

DMIS

Department Mark Entry Information System

Guide to Viewing Disability Support Service (DSS) Student Information



Written By – Systems Administration

September 2025

Version 4

Document Version Control

Version	Date	Author	Change Details
1	Jan 2019	jason.sheehan@ucc.ie	Version 1
2	Apr 2021	jason.sheehan@ucc.ie	Department Admin Access Required
3	Dec 2024	jason.sheehan@ucc.ie	New Launch Method for Discoverer Reports
4	Sep 2025	jason.sheehan@ucc.ie	New SSRS 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	D epartment M ark I nformation S ystem
ITS	I ntegrated T ertiary S oftware – This is the UCC Student Records System
DSS	D isability S upport S ervices
DSO	D isability S upport O ffice
SSRS	S QL S erver R eporting S ervices - A Reporting Software Programme in DMIS

Table of Contents

Introduction	Page 4
Purpose	Page 5
Summary of where DSS Student Information can be viewed	Page 5
DMIS Access Rights for Running DSS Reports - IMPORTANT	Page 6

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

1.1	Module Class List (Alphabetical) – How to Launch	Page 8
1.2	Module Class List (Alphabetical) – DSS Indicator	Page 11

Section 2 – DMIS - SSRS – SQL Server Reports – DSO Registration Reports

2.1	DSS Registration Reports – How to Launch	Page 13
2.2	Report 1 – DSS Registrations	Page 15
2.3	Report 2 – DSS Registrations – Advisory & Exam Information – by Module	Page 16
2.4	Report 3 – DSS Registrations – Advisory & Exam Information – by Qualification	Page 18

Section 3 – DMIS Mark Entry – DSS Indicators

3.1	DMIS Mark Entry – By Individual Student – DSS Indicator	Page 21
3.2	DMIS Mark Entry – By Student List / Element – DSS Indicator	Page 22

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**.

DSS → **ITS – UCC Student Record**

UNIVERSITY COLLEGE CORK (Country Code = IRL)

Action Edit Query Block Record Field Window Favourites Graduat

i4eapp : v03.0.0.2 (SSTUDY-21) **Details of Registration**

Biographical Detail Qualification and Subject Detail

Search on Surname

Student Number **119666666**

Title Mr

Birth Date 01-JAN-2000 Marital

Surname Test User A

First Names Jason

Code **DSS** DISABILITY SUPPORT SERVICE

Date Of First Meeting 17-DEC-2019 Verification Seen Y

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

ATP

idss21 : v01.0.0.0 (DSSO-1) Student Biographical E

Disability Biogra... Matric Subjects Previous C

Code **ATP** ACCESS TO PANOPTO

EXT

idss21 : v01.0.0.0 (DSSO-1) Student Biographical D

Disability Biogra... Matric Subjects Previous Q

Code **EXT** EXTRA TIME 10 MINUTES PER HOUR

LAB

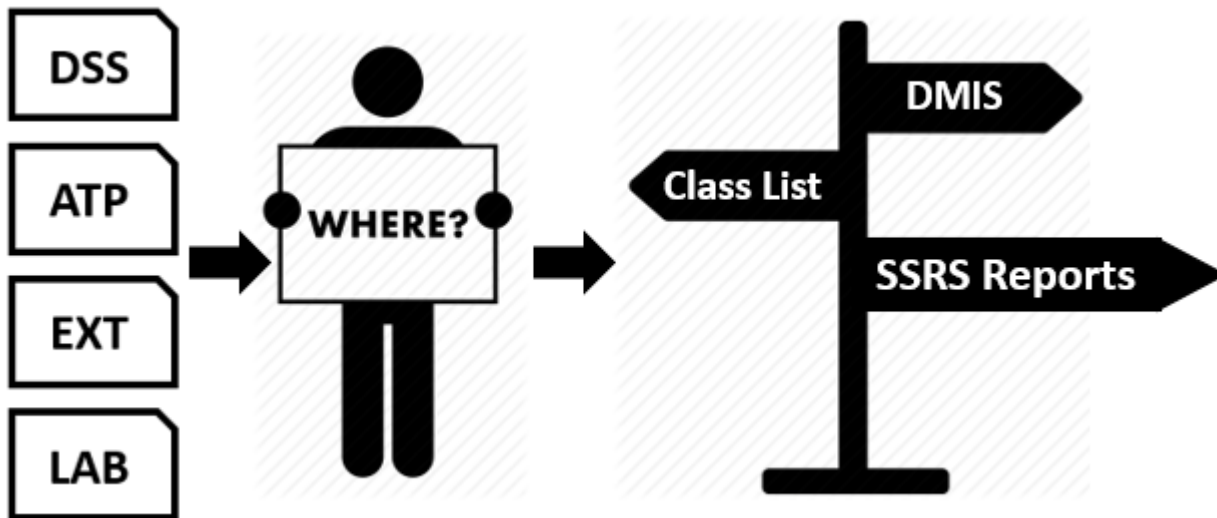
idss21 : v01.0.0.0 (DSSO-1) Student Biogra

Disability Biogra... Matric Subjects Previous Qualm...

Code **LAB** COMPUTER LAB

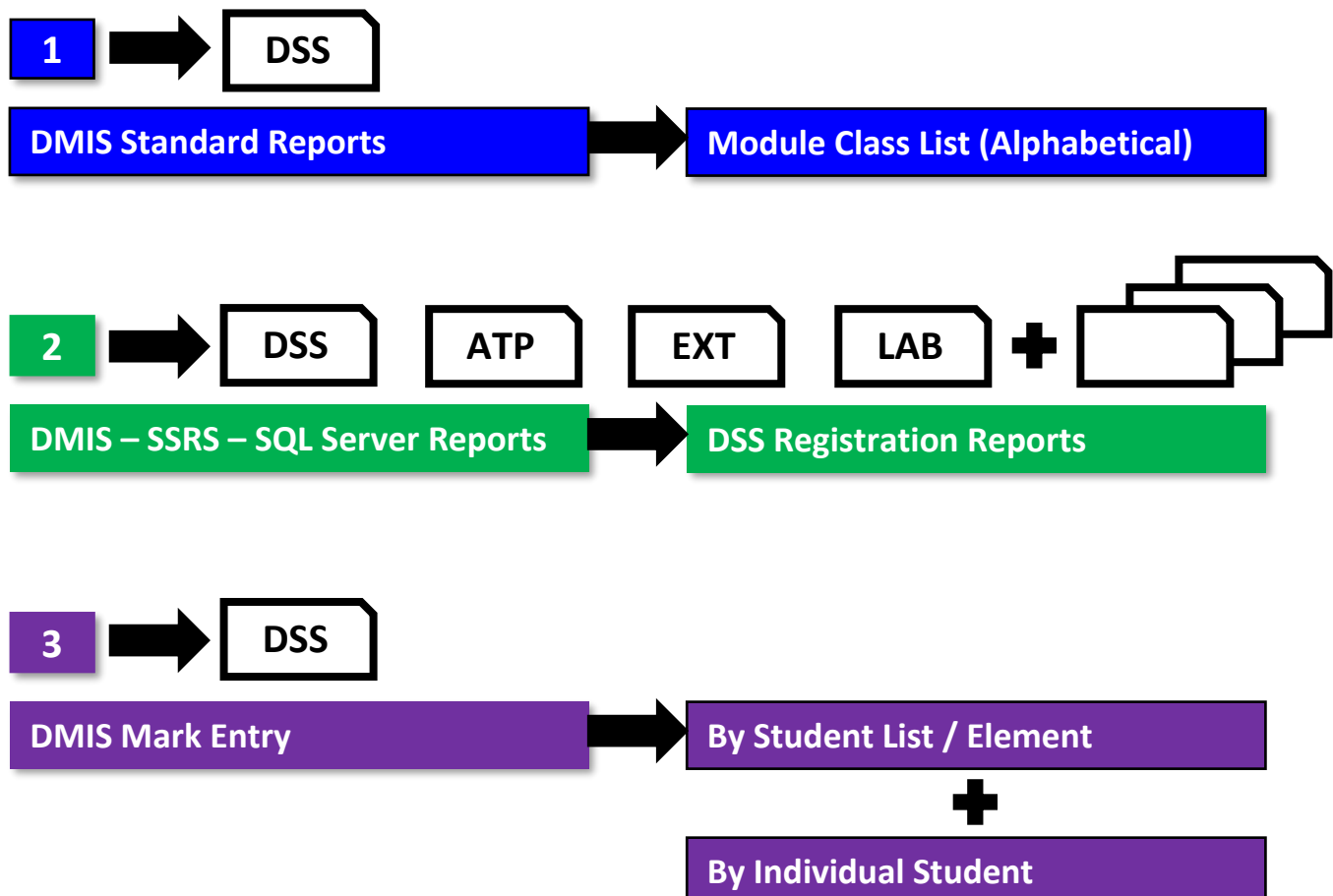
Purpose

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 Access Rights for Running DSS Reports - IMPORTANT



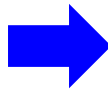
Important

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

A DMIS user must have access to the **specific modules** that they are querying on DMIS.

I.e. – The user must have **DMIS Department Admin User** access or **DMIS Module Co-ordinator User** access (to the specific module(s)).

NB



DMIS **Department Admin Users** and **DMIS Module Co-ordinator Users** have access to view DSS Student Information

If you **do not** have the correct access, then attempts to view DSS Information on DMIS **may fail**.



Unsure of Your Access Level



If you are unsure of your DMIS Access Level please email the Systems Admin Team with the **Name of your Department / School** + the **Module Code(s)** to – jason.sheehan@ucc.ie – and I will confirm the access level.



DMIS

Departmental Mark Entry Information System

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

1.1 Module Class List (Alphabetical) – How to Launch

Page 8

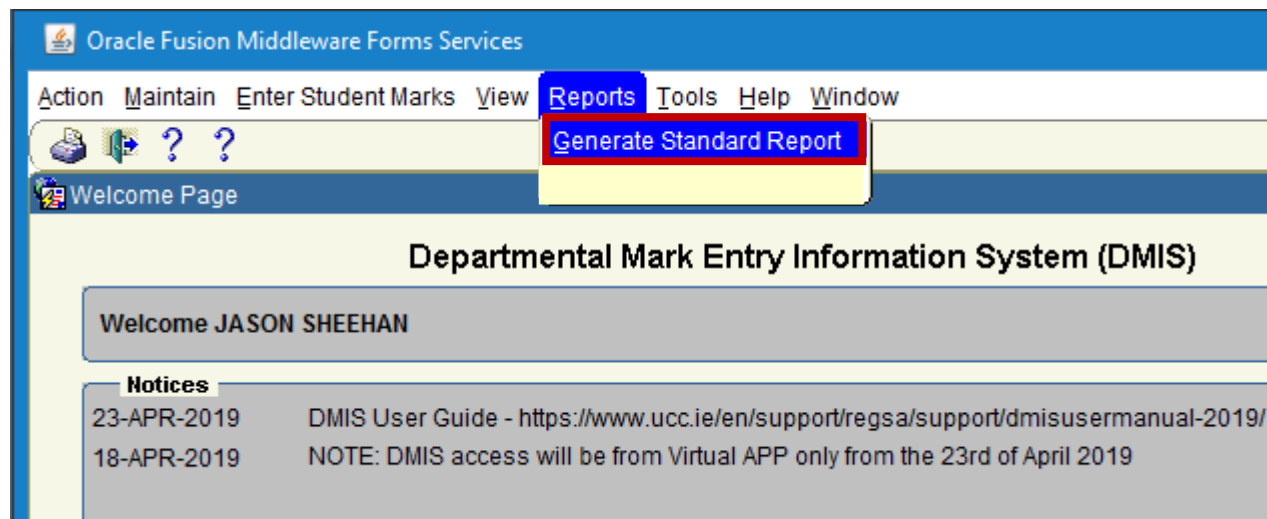
1.2 Module Class List (Alphabetical) – DSS Indicator

Page 11

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

Generate Standard Report

Welcome Page

Departmental Mark Entry Information System (DMIS)

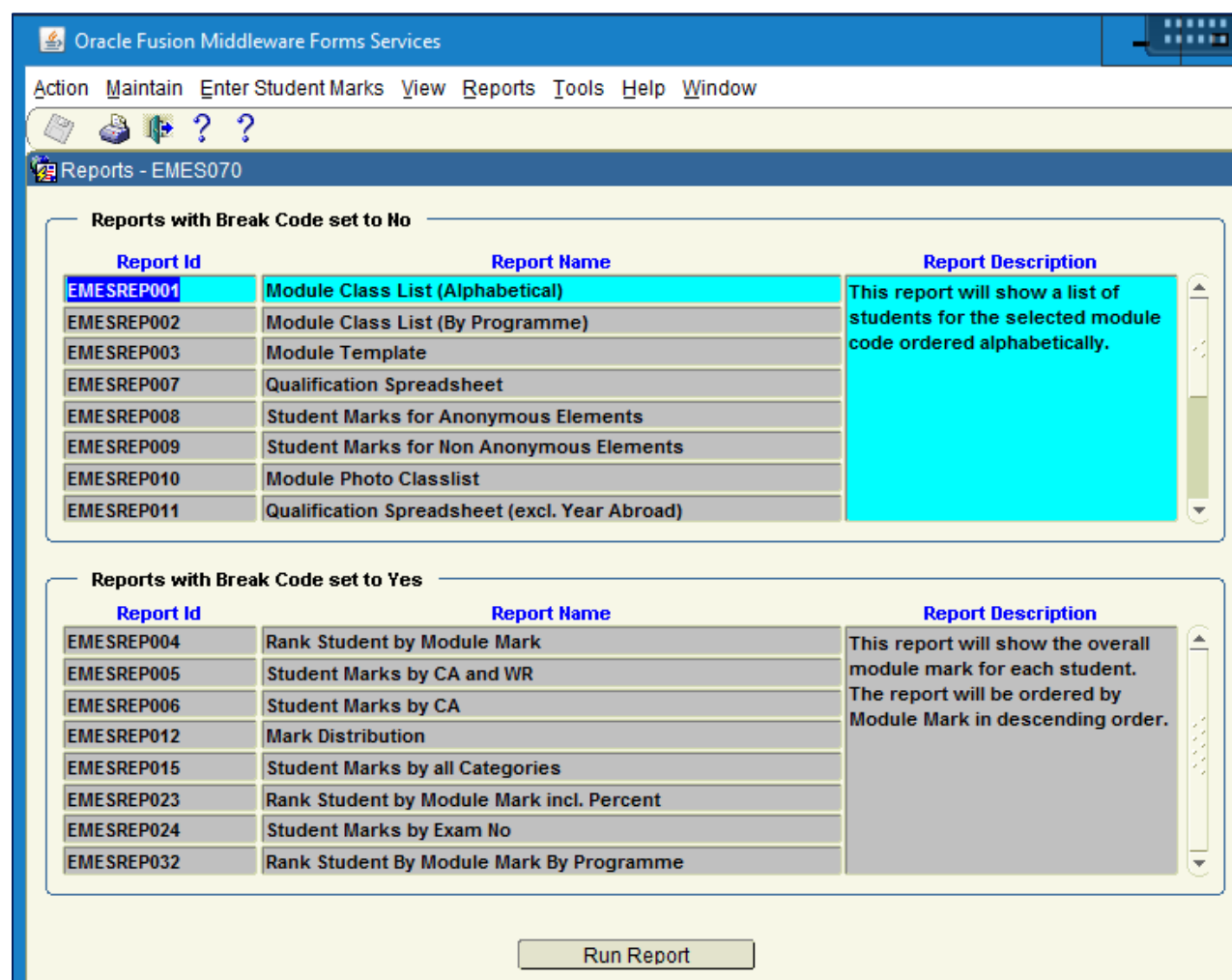
Welcome JASON SHEEHAN

Notices

23-APR-2019 DMIS User Guide - <https://www.ucc.ie/en/support/regsa/support/dmisusermanual-2019/>

18-APR-2019 NOTE: DMIS access will be from Virtual APP only from the 23rd of April 2019

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



Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Reports - EMES070

Reports with Break Code set to No

Report Id	Report Name	Report Description
EMESREP001	Module Class List (Alphabetical)	This report will show a list of students for the selected module code ordered alphabetically.
EMESREP002	Module Class List (By Programme)	
EMESREP003	Module Template	
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)	

Reports with Break Code set to Yes

Report Id	Report Name	Report Description
EMESREP004	Rank Student by Module Mark	This report will show the overall module mark for each student. The report will be ordered by Module Mark in descending order.
EMESREP005	Student Marks by CA and WR	
EMESREP006	Student Marks by CA	
EMESREP012	Mark Distribution	
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

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

Oracle Fusion Middleware Forms Services

Action Maintain Enter Student Marks View Reports Tools Help Window

Reports - EMES070

Reports with Break Code set to No

Report Id	Report Name	Report Description
EMESREP001	Module Class List (Alphabetical)	This report will show a list of students for the selected module code ordered alphabetically.
EMESREP002	Module Class List (By Programme)	
EMESREP003	Module Template	
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)	

Reports with Break Code set to Yes

Report Id	Report Name	Report Description
EMESREP004	Rank Student by Module Mark	This report will show the overall module mark for each student.
EMESREP005	Student Marks by CA and WR	The report will be ordered by Module Mark in descending order.
EMESREP006	Student Marks by CA	
EMESREP012	Mark Distribution	
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

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

Example:

Enter Report Parameters

Academic Year 2020

Module Code AP1011

Exam Month 5

Psychology for Early Childhood Studies

Summer Exam

Element Code

Qualification Code

Faculty Code

Department Code

Student No

From Date To Date

Run Report Cancel

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

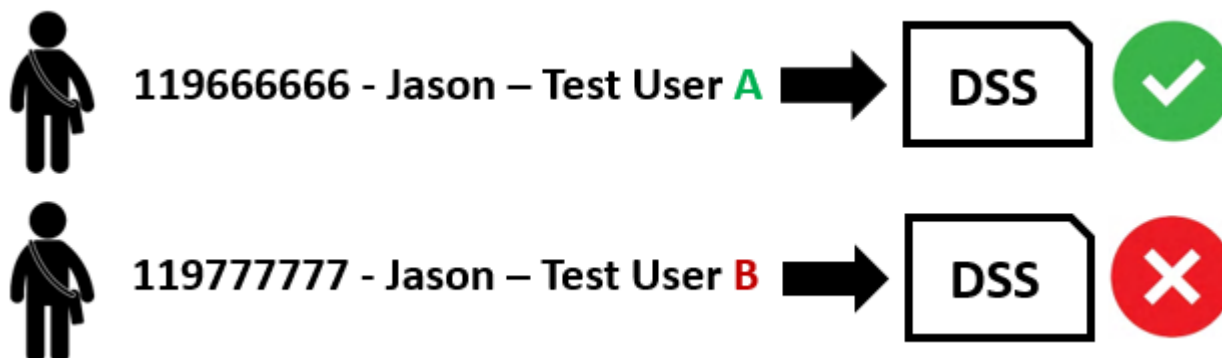
Student No	Student Name	Programme/Study Period	Status
119666666 DSS	Test User A, Jason	BAO1	
119777777	Test User B, Jason	BAO1	

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 **119666666** 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 Classlist – Alphabetical** – report.

UNIVERSITY COLLEGE CORK | Country Code = IRL

idss21 : v01.0.0.0 (DSSO-1) Student Biographical Details

Disability Biogra... | Matric Subjects | Previous Qualifi... | Previous Subjec... | Certificates/Indi... | **Disabilities**

Code: **119666666** T1 Test User A

DSS | DISABILITY SUPPORT SERVICE

Date Of First Meeting: 17-DEC-2019 | Verification Seen: Y

DSS ✓

DMIS - University College Cork | Report run on: January 17, 2020 12:33 PM | Page 1 of 1

Rep001

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							

1.2.4 – 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 Co-ordinators to see which students in their Module Class are registered with Disability Support Services.



DMIS

Departmental Mark Entry Information System

Section 2 – DMIS – SSRS – Reports – DSS Registration Reports

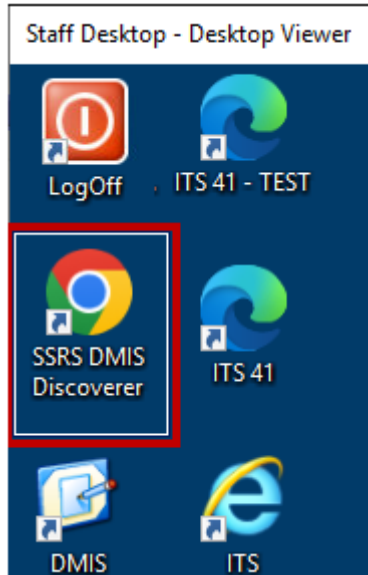
2.1	DSS Registration Reports – How to Launch	Page 13
2.2	Report 1 – DSS Registrations	Page 16
2.3	Report 2 – DSS Registrations – Advisory & Exam Info - Module	Page 19
2.4	Report 3 – DSS Registrations – Advisory & Exam Info - Qual	Page 23

2.1 DSS Registration Reports – How to Launch

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

Note – If you are not familiar with the **UCC Virtual App**, please see the following webpage:

<https://www.ucc.ie/en/it/services/virtualappdesktop/>



2.1.2 – A Sign-In screen will appear.

Sign in using your **UCC email address** and **email password**.

Example:



Important

2.1.3 – For your SSRS Sign-In to work, you **must** have a DMIS User Account.

2.1.4 – A successful login to DMIS SSRS Reports will look like this.

The screenshot shows a web browser window with the URL `sql16ssrs.ucc.ie/reports/browse/Registrars%20Systems%20Administration/DMIS%20Discoverer`. The page title is "SQL Server Reporting Services". Below the title, there are tabs for "Favorites" and "Browse". The main content area shows the "DMIS Discoverer" report folder. The breadcrumb navigation is "Home > Registrars Systems Administration > DMIS Discoverer". Under the "FOLDERS (28)" section, there is a grid of 12 folders, each with a document icon and a three-dot menu. The folders are: Classlists, CoMH, CUDSH, DSS (highlighted in yellow), Exam Board, Exam Details and Timetable, Examination Stats, Exams Office, Import Marks Template, Information, ITS Broadsheet Parameters, and Mark Return Management.

2.1.5 – If your **VIEW** setting is set to **LIST** rather than **TILES**, your screen will look like this.

The screenshot shows the same SQL Server Reporting Services (SSRS) interface, but the view is set to "LIST". The breadcrumb navigation is "Home > Registrars Systems Administration > DMIS Discoverer". Below the breadcrumb, there is a table with the following columns: "Type", "Name", and "Description". The table contains 7 rows of data:

Type	Name	Description
	Classlists	...
	CoMH	... CoMH Use Only
	CUDSH	...
	DSS	...
	Element Marks	...
	Engineering	... SoE Use Only

2.1.6 – To access the DSS Report, select the DSS Folder.

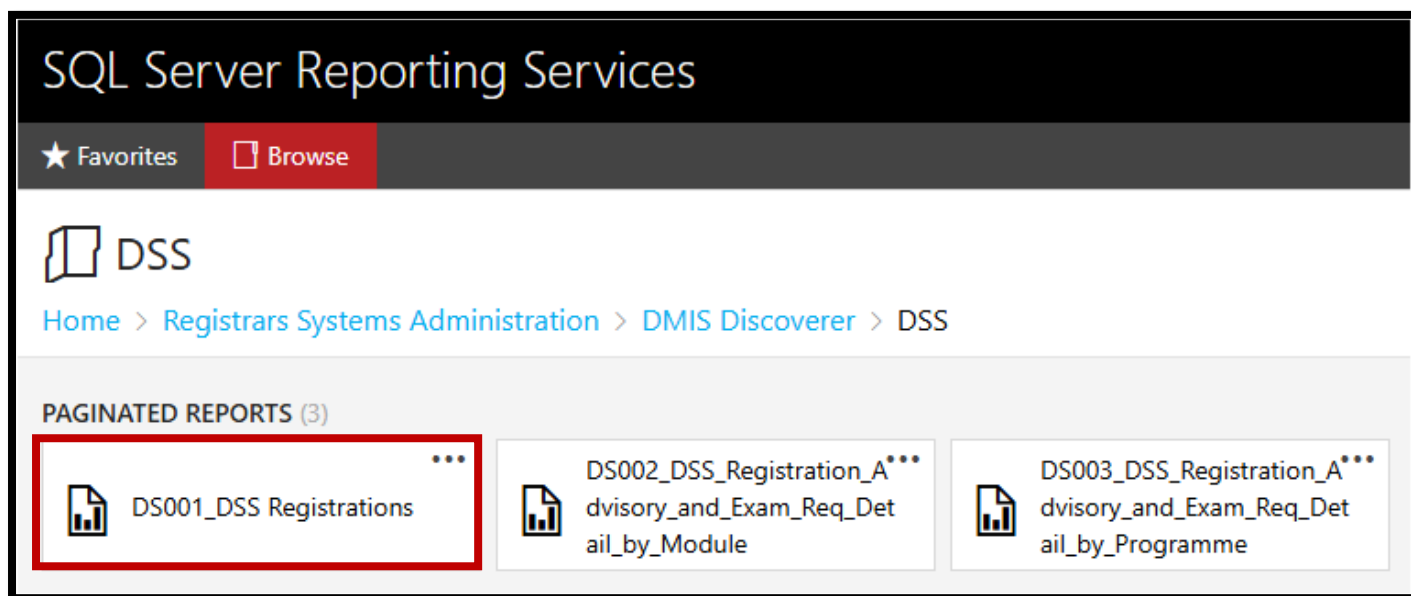
The screenshot shows the SQL Server Reporting Services (SSRS) interface. The browser address bar displays the URL: `sql16ssrs.ucc.ie/reports/browse/Registrars%20Systems%20Administration/DMIS%20Discoverer`. The page title is "SQL Server Reporting Services". Below the title, there are tabs for "Favorites" and "Browse". The main content area shows the "DMIS Discoverer" folder structure. The breadcrumb navigation is: [Home](#) > [Registrars Systems Administration](#) > [DMIS Discoverer](#). Under the "FOLDERS (28)" section, there is a grid of folders. The "DSS" folder is highlighted with a red box. The other folders in the grid are: Classlists, CoMH, CUDSH, Exam Board, Exam Details and Timetable, Examination Stats, Exams Office, Import Marks Template, Information, ITS Broadsheet Parameters, and Mark Return Management.

2.1.7 – The DSS Folder contains 3 reports.

The screenshot shows the SQL Server Reporting Services (SSRS) interface, specifically the "DSS" folder. The browser address bar displays the URL: `sql16ssrs.ucc.ie/reports/browse/Registrars%20Systems%20Administration/DMIS%20Discoverer/DSS`. The page title is "SQL Server Reporting Services". Below the title, there are tabs for "Favorites" and "Browse". The main content area shows the "DSS" folder structure. The breadcrumb navigation is: [Home](#) > [Registrars Systems Administration](#) > [DMIS Discoverer](#) > [DSS](#). Under the "PAGINATED REPORTS (3)" section, there is a grid of three reports: "DS001_DSS Registrations", "DS002_DSS_Registration_Advisory_and_Exam_Req_Detail_by_Module", and "DS003_DSS_Registration_Advisory_and_Exam_Req_Detail_by_Programme".

2.2 Report #1 – DS001_DSS Registrations

2.2.1 – Select the option for **DS001_DSS Registrations**:






SQL Server Reporting Services

★ Favorites Browse

DSS

Home > Registrars Systems Administration > DMIS Discoverer > DSS

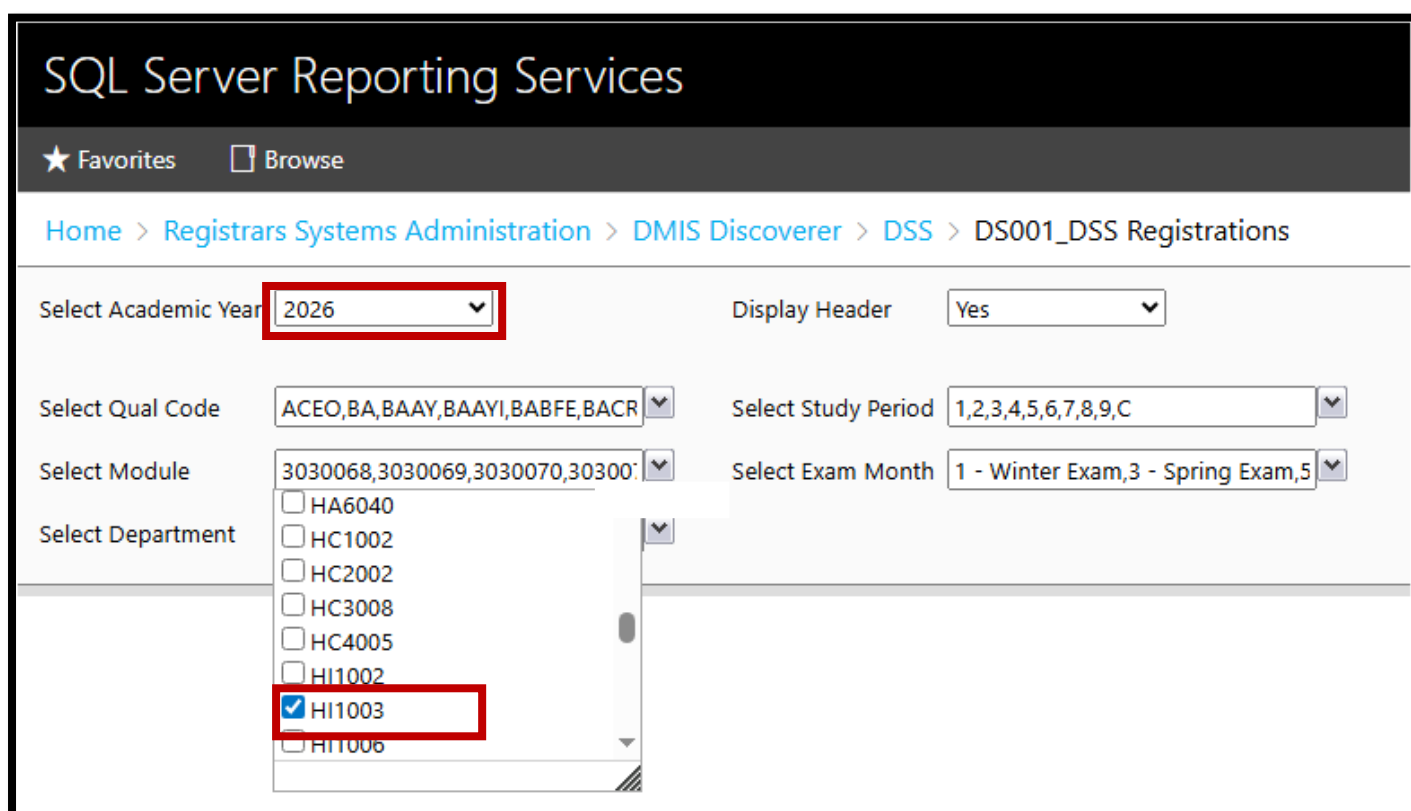
PAGINATED REPORTS (3)

-  DS001_DSS Registrations
-  DS002_DSS_Registration_A...
dvisory_and_Exam_Req_Det
ail_by_Module
-  DS003_DSS_Registration_A...
dvisory_and_Exam_Req_Det
ail_by_Programme

2.2.2 – Select the **Academic Year** and **Module Code**.

Example – **2026 – HI1003**:

Tip – the Year and Module is fine for the query. Do not fine tune the search too much encase you exclude students from the report.



SQL Server Reporting Services

★ Favorites Browse

Home > Registrars Systems Administration > DMIS Discoverer > DSS > DS001_DSS Registrations

Select Academic Year: 2026 Display Header: Yes

Select Qual Code: ACEO,BA,BAAY,BAAYI,BABFE,BACR Select Study Period: 1,2,3,4,5,6,7,8,9,C

Select Module: 3030068,3030069,3030070,3030071 Select Exam Month: 1 - Winter Exam,3 - Spring Exam,5

Select Department:

- ☐ HA6040
- ☐ HC1002
- ☐ HC2002
- ☐ HC3008
- ☐ HC4005
- ☐ HI1002
- ☒ HI1003
- ☐ HI1006

2.2.3 – Select the **VIEW REPORT** button on the Right Hand Side of the Screen.

SQL Server Reporting Services

★ Favorites Browse

Home > Registrars Systems Administration > DMIS Discoverer > DSS > DS001_DSS Registrations

Select Academic Year: 2026 Display Header: Yes

Select Qual Code: ACEO,BA,BAAY,BAAYI,BABFE,BACR Select Study Period: 1,2,3,4,5,6,7,8,9,C

Select Module: HI1003 Select Exam Month: 1 - Winter Exam,3 - Spring Exam,5

Select Department: ACE,Accounting and Finance,Anat

View Report

2.2.4 – If the module has students who are registered with Disability Support Services, they will appear in the output of the DS001 Report.

Example – 2026 – Module HI1003

UCC University College Cork, Ireland Coláiste na hOllscoile Corcaigh

DS001- DSS Registrations

Academic Year Selected: 2026
Qual Code Selected: All
Study Period Selected: All
Module Code Selected: HI1003
Exam Month Selected: All
Department Selected: All

Academic Year	Qual Code	Period Study	Qual Desc	Student No	Student Surname
2026	BA	1	BA (Hons)	124	
2026	BA	1	BA (Hons)	125	
2026	BA	1	BA (Hons)	125	
2026	BA	1	BA (Hons)	123	
2026	BA	1	BA (Hons)	123	
2026	BA	1	BA (Hons)	125	

Student Forename	Exam Month	Module Code	Registration Date	Module Dept
L	1	HI1003	05/09/2025	History
D	1	HI1003	17/08/2025	History
A	1	HI1003	30/08/2025	History
K	1	HI1003	16/09/2025	History
C	1	HI1003	19/09/2025	History
S	1	HI1003	19/08/2025	History
C	1	HI1003	29/08/2025	History
M	1	HI1003	22/08/2025	History
M	1	HI1003	29/08/2025	History
L	1	HI1003	15/09/2025	History



Important

2.2.5 – Make sure you check the number of pages in the report output.

SSRS Reports use pagination.

Example – The report output below has 2 pages.

The user must manually select additional pages to see all the DSS Data.

SQL Server Reporting Services

★ Favorites Browse

Home > Registrars Systems Administration > DMIS Discoverer > DSS > DS001_DSS Registrations

Select Academic Year: 2025 Display Header: Yes

Select Qual Code: ACEO,BA,BAAY,BAAYI,BABFE,BACR Select Study Period: 1,2,3,4,5,6,7,8,9,C

Select Module: HI1003 Select Exam Month: 1 - Winter Exam, 3 - Spring Exam, 5

Select Department: ACE,Accounting and Finance,Anat

1 of 2

UCC University College Cork, Ireland Coláiste na hOllscoile Corcaigh

DS001- DSS Registrations

Tip – Use the EXCEL option to download the report, which will contain all the rows for all pages.

1 of 2

Word

Excel

PowerPoint

PDF

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 **DS002_DSS_Registration_Advisory_and_Exam_Req_Detail_By Module**:

SQL Server Reporting Services

★ Favorites Browse

DSS

Home > Registrars Systems Administration > DMIS Discoverer > DSS

PAGINATED REPORTS (3)

DS001_DSS Registrations

DS002_DSS_Registration_Advisory_and_Exam_Req_Detail_by_Module

DS003_DSS_Registration_Advisory_and_Exam_Req_Detail_by_Programme

2.3.2 – Select the (1) **Academic Year** (2) **Module Code**, and (3) **Exam Month**.

Example – **2026 – HI1003**:

SQL Server Reporting Services

★ Favorites Browse

Home > Registrars Systems Administration > DMIS Discoverer > DSS > DS002_DSS_Registration_Advisory_and_Exam_Req_Detail_by_Module

Select Academic Year: 2026 Select Module: HI1003 Select Exam Month: 1 - Winter Exam Display Header: Yes View Report

2.3.3 – Select the **VIEW REPORT** button on the Right Hand Side of the Screen.

SQL Server Reporting Services

★ Favorites Browse

Home > Registrars Systems Administration > DMIS Discoverer > DSS > DS002_DSS_Registration_Advisory_and_Exam_Req_Detail_by_Module

Select Academic Year: 2026 Select Module: HI1003 Select Exam Month: 1 - Winter Exam Display Header: Yes **View Report**

2.3.4 – The report output will confirm the Academic Year + Module Code + Exam Month.

All DSS Registered students in the class will be listed by Student No, Student Surname and Student Forename

SQL Server Reporting Services

★ Favorites

🔍 Browse

Home

>

Registrars Systems Administration

>

DMIS Discoverer

>

DSS

>

DS002_DSS_Registration_Advisory_and_Exam_Req_Detail_by_Module

Select Academic Year

2026

Select Module

HI1003

Select Exam Month

1 - Winter Exam

Display Header


Yes

View Report

1 of 1

100%

Find | Next



UCC
University College Cork, Ireland
Coláiste na hOllscoile Corcaigh

DS002- DSS Registration Advisory and Exam Req. Detail by Module

Academic Year Selected: 2026

Module Code Selected: HI1003

Exam Month Selected: 1 - Winter Exam

Qual Code	Study Period	Student No	Student Surname	Student Forename	Exam Month	Module Code	Registration Date	DSS Category	DSS Info
BA	1				1	HI1003	5 Sep 2025	Additional information	ACCESS 2 HANDOUT ELECTRONICALLY ACCESS TO PANOPTO ADVISOR IS NIAMH O'B DEADLINES FOR ASSIGNMENTS DISABILITY SUPPORT SERVICE FLEXIBILITY ON DEADLINES FUND FOR STUDENTS DISABILITIES
								Examination Categories	* COMPUTER LAB * EXTRA EXAM TIME (10 MIN/HR) * TYPING EXAMINATION ANSWERS ARRIVE 30MIN BEFORE START TIME
					1	HI1003	17 Aug 2025	Additional information	ACCESS 2 HANDOUT ELECTRONICALLY ACCESS TO PANOPTO ADVISOR IS MADELINE JENNINGS

20

2.3.5 – The 2 columns on the right hand side of the report provide the detailed information on each student.
The DSS information is stored under (1) **Additional Information**, and (2) **Examination Categories**.

Exam Month	Module Code	Registration Date	DSS Category	DSS Info
1	HI1003	5 Sep 2025	Additional information	ACCESS 2 HANDOUT ELECTRONICALLY ACCESS TO PANOPTO ADVISOR IS NIAMH O'B DEADLINES FOR ASSIGNMENTS DISABILITY SUPPORT SERVICE FLEXIBILITY ON DEADLINES FUND FOR STUDENTS DISABILITIES
			Examination Categories	* COMPUTER LAB * EXTRA EXAM TIME (10 MIN/HR) * TYPING EXAMINATION ANSWERS ARRIVE 30MIN BEFORE START TIME
1	HI1003	17 Aug 2025	Additional information	ACCESS 2 HANDOUT ELECTRONICALLY ACCESS TO PANOPTO ADVISOR IS MADELINE JENNINGS CAO DISABILITY SUPPORT SERVICE FUND FOR STUDENTS DISABILITIES INFORMATION AND SUPPORT TEAM
			Examination Categories	* COMPUTER LAB * EXTRA EXAM TIME (10 MIN/HR) * TYPING EXAMINATION ANSWERS ARRIVE 30MIN BEFORE START TIME

2.3.6 – One of the most common Exam Categories is **EXTRA EXAM TIME**.

Examination Categories	* EXTRA EXAM TIME (10 MIN/HR)
	* NOISE REDUCTION HEADPHONES
	* SHARED ROOM
	* SPELLING AND GRAMMAR WAIVER
	ARRIVE 30MIN BEFORE START TIME

2.3.7 – There are many other Exam Categories that can be assigned to a student.

Example – C PEN

Example – SPELLING AND GRAMMER WAIVER.

Examination Categories	* C PEN
	* EXTRA EXAM TIME (10 MIN/HR)
	* SHARED ROOM
	* SPELLING AND GRAMMAR WAIVER
	ARRIVE 30MIN BEFORE START TIME

2.3.8 – A full list of all Examination Category items is listed in Appendix 1 of this document.

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

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 **DS003_DSS_Registration_Advisory_and_Exam_Req_Detail_By_Programme**:

SQL Server Reporting Services

★ Favorites Browse

DSS

Home > Registrars Systems Administration > DMIS Discoverer > DSS

PAGINATED REPORTS (3)

DS001_DSS Registrations

DS002_DSS_Registration_Advisory_and_Exam_Req_Detail_By_Module

DS003_DSS_Registration_Advisory_and_Exam_Req_Detail_By_Programme

2.4.2 – Select the (1) **Academic Year** (2) **Qual Code**, and (3) **Study Period**.

Example – **2026 – BCOM 1**:

SQL Server Reporting Services

★ Favorites Browse

Home > Registrars Systems Administration > DMIS Discoverer > DSS > DS003_DSS_Registration_Advisory_and_Exam_Req_Detail_By_Programme

Select Academic Year: 2026

Select Qual Code: BCOM

Select Study Period: 1

Display Header: Yes

View Report

Select Department: ACE,Accounting and Finance,Anat

2.4.3 – Select the **VIEW REPORT** button on the Right Hand Side of the Screen.

SQL Server Reporting Services

★ Favorites Browse

Home > Registrars Systems Administration > DMIS Discoverer > DSS > DS003_DSS_Registration_Advisory_and_Exam_Req_Detail_By_Programme

Select Academic Year: 2026

Select Qual Code: BCOM


Select Study Period: 1

Display Header: Yes

View Report

Select Department: ACE,Accounting and Finance,Anat

All DSS Registered students in the programme will be listed by **Student No, Student Surname** and **Student Forename**



DS003- DSS Registration Advisory and Exam Req. Detail by Programme

Academic Year Selected: 2026

Qual Code Selected: BCOM

Study Period Selected: 1

Department Selected: All

Qual Code	Period Study	Registration Date	Block Code	Student No	Student Surname	Student Forename	DSS Category
BCOM	1	1 Sep 2025	0				Additional information
		29 Aug 2025	0				Additional information
							Examination Categories

2.4.5 – The 2 columns on the right hand side of the report provide the detailed information on each student.

The DSS information is stored under (1) **Additional Information**, and (2) **Examination Categories**.

Note – Not every student registered with DSS will have 'Examination Category' Data. I.e. – Some students will just have the 'Additional Information' Data.

Student Surname	Student Forename	DSS Category	DSS Information
<div></div>	<div></div> <div>Additional information</div>	Additional information	DARE ENTRANT
		Additional information	ACCESS TO PANOPTO
			ADVISOR IS LISA EGAN
			DARE MERIT
			DISABILITY SUPPORT SERVICE
<div></div>	<div></div> <div>Examination Categories</div>	Examination Categories	* EXTRA EXAM TIME (10 MIN/HR)
			* SHARED ROOM
			ARRIVE 30MIN BEFORE START TIME
		<div></div>	<div></div>
Additional information	DARE ENTRANT		
Additional information	DARE ENTRANT		
Additional information	ACCESS 2 HANDOUT ELECTRONICALLY		
	ACCESS TO PANOPTO		
	ADVISOR IS MADELINE JENNINGS		
	DARE ENTRANT		
		DEAD LINES FOR ASSIGNMENTS	



DMIS

Departmental Mark Entry Information System

Section 3 – DMIS Mark Entry – DSS Indicators

3.1	DMIS Mark Entry – By Individual Student – DSS Indicator	Page 27
3.2	DMIS Mark Entry – By Student List/Element – DSS Indicator	Page 28

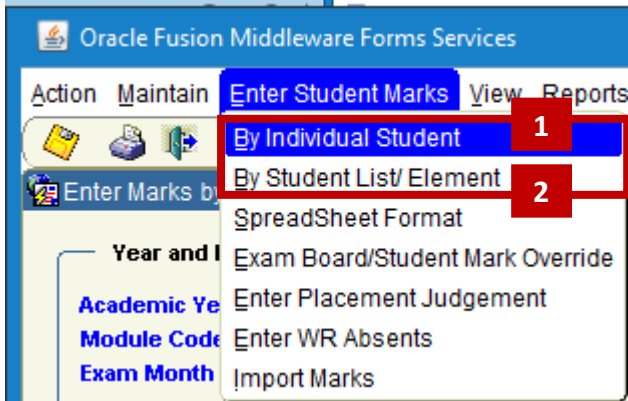
3.1 DMIS Mark Entry – By Individual Student – DSS Indicator

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

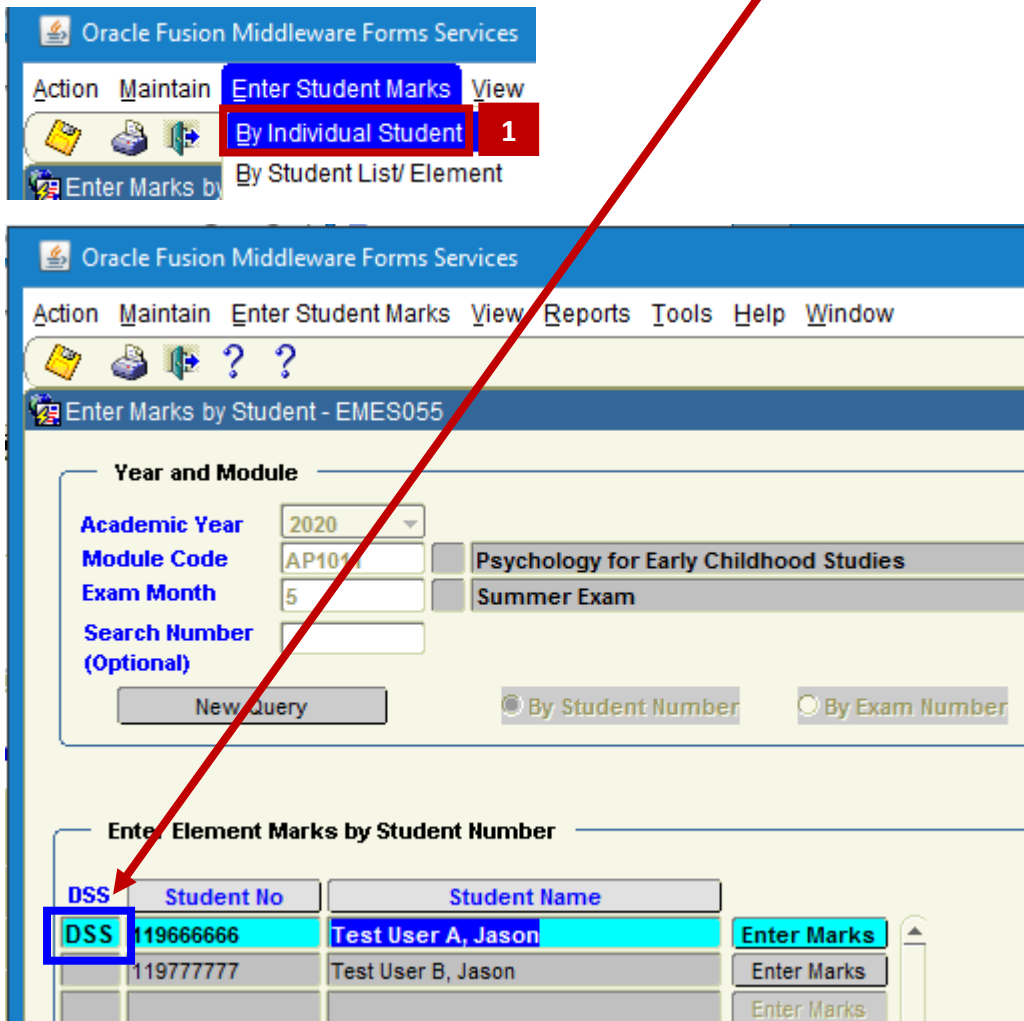
3.1.2 – There are 2 Mark Entry options that **will display the DSS Indicator** next to the Student Id or Exam Number when marks are being entered:

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 Fusion Middleware Forms Services

Action Maintain Enter Student Marks View

By Individual Student

By Student List/ Element 2

Enter Marks by Element - EMES050

Year and Module

Academic Year 2020

Module Code AP1011

Exam Month 5

Element Code EY

Search Number (Optional)

Psychology for Early Childhood Studies

Summer Exam

Essay

Element Mark 75

Element Option COMPULSORY

Enter Exam Marks

DSS	Student No	Mark	%	Student Name	Programme
DSS	119666666			Test User A, Jason	BAO
N	119777777			Test User B, Jason	BAO

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:

The Module Element Structure must first be setup on the Module + Year + Month combination before DSS Indicators can be viewed.

Information Alert

No Elements currently set up for this Module. Please go ahead and add Elements as required.

OK

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 October 2025.

#	CODE	DESCRIPTION	CATEGORY
1	AET	20 MINS EXTRA TIME PER HOUR	EXAMINATIONS
2	BRP	BRAILLE PAPER	EXAMINATIONS
3	COL	COLOURED OVERLAY	EXAMINATIONS
4	CPE	C PEN	EXAMINATIONS
5	CPW	WRITTEN CHANGES TO PAPER	EXAMINATIONS
6	CTV	CCTV	EXAMINATIONS
7	DFW	DESK FACING WALL	EXAMINATIONS
8	DRA	DRAGON SOFTWARE	EXAMINATIONS
9	EAO	EXAM ARRANGMENTS ONLY	EXAMINATIONS
10	EOC	EXAMS ON CAMPUS	EXAMINATIONS
11	ERT	15 MINS EXTRA READING TIME	EXAMINATIONS
12	ETS	EXTRA TIME FOR SPOKEN EXAMS	EXAMINATIONS
13	EXD	ELECTRONIC PAPER	EXAMINATIONS
14	EXK	EXTERNAL KEYBOARD	EXAMINATIONS
15	EXT	EXTRA EXAM TIME (10 MIN/HR)	EXAMINATIONS
16	EXU	ARRIVE 30MIN BEFORE START TIME	EXAMINATIONS
17	FEW	CAN MANAGE A FEW STEPS	EXAMINATIONS
18	GFL	GROUND FLOOR LOCATION	EXAMINATIONS
19	GM	GLUCOSE MONITOR	EXAMINATIONS
20	GMP	GLUCOSE MONITOR PHONE	EXAMINATIONS
21	HAD	HEIGHT ADJUSTABLE DESK	EXAMINATIONS
22	HAN	HEALTH APP NEEDED	EXAMINATIONS
23	HCP	HARD COPY OF PAPER	EXAMINATIONS
24	IED	IN EAR DEVICE	EXAMINATIONS
25	IRQ	INVIGILATOR TO READ QUESTIONS	EXAMINATIONS
26	JAW	JAWS USER	EXAMINATIONS
27	KNC	KNEELING CHAIR	EXAMINATIONS
28	LAB	COMPUTER LAB	EXAMINATIONS
29	LGT	LARGE TABLE	EXAMINATIONS
30	LSW	LANGUAGE SPGW	EXAMINATIONS
31	LWS	EXAMS LAPTOP	EXAMINATIONS
32	MAG	MAGNIFICATION SOFTWARE	EXAMINATIONS
33	MAP	MEDICAL APP ON PHONE	EXAMINATIONS
34	MDN	WILL HAVE MEDICATION	EXAMINATIONS
35	MGP	MAGNIFIED PAPER	EXAMINATIONS
36	NCH	NOISE REDUCTION HEADPHONES	EXAMINATIONS
37	OBR	OWN BACK REST	EXAMINATIONS
38	OCP	EXAMS LAPTOP	EXAMINATIONS
39	ODY	ORDINARY DICTIONARY	EXAMINATIONS
40	OL	EXAMS LAPTOP	EXAMINATIONS
41	PAE	PERSONAL ASSISTANT FOR EXAMS	EXAMINATIONS
42	QSL	QUIET SPACE IN LAB	EXAMINATIONS
43	RDF	REQUEST TO DEFER	EXAMINATIONS

44	REQ	REQUEST TO SPLIT EXAMS	EXAMINATIONS
45	RWP	ROUGH WORK A3 PAPER	EXAMINATIONS
46	RWR	ELECTRONIC READER	EXAMINATIONS
47	SBW	SEAT AT BACK NEAR WALL	EXAMINATIONS
48	SCH	SPECIAL CHAIR	EXAMINATIONS
49	SCR	SCRIBE	EXAMINATIONS
50	SHR	SHARED ROOM	EXAMINATIONS
51	SLI	SIGN LANGUAGE INTERPRETER	EXAMINATIONS
52	SLS	NEEDS BASQUE+CATALAN SPEAKER	EXAMINATIONS
53	SPG	SPELLING AND GRAMMAR WAIVER	EXAMINATIONS
54	SPR	SEPARATE ROOM	EXAMINATIONS
55	SRE	ALT-EXAM ARRANGMENTS- SREO	EXAMINATIONS
56	SUP	SUPPLEMENTARY ADMISSIONS ROUTE	EXAMINATIONS
57	TAP	TAPE	EXAMINATIONS
58	TSD	TYPING EXAMINATION ANSWERS	EXAMINATIONS
59	VNT	VENUE NEAR TOILETS	EXAMINATIONS
60	WAT	WHEEL CHAIR ACCESSIBLE TABLE	EXAMINATIONS
61	WHA	WHEEL CHAIR ACCESS	EXAMINATIONS
62	WHV	WHEEL CHAIR TO BE AVAILABLE	EXAMINATIONS
63	WRA	WILL WRITE ANSWERS	EXAMINATIONS