

# DMIS

# Department Mark Entry Information System

# Guide to Viewing Disability Support Service (DSS) Student Information



# Written By – Systems Administration

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### **Document Version Control**

Version	Date	Author	Change Details
1	Jan 2019	regadmin@ucc.ie	Version 1
2	Apr 2021	regadmin@ucc.ie	Department Admin Access Required
3	Dec 2024	regadmin@ucc.ie	New Launch Method for Discoverer Reports

### **Document Scope**

The scope of this document is limited to the DSS Information available on DMIS..

### **Document Distribution List**

This document is to be made available to ALL DMIS Users in UCC.

### Acronyms / Abbreviations / Definitions

DMIS	Department Mark Information System
ITS	Integrated Tertiary Software – This is the UCC Student Records System
DSS	Disability Support Services
DSO	Disability Support Office
Discoverer	A Reporting Software Programme in DMIS

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### **Appendix A – Examination Disability Codes & Descriptions**

### Introduction

When a Student is registered with Disability Support Services (**DSS**), the DSS Team will record a **DSS Indicator** on the Student Profile on the **UCC ITS Student Records System**.



A DSS Registered Student can also have many other Indicators on their DSS profile.

Examples:

- ATP Access to Panopto
- EXT Extra Time 10 Minutes Per Hour
- LAB Computer Lab



### Purpose

The purpose of this user guide is to illustrate how to see **which students are registered as DSS Students**, and how to view **additional information** such as **Examination Supports** that are in place for a DSS Student.



### Summary of Where DSS Student Information can be viewed

There are 3 areas in DMIS where Users can view DSS Information:



### **DMIS Department Admin Access for Running DSS Reports - IMPORTANT**



Important

In order to View DSS Information in DMIS, it is essential that the DMIS User has the required access level.

The DSS Reports need to be run by a DMIS Department Admin user.



DMIS Department Admin Users have access to ALL Modules that are <u>owned</u> by the Department they work in.

If you do not have DMIS Access at the Department Admin, then attempts to view DSS Information on DMIS may fail.



### How to Identify Your DMIS Department Admin User

How do I find out who is a DMIS Department Admin user for my Department / School?

If **you are not** a DMIS Department Admin user for your department / school, and you need to establish who is, please email the Systems Admin Team with the **Name of your Department / School** to – <u>regdmin@ucc.ie</u> – and we will confirm who the DMIS Admin users are.



DMIS



## Section 1 – DMIS Standard Reports – Module Class List (Alphabetical)

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## 1.1 Module Class List (Alphabetical) Report – How to Launch

**1.1.1** – Once logged into DMIS, the user will be presented with a list of Menu options at the top of the screen.

1.1.2 – Select the **Reports** Menu – Generate Standard Report.

🕌 Oracle Fusion Middleware Forms Services		
Action Maintain Enter Student Marks View	Reports Tools Help Window	
۵ 🗣 ? ؟	Generate Standard Report	
🙀 Welcome Page	Generate Discoverer Report	
Departmental Mark Entry Information System (DMIS		
Welcome JASON SHEEHAN		
- Notices		
noutro		
23-APR-2019 DMIS User Guide - ht	tps://www.ucc.ie/en/support/regsa/support/dmisusermanual-2019/	

#### 1.1.3 – The Standard Reports are presented as follows:

on Maintain Ent	er Student Marks View Reports Tools Help Window	
/ 🎒 📭 ? .	?	
Reports - EMES07	0	
<ul> <li>Reports with Bi</li> </ul>	reak Code set to No	
Report Id	Report Name	Report Description
EMESREP001	Module Class List (Alphabetical)	This report will show a list of
EMESREP002	Module Class List (By Programme)	students for the selected module
EMESREP003	Module Template	code ordered alphabetically.
EMESREP007	Qualification Spreadsheet	
EMESREP008	Student Marks for Anonymous Elements	
EMESREP009 Student Marks for Non Anonymous Elements		
EMESREP010 Module Photo Classlist		
EMESREP010	Module Photo Classilist	
EMESREP010 EMESREP011	Qualification Spreadsheet (excl. Year Abroad)	
EMESREP010 EMESREP011 Reports with Bio Report Id	Qualification Spreadsheet (excl. Year Abroad)  reak Code set to Yes  Report Name	Report Description
MESREP010 MESREP011 Reports with Bi Report Id MESREP004	Module Photo Classist         Qualification Spreadsheet (excl. Year Abroad)         reak Code set to Yes         Report Name         Rank Student by Module Mark	Report Description This report will show the overall
MESREP010 MESREP011 Reports with Bi Report Id MESREP004 MESREP005	Module Photo Classist         Qualification Spreadsheet (excl. Year Abroad)         reak Code set to Yes         Report Name         Rank Student by Module Mark         Student Marks by CA and WR	Report Description This report will show the overall module mark for each student.
EME SREP010 EME SREP011 Reports with Bin Report Id EME SREP004 EME SREP005 EME SREP006	Module Photo Classist         Qualification Spreadsheet (excl. Year Abroad)         reak Code set to Yes         Report Name         Rank Student by Module Mark         Student Marks by CA and WR         Student Marks by CA	Report Description           This report will show the overall module mark for each student.           The report will be ordered by Module Mark in descending order
EMESREP010 EMESREP011 Reports with Bin Report Id EMESREP004 EMESREP005 EMESREP006 EMESREP012	Module Photo Classist         Qualification Spreadsheet (excl. Year Abroad)         reak Code set to Yes         Report Name         Rank Student by Module Mark         Student Marks by CA and WR         Student Marks by CA         Mark Distribution	Report Description           This report will show the overall module mark for each student.           The report will be ordered by Module Mark in descending order.
EMESREP010 EMESREP011 - Reports with Bin Report Id EMESREP004 EMESREP005 EMESREP006 EMESREP012 EMESREP015	Module Photo Classist         Qualification Spreadsheet (excl. Year Abroad)         reak Code set to Yes         Report Name         Rank Student by Module Mark         Student Marks by CA and WR         Student Marks by CA         Mark Distribution         Student Marks by all Categories	Report Description           This report will show the overall module mark for each student.           The report will be ordered by Module Mark in descending order.
EMESREP010 EMESREP011 - Reports with Bi Report Id EMESREP004 EMESREP005 EMESREP006 EMESREP012 EMESREP015 EMESREP023	Module Photo Classist         Qualification Spreadsheet (excl. Year Abroad)         reak Code set to Yes         Report Name         Rank Student by Module Mark         Student Marks by CA and WR         Student Marks by CA         Mark Distribution         Student Marks by all Categories         Rank Student by Module Mark incl. Percent	Report Description         This report will show the overall module mark for each student.         The report will be ordered by         Module Mark in descending order.
EMESREP010 EMESREP011 - Reports with Bin Report Id EMESREP004 EMESREP005 EMESREP005 EMESREP012 EMESREP015 EMESREP023 EMESREP024	Module Photo Classist         Qualification Spreadsheet (excl. Year Abroad)         reak Code set to Yes         Report Name         Rank Student by Module Mark         Student Marks by CA and WR         Student Marks by CA         Mark Distribution         Student Marks by all Categories         Rank Student by Module Mark incl. Percent         Student Marks by Exam No	Report Description         This report will show the overall module mark for each student.         The report will be ordered by Module Mark in descending order.

#### **1.1.4** – Select the 1<sup>st</sup> Report which is named – Module Class List (Alphabetical) and press the Run Report button.

≝	Oracle Fusion Midd	lleware Forms Services				
Acti	on <u>M</u> aintain <u>E</u> ntei	r Student Marks View Reports Tools Help Window				
B	A 4 10 2 2					
	Reports - EMES070					
240						
ſ	<ul> <li>Reports with Bre</li> </ul>	eak Code set to No				
	Report Id	Report Name	Report Description			
	EMESREP001	Module Class List (Alphabetical)	This report will show a list of 📃 📤			
	EMESREP002	Module Class List (By Programme)	students for the selected module			
	EMESREP003	Module Template	code ordered alphabetically.			
	EMESREP007	Qualification Spreadsheet				
	EMESREP008	Student Marks for Anonymous Elements				
	EMESREP009	Student Marks for Non Anonymous Elements				
	EMESREP010	Module Photo Classlist				
	EMESREP011	Qualification Spreadsheet (excl. Year Abroad)	J			
L						
6	<ul> <li>Reports with Bre</li> </ul>	ak Code set to Yes				
	Report Id	Report Name	Report Description			
	EMESREP004	Rank Student by Module Mark	This report will show the overall			
	EMESREP005	Student Marks by CA and WR	module mark for each student.			
	EMESREP006	Student Marks by CA	The report will be ordered by			
	EMESREP012	Mark Distribution	- Module Mark in descending order.			
	EMESREP015 Student Marks by all Categories					
	EMESREP023 Rank Student by Module Mark incl. Percent					
	EMESREP024 Student Marks by Exam No					
	EMESREP032	Rank Student By Module Mark By Programme				
		Run Report 2				

**1.1.5** – Select the Academic Year and enter your Module Code and Exam Month. Select the Run Report Button.

#### Example:

Academic Year	2020 👻	
Module Code	AP1011	Psychology for Early Childhood Studies
Exam Month	5	Summer Exam
Element Code		
Qualification Code		
Faculty Code		
Department Code		
Student No		
From Date		To Date

#### 1.1.6 – An Adobe PDF file will be launched which presents the Module class list to the user.



#### Example:

DMIS - University College Cork		Report run on: January 17, 2020 12:33 PM
Rep001		Page 1 of 1
	Module Classlist - Alphabetical	
Academic Year: 2020	Module Code: AP1011 Exam Month: 5 Exempts:	Repeats: Total: 2
Student No	Student Name	Programme/Study Period Status
119666666 DSS	Test User A, Jason	BAO1
119777777	Test User B, Jason	BAO1
	•	

### 1.2 Module Class List (Alphabetical) – DSS Indicator

1.2.1 - Module AP1011 is being used for illustration purposes. This module has 2 Test Students Registered:

119666666 IS registered with DSS 119777777 IS NOT registered with DSS



**1.2.2** – Student **1196666666** is registered with Disability Support Services, and has a **DSS** Indicator on their UCC ITS Student Record.

1.2.3 – This DSS Indicator from ITS is displayed on the DMIS Module Classifist – Alphabetical – report.

UNIVERSITY COLLEGE CORK{ Country Code = IRL}	+ :::::
Action Edit Query Block Record Eield Window Fayourites Graduator Resource General Tech	nical <u>P</u> rocess
🍳 🎍 📭 🖂 🗊 👘 👘 👘 👘 🔍 ◀ 🕨 🔊 🛤 🖓 👘 🕄 🖉 🚺	2 3 00
aidss21 : v01.0.0.0 {DSSO-1} Student Biographical Details 000000000000000000000000000000000000	
Disability Biogra Matric Subjects Previous Qualifi Previous Subjec Certificates/Indi	Disabilities
Code 1196666666 T1 Test User A	
DSS DISABILITY SUPPORT SERVICE	
Date O First Meeting 17-DEC-2019 Verification Seen Y	DSS 📿
DMIS - University College Cork	Report run on: January 17, 2020 12:33 PM
DMIS - University College Cork Rep001 Module Classlist - Alphabetical	Report run on: January 17, 2020 12:33 PM Page 1 of 1
DMIS - University College Cork Rep001 Module Classlist - Alphabetical Academic Year 2020 Module Code: AP1011 Exam Month: 5 Exempts:	Report run on: January 17, 2020 12:33 PM Page 1 of 1 Repeats: Total: 2
DMIS - University College Cork         Rep001         Module Classlist - Alphabetical         Academic Year 2020       Module Code: AP1011         Example:         Student No       Student Name	Report run on: January 17, 2020 12:33 PM Page 1 of 1 Repeats: Total: 2 Programme/Study Period Status
DMIS - University College Cork         Rep001         Module Classlist - Alphabetical         Academic Year       2020         Module Code:       AP1011         Examples:         Student No         119666666         DSS         Test User A, Jason	Report run on: January 17, 2020 12:33 PM Page 1 of 1 Repeats: Total: 2 Programme/Study Period Status BAO1
DMIS - University College Cork         Rep001         Module Classlist - Alphabetical         Academic Year       2020         Module Code:       AP1011         Exam Month:       5         Student No       1         Student Name       1         119777777       Test User B, Jason	Report run on:       January 17, 2020 12:33 PM         Page 1 of 1         Repeats:       Total:         Programme/Study Period       Status         BAO1         BAO1

**1.2.4 –** The DSS Indicator is presented on the right hand side of the **Student No. column**.

**1.2.5** – The DMIS Module Classlist (Alphabetical) report allows the Academic Department staff, and / or Module Coordinators to see which students in their Module Class are registered with Disability Support Services.



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**Departmental Mark Entry Information System** 

## Section 2 – DMIS Discoverer Reports – DSO Registration Reports

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### 2.1 DSO Registration Reports – How to Launch

2.1.1 – On your Virtual App – Staff Desktop, there is an icon for DMIS Discoverer Reports. Double click this icon.



2.1.2 – An Internet Explorer Browser Window will launch.

2.1.3 – The user is required to enter their DMIS User Name and DMIS Password and Press the Go Button to login.

→ https://dmisprd1.ucc.ie/discoverer/viewer?_but 오 - ▲ ♂	Oracle Fusion	
File Edit View Favorites Tools Help		
Connect > Enter connection details.		
<ul> <li>* Indicates required field.</li> </ul>	ilscoverer.	
Connect To Oracle BI Discoverer   * User Name	DMIS U	lsername
* Password * Database uccprod	<b>DMIS</b>	assword
End User Layer		
Locale  Locale retrieved from browser		

**2.1.4 – TIP** – If the Discoverer Reports login window does not appear for you, click on the Internet Explorer icon in your task bar, and then select the window from the Task Bar.



**2.1.5** – When successfully logged into the DMIS Discoverer Reports, locate the Discoverer Workbook entitled:

#### **DSO Registrations.**

Worksheet List							
Search							
Type in a search string to find a specific workbook or result set.							
Search All Workbooks							
Result List							
Refresh							
Expand All Collapse All							
$\Phi$							
Focus Name							
V Discoverer Workbooks							
💠 🕨 🗭 Annual Monitoring							
🕀 🕨 🍥 BOM_ADMINISTRATION							
BOM_SEMESTERISATION							
💠 🕨 😒 BOM Module Audit Information							
💠 🕨 Norkflow Approval Cycle							
💠 🕨 😒 BOOK OF MODULES							
💠 🕨 🗭 Change Password.DIS							
🕀 🕨 🔍 CLASS LIST DIS							
DMIS Corru Data Transfer							
DSO Registrations							
💠 🕨 🔛 ELEMENT MARKS							

2.1.6 – Click on the following Icon in the Focus column on the left hand side.

#### ¢

**2.1.7** – This will bring the user into the DSO Registrations Workbook, and will present the individual report options within the Workbook.

Focus	Name
	▼   SO Registrations
	DSS Registrations
	DSS Registration Advisory and Exam Req. Detail by Module
	DSS Registration Advisory and Exam Req. Detail by Programme

2.2.1 – Select the option for DSS Registrations:

Focus	Nam	ne de la constante de la const
	▼ ₹	SO Registrations
		DSS Registrations
		DSS Registration Advisory and Exam Req. Detail by Module
		DSS Registration Advisory and Exam Req. Detail by Programme

**2.2.2** – Enter the **Academic Year** and **Module Code**, and press the **Go** Button. **Example** – **2020** – **AP1011**:

Connect > Workbooks >						
DSO Registrations - DSS Registrations						
Last run Friday 17 January 2020 14	:37:01 BST					
Worksheets						
DSS Registrations	Parameters Needed	1				
DSS Registration Advisory and Exam Reg. Detail by Module	Select values for the following parameters. * Indicates required field					
DSS Registration Advisory and Exam Req. Detail by	★ Academic Year	2020				
Programme Modules	Programme Year (Optional)	<i>«</i>				
	Module Code	AP1011				
	Exam Month (Optional)	<i></i>				
	Dept Desc (Optional)	<i>\$</i>				
	Go					

2.2.3 – If a Student in the Module is registered with DSS, the student will be listed in the report output.

Example:

▼Ta	▼Table								
►To	Tools Layout Format Stoplight Sort Rows and Columns								
(≪	📧 © <u>Page 1 of 1</u> 🔊 ≫								
		Academic Year	ProgrammeYear	Programme	Student No	Student Surname	Student Forename	Exam Month	Module Code
1	1 2020 BAO1 BA (Non Degree) 119666666 Test User A Jason 5 AP1011								
Go	Go to page: 1 of 1 Go								

### 2.3 Report #2 – DSS Registrations - Advisory & Exam Info – By Module

### Important

In order for DSS registered students to be returned in this Module Level Report, the user MUST have DMIS access to the module – I.e. – As a DMIS Administrator user for the Department that owns the module, or as a DMIS Module Coordinator.

2.3.1 – Select the option for DSS Registration Advisory and Exam Req. Detail by Module.

Focus	Name
	V NO Registrations
	DSS Registrations
	DSS Registration Advisory and Exam Req. Detail by Module
	DSS Registration Advisory and Exam Req. Detail by Programme

**2.3.2** – Enter the **Academic Year** and **Module Code**, and press the **Go** Button. **Example** – **2020** – **AP1011**:

Connect > Workbooks > DSO Registrations - DSS Registration Advisory and Exam Req.						
Last run Friday 17 January 2020 14	:55:03 BST					
Worksheets	Parameters Needed					
DSS Registration Advisory and Exam Req. Detail by Module DSS Registration Advisory and Exam Req. Detail by	Select values for the following parameters. * Indicates required field * Academic					
Programme	* Module					
<u>Modules</u>	Code AP1011 ×					

2.3.3 – Test Student 1196666666 has a DSS Indicator on their UCC ITS Student Profile.

However, this student also has a number of other Tags associated with their DSS Registration. These Tags cover 'Additional Information' and Examination Categories'.

	STUDENT_NO	DSS_CODE	DSS_DESCRIPTION
1	119666666	ATP	ACCESS TO PANOPTO
2	119666666	DAR	DARE ENTRANT
3	119666666	DK	ADVISOR IS DARRELLE KEEGAN
4	119666666	DSS	DISABILITY SUPPORT SERVICE
5	119666666	EXT	EXTRA TIME 10 MINUTES PER HOUR
6	119666666	EXU	ARRIVE 30MIN BEFORE START TIME
7	119666666	LAB	COMPUTER LAB
8	119666666	SPG	NOTIFICATION SPLD STICKER
9	119666666	TAF	TEXTS IN ALTERNATIVE FORMATS



**2.3.4** – The results of the report list out all the Indicators that the student has on their registration with Disability Support Services.

	Student No	Student Surname	Student Forename	Exam Month	Module Code	Registration Date	ProgrammeYear	Disability Category	Disability
								[]	
1	119666666	Test User A	Jason	5	AP1011	19-NOV-2019	BAO1	Additional information	TEXTS IN ALTERNATIVE FORMATS
2									ACCESS TO PANOPTO
3									ADVISOR IS DARRELLE KEEGAN
4								Examination Categories	COMPUTER LAB
5									NOTIFICATION SPLD STICKER
6									ARRIVE 30MIN BEFORE START TIME
7									DISABILITY SUPPORT SERVICE
8									DARE ENTRANT
9									EXTRA TIME 10 MINUTES PER HOUR
Go to	page: 1	of 1 G	D						

**2.3.5 – IMPORTANT** – Please note the **Page x of x** that appears at the end of the report.

Ensure that you view **ALL pages** of the report so as not to miss any students in the report.

# 2.4 Report # 3 – DSS Registrations - Advisory & Exam Info – By Qual

Important

In order for DSS registered students to be returned in this Programme Level Report, the user MUST have DMIS access to all the Modules within the specific programme.

2.4.1 – Select the option for DSS Registration Advisory and Exam Req. Detail by Programme.

Focus	Name
	▼   SO Registrations
	DSS Registrations
	DSS Registration Advisory and Exam Req. Detail by Module
	DSS Registration Advisory and Exam Req. Detail by Programme

**2.4.2** – Enter the **Academic Year** and **Programme + Study Period Code**, and press the **Go** Button. **Example – 2020 – BAO1** (BA Occasional – Year 1).

Connect > Workbooks >						
<b>DSO Registrations - DSS Registration Advisory and Exam Req. Detail</b>						
Last run Friday 17 January 2020 15:55:07 BST						
Actions Rerun query	DMIS - University College Cork Report run on: 17-JAN-20 15.55.08 DSS Registration Advisory					
<u>Save as</u> <u>Revert to saved</u> Printable page	Academic Year Dmis Class list : '2020', ProgrammeYear DMIS Class List :					
Export Send as e-mail Worksheet options	Select values for the following parameters. * Indicates required field					
Worksheets	* Academic Year					
DSS Registrations DSS Registration Advisory and	* Programme Year e.g. BCOM1					
Exam Req. Detail by Module DSS Registration Advisory and						

2.4.3 – If there is a Student from the BAO1 programme registered with DSS, they will be returned in the Result.

2.4.4 – The results of the report list out all the Indicators that the student has on their registration with Disability Support Services

Page	Page Items Academic Year 2020 V Dept Desc Applied Psychology V							
	ProgrammeYear	Programme Registration Date	Student No	Student Surname	Student Forename	Disability Category	Disability	
1	BAO1	20-NOV-2019	119666666	Test User A	Jason	Additional information	TEXTS IN ALTERNATIVE FORMATS	
1	BROT	201107 2013	11000000					
2								
3						Evamination Catagoriaa		
4						Examination Categories		
5							NOTFICATION SPED STICKER	
6							DARE ENTRANT	
7							DISABILITY SUPPORT SERVICE	
8							COMPUTER LAB	
9							EXTRA TIME 10 MINUTES PER HOUR	
Go	Go to page: 1 of 1 Go							
00	outo page.							

**2.4.5 – IMPORTANT** – Please note the **Page x of x** that appears at the end of the report.

Ensure that you view **ALL pages** of the report so as not to miss any students in the report.



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## Section 3 – DMIS Mark Entry – DSS Indicators

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3.2	DMIS Mark Entry – By Student List/Element – DSS Indicator	Page 22

### 3.1 DMIS Mark Entry – By Individual Student – DSS Indicator

3.1.1 – When entering Marks in DMIS, there are a number of different screens where Marks can be entered.

**3.1.2** – There are 2 Mark Entry options that **will display the DSS Indicator** next to the Student Id or Exam Number when marks are being entered:

Screen 1 – Enter Student Marks – By Individual Student. Screen 2 – Enter Student Marks – By Student List / Element.



**3.1.3** – When using the Screen – Enter Student Marks – By Individual Students, there is column entitled – DSS. If a student is registered with Disability Support Services, a DSS Indicator will appear to the left of Student Number.



### 3.2 DMIS Mark Entry – By Student List / Element – DSS Indicator

3.2.1 – When using the Screen – Enter Student Marks – By Student List Element, there is column entitled – DSS.

If a student is registered with Disability Support Services, a **DSS Indicator** will appear to the left of Student Number.

🕌 Oracle Fu	sion Middlewar	re Forms S	ervices									
Action Mainta	ain Enter Stud	lent Marks	<u>V</u> iew	E								
🍳 🎍 🎙	By Individ	ual Studer	nt	_ /								
Enter Marks	s by By Studen	it List/ Ele	ment	2								
Action Mainta	in Enter Stud	ent Marks	⊻iew	Feports Tools	<u>H</u> elp <u>W</u> indo	W						
🖉 🍐 🖡	??											
Enter Marks	by Element - I	EMES050										
			/									
Year and	a Module —						Year and Module					
Academic Year 2020												
Acauemic	Year 2020	_/_	-				_					
Module Co	Vear 2020 ode AP1011	Ź	Psych	ology for Early (	hildhood Studi	es						
Element C	Year 2020 ode AP1011 th 5 code EY	Ź	Psych Summ Essay	ology for Early ( ner Exam	Childhood Studi	es						
Module Co Exam Mon Element C Search Nu	Year 2020 ode AP1011 th 5 code EY imber	Ź	Psych Summ Essay	ology for Early ( ner Exam	hildhood Studi	es						
Academic Module Co Exam Mon Element C Search Nu (Optional)	Year 2020 pde AP1011 th 5 code EY imber	Ž	Psych Summ Essay	ology for Early ( her Exam	Childhood Studi	es ( 75						
Academic Module Co Exam Mon Element C Search Nu (Optional)	Year (2020 ode AP1011 ith 5 code EY imber New Query		Psych Summ Essay	ology for Early ( ner Exam	Childhood Studi Element Mark Element Optic	es 75 on COMPULSOF	RY					
Academic Module Co Exam Mon Element C Search Nu (Optional)	Year 2020 ode AP1011 th 5 code EY imber New Query Absents for W	R exams	Psych Summ Essay	ology for Early ( her Exam be recorded in	Childhood Studi Element Mark Element Optic	es 75 on COMPULSOF Student Marks/1	RY					
Academic Module Co Exam Mon Element Co Search Nu (Optional)	Year 2020 ode AP1011 th 5 code EY mber New Query Absents for Weeting an ABSE	R exams NT exam s	Psych Summ Essay should	ology for Early ( her Exam be recorded in or all WR eleme	Childhood Studi Element Mark Element Optic Che new "Enter It's will no longe	es 75 on COMPULSOF Student Marks/I er give an Abser	RY Enter nt (Fl					
Academic Module Co Exam Mon Element Co Search Nu (Optional)	Year 2020 Dde AP1011 th 5 Code EY Imber New Query Absents for Westing an ABSE tam Marks	R exams NT exams	Psych Summ Essay should	ology for Early ( ler Exam be recorded in or all WR elemen	Childhood Studi Element Mark Element Optio Che new "Enter It's will no longe	es 75 on COMPULSOF Student Marks/I er give an Abser	RY Enter nt (Fl					
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**3.2.2** – **NOTE** - For the Screen entitled – By Student List / Element – The module structure must first be setup in order for the student list, and DSS indicators, to be presented to the user.

Attempts to establish if any of the Students in the Module Class have a DSS Indicator, will fail with the following message if the Module Element Structure is not yet setup:



## Appendix 1 – Examination Disability Codes & Descriptions

The following table shows the list of DSS Examination Indicators that can be assigned to a DSS Registered Student. This list is as of January 2020.

#	CODE	DESCRIPTION	CATEGORY_DESCRIPTION
1	ABR	ALLOWED TAKE BREAKS	EXAMINATIONS
2	AET	20 MINS EXTRA TIME PER HOUR	EXAMINATIONS
3	AEX	ALLOWED EXERCISE	EXAMINATIONS
4	AFO	AWAY FROM OTHER STUDENTS	EXAMINATIONS
5	BRP	BRAILLE PAPER	EXAMINATIONS
6	CDL	COLD LIGHT	EXAMINATIONS
7	COL	COLOURED OVERLAY	EXAMINATIONS
8	CPE	C PEN	EXAMINATIONS
9	CPW	CHANGES TO PAPER TO BE WRITTEN	EXAMINATIONS
10	CTV	CCTV	EXAMINATIONS
11	DAR	DARE ENTRANT	EXAMINATIONS
12	DFW	DESK FACING WALL	EXAMINATIONS
13	DRA	DRAGON SOFTWARE	EXAMINATIONS
14	DRM	DARE MERIT	EXAMINATIONS
15	DS	DISABILITY SUPPORT SERVICE	EXAMINATIONS
16	DSS	DISABILITY SUPPORT SERVICE	EXAMINATIONS
17	DY	DYSLEXIC	EXAMINATIONS
18	EOC	EXAMS ON CAMPUS	EXAMINATIONS
19	ERT	15 MINS EXTRA READING TIME	EXAMINATIONS
20	EXD	ELECTRONIC PAPER	EXAMINATIONS
21	EXK	EXTERNAL KEYBOARD	EXAMINATIONS
22	EXT	EXTRA TIME 10 MINUTES PER HOUR	EXAMINATIONS
23	EXU	ARRIVE 30MIN BEFORE START TIME	EXAMINATIONS
24	FEW	CAN MANAGE A FEW STEPS	EXAMINATIONS
25	FSD	FUND FOR STUDENTS DISABILITIES	EXAMINATIONS
26	FTC	FETAC OFFER	EXAMINATIONS
27	GFL	GROUND FLOOR LOCATION	EXAMINATIONS
28	HAD	HEIGHT ADJUSTABLE DESK	EXAMINATIONS
29	HIP	HEARING IMPAIRED STUDENT	EXAMINATIONS
30	HRO	HEAR OFFER	EXAMINATIONS
31	IDY	IRISH DICTIONARY	EXAMINATIONS
32	IRQ	INVILIGATOR TO READ QUESTIONS	EXAMINATIONS
33	JAW	JAWS USER	EXAMINATIONS
34	KNC	KNEELING CHAIR	EXAMINATIONS
35	LAB	COMPUTER LAB	EXAMINATIONS
36	LGT	LARGE TABLE	EXAMINATIONS
37	LWS	LAPTOP W SPECIALISED SOFTWARE	EXAMINATIONS
38	MAG	MAGNIFICATION SOFTWARE	EXAMINATIONS
39	MAT	MATTRESS	EXAMINATIONS
40	MDN	WILL HAVE MEDICATION	EXAMINATIONS
41	MGP	MAGNIFIED PAPER	EXAMINATIONS
42	MTR	MATURE STUDENT ENTRANT	EXAMINATIONS
43	NA	NO EXAM ARRANGEMENTS REQUESTED	EXAMINATIONS

44	NCH	NOISE REDUCTION HEADPHONES	EXAMINATIONS
45	OBR	OWN BACK REST	EXAMINATIONS
46	OCH	OWN CHAIR	EXAMINATIONS
47	OCP	USE OF A LAPTOP	EXAMINATIONS
48	ODY	ORDINARY DICTIONARY	EXAMINATIONS
49	OL	ORDINARY LAPTOP	EXAMINATIONS
50	OWP	OWN PRINTER	EXAMINATIONS
51	QSL	QUIET SPACE IN LAB	EXAMINATIONS
52	QUV	QUIET VENUE	EXAMINATIONS
53	RAW	READ & WRITE TO READ	EXAMINATIONS
54	RDF	REQUEST TO DEFER	EXAMINATIONS
55	REQ	REQUEST TO SPLIT EXAMS	EXAMINATIONS
56	RWP	ROUGH WORK A3 PAPER	EXAMINATIONS
57	RWR	READ/WRITE	EXAMINATIONS
58	RWS	ROOM WITH SOCKETS	EXAMINATIONS
59	SBW	SEAT AT BACK NEAR WALL	EXAMINATIONS
60	SCH	SPECIAL CHAIR	EXAMINATIONS
61	SCP	SPECIAL COLOUR PAPER	EXAMINATIONS
62	SCR	USE OF A SCRIBE	EXAMINATIONS
63	SDY	SPELLING DICTIONARY	EXAMINATIONS
64	SHG	STANDING HEIGHT TABLE	EXAMINATIONS
65	SHR	SHARED ROOM	EXAMINATIONS
66	SLI	SIGN LANGUAGE INTERPRETER	EXAMINATIONS
67	SLS	NEEDS BASQUE+CATALAN SPEAKER	EXAMINATIONS
68	SPG	NOTIFICATION SPLD STICKER	EXAMINATIONS
69	SPL	SPELL CHECKER	EXAMINATIONS
70	SPR	SEPARATE ROOM	EXAMINATIONS
71	SRE	ALT-EXAM ARRANGMENTS- SREO	EXAMINATIONS
72	SRP	SHARED ROOM W CPEN	EXAMINATIONS
73	SSB	SCRIBE AVAILABLE IF REQUIRED	EXAMINATIONS
74	STT	SPECIAL TABLE TOP	EXAMINATIONS
75	SUP	SUPPLEMENTARY ADMISSIONS ROUTE	EXAMINATIONS
76	SVO	SHARED VENUE ONLY	EXAMINATIONS
77	SWR	SHARED ROOM WITH READER	EXAMINATIONS
78	ТАР	ТАРЕ	EXAMINATIONS
79	TLP	THICK LINED PAPER	EXAMINATIONS
80	TSD	TYPING W SPELLC DISABLED	EXAMINATIONS
81	TSE	TYPING W SPELLC ENABLED	EXAMINATIONS
82	VNT	VENUE NEAR TOILETS	EXAMINATIONS
83	WAT	WHEEL CHAIR ACCESSIBLE TABLE	EXAMINATIONS
84	WHA	WHEEL CHAIR ACCESS	EXAMINATIONS
85	WHV	WHEEL CHAIR TO BE AVAILABLE	EXAMINATIONS
86	WRA	WILL WRITE ANSWERS	EXAMINATIONS
87	WRE	WRITING EXAM	EXAMINATIONS
88	WRM	WARM ROOM	EXAMINATIONS
89	WTC	WITH CLASS	EXAMINATIONS
90	WWO	WEST WING ONLY	EXAMINATIONS