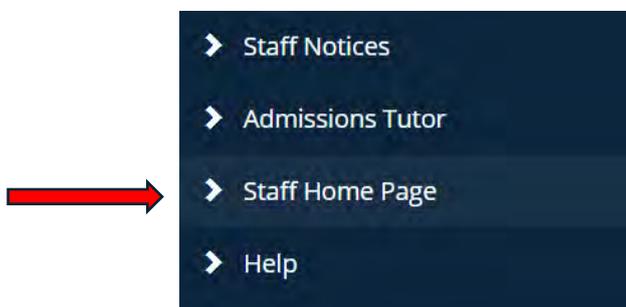


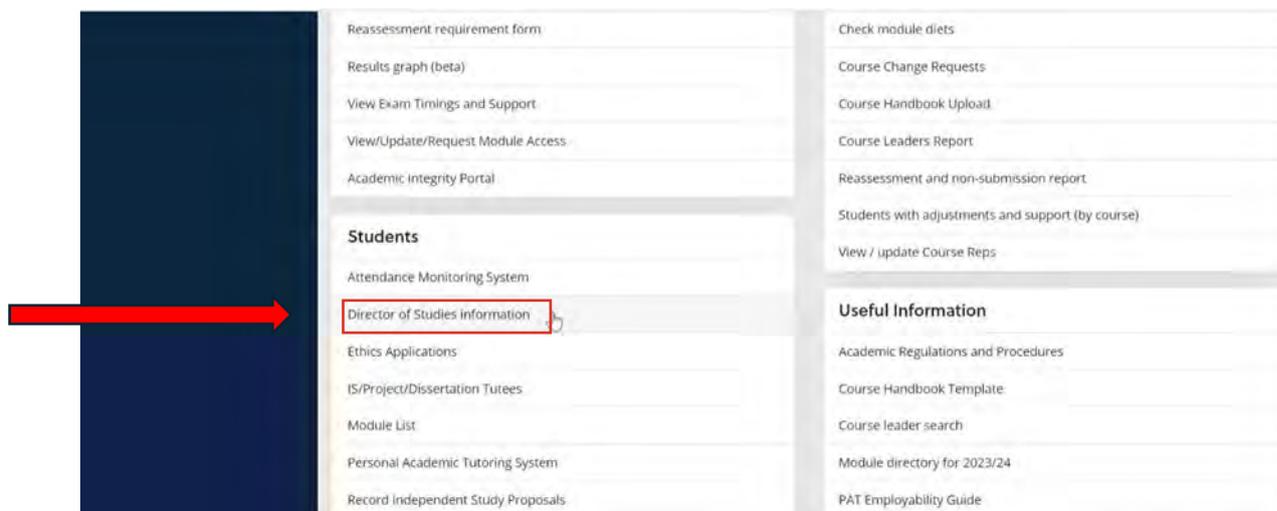
Research Supervisors

How to Find DDS Student Support Adjustments on SOLE

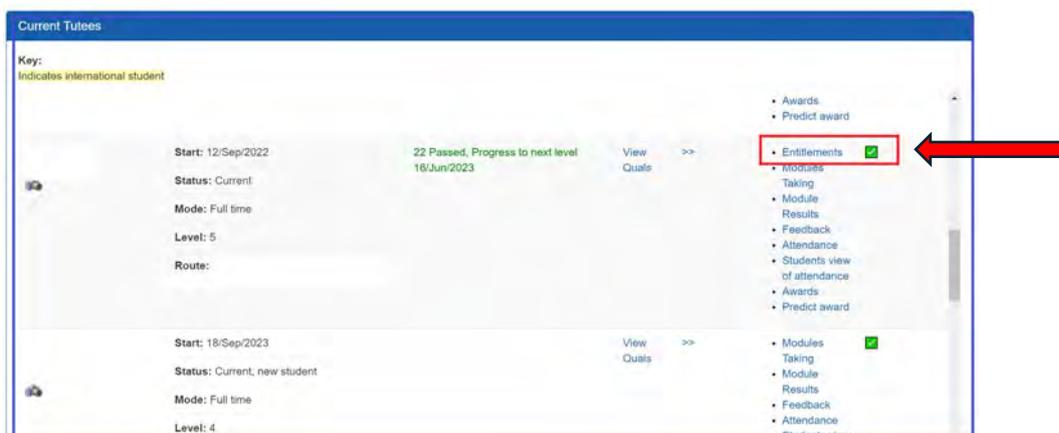
1. Go to Staff Homepage .
2. Log in to SOLE and click on the Staff Home Page—see below:



3. On the page that opens under the Students section select the 'Director of Studies Information' , see screenshot below.



4. The screen below will then be displayed: Students with a Reasonable Adjustment Plan (RAP) will have the 'Entitlements' link option listed on the right hand side.



5. Clicking on the Entitlements link will bring up the page below. Here the 'Adjustments and Support ' column list the reasonable adjustments the student has been recommended.

The screenshot shows the University of Worcester staff portal. At the top left is the University of Worcester logo and name. Below it is a navigation menu with links: Staff Notices, Admissions Tutor, Staff Home Page, and Help. To the right is a search bar labeled 'Search eVision'. The main content area is titled 'Entitlements for tutees'. Below the title is a paragraph of text explaining that some students have disclosed their disability and that the system displays their disability along with links to specific strategies for creating inclusive programmes of study (SCALE - scale.wp.worc.ac.uk/). A note states: '*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.' Below this text is a table with the following columns: Name, Academic tutor, Photo, RAP, and Adjustments and support info. The table currently shows 'No records to show'. A blue button labeled 'Filter' is located below the table. A red arrow points from the 'Adjustments and support info' column header down to the table area, and another red arrow points from the 'RAP' column header down to the table area.

Note:

For each student more information on any additional impacts or the way the student might present are included in full version of the Reasonable Adjustment Plan (RAP) which is available by clicking in the RAP column.