

Update on student disability memos from Mike Pudan, Lead Disability Advisor, November 2022

During the last year, Disability Advice (formerly SSU) have been making changes to the way in which Reasonable Adjustments are recorded via the central Student Records Systems, and then subsequently displayed in Sussex Direct. Students' flagging can be checked within the "Admin" tab of Sussex Direct, in the "Student Support" area.

Green Flagging

Students with a green flag will have a 'standard' set of adjustments. These are adjustments that are applicable across courses and modules at Sussex. As long as staff are aware of what this standard set of adjustments comprises, **colleagues will just need to [check a central document](#)**, rather than each student's individual memo. Green flagging will no longer only be used for students with a Specific Learning Difference but will be used for all students who can be supported by this 'standard' suite of reasonable adjustments. For ease and clarity, we will continue to attach a 'standard' memo to newly registered students' Sussex Direct Student Support Information area. Staff will no longer see green-flagged text that describes specific learning differences.

Students receiving this package of support will not have further tutor awareness information on Sussex Direct aside from the generic memo (attached) for ease. For information on the likely impact of a student's condition(s) on their learning, please see guidance notes on the Disability Advice Pages of the website: <https://www.sussex.ac.uk/studentssupport/staff>

Orange Flagging

Students with an orange flag will have an 'enhanced' or 'bespoke' set of adjustments that will cover all standard recommendations *as well as* additional recommendations unique to that student. **Staff will be expected to check the tutor awareness memo on Sussex Direct for these students.** This may include additional information about presentation adjustments, additions to standard adjustments, and details of alt-mode requests etc. Students with complex, multiple, or fluctuating health conditions are likely to have an enhanced learning support plan containing information on the impact of their specific condition(s) on their learning. This document will be available via Sussex Direct and will detail the needs and the named condition where appropriate and when the student has given permission. Previously, all students with a mental health difficulty, even if managed well and of low impact, were always flagged as orange. This will no longer be the case as they will be covered by standard adjustments and flagged as green.

Exceptions

Due to the way the system roll-out occurred, the flagging cannot be applied retroactively. This means that any student previously flagged green will correctly remain as such, but any continuing student currently with an orange flag, may not have a tutor guidance document.

- If an orange student does not have a tutor memo at all, then they will have the "standard" adjustments listed above and as attached. These students should be flagged as green.

The changing of previously flagged orange students with a low level of need to green is a completely manual process. This will be done but you'll appreciate it will take some time for my team to work through them all.

Apologies for the less than smooth transition to this new system, we had and still do anticipate it will lessen the number of students teaching staff need to individually review, and appreciate your patience as it beds in.