

	lab classes, TAs are often there to respond when students ask for help, rather than presenting. IM asked for details of particular sessions with problems. TH said he was not always sure who to pass this type of feedback to – IM asked for this to be sent to him. VW can also be contacted by reps when reps are unsure who to approach.	Please send to IM
3.	<u>Items from Staff</u>	

- Exceptional Circumstances process – KH said this is currently being reviewed and she would appreciate any feedback/comments from reps – at this meeting or later via email.
 - o AS said that EC information wasn't clear on Sussex Direct. KH agreed that EC and Reasonable Adjustments processes were both not integrated well into Sussex Direct.
 - o FS said the EC form emphasises Covid-19 a lot. KH said this self-declaration form is only in use because of Covid – prior to lockdown would require evidence such as GP appointments etc.
 - o FS said it is not clear early enough in the term what the consequence of an EC claim will be. KH said this has been a difficulty this year and usually the result of an EC claim would be known more quickly – this year have been waiting for 'No Detriment' arrangements to be worked out.
 - o TH said o - q v