



Additional adjustments to be applied to all students with an existing Reasonable Adjustment Plan (RAP) as a baseline for digital / blended delivery 2020/21

- ✓ Use lecture capture facilities/services (Panopto), to make audio recordings of face to face teaching sessions and the accessibility functions within online platforms (e.g. MS Teams) to record the teaching session, capture any 'chat' threads and automated transcription for all taught sessions
- ✓ Teaching materials to be in an editable format, e.g. MS Word or unlocked pdf
- ✓ Provide a glossary of terms
- ✓ Any last-minute changes to timetable should be communicated to students as soon as possible with re-scheduling details and anything the student can do in the meantime
- ✓ Tell students the time of any scheduled breaks at the beginning of the session
- ✓ Provide an overview at the beginning and summarise at regular intervals - if you detract from the main topic or if there is anything you are unable to cover offer individuals the opportunity to talk to you about it after the session
- ✓ Repeat key pieces of information
- ✓ Repeat any questions or comments received from attendees
- ✓ Permit student choice over whether they have their video on during online sessions