturer's reply | Student's appeal].
  - A screen showing a concluded appeal where the grade has been.

![Image of dashboard showing appeal status with details: Lecturer's reply and Student's appeal]
Tracking reference Progress Test Test8:

Processing # End # Error # Cancellation

<table>
<thead>
<tr>
<th>Reference Text for filtering:</th>
<th>Reference No. for Filtering:</th>
<th>From – Date of Reference: 08/09/20</th>
<th>To – Date of Reference: 07/12/20</th>
</tr>
</thead>
</table>

### List of References

<table>
<thead>
<tr>
<th>Reference Type</th>
<th>Date of Reference</th>
<th>Reference No.</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td># Appeals in progress, Subject: , Term:</td>
<td>07/12/2015 12:30</td>
<td>185995</td>
<td>End</td>
</tr>
</tbody>
</table>

### Phases

<table>
<thead>
<tr>
<th>Phase</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submitting an appeal</td>
<td>07/12/2015</td>
</tr>
<tr>
<td>The appeal has been sent for review</td>
<td>07/12/2015</td>
</tr>
<tr>
<td>The appeal is in progress</td>
<td>07/12/2015</td>
</tr>
<tr>
<td>End of process for appeal with no grade change</td>
<td>07/12/2015</td>
</tr>
</tbody>
</table>

### Lecturer's response:

רשות 3 על כל הנקודות המפורטות א"א thẩmיק

No change has been made to the grade

Original Text:

3 Ramos