Assessment Process Check List

**Note:** You may find it helpful to tick each box (🞏) as you follow the process

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| **DSA Application**  **j0432677** | **🞎**  **🞎** | **Student** submits an application for Disabled Students’ Allowances (DSA) to Funding Body  **Student** receivesletter from Funding Body confirming eligibility to attend a DSA Needs Assessment |
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| **Booking Enquiry**  **j0432677** | **🞎**  **🞎** | **Student** contacts AccessCentral to make a provisional appointment  **AccessCentral** send Pre-Assessment Form to Student |
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| **Booking Confirmation**  **j0432677** | **🞎**  **🞎**  **🞎**  **🞎**  **🞎** | **Student** sends the following documentation to AccessCentral within 5 working days of receiving appointment confirmation letter:   * evidence relating to disability / specific learning difficulty (eg medical letter, Educational Psychologist’s report etc) * letter from Funding Body confirming eligibility to attend a DSA Needs Assessment * completed Pre-Assessment Form   **AccessCentral** contact Student to confirm appointment, provide other details and send map / directions once required documents above received |
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| **Assessment**  **Takes Place**  **j0432677** | **🞎** | We suggest you allow about 2 hours for the appointment to allow time to discuss your needs. There is no testing involved. |
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| **Draft Report**  **j0432677** | **🞎**  **🞎** | **AccessCentral** sends draft report (where requested) to Studentfor approvalwithin 10 working days of the assessment  **Student** to read through report and send any comments / amendments to AccessCentral within 10 working days from the date the draft report was posted |

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| **Final Report**  **j0432677** | **🞎** | **AccessCentral** to send copy of final report to Student, Funding Body and Disability / Learning Support Adviser at University / College |
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| **Funding**  **Confirmation**  **j0432677** | **🞎** | **Student** to receive letter from Funding Body detailing whether or not they will fund the recommended support from the DSA |
|  |  |  |
| **Putting in Place Support**  **j0432677** | **🞎** | **Student** to follow the instructions given by Funding Body and they are recommended to contact their Disability / Learning Support Adviser for guidance and to help make arrangements |
|  |  |  |
| **Change of Circumstances**  **j0432677** | **🞎**  **🞎** | **Student** to contact Disability / Learning Support Adviser if circumstances alter which may affect the level and nature of the support required  **AccessCentral** may provide a further assessment or minor alteration to existing recommendations, if requested by the Funding Body |

For further information, please contact AccessCentral using the details below:

Tel: 0121 222 5362

Email: [enquiries@accesscentral.co.uk](mailto:enquiries@accesscentral.co.uk)