



**HELPING STUDENTS WITH
DISABILITIES SUCCEED AT THE
UNIVERSITY OF CAMBRIDGE**

SESSION 6520
20 OCTOBER 2022

EMEA ALLIANCE 20-21 OCTOBER 2022

PRESENTERS

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THE UNIVERSITY OF CAMBRIDGE IN NUMBERS

- 24,000 students
- 12,000 staff
- 31 Colleges
- 100+ Faculties and Departments
- Founded in 1209



CAMBRIDGE & ORACLE

- Campus Solutions 9.2
- Image 25
- PeopleTools 8.58.20

TODAY'S SESSION

18-month project between **Student Systems team** and the **Disability Resource Centre (DRC)** to improve the distribution of **Student Support Documents**



STUDENT SUPPORT DOCUMENT

The SSD consolidates relevant **information about a student's impairment**, the **impact this may have on study**, and presents **recommendations for access arrangements** designed to offset any disadvantage the student may otherwise face.



ORIGINAL STUDENT SUPPORT DOCUMENT

This Student Support Document has been developed after analysis of specialist evidence and is designed to advise Colleges/Departments/Faculties of recommended support and adjustments for individual disabled students. This document is sent to you with the student's consent and should be distributed as indicated overleaf. It is acknowledged that the support and adjustments recommended herein may already be part of existing policy and practice. The Code of Practice on reasonable adjustments for disabled students details the responsibilities of Colleges and departments in communicating, establishing and monitoring adjustments for students <http://www.educationalpolicy.admin.cam.ac.uk/supporting-students-learning-and-teaching>

If you have any questions please contact [redacted]
Further information on support and adjustments is located at: <http://www.disability.admin.cam.ac.uk/teaching-disabled-students>, and for training courses, and resources at: <http://www.disability.admin.cam.ac.uk/thinking-about-disability/training>

UNIVERSITY OF CAMBRIDGE

- A synopsis of the start of the lectures in each lecture, review major points.
- Provide reading lists in advance

Practicals:

- Give permission to record instructions
- Break lengthy tasks into stages
- Repeat information when necessary
- Provide instructions, processes, and/or Give clear information in advance about ensuring access

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1:1 study skills & mentoring

Evidence received by the DRC:
Postgraduate & BSc, dated 17.11.13
Please circulate this document to: Senior Tutor, Graduate Tutor, Support teaching staff, Library staff, College & Departmental staff

Date of Student Approval:
Best Practice when working with

Key Support Actions

- Permit recording of lectures, if possible
- Provide handouts in advance
- Provide directed reading lists, materials relevant to this study
- Extend loan periods for books
- Facilitate examination access (rest breaks/ marking advice)

Supporting and teaching students

Supervisions:

- Arrange regular scheduled meeting agreed frequency and, ideally, take
- Give adequate time for this student questions or discussion materials, research orally rather than in writing
- Help this student define the scope, establish clearly defined academic
- Provide any discussion materials
- Use concise, clear, and explicit language
- Provide instructions in written form
- Provide assignment deadlines well
- Provide exemplars of expected work
- Provide written and verbal feedback
- Provide detailed, legible feedback improvement
- If assignments or tasks are lengthy, regular, mini, targeted deadlines to
- Extra time to complete reading and
- Repetition of information, instructions
- Flag up/identify essential information
- A glossary of key terms/phrases

Lectures:

- Give permission to take notes using
- Leave information on the board to
- Provide copies of PowerPoint presentation documents, where available, prefer
- Number PowerPoint slides and use
- Flag up/identify essential information

Disability Resource Centre
Tel: +44 (0) 1223 332301
Email: disability@admin.cam.ac.uk

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- Copies of power points, handouts
- Reading lists provided in advance
- Permission to record

Supervisions
Please follow the recommendations in particular the following are important:

- Regular scheduled meetings. These should be at an agreed frequency and, ideally, take place in person.
- These supervisions should be used to progress, and establish clear goals, and establish clear deadlines for each part.
- [redacted] would greatly benefit from supervision of his research, methodology, academic goals and timelines. Supervision notes should be used to track progress.
- Please provide detailed, legible feedback and improvement and concrete instructions and feedback is important.
- Flexibility over deadlines where possible.

Accommodation
If feasible, [redacted] would benefit from [redacted] owing to organisational difficulties.

Libraries
Please follow the recommendations in particular the following are important:

- Extended loans
- Allow access to printed materials where available

Examination and assessment
It is assumed that [redacted] will not benefit from the following adjustments:

- Extensions to deadlines
- This student should not be given extra time when written work is assessed.

The DRC will be able to make [redacted] forward any request for recommendations.

This information is for advisory purposes only. It is not intended to be used for examination access arrangements.

Support provided by the DRC

| | |
|---------------------------------|--------------------------|
| Student Name/D.O.B. | [redacted] |
| Email address | [redacted] |
| College/Tutor | [redacted] |
| Department/Faculty | [redacted] |
| Level of Study | Postgraduate |
| Course/Year | PhD |
| HESA Disability Category | AD/HD (inattentive type) |
| Disability Adviser | [redacted] |

| |
|--|
| Details of student's disability/difficulty and impact on study |
| [redacted] |
| Student's recommended disability-related academic support |
| Lectures Please follow the recommendations for lectures contained in the Best Practice sheet below. In particular the following are important: |

Disability Resource Centre
Tel: +44 (0) 1223 332301
Email: disability@admin.cam.ac.uk

STUDENT SUPPORT JOURNEY

1

Student contacts DRC and asks for support



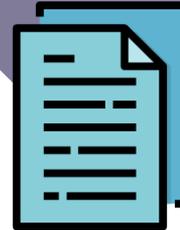
2

Student meets with disability adviser



3

Disability adviser puts recommendations into a document



4

Document is sent to relevant academic and pastoral staff



OLD PROCESS

SSD is ready for distribution to relevant staff

SSD is password protected and attached to an email

SSD recipients are selected from Excel spreadsheet

Email is sent

PROBLEMS

Is the recipient list up to date?

Did they receive the document?

What about people who aren't on the list?



ONWARD DOCUMENT DISTRIBUTION



Disability Resource Centre



College and Department
administrators



Academics
(Supervisor, Tutor, ...)



Accommodation Officer
College Nurse
...



Department Librarian
Lab technician
...

ONWARD DOCUMENT DISTRIBUTION



Disability Resource Centre



College and Department administrators



Academics



Students



Accommodation Officer

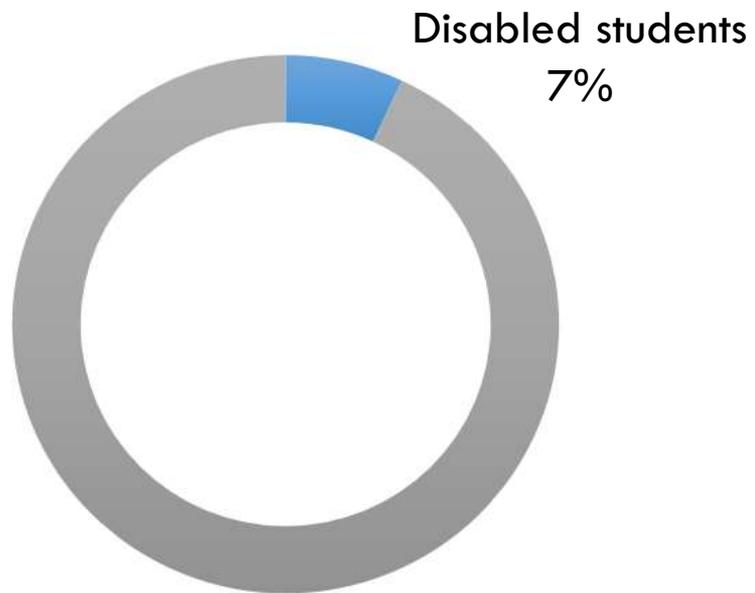
College Nurse



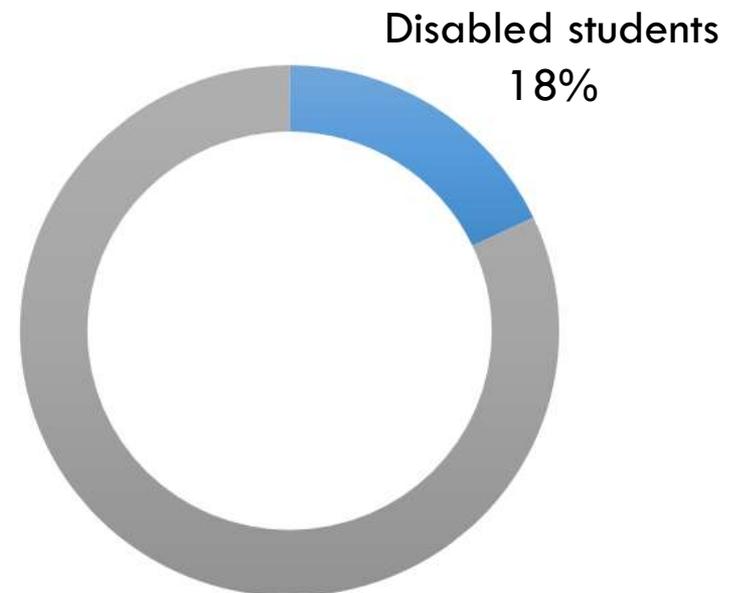
Department Librarian

Lab technician

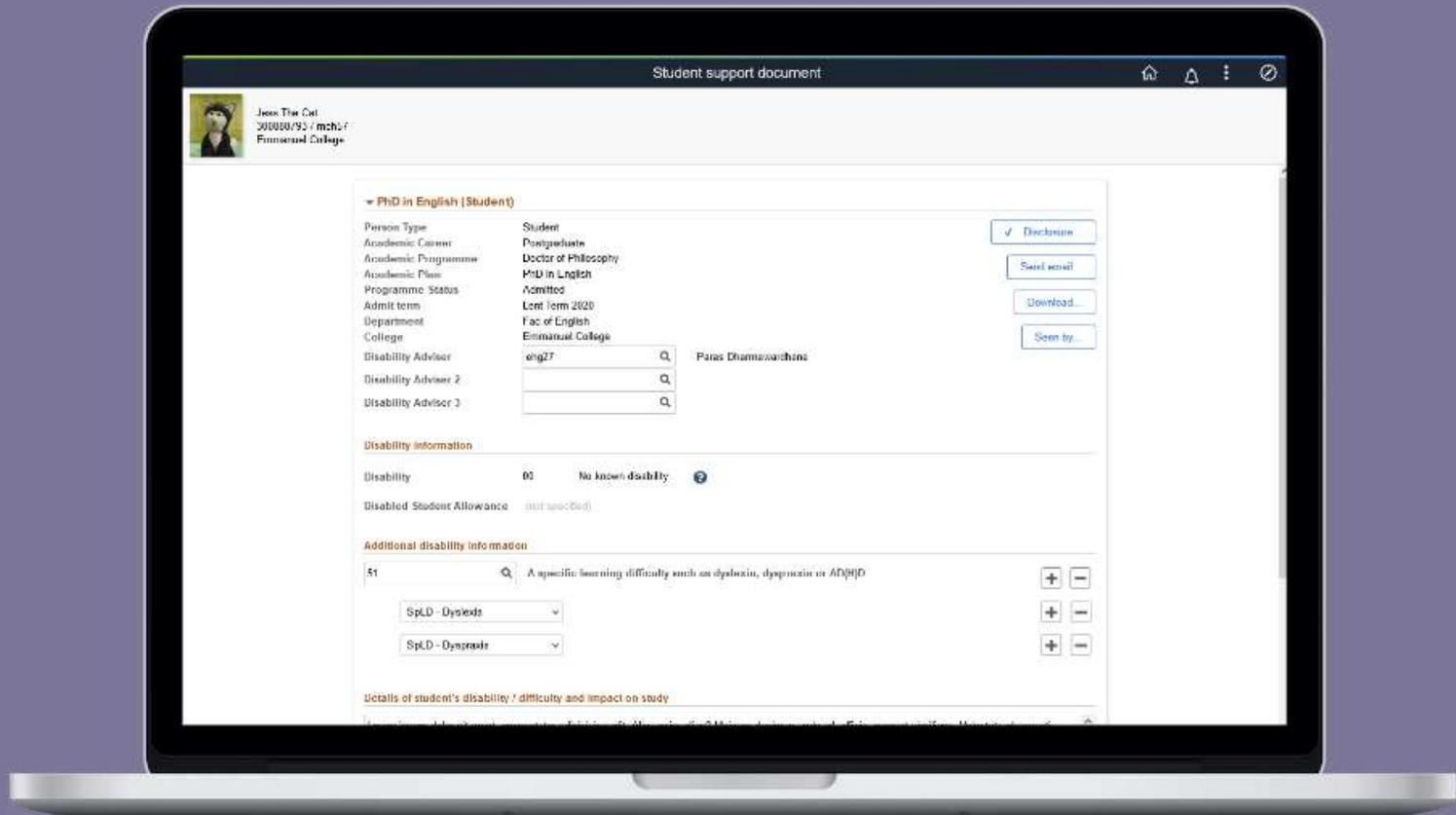
NUMBERS



2010



2021



THE NEW APPLICATION

DRC USERS' HOMEPAGE

UNIVERSITY OF CAMBRIDGE

Administrative Homepage

- 360 Degree View
- CamSIS Search
- External Links
- Classic Home
- Need help?
- Student Support Document**
 - 68 Changes
 - 433 Not seen

Administrative Homepage

- ...
- Student support document
- Chasing-up list
- College and department changes
- No disclosure or email sent
- SSD export
- Email history
- Student support setup

SEARCHING FOR A STUDENT/APPLICANT

The screenshot shows a web application interface for searching student support documents. The sidebar menu on the left includes items like 'Administrative Homepage', 'Student support document', 'Chasing-up list', 'College and department', 'No disclosure or email', 'SSD export', 'Email history', and 'Student support setup'. The 'Student support document' menu item is highlighted with a purple box. A search form is overlaid on the main content area, with a purple box around the input fields. The search form has a 'New Search' dropdown and input fields for 'USN', 'First Name', 'Last Name', and 'CRSid'. The 'USN' field contains the value '304537963'. Below the input fields are 'Search' and 'Clear' buttons. The main content area displays the search results under the heading 'View Student support document'. It shows '1 results found.' and a table with the following data:

| USN | CRSid | First Name | Last Name | Date of Birth |
|-----------|-------|------------|------------|---------------|
| 304537963 | exx99 | CATHERINE | GELSTHORPE | 01/10/2001 |

A purple box highlights the 'CATHERINE' and 'GELSTHORPE' cells in the table. A large purple arrow points from the search form to the results table.

WHO IS SHOWN IN SEARCH RESULTS?

Student support setup

- Career and programme status
- Student support roles
- Support role - job mapping
- Additional disability codes
- Other SSD setup

Career and programme status

Careers to include 2 rows

| | Academic Career | | |
|---|-----------------|---|---|
| 1 | Postgraduate | + | - |
| 2 | Undergraduate | + | - |

Programme statuses to include 4 rows

| | Academic Programme Status | Short Name | Long Name | | |
|---|---------------------------|------------|--------------------------|---|---|
| 1 | AC | Active | Admitted | + | - |
| 2 | AD | Offer Set | Offer Set | + | - |
| 3 | AP | Applicant | Applicant | + | - |
| 4 | PM | Offr Acptd | Applicant Accepted Offer | + | - |

* Applicants must also have been accepted by a College

“CARD” DESIGN

Student support document

Search Results

 Catherine Gelsthorpe
304537963 / exx99
Churchill College

▶ Natural Sciences Tripos (Student)

▼ Final Veterinary Exam (Student)

| | | |
|----------------------|--------------------------------|---------------|
| Person Type | Student | Disclosure... |
| Academic Career | Undergraduate | |
| Academic Programme | Bachelor of Vet. Medicine | Send email... |
| Academic Plan | Final Veterinary Exam | |
| Programme Status | Admitted | Download... |
| Admit term | Michaelmas Term 2022 | |
| Department | Department of Veterinary Medic | Seen by... |
| College | Churchill College | |
| Disability Adviser | <input type="text"/> | |
| Disability Adviser 2 | <input type="text"/> | |
| Disability Adviser 3 | <input type="text"/> | |

Disability information

| | | |
|----------------------------|---|---|
| Disability | 08 | Two or more impairments and/or disabling medical conditions |
| |  | |
| Disabled Student Allowance | 4 | In receipt of Disabled Students' Allowance |

Additional disability information

Add disability code

Details of student's disability / difficulty and impact on study

Documents

Upload file

STUDENT INFORMATION

▼ **Final Veterinary Exam (Student)**

| | | |
|----------------------|--------------------------------------|---------------|
| Person Type | Student | Disclosure... |
| Academic Career | Undergraduate | Send email... |
| Academic Programme | Bachelor of Vet. Medicine | Download... |
| Academic Plan | Final Veterinary Exam | Seen by... |
| Programme Status | Admitted | |
| Admit term | Michaelmas Term 2022 | |
| Department | Department of Veterinary Medic | |
| College | Churchill College | |
| Disability Adviser | <input type="text" value="hd286"/> 🔍 | Nora Marriner |
| Disability Adviser 2 | <input type="text" value="kre25"/> 🔍 | Nathan Dell |
| Disability Adviser 3 | <input type="text"/> 🔍 | |

DISABILITY AND IMPACT ON STUDY

| Disability information | | | |
|----------------------------|----|---|---|
| Disability | 08 | Two or more impairments and/or disabling medical conditions | ? |
| Disabled Student Allowance | 4 | In receipt of Disabled Students' Allowance | |

| Additional disability information | | | |
|-----------------------------------|---|--|-----|
| 51 | Q | A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D | + - |
| SpLD - Dyslexia | | | + - |
| SpLD - Dyspraxia | | | + - |

| Details of student's disability / difficulty and impact on study |
|---|
| <p>Catherine has a diagnosis of dyslexia and dyspraxia, which is characterised by problems with working memory (the ability to retain and manipulate information simultaneously), phonological skills (the skills underpinning efficient literacy, including the automaticity of spelling as well as reading speed and fluency), motor coordination (affecting handwriting) and the speed with which she processes information (the speed she retrieves vocabulary from long-term memory, apparent in spoken language, writing and reading). This impacts all activities where information must be read, processed and organised and, consequently, these activities take significant time and effort.</p> <p>This diagnosis can negatively affect Catherine's ability to read texts at speed, take notes, produce written work, proofread & complete academic work under time pressure, and so makes deadlines stressful (she needs additional time).</p> <p>For information about the likely impact of this diagnosis on study, please follow the link: http://www.disability.admin.cam.ac.uk/staff-supporting-disabled-students/teaching-disabled-students/understanding-effects-impairments-1</p> <p>Please discuss this information with the student in order to understand the impact the diagnosis has on study for this individual.</p> |

Last updated by hd286 on 14/10/2022 14:56:31

DRC RECOMMENDATIONS

Documents

[Upload file](#) [Delete selected file\(s\)](#)

| Attached file | Sensitive | Archived | Uploaded by | Uploaded on |
|--|-----------------------------|---|-------------|------------------|
| <input type="checkbox"/> SSD_Gelsthorpe_C_v1.pdf | <input type="checkbox"/> No | <input checked="" type="checkbox"/> Yes | hd286 | 14/10/2022 15:05 |
| <input type="checkbox"/> SSD_Gelsthorpe_C_v2.pdf | <input type="checkbox"/> No | <input type="checkbox"/> No | hd286 | 14/10/2022 15:05 |



Why did we split recommendations and disability information?

DISCLOSURE

- ✓ Disclosure...
- Send email...
- Download...
- Seen by...



Cancel **Disclosure** Done

i Changes made here will affect who can see documents when they sign in to CamSIS

Full disclosure
 Restricted disclosure

College disability administrator
Averil Oldfield (sxx1006)
Chun Lambeth (lrr27)
Erin Parker (mxx1002)
Lydia Ellis (rxx1003)
Michelle Biggs (rxx1004)
Polly Pickford (sjxx1008)
Ramola Malpas (sxx1005)

College disability observer

Department disability administrator
Dionysios Cousin (ib427)
Frank Ruggiero (kma28)
Lu Bowden (larxx1014)
Rhona Tailor (jad39)
Richard Yan (mq200)
Steven Salama-Paul (vej20)
Thomas Darking (rw351)

Director of studies
Katharine Notzke (mah1)

Principal supervisor
There are no users with this role

College tutor
Gillian Wolff (hb391)

College graduate tutor
Kieran Spiess (dbl25)

Student Registry administrator

University Library observer

SO HOW DOES IT KNOW WHO'S WHO?

CamSIS Team Homepage Student support document 🏠 ⋮ 🔍

Student support roles 14 rows

| *Student support role | *Description | Sort Order | Academic | Disability information visible | Superuser | Include in disclosure | Include in email | Marks as seen | | |
|-----------------------|--|------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|---|---|
| 1 COLL | College disability administrator | 10 | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input checked="" type="radio"/> Yes | <input checked="" type="radio"/> Yes | + | - |
| 2 COLO | College disability observer | 11 | <input type="radio"/> No | <input type="radio"/> No | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No | + | - |
| 3 DEPT | Department disability administrator | 20 | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input checked="" type="radio"/> Yes | <input checked="" type="radio"/> Yes | + | - |
| 4 DOS | Director of studies | 30 | <input checked="" type="radio"/> Yes | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> Yes | + | - |
| 5 PRS | Principal supervisor | 40 | <input checked="" type="radio"/> Yes | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> Yes | + | - |
| 6 CT | College tutor | 50 | <input checked="" type="radio"/> Yes | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> Yes | + | - |
| 7 CGT | College graduate tutor | 60 | <input checked="" type="radio"/> Yes | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> Yes | + | - |
| 8 SR | Student Registry administrator | 70 | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No | + | - |
| 9 ULO | University Library observer | 71 | <input type="radio"/> No | <input type="radio"/> No | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No | + | - |
| 10 ULA | University Library administrator | 72 | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No | + | - |
| 11 SSCO | SSC access and wellbeing observer | 73 | <input type="radio"/> No | <input type="radio"/> No | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No | + | - |
| 12 SSQA | SSC access and wellbeing administrator | 74 | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No | + | - |
| 13 DRC | Disability Resource Centre | 99 | <input type="radio"/> No | <input type="radio"/> Yes | <input checked="" type="radio"/> Yes | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No | + | - |
| 14 CAMS | CamSIS team | 999 | <input type="radio"/> No | <input type="radio"/> Yes | <input checked="" type="radio"/> Yes | <input type="radio"/> No | <input type="radio"/> No | <input type="radio"/> No | + | - |

ROLE MAPPING

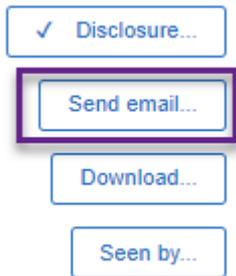
CamSIS Team Homepage Student support document

Support role - job mapping

20 rows

| | Student support role | User Role | User Role description | | |
|----|-------------------------------------|-----------|--------------------------------|---|---|
| 1 | CamSIS team | 100000021 | Technical | + | - |
| 2 | CamSIS team | 100000023 | Functional | + | - |
| 3 | College graduate tutor | 100000004 | College Graduate Tutor | + | - |
| 4 | College disability administrator | 100000017 | College Tutorial User | + | - |
| 5 | College disability administrator | 100000145 | College Access&Wellbeing Admin | + | - |
| 6 | College disability observer | 100000144 | Coll Access&Wellbeing Observer | + | - |
| 7 | College tutor | 100000003 | College Tutor | + | - |
| 8 | Department disability administrator | 100000018 | Postgraduate Student Admin | + | - |
| 9 | Department disability administrator | 100000115 | Undergraduate Administrator | + | - |
| 10 | Department disability administrator | 100000116 | Departmental MST Administrator | + | - |
| 11 | Department disability administrator | 100000119 | Business Course Admissions | + | - |
| 12 | Department disability administrator | 100000135 | Departmental NS Tripos Admin. | + | - |
| 13 | Director of studies | 100000002 | Director of Studies | + | - |

EMAIL



Emails to students and academics sent by application engine on hourly basis

Cancel **Send email** **Send email**

From
disability@admin.cam.ac.uk

To
197291092ADMINCAMACUK@admin.cam.ac.uk,
200137751ADMINCAMACUK@admin.cam.ac.uk,
202114312ADMINCAMACUK@admin.cam.ac.uk,
300275133ADMINCAMACUK@admin.cam.ac.uk,
300278020ADMINCAMACUK@admin.cam.ac.uk,
300279290ADMINCAMACUK@admin.cam.ac.uk,
300462515ADMINCAMACUK@admin.cam.ac.uk,
300794645ADMINCAMACUK@admin.cam.ac.uk,
3013149264ADMINCAMACUK@admin.cam.ac.uk

CC

Subject
New student support documents are available to view

Message
New student support documents are available to view for:
Catherine Gelsthorpe
USN: 304537963
Academic programme: Bachelor of Vet. Medicine
Academic plan: Final Veterinary Exam
Please go to <https://camsis.cam.ac.uk> to access them.
This is a general communication to alert staff who support this student. Please discard this email if you do not support this student. Academics and student will receive a separate email.

EMAIL EXAMPLE

Received Tuesday, 18 Oct 2022 4:42:11 PM
From <disability@admin.cam.ac.uk>
To <197291092ADMINCAMACUK@admin.cam.ac.uk>
Subject **New student support documents are available to view**

Plain Text Source Download

New student support documents are available to view for:

Catherine Gelsthorpe
USN: 304537963
Academic programme: Bachelor of Vet. Medicine
Academic plan: Final Veterinary Exam

Please go to <https://camsis.cam.ac.uk> to access them.

This is a general communication to alert staff who support this student. Please discard this email if you do not support this student. Academics and student will receive a separate email.

This email has been sent to:
197291092ADMINCAMACUK@admin.cam.ac.uk
200137751ADMINCAMACUK@admin.cam.ac.uk
202114312ADMINCAMACUK@admin.cam.ac.uk
300275133ADMINCAMACUK@admin.cam.ac.uk
300278020ADMINCAMACUK@admin.cam.ac.uk
300279290ADMINCAMACUK@admin.cam.ac.uk
300462515ADMINCAMACUK@admin.cam.ac.uk
300794645ADMINCAMACUK@admin.cam.ac.uk
301349264ADMINCAMACUK@admin.cam.ac.uk
303028631ADMINCAMACUK@admin.cam.ac.uk
304344914ADMINCAMACUK@admin.cam.ac.uk
306033564ADMINCAMACUK@admin.cam.ac.uk
306153703ADMINCAMACUK@admin.cam.ac.uk
306159299ADMINCAMACUK@admin.cam.ac.uk

WHO HAS SEEN IT?

- ✓ Disclosure...
- Send email...
- Download...
- Seen by...



Cancel Done

Not seen College disability administrator

Not yet seen

Seen Department disability administrator

Seen by Dionysios Cousin (ib427) on 14/10/2022 15:22:22

Not seen Director of studies

Not yet seen by Katharine Notzke

Not seen Principal supervisor

There are no users with this role

Not seen College tutor

Not yet seen by Gillian Wolff

Not seen College graduate tutor

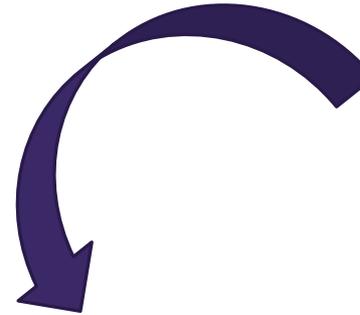
Not yet seen by Kieran Spiess

DRC "CHASING UP" LIST

< Administrative Homepage

↓ ...

- Student support document
- Chasing-up list**
- College and department changes
- No disclosure or email sent
- SSD export



< Administrative Homepage

Student support document

Chasing-up list

Not yet seen by

- Department disability administrator (239)
- College disability administrator (193)

College

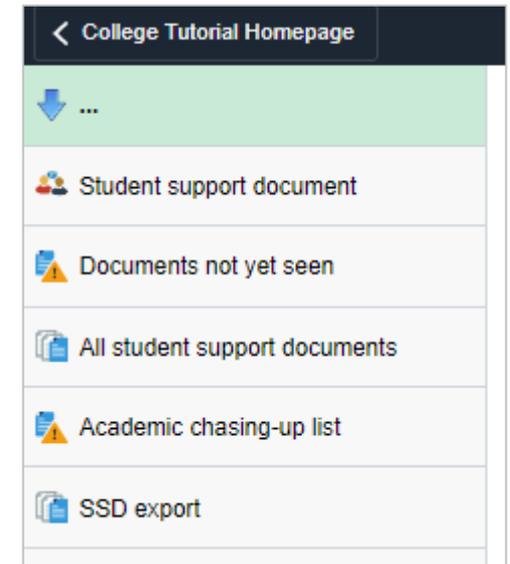
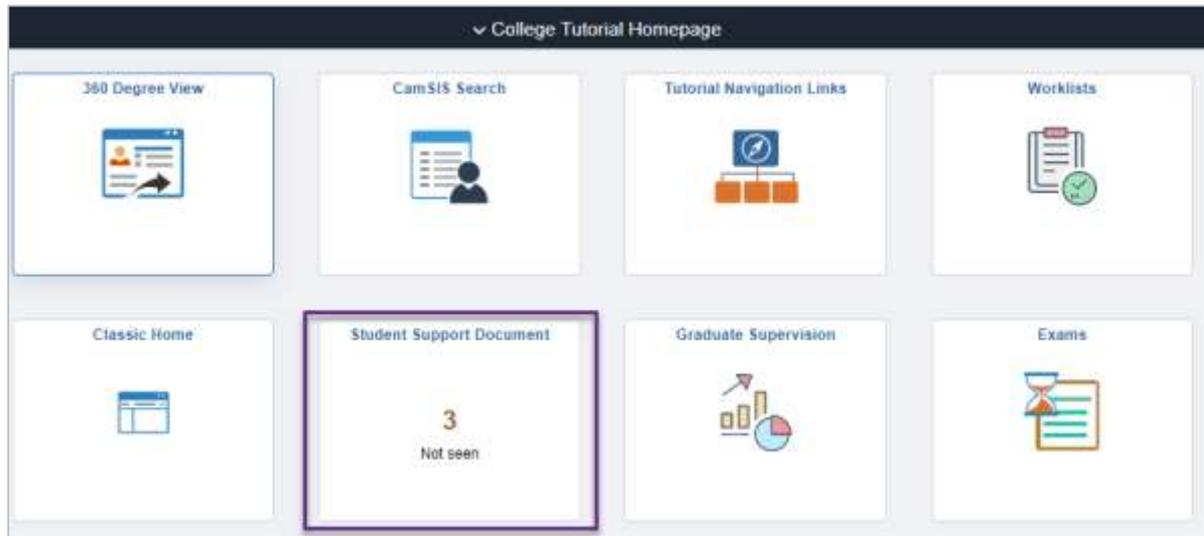
- Homerton College (37)
- Wulfson College (34)
- Hughes Hall (25)
- St John's College (25)
- Emmanuel College (24)
- Gonville and Caius College (24)
- Lucy Cavendish College (20)
- King's College (17)
- Robinson College (17)

| USN | Actions | First Name | Last Name | CRSid | Uploaded on | Career | Programme | Programme status | Academic plan | Not yet seen by | Date Sent |
|-----------|---------|------------|-----------|-------|-------------|---------------|-----------|------------------|--------------------------------|-------------------------------------|------------|
| 305872487 | | Jack | Dullea | | 28/09/2022 | Undergraduate | BAH3 | Admitted | Law Tripos | Department disability administrator | 28/09/2022 |
| 305872797 | | Yizhuo | Glover | | 28/09/2022 | Undergraduate | BAH3 | Admitted | Natural Sciences Tripos | College disability administrator | 28/09/2022 |
| 305950903 | | Eispeth | Kadayifci | | 28/09/2022 | Undergraduate | BAH3 | Admitted | Natural Sciences Tripos | College disability administrator | 28/09/2022 |
| 303823656 | | Fiorine | Magnan | | 28/09/2022 | Postgraduate | MPHIL | Admitted | MPhil in Sociology | Department disability administrator | 28/09/2022 |
| 305197829 | | Letizia | McMullan | | 28/09/2022 | Postgraduate | MED | Admitted | MEd (PGCE-MEd) in TPR | Department disability administrator | 28/09/2022 |
| 305197829 | | Letizia | McMullan | | 28/09/2022 | Postgraduate | MED | Admitted | MEd (PGCE-MEd) in TPR | College disability administrator | 28/09/2022 |
| 305846167 | | Tommaso | Musk | | 28/09/2022 | Undergraduate | BAH3 | Admitted | Theo,Relig.&Philo of Re Tripos | College disability administrator | 28/09/2022 |
| 305846167 | | Tommaso | Musk | | 28/09/2022 | Undergraduate | BAH3 | Admitted | Theo,Relig.&Philo of Re Tripos | Department disability administrator | 28/09/2022 |



ADMINISTRATORS

COLLEGE AND DEPARTMENT USERS' VIEW



DOCUMENTS NOT YET SEEN

College Tutorial Homepage Student support document

Documents not yet seen 3 rows

| USN | First name | Last name | CRSid | Programme / Plan / Programme Status | College / Department | Last document upload date |
|-----------|------------|------------|---------|--|---|---------------------------|
| 304537963 | Catherine | Gelsthorpe | exx99 | Bachelor of Vet. Medicine Final Veterinary Exam Admitted | Churchill College Department of Veterinary Medic | 14/10/22 15:05 |
| 305909657 | Thapothiny | Johnston | xxb2990 | BA Degree (Hons 3yrs) Education Tripos Admitted | Churchill College Fac of Education | 12/10/22 16:32 |
| 305926517 | Ruth | Collins | trxx599 | BA Degree (Hons 3yrs) Historical Tripos Admitted | Churchill College Fac of History | 12/10/22 16:18 |



USN

304537963

Actions

Student support document

MAIN PAGE

Student support document

 Catherine Gelsthorpe
304537963 / exo99
Churchill College

▼ Final Veterinary Exam (Student)

| | |
|----------------------|--------------------------------|
| Person Type | Student |
| Academic Career | Undergraduate |
| Academic Programme | Bachelor of Vet. Medicine |
| Academic Plan | Final Veterinary Exam |
| Programme Status | Admitted |
| Admit term | Michaelmas Term 2022 |
| Department | Department of Veterinary Medic |
| College | Churchill College |
| Disability Adviser | hd286 Nora Murriner |
| Disability Adviser 2 | kre25 Nathan Dell |
| Disability Adviser 3 | |

Disability information

| | | | |
|----------------------------|----|---|---|
| Disability | 08 | Two or more impairments and/or disabling medical conditions | ? |
| Disabled Student Allowance | 4 | In receipt of Disabled Students' Allowance | |

Additional disability information

| | |
|------------------|--|
| 51 | A specific learning difficulty such as dyslexia, dyspraxia or AD(H)D |
| SpLD - Dyslexia | |
| SpLD - Dyspraxia | |

Details of student's disability / difficulty and impact on study

Catherine has a diagnosis of dyslexia and dyspraxia, which is characterised by problems with working memory (the ability to retain and manipulate information simultaneously), phonological skills (the skills underpinning efficient literacy, including the automaticity of spelling as well as reading speed and fluency), motor coordination (affecting handwriting) and the speed with which she processes information (the speed she retrieves vocabulary from long-term memory, apparent in spoken language, writing and reading). This impacts all activities where information must be read, processed and organised and, consequently, these activities take significant time and effort.

This diagnosis can negatively affect Catherine's ability to read texts at speed, take notes, produce written work, proofread & complete academic work under time pressure, and so makes deadlines stressful (she needs additional time).

For information about the likely impact of this diagnosis on study, please follow the link: <http://www.disability.admin.cam.ac.uk/staff-supporting-disabled-students/teaching-disabled-students/understanding-effects-impairments-1>

Please discuss this information with the student in order to understand the impact the diagnosis has on study for this individual.

Last updated by hd286 on 14/10/2022 15:04:45

Documents

| Attached file | Sensitive | Uploaded by | Uploaded on |
|-------------------------|-----------------------------|-------------|------------------|
| SSD_Gelsthorpe_C_v2.pdf | <input type="checkbox"/> No | hd286 | 14/10/2022 15:05 |

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- Disability information **SENSITIVE**
- Documents
 - SSD_Gelsthorpe_C_v2.pdf

NEW SSD – RECOMMENDATIONS ONLY



Student Support Document



Name Catherine Getzhope
USN 304537963
CRSID 00009
College Churchill College
Date of birth 01-10-2001
Email address 304537963ADMIN@CAMACUK@admin.cam.ac.uk

Career (level of study) Undergraduate
Programme Bachelor of Vet. Medicine
Plan Final Veterinary Exam
Department / faculty Department of Veterinary Medicine
Admit term Michaelmas Term 2022
Lead disability adviser Nora Mariner
Other disability advisers Nathan Dell

Director of studies Dr Katharine Notzke
College tutor Miss Gillian Wulff
College graduate tutor Prof Kieran Spiess

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UNIVERSITY OF CAMBRIDGE

Student Support Document (Research)

Student's recommended disability-related academic support

Large group teaching/Lectures:

- Copies of slides, handouts and notes, available in advance, preferably electronically
- Any reading lists in advance
- Please indicate key references to guide Catherine more constructively in the background literature.
- Permission to record lectures or have access to recordings made by the Department.
- During a flare up of her health condition, Catherine may not be able to attend lectures in person. She would benefit from having material made available to her or be able to attend online, if that is an option.
- Catherine may need to sit at the front of the lecture theatre near an exit.
- Any hard copies of handouts should be on cream coloured paper

Small Group Teaching/Supervisions and Seminars:

- Guidance with identifying and organising reading materials relevant to her work/research.
- Written, as well as oral, explanation of what the task or assignment entails.
- Provide details of deadlines as far in advance as possible
- Extended deadlines when feasible and appropriate.
- Regular scheduled meetings with her supervisor(s) to assist Catherine with remaining on track & making sure she is managing the approaching deadline. These should be at an agreed frequency and, ideally, take place at the same time/place/day to assist with organisation.
- These supervisions should include helping Catherine define the scope and limit of her work, monitor progress, and establish clearly defined academic goals.
- Please allow Catherine time to process information before being expected to respond to questions.
- Rephrasing or repetition of information may be necessary.
- Please provide detailed, legible feedback on strong points of Catherine's work as well as areas for improvement. Examples of how to put things right would help
- Tasks should be modelled (provide exemplars of expected work).
- Opportunity to show supervisor work drafts to look over.
- During a flare up of her health condition, Catherine may not be able to attend supervisions, workshops or seminars in person. She would benefit from having the opportunity to re-schedule or engage online, if that is possible.
- Any hard copies of handouts should be on cream coloured paper

Blended teaching & learning (including online):

- Provide adequate time for this student to assimilate/process questions and make notes/sequence ideas before being required to respond to a question. Answering on the spot can be challenging as it can place a burden on working memory, sequencing, speed of processing and concentration.
- Repetition may be required
- Allow recording, where possible

The DRC has developed the following guidance on Remote Teaching and Learning for disabled students: [DRC Remote Teaching and Learning Guides](#)

Page 1 of 2

NEW SSD – FULL

Catherine Getsthorpe
304537963 / 4499
Churchill College

Notes,
and so
e list:
-disabled-
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UNIVERSITY OF CAMBRIDGE

Student Support Document

| | |
|---|--|
|  | <p>Name Catherine Getsthorpe</p> <p>USN 304537963</p> <p>CRSID exx99</p> <p>College Churchill College</p> <p>Date of birth 01-10-2001</p> <p>Email address 304537963ADMIN@CAMAC.UK@admin.cam.ac.uk</p> |
|---|--|

| | |
|---|--|
| <p>Career (level of study) Undergraduate</p> <p>Programme Bachelor of Vet. Medicine</p> <p>Plan Final Veterinary Exam</p> <p>Department / faculty Department of Veterinary Medic</p> <p>Admit term Michaelmas Term 2022</p> <p>Lead disability adviser Nora Manning</p> <p>Other disability advisers Nathan Dell</p> | <p>Director of studies Dr Katherine Notzke</p> <p>College tutor Miss Gillian Wolff</p> <p>College graduate tutor Prof Kieran Spiess</p> |
|---|--|

Disability Information

| | | |
|-----------------------------------|----|---|
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Additional disability codes

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UNIVERSITY OF CAMBRIDGE

Student Support Document (Research)

Student's recommended disability-related academic support

Large group teaching/Lectures:

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Page 1 of 2

MARKING AS “SEEN”

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Seen College disability administrator
Not yet seen

Seen Department disability administrator

Seen by Dionysios Cousin (ib427) on 14/10/2022 15:22:22

Not seen Director of studies
Not yet seen by Katharine Notzke

Not seen Principal supervisor
There are no users with this role

Not seen College tutor

Not yet seen by Gillian Wolff

Not seen College graduate tutor
Not yet seen by Kieran Spiess

ACADEMIC “CHASING UP” LIST

The screenshot shows the 'Academic chasing-up list' interface. On the left, a sidebar contains navigation options: 'Student support document', 'Documents not yet seen', 'All student support documents', 'Academic chasing-up list' (highlighted with a purple box), and 'SSD export'. The main content area is titled 'Academic chasing-up list' and includes a filter section with 'Career' (Undergraduate (20), Postgraduate (3)) and 'Programme' (BAH3 (14), BAH4 (2), BAMNG (2), BAMSC (2), MRES (3)). Below the filters is a table of students with columns: USN, Actions, First Name, Last Name, CRSid, Career, Programme, Programme status, and Academic. The table contains four rows of student data. A purple box highlights the 'Actions' column for the first row. Below the main interface is a separate table with columns: 'Uploaded on', 'Adviser role', 'Adviser name', 'Adviser email', and 'Last email sent'. The second row of this table has 'College tutor' in the 'Adviser role' column and '23/09/2022' in the 'Last email sent' column, both highlighted with purple boxes. A purple arrow points from the 'Academic chasing-up list' table to this separate table. Another purple arrow points from the separate table to the right.

| USN | Actions | First Name | Last Name | CRSid | Career | Programme | Programme status | Academic |
|-----------|---------|-------------|--------------|---------|---------------|-----------|------------------|-------------|
| 305200565 | | András | Della Grotta | whxx12 | Postgraduate | NOTAF | Admitted | NOTAF in E |
| 305540690 | | Thomas | Chen | ilhxx14 | Postgraduate | MRES | Admitted | MRes in CE |
| 304084032 | | Helen-Maria | Kirupairajah | orxx15 | Undergraduate | BAH3 | Admitted | Natural Sci |
| 304084043 | | Matthew | Meru | rexx16 | Undergraduate | BAM | Admitted | Natural Sci |

| Uploaded on | Adviser role | Adviser name | Adviser email | Last email sent |
|-------------|---------------------|-----------------|---------------------------------------|-----------------|
| 01/02/2022 | Director of studies | Richard Tan | 300718858ADMINCAMACUK@admin.cam.ac.uk | 13/09/2022 |
| 23/09/2022 | College tutor | Maureen Ibrahim | 203090732ADMINCAMACUK@admin.cam.ac.uk | 23/09/2022 |
| 27/05/2022 | College tutor | Maureen Ibrahim | 203090732ADMINCAMACUK@admin.cam.ac.uk | 27/05/2022 |

SSD EXPORT

College Tutorial Homepage Student support document 

SSD export

Run Control ID [Report Manager](#) [Process Monitor](#) [Run](#)

Admit Term

Active students/applicants only

- Student support document
- Documents not yet seen
- All student support documents
- Academic chasing-up list
- SSD export**



| | A | B | C | D | E | F | G | H |
|----|-----------|------------|-----------|-------|------------------|-----------------|----------------------|-------------------------------|
| 1 | USN | First name | Last name | CRSid | Created datetime | Academic career | Academic Programme | Academic plan |
| 2 | 191048982 | | | | 16/11/2021 09:58 | Postgraduate | Doctor of Education | Doctor of Education |
| 3 | 195043130 | | | | 16/11/2021 09:59 | Postgraduate | Master of Education | Master of Education in Maths |
| 4 | 197117046 | | | | 23/09/2022 09:53 | Postgraduate | Master of Studies | MSt in History |
| 5 | 200086873 | | | | 16/11/2021 09:58 | Postgraduate | Master of Studies | Healthcare Data |
| 6 | 202048084 | | | | 16/11/2021 09:58 | Postgraduate | Doctor of Philosophy | PhD in Social Anthropology |
| 7 | 203066748 | | | | 16/11/2021 09:58 | Postgraduate | Doctor of Philosophy | PhD in Architecture (Science) |
| 8 | 204090610 | | | | 08/09/2022 15:44 | Postgraduate | Master of Education | MEd (PACES) in TPR |
| 9 | 300366981 | | | | 16/11/2021 09:59 | Postgraduate | Master of Education | MEd (PGCE-MEd) in TPR |
| 10 | 300629451 | | | | 16/11/2021 09:59 | Postgraduate | Doctor of Philosophy | PhD in History |
| 11 | 300631052 | | | | 16/11/2021 09:58 | Postgraduate | Doctor of Philosophy | PhD in Pharmacology |
| 12 | 300888690 | | | | 16/11/2021 09:58 | Postgraduate | Doctor of Philosophy | PhD in History & PoScience |
| 13 | 300891519 | | | | 16/11/2021 09:58 | Postgraduate | Doctor of Philosophy | PhD in Engineering |
| 14 | 301170244 | | | | 16/11/2021 09:58 | Postgraduate | Doctor of Philosophy | PhD in Chemistry |
| 15 | 301325703 | | | | 16/11/2021 09:58 | Postgraduate | Doctor of Philosophy | PhD in History & PoScience |



STUDENTS

STUDENT SELF SERVICE

The screenshot displays the 'Student Self Service' interface for the University of Cambridge. The header includes the university logo and the text 'UNIVERSITY OF CAMBRIDGE' on the left, a dropdown menu labeled 'Student Self Service' in the center, and a home icon and a three-dot menu icon on the right. The main content area features a large introductory box for 'Your CamSIS homepage' and a grid of seven service tiles. The 'Personal' tile is highlighted with a purple border. The tiles are: 'Personal' (person icon), 'Academic' (classroom icon), 'Exams' (calendar and graduation cap icon), 'Results' (document with graduation cap icon), 'Graduation' (graduation cap and diploma icon), 'Tasks' (warning triangle icon with the text 'No current tasks' below it), and 'Need help?' (question mark in speech bubbles icon).

UNIVERSITY OF CAMBRIDGE

Student Self Service

Your CamSIS homepage

What is CamSIS?
It's our central system for handling official student data. From this homepage you can carry out tasks such as managing your personal and academic record, view results, request transcripts and apply for graduation.

Personal

Academic

Exams

Results

Graduation

Tasks
No current tasks

Need help?

STUDENT SELF SERVICE

Student Self Service Personal

USN 305926517

Personal details

Contact details

Awards and bursaries

Student support

Useful information

Student support

This page shows Student Support Documents that have been created for you whilst studying at the University. If any of them are incorrect, missing or if you need a new Student Support Document, please contact the Disability Resource Centre for assistance at disability@admin.cam.ac.uk.

| Course / Subject / College | Latest document uploaded | |
|----------------------------|--------------------------|---|
| BA Degree (Hons 3yrs) | | |
| Historical Tripos | 12/10/2022 |  |
| Churchill College | | |



Download

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Password Show password

Include sensitive information

If you select this option, you will be able to see all the disability-related information that is stored about you on CamSIS. However, the downloaded file may include information which explicitly states your disability and its impact on your studies. The SSD may also include potentially sensitive documents or medical evidence. You may want to leave this option unticked if you are planning to send the SSD on to another person.

Include sensitive information Yes

UNIVERSITY OF CAMBRIDGE

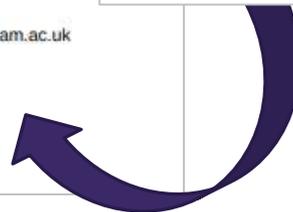
Student Support Document

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Name Ruth Collins
USN 305926517
CRSID trxx599
College Churchill College
Date of birth 01-10-2003
Email address 305926517ADMINCAMACUK@admin.cam.ac.uk

Career (level of study) Undergraduate
Programme BA Degree (Hons 3yrs)
Plan Historical Tripos
Department / faculty Fac of History
Admit term Michaelmas Term 2022





OUR APPROACH

PROJECT PHASES

Secure distribution to administrators

Splitting document

Secure distribution to academics

SSD on student self-service

SSD access for central offices

Cohort summary reports

Find out more!
Session 6519
Tomorrow at 11:45

OUR APPROACH



Agile (ish)



Tooling



Meetings



Training



Communication



LOOKING AHEAD...

LOOKING AHEAD...



Cohort summary reports



Automated emails to administrators



Give Exams Team access to SSDs



HESA integration



Multiple small enhancements and bug fixes



CONCLUDING THOUGHTS

ANY QUESTIONS?



THANK YOU!



EMEA ALLIANCE 20-21 OCTOBER 2022