# INSTITUTIONAL GUIDE FOR ASSESSORS

1. **DASS Team contact details:**

The Disability Advisory and Support Service is usually referred to as DASS. There are 6 Advisers who have [caseloads of students](http://www.dso.manchester.ac.uk/contact-and-see-us/who-is-my-disability-adviser/); these caseloads are divided up by School. 3 Assistant Advisers work with the Disability Advisers on their caseloads.

Our general contact details are:

**Phone**: 0161 275 7512

**Email**: dass@manchester.ac.uk

**Web**: [www.dass@manchester.ac.uk](http://www.dass@manchester.ac.uk)

**Opening hours**: Mon-Fri 10-4

1. **Disabled Student Service provision:**

**2.1 Quick Query Appointments:**

Students can [book short 20 minute Quick Query appointments](http://www.dso.manchester.ac.uk/contact-and-see-us/see-us/) – these are released each week on a Thursday for the following week.

**2.2 University Support Plans:**

DASS will provide all disabled students with a [University Support Plan (USP](http://www.dso.manchester.ac.uk/how-do-i-get-support/what-is-a-university-support-plan/)) if they [are fully registered with DASS](http://www.dso.manchester.ac.uk/how-do-i-get-support/how-do-i-register/).

An USP will tell the student about support in Exams, from the Library and their School. If students don’t feel this is fulfilling their needs, or they don’t think they have a USP etc. please ask them to contact DASS

**2.3 Specialist Mentor Support for students with severe and enduring mental health condition - Mood Swings Network**

The University is happy for appropriate DSA funded students to be supported by [Mood Swings](http://www.moodswings.org.uk/student-support/). Please include Moodswings as one of the 2 quotes for this NMH provision in your DSA needs assessment report. This support is most appropriate for students with severe and enduring mental health difficulties e.g. bipolar, psychosis, schizophrenia, personality disorders etc. However, it can be also extremely useful for student with severe anxiety.

Our advisers are happy to discuss referrals to Mood Swings with you; if you’re not sure whether this is the most appropriate support.

**2.4 How DASS contacts students**

DASS and the rest of the University will primarily contact students via their student email addresses; this will give important information about their support, library loans, registration etc. It is important that any issues with accessing, checking or using email are addressed in the assessment. Applicants should use the email address that they provided to UCAS.

**2.5 Exam support**

Students will need to have their exam support assessed by a Disability Adviser, this will form part of their University Support Plan (2.2 above). Please note that DASS will usually follow exam recommendations in Educational Psychologist’s reports.

Students who have been so assessed, can use stickers on their exam scripts to indicate a SpLD. However, please note that students at the University of Manchester cannot use stickers on coursework

# 2.6 Core competencies and Course Information

Please bear in mind that adjustments cannot be made to the core competencies of a course. Additionally, professional courses may have a fitness to practise element to them (e.g. Medicine, PGCE, Dentistry, Pharmacy, Nursing, Midwifery, Social Work, Audiology, Speech and Language Therapy). If you need to discuss whether a particular DSA funded adjustment can be accommodated, please contact DASS.

# 2.7 Prospective students

Prospective students who declare a disability to the University on UCAS etc. will be contacted by DASS. If you see prospective students who have not yet had contact with DASS, please do encourage them to contact DASS so we can discuss support.

It would be useful to emphasise that the DSA assessment will not include Academic/Library/Exams support, and this will need to be arranged via our office.

**2.8 Course Details**

Basic course details including information about assessment methods can be found on the University website:

* [UG course details](http://www.manchester.ac.uk/undergraduate/courses/)
* [PG course details](http://www.manchester.ac.uk/postgraduate/)

**2.9 NMH Rates**

The University usually uses Access Summit for NMH support worker provision (except Specialist Mentor Support for severe and enduring MH conditions 2.3 above). There is a complete list of the NMH rates at the following link:

* [Support Worker Charge Rates](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=24389)
1. **Support available within the University**

**DSA Needs assessors are requested to advise all applicants / students to discuss any University support that they require with a disability adviser in DASS. We value any information that assessors can provide about the difficulties that students might have, but we do not require assessors to make any recommendations for specific institutionally funded support.**

**3.1 Workshops and online resources**

The University has an award winning skills programme called [My Learning Essentials](http://www.library.manchester.ac.uk/services-and-support/students/support-for-your-studies/my-learning-essentials/workshops/?category=2). Students can book online onto workshops, access online resources and attend drop-in sessions

**3.2 Interim Equipment Loan**

DASS has a variety of equipment which it loans out to students who are awaiting DSA on a short-term basis. This equipment is varied, ranging from digital recorders, laptops to mice, keyboards etc.

To ensure that students’ expectations can be managed, please note that this is a limited resource, and the need to provide this will need to be assessed by the Disability Adviser. Therefore if you feel a student may benefit from some equipment being loaned, please contact the Disability Adviser first, to see if anything suitable is available.

* 1. **Recording lectures – Lecture Capture**

The University of Manchester has deployed a highly automated system which allows teaching staff without video production experience to produce recordings of their lectures. No video cameras are used in the teaching environment, but instead the podcast system directly records the output of the projector and theatre microphones.

Please note that this is only available in certain rooms, and some lecturers may have opted out of the system. Additionally, there may be other reasons why podcasts may not be available e.g. patient confidentiality on a Medical School course. Please advise students to talk to their School Office if they have questions relating to podcasts. It is not yet advised that the podcasts are used a replacement for any DSA recommendations such as digital recorders.

Further information about the podcasts, including a list of the rooms that they are activated in, can be found at: <http://www.mypodcasts.manchester.ac.uk/about/>

* 1. **Transcription/Alternative Format and Digitisation of resources**

The University has an agreed process for the digitisation and production of alternative formats. Students should contact DASS asap (see 1 above) if they feel they may need electronic teaching resources or other alternative formats.

The University also has an [inclusive teaching and learning materials policy](http://documents.manchester.ac.uk/display.aspx?DocID=24540)

1. **Other people who can help students**

Please feel free to direct students to [our web pages about other services that can support students at the University of Manchester](http://www.dso.manchester.ac.uk/what-support-can-i-get/other-ways-we-can-help/other-people-who-can-help/). There are lots of people who can support students at the University, from the Counselling Service to the Students’ Union Advice Centre.

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