

After the Assessment of Needs Interview

Alternative formats

Where possible DMU publications can be supplied in alternative media. This includes via email (.pdf), CD-ROM and DVD-ROM.

You may request a large font size, audio or Braille version of any publication and where possible, this will be supplied for you. It may not be possible to supply all publications in full, due to size. On these occasions, you will be asked to request specific sections only.

DMU will make every effort to find an appropriate alternative format for all requests. For further information on how we can help, please contact The Enquiry Centre on 08459 45 46 47, dmu.ac.uk/enquiry or text phone +44 (0)116 257 7908.

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Disability Advice and Support

T: (0116) 257 7595 E: studentservices@dmu.ac.uk
Ground Floor, Gateway House, The Gateway, Leicester LE1 9BH



Student Services

What must I do?

As soon as your draft report arrives:

- Check your draft report thoroughly and make any amendments. This is the stage when you can add pieces of equipment/support if they were discussed and have been omitted
- Make sure that Disability Advice and Support is the contact address on the front page of the draft report
- Check anything you're uncertain about with the Assessment Centre as soon as possible – don't delay in contacting them as this will hold up the process
- Complete and return the reply slip to the Assessment Centre. You will need to either confirm that the report doesn't need changes, or ask for changes to be made.
- If you want a laptop but the assessor has recommended a PC then you need to consider whether you want to pay the

difference in the cost. If you do then you need to let the Assessment Centre know, so that they can make this clear on the report for your Funding Provider and the equipment supplier

- If you are uncertain about anything after you have checked with the Assessment Centre then book an 'Ask Here' appointment with Disability Advice and Support but always check with the Assessment Centre first

If you have not received your draft report three weeks after your Assessment of Needs appointment, contact the Assessment Centre

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What must I not do?

- Don't order any equipment or put in place any support without your Funding Provider's written approval
- Don't add in any items which you would 'like' but that were not discussed at the assessment. If you think that something is necessary then you must discuss this with the Assessment Centre

Remember

- Check your report carefully
- Remember the Assessment of Needs is not a legal contract and the report contains recommendations, not guarantees
- Contact the Assessment Centre if you have any questions about the report
- Complete and return the reply slip to the Assessment Centre without delay

- Don't order any equipment at this stage, you need approval from your Funding Provider first
- The Assessment Centre needs your permission to send Disability Advice and Support a copy of your report. It is very useful for us to have a copy, especially if you want us to help you set up your support when it has been agreed
- Apply for examination arrangements by contacting Disability Advice and Support.

Contact details

The contact details for Disability Advice and Support at De Montfort University are:

T: (0116) 257 7595
E: disability@dmu.ac.uk

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