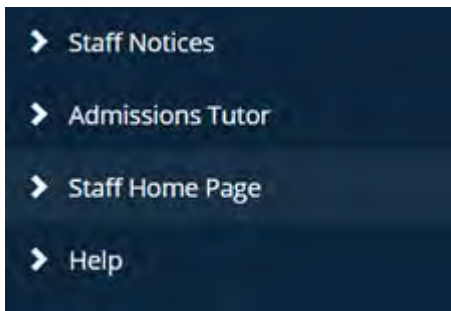


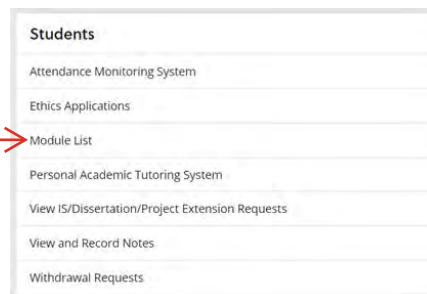
# Module Tutors

## How to Find DDS Student Reasonable Adjustments on SOLE

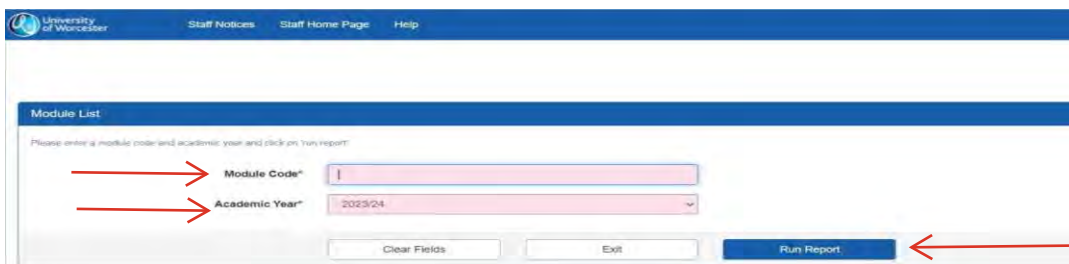
1. Go to Staff Homepage
2. Log in to SOLE and select 'Staff Home Page' from the left hand menu - see below



3. Select 'module list' from the students section of this page



4. Enter your module code and select the academic year.
  - Click the 'Run Report' box.

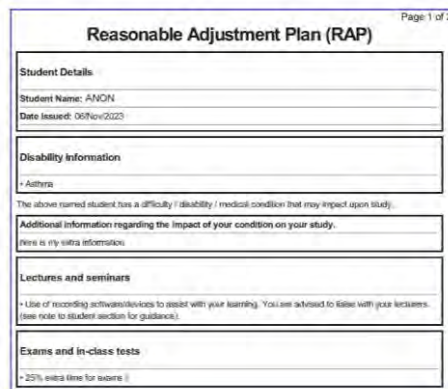
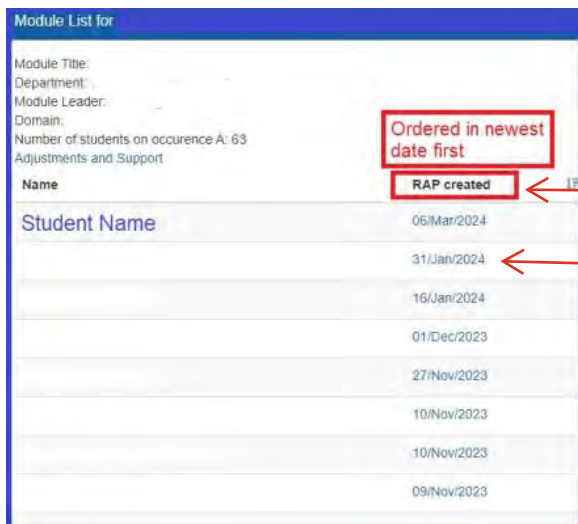


5. On the page that opens up select 'Student Details'

Year	Period	Occ.	Location	Students	Student details	Email list	Adjustments and support
2023/24	Across Semesters	A	UW - Site to be confirmed	63	>>	>>	>>

In the Student Details page there are three ways to find out about the support needs of the students.

- a) Click on the words RAP created and it will sort the page to show students with a RAP at the top, in date order (newest RAP created first).
  - Click on the date of the RAP created to take you directly to the RAP.



b) You can jump directly to the Adjustments and Support page which outlines the adjustments recommended for students with a RAP



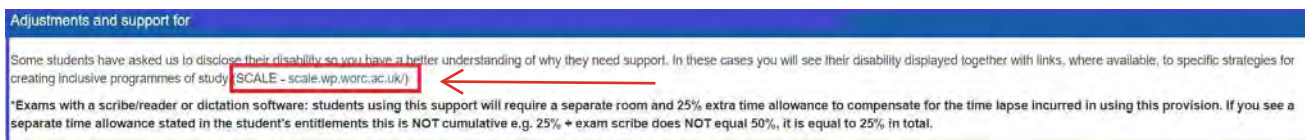
Module List for

Module Title:  
Department:  
Module Leader:  
Domain:  
Number of students on occurrence A: 63

**Adjustments and Support**

Name	RAP created	Start Date	Status	R...
------	-------------	------------	--------	------

c) Click on Adjustments and Support under number of students on occurrence and it will take you to the adjustments and support page. It is worth noting that you can access the SCALE information from this page.



Adjustments and support for

Some students have asked us to disclose their disability so you have a better understanding of why they need support. In these cases you will see their disability displayed together with links, where available, to specific strategies for creating inclusive programmes of study ([SCALE - scale.wp.worc.ac.uk/](https://scale.wp.worc.ac.uk/))

\*Exams with a scribe/reader or dictation software: students using this support will require a separate room and 25% extra time allowance to compensate for the time lapse incurred in using this provision. If you see a separate time allowance stated in the student's entitlements this is NOT cumulative e.g. 25% + exam scribe does NOT equal 50%, it is equal to 25% in total.

The Adjustments and Support page gives an overview and quicker reference. Once clicked the comprehensive list of what the needs are for the students in lecture and exam situations is shown. The student's individual RAP can also be accessed and viewed from here by clicking View RAP.

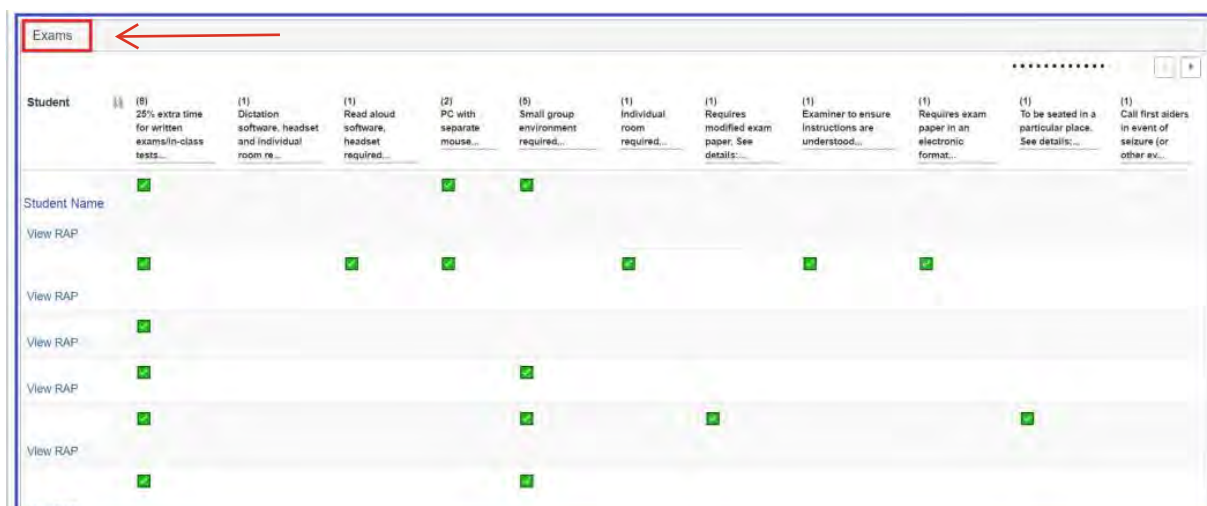
- Adjustments for **lectures** overview



**Lectures**

Student	(8) Use of recording software/devices to assist with y...	(1) You are advised to liaise with your tutors or similar to concern...	(2) Use a laptop or similar to take notes...	(8) Requires course and lecture materials to be provid...	(7) May need to leave the lecture/seminar without not...	(3) May need to stand/flex at intervals during the lec...	(1) Specific seat position required, see details:...	(2) Call a First Aider in the event of a seizure (or o...	(1) Requires clear instructions in advance regarding a...	(2) May need to clarify assignment instructions with t...	(2) Requires advanced notice of plan changes wherever ...
Student Name	✓			✓							
View RAP	✓	✓	✓	✓	✓			✓	✓		✓
View RAP	✓			✓	✓	✓					
View RAP	✓			✓	✓	✓					
View RAP	✓			✓	✓						

- Adjustments for **exams** overview



**Exams**

Student	(8) 25% extra time for written exams/in-class tests...	(1) Dictation software, headset and individual room re...	(1) Read aloud software, headset required...	(2) PC with separate mouse...	(8) Small group environment required...	(1) Individual room required...	(1) Requires modified exam paper. See details:...	(1) Examiner to ensure instructions are understood...	(1) Requires exam paper in an electronic format...	(1) To be seated in a particular place. See details:...	(1) Call first aiders in event of seizure (or other ev...
Student Name	✓			✓	✓						
View RAP	✓	✓	✓	✓		✓	✓	✓			
View RAP	✓										
View RAP	✓				✓						
View RAP	✓				✓		✓			✓	
View RAP	✓				✓						