



## DSA Pre-Assessment Information Form

The purpose of the DSA study needs assessment is to determine what difficulties you may face with your study due to your disability and to consider what support can be provided to overcome those difficulties. In order to get the best outcome from this assessment, we require the following information in advance. This will enable us to do any prior research needed, so that we can consider the full range of support available.

### About you

Surname:	First Name(s):	Title:
Date of birth:	Email:	
Home address:	Term time address (if different):	
Telephone Number:	Mobile Number:	

### Tell us about your Local Educational Authority (LEA); or other funding provider:

Institution Name:	
Student Number:	Telephone Number:
Address:	Contact Name in the LEA / NHS Department (if known)
	Email:

If you have been previously assessed for DSA funding, please give the date and details. Please attach a copy of the report, if available

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### Tell us about your disability / medical condition(s)

What type of disability are you being assessed for (you will find this in your funding body approval letter)?
What are the main difficulties caused by your disability and how are your learning or study support requirements effected?

### About your University or College

We will not disclose your identity to your University / College without your permission. However, it may be helpful for us to contact your disability officer / course leader for information regarding your course. Please confirm if you are happy to give your permission.

I am happy to give permission for you to contact my university / college: Yes / No (delete as appropriate)

University / College Name:		
Address:	Disability Officer / Contact: Name: Tel: Email:	
Course Title:		
Course start date:	Course end date:	Course length:
Award (BA, BSC, PhD):		Study Intensity (full or part time):
Course Leader / Named contact:	Course Leader Tel:	Course Leader Email:

### Tell us about your disability / medical condition(s)

What type of disability are you being assessed for (you will find this in your funding body approval letter)?

What are the main difficulties caused by your disability and how are your learning or study support requirements effected?

### Tell us about any previous educational support you have received:

Non-medical helper support with study activities	
Special examination arrangements	
Assistive technology (computer, software)	
Ergonomic study support equipment	

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What equipment do you have regular access to (computer, tablet, smartphone). Please provide details including the make and model of each.

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**Note:** Please feel free to bring along any mobile/tablet equipment you use to your assessment.

### Student Declaration

The cost of your assessment is £575 and will be met from your DSA. We will invoice your LEA or awarding body directly to claim our fee.

By signing this form you are agreeing for the Access Centre to arrange a DSA assessment on your behalf; you are giving your LEA or awarding body permission to release funds from your DSA to pay for the assessment.

If we make an appointment for you to be assessed and you fail to keep that appointment we may at our discretion recover our costs from your LEA.

Student signature:	Date:
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Please return the completed form together with:

- **Medical evidence** i.e. GP letter, medical reports.  
If you are Dyslexic, you will need to provide an up to date Psychology report.
- A copy of your funding body eligibility letter **DSA 1 – Next steps to get your Disabled Students Allowances 2015/2016**

All information should be emailed to [info@cambridgeaccesscentre.com](mailto:info@cambridgeaccesscentre.com) as soon as possible.

### What happens next?

Providing you have sent the completed pre-assessment form and supplementary documents to the Access Centre, we will contact you within 2 working days to arrange an appointment with one of our experienced assessors, to take place on a date and time to suit you.

**Important - please read carefully**

**Data Protection**

We are committed to the Data-Protection principles of good practice for handling information. All personal information is held securely and we will only transfer data on a 'need-to-know' basis so that we can support the services offered to you. Due to the nature of the Access Centre, we will share your personal information with Assessors / Trainers contracted by the Centre and third parties such as your funding body, in order for relevant services to be provided to you. All information is shared under strict contractual and / or confidentiality obligations.

As soon as you contact us, we will create a record in your name. To that record we will then add information we collect, including information that you give us at point of first contact with the Centre; through the appointment process; when we are notified of your DSA award and any supplementary or re-assessment requests made. This includes information sent directly to us, for example from your Funding Body or HEI Disability Advisor.

We will use your personal information to process your application, perform your assessment and provide you with necessary services.