



Advice guide 3: Arranging a study needs assessment

What is a Study Needs Assessment?

A meeting between a student and a Needs Assessor - a person qualified by their experience and knowledge of the funded specialist disability-related equipment and support that is available to disabled students. The student's needs and the demands of their course will be discussed in detail. The Assessor will aim to agree with the student any equipment and/or support that they may need to help them with their studies.

The Assessors' approach is professional but very relaxed and friendly and the student will be given ample opportunity to ask questions. The student won't be 'tested' to prove their disability in the session; this will have already been established. It is an opportunity for the Assessor to get to know the student in order to recommend a suitable personalised package of specialist funded support that will enable the student to study successfully at university.

Assessments take place in a room that is fully equipped with up-to-date technology and ergonomic equipment which will be demonstrated as appropriate. This will usually take between one to two hours.

How does the student book a needs assessment?

The student's funding body will process the student's DSAs application and medical evidence and write to them to confirm their eligibility for funding and request that they have a Study Needs Assessment. The student is advised to contact their funding body if they have not received this letter within 2-3 weeks, as it is important that they have their Needs Assessment as soon as possible. The student can book their needs assessment at any Assessment Centre of their choice. A list can be found at this web link: <https://www.gov.uk/disabled-students-allowances-assessment-centre>.

If a student wishes to book their needs assessment at Teesside University, they need to contact Assessment Centre on Teesside (ACT) on 01642 342278 or email act@tees.ac.uk. The Assessment Centre will need a copy of their confirmation letter from the funding body as the University do not receive a copy of this.

What happens after the Study Needs Assessment?

The Assessor will produce a written report which the student can expect to receive within 10 working days of their assessment. This report will also be sent to the student's funding body.





The student's funding body will consider the recommendations in the report and then write to the student to advise them what has been approved (this is called an entitlement letter or DSA2 letter). The Disability Adviser will also receive a copy of this. Once the student receives this letter, they will need to read it carefully, and for further advice they can refer to the appropriate help sheets referred to in their Student Support Plan, which explain how to access and organise the set-up of their support and/or equipment outlined in the funding entitlement letter.

The student should contact their Disability Adviser if they require assistance with the set-up of their support.

For more information

W: <https://www.tees.ac.uk/sections/stud/disability>

E: studentlife@tees.ac.uk

T: 01642 342277

