

# Guide to the e:vision SSP Module & Adjustment Reports for Assessment users

*This document is intended for use by Professional Support Staff with Assessment responsibilities in academic departments at the University of York only and is not intended for open distribution or for students. All images use fictional student data.*

## **Overview**

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Who is my superuser?

No results appear when students are expected

## Overview

The Module and Adjustment reports provide a quick and easy way to access adjustment data from Student Support Plans, for students you support.

## Access

You will need the department super user (usually your SSM) to set up access to the reports for you in e:vision.

## Data protection

Student Support Plan data exported from the e:vision system is considered highly sensitive under GDPR. When exporting data for processing in other systems, you must only use University-approved platforms, such as Google Sheets. You must not share this data beyond yourself or others within your team or department who already have access to that same level of data. Managing this information with strict data protection is essential to safeguard student privacy. Data held outside the e:vision system must be deleted after use in accordance with the university's [Data Retention policies](#).

## Adjustment data

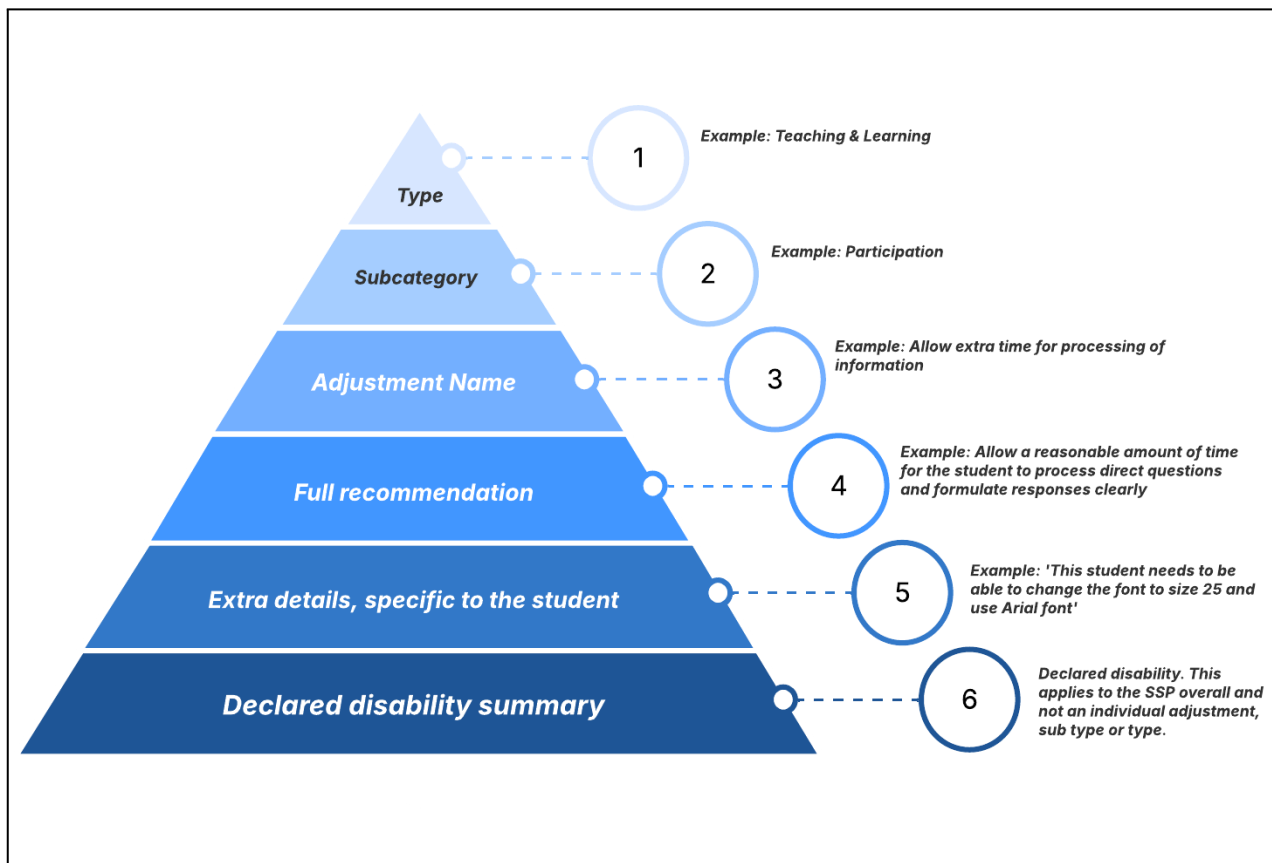
This is the [full list of adjustments](#) available to students when they have a Student Support Plan in place. Familiarising yourself with the adjustments will make using the reports easier, as you will know how to find the data you need more efficiently.

## Adjustments structure

Student adjustments are split into 6 levels:

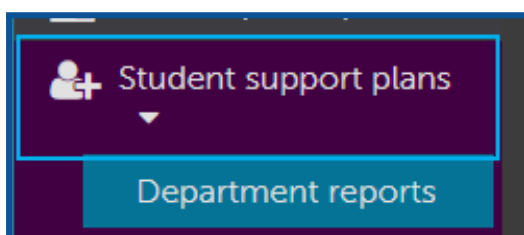
1. Type (i.e. Teaching & Learning, Assessment, Physical Environment)
2. Subcategory (i.e. Course work assignments, Extra time)
3. Adjustment name

4. Full adjustment recommendation (if available – not all will have this)
5. Specific, personalised student adjustments (if applicable)
6. Declared disability. Only available to certain users (not teaching support i.e. GTAs).



## How to navigate to the service

- Open [e:vision](#)
- From the main menu, select **Student Support Plans > Department reports**



## Department reports

### Student Support Plan (SSP) Adjustments Reports



#### Search by module

This report identifies students with student support plans, displayed by module.

Launch



#### Search by adjustment

This report identifies students with specific adjustments. Use this report to search for Postgraduate Research students also.

Launch



#### Search by Applicant

This report identifies applicants with adjustments due to commence study this coming academic year.

Launch

*Image of the SSP adjustment reports*

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## 1. Search by Module report

This report allows you to search for students with adjustments by module.

# Search page

## Search criteria

Search by module code to display students with adjustments who have an active module record for the academic year(s) selected. Using the wildcard option in the module code field will display students adjustments repeated per module. You can only search for modules within your department (or faculty). If this is incorrect, please contact your department super user.

### Student number or full name

### Module lookup \*

**Module code\*** Use '%' as a wildcard to retrieve by cohort e.g. BIO%C will retrieve all Level C Biology modules

- OR -

**Module name** Names are case sensitive

### Teaching period

**Adjustment type \*** Hold down the Ctrl key and click to select more than one option. Click again on an option to deselect it.

Assessments  
Legacy SSP  
Exams  
Library


### Subcategory

### Stage

### Student type

### SSP created from



### SSP created to



### Academic year \*

2024/2025  
2025/2026

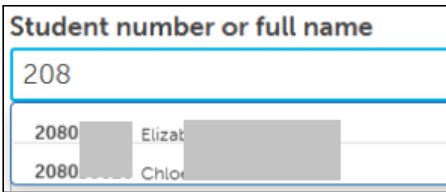
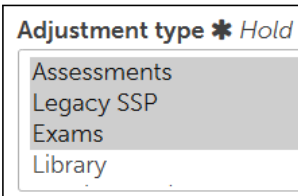
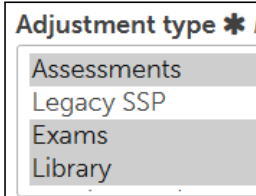

### Display Candidate number

Yes  No

### Display full recommendation

Yes  No

Image of screen screen options

Search field	Information	Mandatory?
Student number or full name	<p>You can paste in a student code or start typing the number or name. A list will appear below which you can select from.</p> 	No
Module code	<p>You can input a full module code i.e. CHE00004M or use a wildcard to retrieve more results i.e. CHE%M, to find all students studying a Chemistry level M course.</p> <p>You must input the first 3 digits before using the wildcard function i.e. 'CHE'</p>	Yes, if name is not used
Module name	<p>If you do not know the module code, you can search by the module name i.e. Communication, Education &amp; Public Understanding of Green &amp; Sustainable Chemistry</p> <p>It is not case sensitive but if the text is incomplete, it will display all modules in your department with the same words</p>	Yes, if module code is not used
Teaching period	<p>Useful if you are using a module wildcard function but want to narrow your results by Semester 1 or Online Teaching Period 1, for example</p>	No
Adjustment type	<p>This is a multi select field. Using the <b>SHIFT</b> key on your keyboard allows you to select multiple records at once. Using <b>Ctrl</b> allows you to select only the types you want.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p><b>Shift</b></p>  </div> <div style="text-align: center;"> <p><b>Ctrl</b></p>  </div> </div> <p>Legacy SSP = SSP created prior to this new system being implemented. Students with legacy SSPs can request a review of their adjustments at</p>	Yes

	<p>any time and will convert to a new style SSP.</p> <p>Legacy SSPs will be migrated across to the new style SSP in due course but by the end of 2026.</p>	
Subcategory	If you select only 1 adjustment type, you can narrow your results by choosing a subcategory, such as 'Group work'.	No
Stage	<p>Denotes year of study (with some exceptions)</p> <ul style="list-style-type: none"> <li>• Certificate Level = 1st year</li> <li>• Intermediate Level = 2nd year but can be 3rd year i.e. placements</li> <li>• Honours Level = 3rd year but can be 4th year</li> <li>• Masters Level = Masters students</li> </ul>	No
Student type	<p>If using the module wildcard feature, you can narrow your results by student type:</p> <ul style="list-style-type: none"> <li>• Undergraduate</li> <li>• Postgraduate taught</li> <li>• Postgraduate research (will only display in this report if the PGR is studying a taught module)</li> <li>• Online</li> </ul>	No
SSP created from	Useful to capture any new SSPs which have been created throughout the academic year	No
SSP created to	Useful if you need to search for SSPs during a particular time frame	No
Academic year	Mainly for use during the academic progression period when the next year records are created on 1 August, but you need to check for adjustments from the previous academic year (for resits, for example).	Yes
Display Candidate number	Option to include the candidate (exam or 'Y') number. You must ensure that if downloaded, you do not share the data with academic members of staff or others who should not see both student and candidate numbers.	Yes
Display full recommendation	You can choose whether to display the adjustments full recommendation within the report or not. Full recommendations can be lengthy. You can refer to this information separately via the <a href="#">Full list of adjustments</a> document.	Yes

## Results page

The top of the report results page under 'Cohort details' displays what you searched for. The 'Search by adjustment' button is a shortcut, directing you straight to the Adjustments report search page without needing to click 'Back' and 'Back'

# SSP MODULE REPORT

## Cohort details

**Module:** BIO00028C

**Student type:** Undergraduate

**SSP Created From:** 20/OCT/2025

**Year:** 2025/6

Back
Search by adjustment

The results table displays the module data, sorted by module. You can scroll across (using the horizontal scrollbar at the bottom of the screen or your arrow keys on your keyboard) to view all columns.

Surname	Chosen name	Student code	Candidate number	Username	Status	Home department	Stage	Programme of study	Route	Supervisor	Module	Adjustment type	Subcategory and adjustment name	Full recommendation	Student specific adjustment	SSP created
SMITH	TEST	3000000071	Y123456	ts123	Registered	Biology	C	Biology	Biology (UBBIO5BIO3)	AND TEST	Genetics (BIO00028C)	Assessments - Exams Teaching and Learning	<p><b>Extra time:</b> 25% extra time</p> <p><b>Participation:</b> Allow extra time for processing of information</p> <p><b>Alternative Format Service:</b> Alternative Format Service (Essential Reading)</p> <p><b>Seminars and Group Discussions:</b> Ask one question at a time and rephrase if the student is struggling to understand</p> <p><b>Clarification:</b> Be prepared to clarify feedback received on assessments</p> <p><b>Clarification:</b> Be prepared to clarify the requirements of assessments</p> <p><b>Instructions:</b> Be prepared to provide clarity around instructions/information delivered during teaching sessions</p> <p><b>Coursework assignments:</b> Deadline extensions</p> <p><b>Extra time:</b> Deferral of exam</p> <p><b>Attendance:</b> Discourage the impact of disability absence when assessing contribution in class discussions</p> <p><b>Oral assessment:</b> Do not penalise students on the deliver</p>	<p><b>Participation:</b> Allow a reasonable amount of time for the student to process direct questions and formulate responses clearly.</p> <p><b>Instructions:</b> Ensure instructions are clear and leave any written instructions on the board to give the student sufficient time to copy them down or photograph them.</p> <p><b>Alternative Format Service:</b> For Teaching Staff: Please use the 'Alternative Format Request (SSP)' Tag on the Leganto Online Reading System to notify the Library, in advance each semester, of the week-by-week essential reading required for the student. Further guidance on using this tag and FAQs are available on the Library's website. For queries, email lib-readinglists@york.ac.uk. For Student: You can also make individual requests for other library material to be provided in electronic format by emailing the Reading Lists Team directly on lib-readinglists@york.ac.uk to make these requests and to raise any queries.</p>	Level 5 data here	27 APR 26

## Download functionality

You can copy the data from this report into a Google Sheet or download it as an Excel file. Please ensure this information is used responsibly and appropriately.

**Staff must adhere to the University's data security and retention policies when handling student adjustment data.**

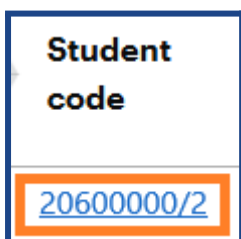
- **Sharing restrictions:** This information must not be shared unless absolutely necessary and appropriate, such as with an external examiner. Before downloading any data, you must read the University's [guidance on sharing Disability data and your responsibilities](#)
- **Data retention:** Any documents containing student adjustment data must be deleted in line with the University's [data retention policy](#)

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## Full student SSP document

Clicking on the student code hyperlink opens a new tab in your browser. This displays the full SSP document for the student, including the Disability Description. The student, their supervisor, module leads and Assessment users (department professional support staff) also have access to this document.

Click on the student code on the report:



The full Student Support Plan opens in a new tab:

## Student Support Plan

This document includes the academic (teaching and exam) adjustments recommended. It includes the students declared disability, and if required a link to further information about the disability. The University has responsibilities under the [Equality Act 2010](#) and aims to ensure that students are not treated less favourably for a disability-related reason. Due regard should be paid to the sensitive and personal nature of information and care should be taken to handle data in line with the [General Data Protection Regulation](#). Whilst the University will make best efforts to share the document appropriately, it is your responsibility to inform your tutors you have an SSP and to refer to it when requesting adjustments. If you would like your SSP reviewing at any time please contact Disability Services.

### Student details

**Name (preferred name):** Test **Surname:** Smith  
**Student code:** 30000000 **Contact email:** ts123@york.ac.uk  
**Home/overseas:** Home **Date of birth:** 01/Jan/2001  
**Declared disability/Long term health condition:** D/deaf or have a hearing impairment

### Programme details

Show  entries

Search:

Course	Route	Year of study	Department	Status	Programme start date	Expected end date
Biology (UBIOBIO)	Biology (UBBIOSBIO3)	1	Biology	Registered (RSR)	15-Sep-2025	09-Jun-2028

Showing 1 to 1 of 1 entries

[Previous](#) [1](#) [Next](#)

## Individual adjustments details

<b>Published date</b>	27/Apr/2026
<b>Disability descriptor</b>	Test declared disability

## Academic adjustments

### Assessments

**Note:** Level 5 data here

Subcategory	Adjustment details	Full recommendation
Attendance	Discount the impact of disability absence when assessing contribution in class discussions	The student may miss some teaching sessions where contribution is assessed due to their condition(s)
Coursework assignments	Deadline extensions	If a student is unable to meet a standard assignment deadline due to their disability, they should use the exceptional circumstances claim form, and indicate that they are requesting an adjustment via their SSP.
Oral assessment	Do not penalise students on the delivery of their presentation	Students may lack expression, appear nervous or lack eye contact during presentations
Clarification	Be prepared to clarify the requirements of assessments	For example, student may need guidance or clarification on what is/is not expected of a given piece of coursework or task and also to check they are working on the right lines.
Clarification	Be prepared to clarify feedback received on assessments	For example, student may approach teaching staff to clarify feedback received on their assessments

## 2. Search by Adjustment report

This report provides a list of students, categorised by adjustment type and subcategory. This is beneficial for locating students with a specific adjustment, such as 'extra time'. Use this report to search for postgraduate research students.

## Search page

### Search criteria

Student number or full name

Department \*

Adjustment type \* *Hold down the Ctrl key and click to select more than one option. Click again on an option to deselect it.*  
 Assessments  
 Legacy SSP  
 Exams  
 Library

Subcategory

Stage

Student type

SSP created from

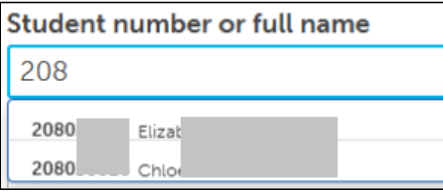
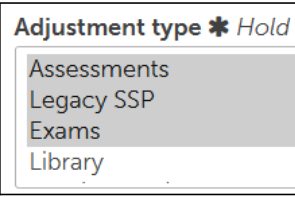
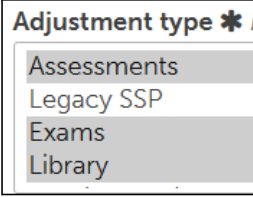
SSP created to

Academic year \*  
 2024/2025  
 2025/2026

Display Candidate number  
 Yes  No

Display full recommendation  
 Yes  No

Search field	Information	Mandatory?
Student number or full name	You can paste in a student code or start typing the number or name. A list will appear below which you can select from.	No

		
Department	**This only displays if you have been set up with faculty level access, to choose which department to search**	Yes, if applicable
Adjustment type	<p>This is a multi select field. Using the <b>SHIFT</b> key on your keyboard allows you to select multiple records at once. Using <b>Ctrl</b> allows you to select only the types you want.</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <p><b>Shift</b></p>  </div> <div style="text-align: center;"> <p><b>Ctrl</b></p>  </div> </div> <p><b>Legacy SSP</b> = SSP created prior to the new system being implemented. Students with legacy SSPs can request a review of their adjustments at any time and will convert to a new style SSP.</p> <p>Legacy SSPs will be migrated across to the new style SSP in due course but by the end of 2026.</p>	Yes
Subcategory	If you select only 1 adjustment type, you can narrow your results by choosing a subcategory, such as 'Group work'.	No
Stage	<p>Denotes year of study (with exceptions)</p> <ul style="list-style-type: none"> <li>• Certificate Level = 1st year</li> <li>• Intermediate Level = 2nd year but can be 3rd year i.e. placements</li> <li>• Honours Level = 3rd year but can be 4th year</li> <li>• Masters Level = Masters students</li> </ul>	No
Student type	<p>If using the module wildcard feature, you can narrow your results by student type:</p> <ul style="list-style-type: none"> <li>• Undergraduate</li> </ul>	No

	<ul style="list-style-type: none"> <li>• Postgraduate taught</li> <li>• Postgraduate research (will only display in this report if the PGR is studying a taught module)</li> <li>• Online</li> </ul>	
SSP created from	Useful to capture any new SSPs which have been created throughout the academic year	No
SSP created to	Useful if you need to search for SSPs during a particular time frame	No
Academic year	Mainly for use during the academic progression period when the next year records are created on 1 August, but you need to check for adjustments from the previous academic year (for resits, for example).	Yes
Display Candidate number	Option to include the candidate (exam or 'Y') number. You must ensure that if downloaded, you do not share the data with academic members of staff or others who should not see both student and candidate numbers.	Yes
Display full recommendation	You can choose whether to display the adjustments full recommendation within the report or not. Full recommendations can be lengthy. You can refer to this information separately via the <a href="#">Full list of adjustments</a> document.	No

## Results page

Similar to the Module report, the headings at the top of the result page displays the cohort details you selected on the search page.

The 'Search by module' button is a shortcut, directing you straight to the Module report search page without needing to click 'Back' and 'Back'.

# SSP ADJUSTMENT REPORT

## Cohort details

**Adjustment type:** Assessments

**Subcategory:** Coursework assignments

**Student type:** Undergraduate

**Year:** 2025/6

**Department:** Biology

[Back](#)

[Search by module](#)

## Report columns

Surname	Chosen name	Student code	Email	Home department	Supervisor	Modules	Subcategory and adjustment name	Full recommendation	Student specific adjustment	SSP created
SMITH	TEST	<a href="#">20600000/2</a>	ts123@york.ac.uk	Biology	A TEST	BIO00025C, BIO00026C, BIO00027C, BIO00028C, BIO00029C	- <b>Environment:</b> Student may require a departmental Personal Emergency Evacuation Plan (PEEP) - <b>Teaching materials:</b> Provide lecture slides and materials in advance of teaching sessions	- <b>Environment:</b> Consideration of a Departmental PEEP prepared by the Department's Safety/Fire Officer. Any questions about this are best directed to Workplace Health and Safety Office (whso@york.ac.uk) - <b>Teaching materials:</b> Where lecture notes and lecture materials are not available elsewhere, e.g. the VLE, these should be sent to the student 24 hours in advance.	- testing level 5 on phys env	16-FEB-26

Showing 1 to 3 of 3 entries

## 3. Search by Applicant

This report enables academic departments to view applicants who have declared a disability and for whom Disability Services (DS) has published a Student Support Plan (SSP). Under the new process, SSPs will appear in the report as soon as they are published. Departments can use the report filters to identify and review relevant applicants throughout the admissions cycle.

### What is the report for?

The report is intended to support early planning and coordination of reasonable adjustments for incoming students. It allows departments to:

- Review published Student Support Plans
- Identify applicants with complex or specialist support requirements
- Prepare teaching, assessment, placement, laboratory, fieldwork or other departmental adjustments in advance
- Consider whether any additional discussions or actions are required before the applicant enrolls

Departments should regularly review the report and:

- Read each published SSP carefully
- Begin planning any required support arrangements as early as possible
- Raise any concerns, queries, or potential issues with Disability Services promptly
- Ensure relevant staff are informed where appropriate and in line with data protection requirements

## Search page

### Search criteria

This report enables academic departments to view applicants who have declared a disability and for whom Disability Services (DS) has published a Student Support Plan (SSP).

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- Review published Student Support Plans
- Identify applicants with complex or specialist support requirements
- Prepare teaching, assessment, placement, laboratory, fieldwork or other departmental adjustments in advance
- Consider whether any additional discussions or actions are required before the applicant enrolls

#### Action required

Departments should regularly review the report and:

- Read each published SSP carefully
- Begin planning any required support arrangements as early as possible
- Raise any concerns, queries or potential issues with Disability Services promptly
- Ensure relevant staff are informed where appropriate and in line with data protection requirements

As SSPs are now published on a rolling basis, departments are encouraged to monitor the report regularly rather than waiting for a single distribution point.

<b>Applicant number or full name</b>	
<b>University decision</b> <i>Hold down the Ctrl key and click to select more than one option. Click again on an option to deselect it.</i>	
Conditional Offer	<input type="checkbox"/>
Reject	<input type="checkbox"/>
Unconditional Offer	<input checked="" type="checkbox"/>
<b>Applicant response</b> <i>Hold down the Ctrl key and click to select more than one option. Click again on an option to deselect it.</i>	
Decline offer	<input type="checkbox"/>
Firmly accept offer	<input checked="" type="checkbox"/>
Insurance	<input type="checkbox"/>
<b>Occurrence</b> <i>Hold down the Ctrl key and click to select more than one option. Click again on an option to deselect it.</i>	
A1	<input checked="" type="checkbox"/>
A2	<input checked="" type="checkbox"/>
B1	<input checked="" type="checkbox"/>
B2	<input checked="" type="checkbox"/>
C1	<input checked="" type="checkbox"/>
C2	<input checked="" type="checkbox"/>
D1	<input checked="" type="checkbox"/>
D2	<input checked="" type="checkbox"/>
<b>Adjustment type</b> <i>Hold down the Ctrl key and click to select more than one option. Click again on an option to deselect it.</i>	
Assessments	<input type="checkbox"/>
Legacy SSP	<input type="checkbox"/>
Exams	<input type="checkbox"/>
Library	<input type="checkbox"/>
Physical Environment	<input type="checkbox"/>
Teaching and Learning	<input type="checkbox"/>
<b>Subcategory</b>	
<input type="button" value="← Back"/>	<input type="button" value="Search"/>

## Results page

### SSP APPLICANT REPORT

**Cohort details**

Year: 2026/7

University decision: Unconditional Offer

Applicant response: Firmly accept offer

Occurrence: A1

Please refer to the [guidance document](#) for further information on adjustments and their implementation.

Displays what you searched for

scrolling across displays the full recommendation and student specific adjustments

[Back](#)

Search:

Applicant code	Applicant name	Category (Home / overseas)	Course	Route	Block / occurrence	Mode of attendance	Entry month	Age on entry	Adjustment type	Subcategory and adjustment name
<a href="#">300000000</a>	TEST	Overseas	Psychology (UPSYPY)	Psychology (UBPSYSPSY3)	1 / A1	Full Time at York (FTY)	10	21	- Assessments - Exams - Library - Teaching and Learning	- <b>Adjusted services:</b> Access to adjusted library services - <b>Attendance:</b> Allow flexibility with the attendance policy - <b>Coursework assignments:</b> Deadline extensions - <b>Environment:</b> To be placed in a small exam room with 30 or fewer other students. - <b>Extra time:</b> 25% extra time - <b>Extra time:</b> Deferral of exam - <b>IT:</b> Ensure the PGR has access to a laptop v appropriate assistive technology. - <b>IT:</b> Provision of a PC/laptop

## Points of contact

- **Access queries including set up & removal:** contact your department Super User in the first instance
- **Data queries / adjustment information:** contact Disability Services at [disabilityservices@york.ac.uk](mailto:disabilityservices@york.ac.uk)
- **Technical issues:** contact the Student Systems team at [sits-support@york.ac.uk](mailto:sits-support@york.ac.uk)

## Frequently asked questions

### *Who is my superuser?*

This will be your Student Services Manager (SSM), so contact them to arrange access to the reports.

### *No results appear when students are expected*

If your data request is too large, the report will fail to display results. To correct this, please reduce the volume of data by:

- Selecting fewer adjustment types
- Choosing 'no' for the 'display full recommendation' option