

Guidance – Using iTrent to record Marking and Assessment Boycott

This guide provides step by step instructions on using iTrent to record that you are taking part in the marking and assessment boycott. This guide also applies to Postgraduate Teaching Associates (PTAs), in addition to recording your participation please also follow the instructions [here](#).

1. Click on the link https://staff.exeter.ac.uk/hrpr_ess/ess/dist/#/main/myprofile/personal/info/details to access “My personal details” screen in iTrent Employee Self Service.
2. Alternatively if you log in to the home page of iTrent Self Service https://staff.exeter.ac.uk/hrpr_ess/ess you can navigate to the same section by selecting the “View profile” from the top left hand side of screen:




Your Name

 [View profile](#)

A new screen will open titled “My profile”, click on “Edit” within the My personal details box:

My personal details

 [Edit](#)



Name: Your Name

Known as: Name

A new screen will open titled “My personal details”, scroll down and complete the Start date, ie the date you start participating in the UCU marking and assessment boycott, then and click on the Save button.

When you resume your full marking and assessment activities, you should enter the End date field and then click on the Save button:

Marking and assessment boycott summer term 2023: Start date (dd/mm/yyyy)



Marking and assessment boycott summer term 2023: End date (dd/mm/yyyy)



Save

Cancel

Please note that the University reserves the right to withhold pay from the date when you were assigned marking and assessment activities - see

www.exeter.ac.uk/staff/employment/union/industrialactionpay/