

# ASSESSMENT CENTRE

## Cardiff Metropolitan University Prifysgol Fetropolitan Caerdydd



### WHO ARE WE?

The Assessment Centre Cardiff Metropolitan University, Cardiff, is one of a number of DSA QAG accredited centres in the UK offering Study Skills and Technology Needs Assessments (SSTAs) for individuals eligible for Disabled Students Allowance (DSA).

### WHAT HAPPENS IN A NEEDS ASSESSMENT?

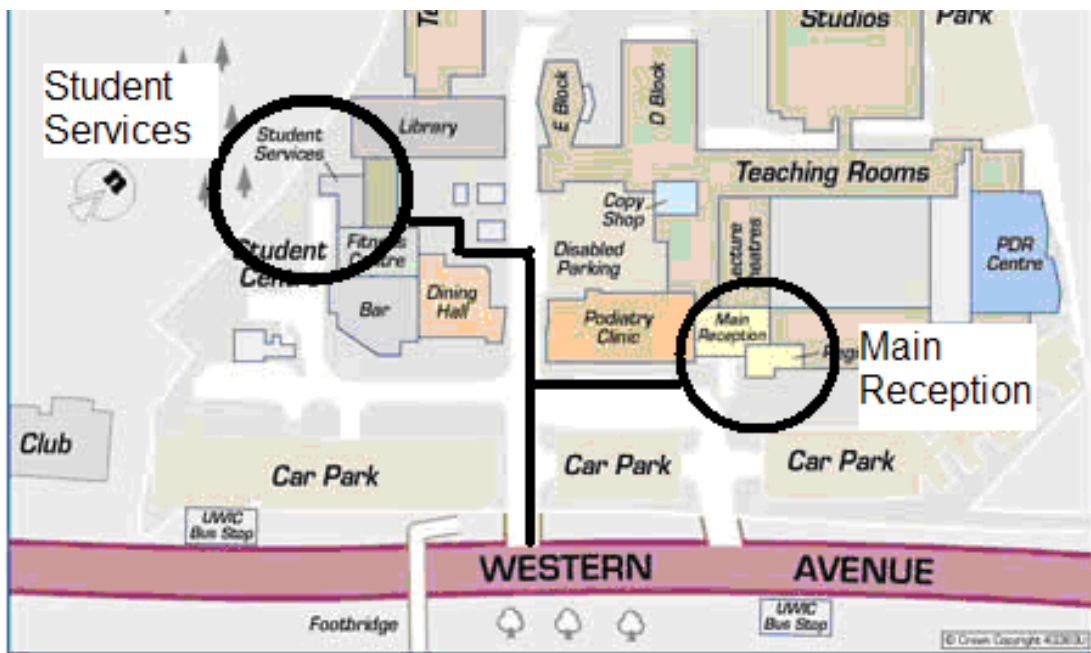
- An experienced assessor will talk to you about your specific situation and how your disability impacts on your ability to complete your course. They will reinforce what you have already been told (by a disability advisor) with regards how the DSA works and what kind of support can be recommended.
- The assessor will consider all aspects of your course and ask you questions about how your disability affects areas such as research, reading, attending lectures, taking notes, assignment planning and writing, time management strategies, etc.
- The assessor will combine what you tell them with the demands of your course and the medical evidence you have provided.
- Appropriate support strategies, institutional adjustments and equipment will be discussed and demonstrated.
- Support specifically related to your needs will be recommended and agreed with you.
- Finalised recommendations will be made in a formal report, which will be sent to you for approval before it is sent to your funding body (SFE, LA)
- Assessments usually take between 1 and 2 hours.

### HOW DOES THE ASSESSMENT PROCESS WORK?

- **For Cardiff Metropolitan University students:** Following your appointment with a Cardiff Metropolitan disability advisor using the medical evidence you have provided, the disability advisor will seek approval on your behalf from your funding body to carry out a needs assessment. When we receive this you will be sent an email asking you to ring Disability Services reception to make an appointment.
- **For non Cardiff Metropolitan University students:** You will need to send us your medical evidence (or educational psychologist report) and the approval from your funding body before we can confirm your appointment. When we have received this information the appointment is confirmed and you will receive a confirmation email.
- If you are **not** a Cardiff Metropolitan University student you will be sent a Pre Assessment Questionnaire to complete. Please send this back to us prior to the assessment.

- Please arrive on time for your appointment.
- After the assessment you will be sent a draft report (detailing support strategies and recommendations made by the assessor) within 10 working days of the assessment date. This report will be sent to you via your Cardiff Metropolitan University email address (or an alternative email address if you are not a Cardiff Metropolitan University student).
- You must formally approve this report (or request amendments if necessary) before it can be sent to your funding body. Please do this via email using the form provided at the end of the report – or via phone if you prefer. Please also return to us the feedback questionnaire to help us to improve our services.
- Once you have approved your report it will be sent to your funding body within 1 working day.
- We will also email you with a final copy of your report which you should keep safe in case you need it in the future.
- If we do not hear from you within the 5 working days then we will send your report to your funding body without approval.
- Your funding body will then process the report and contact you to inform you which supplier you need to contact with regards your equipment.

## VISITING US FOR AN APPOINTMENT



- The Assessment Centre Cardiff Metropolitan University is located on the 1<sup>st</sup> floor of the Student Services building of Cardiff Metropolitan University's Llandaff Campus (CF5 2YB) as indicated on this map.
- Please ask for directions from main reception or telephone 02920 416170 if you experience difficulties locating us.
- If you anticipate difficulties with access, please contact us on 02920 416170 prior to your appointment.

- Access is via stairs or lift: the lift door is 80 cm wide and the cabin is 140 cm deep. Minimum door width likely to be encountered is 77 cm.
- Please aim to arrive at least 10 minutes before your appointment.
- If you are unable to attend an appointment, please contact us at the first possible opportunity. This will enable us to arrange an alternative date and to ensure that other individuals may benefit from the vacant slot.

## **PARKING FACILITIES**

Cardiff Metropolitan University Llandaff campus is on Western Avenue (the A48) between the Gabalfa Interchange and Llandaff, opposite the WJEC building. Our postcode is CF5 2YB.

- Car parking is limited at Llandaff campus. There is no student parking on campus but there are car share spaces available at Plas Gwyn Halls of residence on Llantrisant Road. If you have a blue badge then there are spaces available on Llandaff campus.
- If you anticipate problems please phone 02920 416170.

The following map shows Cardiff Metropolitan University Llandaff campus and Plas Gwyn Halls of residence location:

<http://www3.uwic.ac.uk/English/AboutUs/CampusesAndLocations/Documents/llandaffplasgwyn.pdf>

We recommend that you use public transport due to parking limitations at Cardiff Metropolitan University. For details about bus routes and times see <http://www.cardiffbus.com/routes.shtml> or phone **029 2066 6444**

(Cardiff Metropolitan University **students only**) – **UWIC Rider inter site bus service**: see main reception at your campus for a timetable.

*(These details were updated on: January 10<sup>th</sup> 2011)*