



DSA Pre-Assessment Information Form

The purpose of the DSA study needs assessment is to determine what difficulties you may face with your studies 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:	

About your funding provider

Funding Body Name:	
Student Number (CRN)	Telephone Number:
Address:	Contact Name in the funding body (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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About your disability / medical condition(s)

What disability or disabilities 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 affected?

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):		Full or part time?

About any previous support you have received

Human support with study activities	
Special examination arrangements	
Ergonomic study support equipment	

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

Item	Make/Model	Specifications	Age
Computer		Processor	
		Operating System	
		RAM (GB)	
		Hard Drive (GB)	
Smartphone		iOS/ Android/ Windows/ Blackberry	
Tablet		iOS/ Android/ Windows	
Digital Recorder			
Printer			
Scanner			

Note: Please feel free to bring along any equipment you use to your assessment.

Student Declaration

The cost of your assessment is £575 and will be met from your DSAs. We will invoice your funding body direct to claim our fee. You will not be personally charged for your assessment.

By signing this form you are agreeing for Cambridge Access Centre to arrange a DSA assessment on your behalf; you are giving your funding 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 funding body.

Your 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 a diagnostic report.
- A copy of your funding body eligibility letter
- All information should be emailed to info@cambridgeaccesscentre.com as soon as possible.

What happens next?

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

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 and, with your consent third parties such as your funding body in order for relevant services to be provided to you.

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 us; 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 University or College Disability Advisor.

We will use your personal information to process your application and perform your assessment.

