Information for DSA Assessors (2018-19)

This document aims to provide information that is commonly required for Needs Assessment reports. If you require further information, or have specific recommendations not otherwise covered in this information, then please contact us on 01978 293266 or inclusion@glyndwr.ac.uk to discuss the matter. Inclusion Services are available throughout the year.

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Contact Details

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Course Information

Detailed information on all Wrexham Glyndŵr University courses can be found on our website:

Undergraduate Courses https://www.glyndwr.ac.uk/en/Undergraduatecourses/

Postgraduate Courses https://www.glyndwr.ac.uk/en/Postgraduatecourses/

NB: Most undergraduate courses are delivered over a 30 week academic year, but certain courses may be longer.

Recommendations for Reasonable Adjustments

General
All recommendations made by Needs Assessors will be considered within the context of the University's policies and procedures and implementation is at the University's discretion. To avoid setting up potentially unrealistic expectations in students, it is kindly requested that the Needs Assessment report should clearly state that they contain 'recommendations' only and are subject to agreement by the University.

Inclusivity
The University aims to be an inclusive institution accessible to all students and promotes this through the following means:

- the proactive identification and dissemination of good teaching practice through a network of Learning and Teaching Committees

- an Equality Analysis framework that reviews the University's policies and practices (Single Equality Scheme and Action Plan and,

- an Estates strategy that embeds accessibility in all refurbishment, adaptation, planned maintenance and new-build activities.

Consequently, the general aspiration is to minimise the number of specific adjustments that need to be made for individual students by the provision of an educational experience and environment that is already as accessible as reasonably possible, thus maximising the opportunities for students to access and address their studies as independently as is possible and appropriate.

Teaching and Assessment

Adjustments to coursework deadlines
Unplanned extension of coursework deadlines as a general adjustment for disability is not available at Wrexham Glyndŵr University. Instead, should a student be unable to maintain the pace of study required for their course due to disability, a mutually agreed structural adjustment such as a reduced overall pace of study or alternative modes of assessment is put in place from the outset. Any unplanned adjustment of deadlines arising through unforeseen worsening of a known disability is already explicitly provided for within the University's normal Extenuating Circumstances framework rather than as a reasonable adjustment.

Proof Reading
The University does not recognise proof reading as an appropriate support strategy, as the expectation is that submitted works are entirely the student's own work. Instead, students are provided with study skills techniques and the associated technology with the intention of making them better able to carry out their own proof reading.

Extended Loans
Where a student's disability prevents them from fully utilising the resources within the loan periods available they are encouraged to use the DSA General Allowance to cover the costs of either photocopying materials or the purchase of key texts.

Separate Rooms
In so far as is practicable, assessors are requested to take into account the implications of recommendations that will have an associated need for a separate examination room and invigilator for a single student. Current arrangements are as follows:
- Students with extra time only are accommodated as a separate group.
- Students using computers are normally accommodated as another separate group to avoid distracting non-users.
- Own rooms are provided where the student's support requires vocalising (e.g. scribe or use of voice-recognition software) or, exceptionally, for students with mental health difficulties. Recommendations for less resource intensive provision for students with mental health difficulties (such as accommodation in small group rooms, special seating arrangements, etc.) would be appreciated wherever possible and sufficient.
- Where text-to-speech software is used, students are required to use headphones unless their disability precludes this.

E-learning and Recording

Wrexham Glyndŵr University is introducing lecture capture facilities, however, this facility is not yet available for all courses. Students who wish to record lectures for their own personal use are permitted to record lectures, provided this is only for the purposes of supporting their own studies. Permission to record any learning and teaching sessions at Wrexham Glyndŵr University is granted under their 'Policy for audio and video recording of learning and teaching sessions by students'. Students will be expected to complete her university's permission request form and submit it to the relevant person: https://bit.ly/2xH50Uu

Information for DSA Assessors

Transport and Parking

Parking for Blue Badge Holders Only
Parking is available within the University's car parks. Priority parking can only be considered for students who possess a disabled persons parking badge (Blue Badge Scheme) enabling them to park in designated disabled parking bays. There can be competition for spaces at peak times, so there is no guarantee that spaces will always be available in the immediate vicinity of each and every University building. We do not provide reserved parking places for specific individuals.

Taxis
Those who do not qualify for a disabled persons parking badge (Blue Badge Scheme), but for reasons of disability need to park nearby, are encouraged to apply for DSA contributions towards alternative transport costs such as taxis.

Free University Bus Service
The university provides a Free shuttle bus for students between its Wrexham and Northop campuses during term time. To register to use the bus students should be directed to: www.glyndwr.ac.uk/bookabus

Accommodation

Priority Allocation Protocol
The University will consider prioritising Halls accommodation allocations for those students with profound mobility-limiting disabilities, sensory impairments, and social/communication difficulties. The same does not apply for students who simply experience organisational difficulties on account of cognitive impairments such as specific learning difficulties.

Preferred Non-Medical Helper Suppliers and Costs

University Provision
Wrexham Glyndŵr University provides the following support in-house as a DSA-QAG registered NMH supplier: https://bit.ly/2xFIiwV All our tutors have professional teaching qualifications and accredited qualifications in teaching students with Specific Learning Difficulties and/or autism.

Specialist One-to-One Study Skills Support
Please see the published NMH rates document for current rates: https://bit.ly/2JnYJlf

Assistive Technology / Software Training
Wrexham Glyndŵr University provides Assistive Technology Training which aims to maximise the relevance and utility of the hardware/software within the student's specific course context in an approach that emphasises associated study skills as much as the technical features of the package concerned.

Wrexham Glyndŵr University's has an Assistive Technology Trainer who has extensive experience of all the software packages currently recommended by needs assessors and keeps abreast of new developments through continuing professional development.

We would ask assessors to take into consideration the following allocations for time required to provide training on each piece of assistive techology / software:

Software / Support Covered	Information Covered During Training Delivery	Hours Required
Initial Session	Assessing student's level of IT competence. Review of range of software provided and checking installation is complete and working. Effective file management (creating assignment folders and links between folders.)	1
Text to Speech (TextHelp, ClaroRead) and scanning	Introduction to the software, customising settings. Building understanding and confidence in using reading, writing tools. Effective scanning and OCR. Using text to speech for proof-reading strategies (understanding software, spellchecking, auto-correction and the thesaurus; using online dictionaries)	2
Mind Mapping (Inspiration, MindView)	Introduction to mind-mapping and its use as a study aid. Use of the software and techniques to give clarity to information. Use of mind-maps in preparing and producing assignments and delivering presentations. Diagram familiarisation.	2

Note-Taking (DVR / Audio Notetaker)	Introduction to the digital voice recorder and software, customising settings. Importing, organising and exporting files. Indexing and relating recordings to presentation slides/notes. Note-making to accompany recordings.	2
Voice Recognition (Dragon)	Building voice profile, customising settings, correction and basic commands. Practical methods to improve dictation and personal commands.	2
Screen Enlargement (ZoomText)	Customisation of the program through a combination of magnification and reading tools including colours, pointers and cursors to suit the user's needs in different software environments. Once the settings are established allowing sufficient practice time to ensure the student is confident in its use and able to change the settings when required.	4

Non-Attendance

Wrexham Glyndŵr University operates a formal DNA policy that has been approved by funding bodies.

External Provision

National Autism Society (NAS) Cymru's Mentoring Scheme
Inclusion Services work closely with NAS Cymru which provides our students with academic mentoring support. This is offered to students with autistic spectrum conditions based within the University's premises. The support includes social and communication skills, transition to University, independent learning strategies and assistance with many general study skills (e.g. organisation and time keeping).

British Sign Language (BSL) Interpreting Services
BSL Interpreting Services are provided via a combination of support from qualified staff employed by the University and external suppliers dependent on availability and duration. Please contact the Inclusion Services Team for further information regarding this.

Associated University Provision (Non-DSA)

Counselling and Wellbeing Service
The University provides a student counselling service for all students. Supply is normally limited to a maximum series of 6 sessions. The service also provides self-help materials to address specific areas of frequent concern, including: Emotional Coping Skills, Learning about Bereavement, Supporting Yourself, Managing Stress, and Mindfulness. Students are able to contact the Counselling and Wellbeing Service via email: counselling@glyndwr.ac.uk or by calling at the Student Information Desk, or calling 01978 294421.

Generic Academic Support
The University provides generic and course-specific academic support for all students through taught units embedded within programmes of study. In addition, remedial academic support for students arriving without prior formal academic qualification or who have been out of education for a long time can be accessed through self-referral to the University's Academic Study Skills Support team. https://bit.ly/2MwMGjj

Course-Related Software Training
Training on the use and applications of all course-related hardware and software is embedded within taught units delivered at academic departmental level.

Accessible Workstations
There are a number height adjustable workstations within the Assistive Technology Suite and distributed across campus. The Assistive Technology Suite provides access to computers and content for disabled students, including scanners and OCR software to provide a means of converting text-based materials into a digital format for manipulation by the assistive software.

Networked Assistive Software
Assistive software is not available on networked workstations, however Wrexham Glyndwr University does have an Assistive Technology Suite, where students can access a range of software and equipment including: TextHelp Read & Write Gold, ClaroRead, Inspiration, MindView, Supernova, etc.

Information for DSA Assessors

Library Support
All members of the library staff can help with:
- Locating stock, checking the shelves and fetching books and journals
- Supply of alternative formats for key texts
- Literature searches
- Inter-Library loans
- Using the database workstations

Healthcare
Students who are living in student accommodation and are away from home should register with a local GP whilst studying at Wrexham Glyndwr University. The NHS Wales website provides information on services. Young people starting university are urged to get a vaccine against meningitis.

Care Leavers
As part of our support we will provide Care Leavers with a named contact who will support them with all aspects of transition into university life and throughout your studies. Identified Care Leavers will automatically be eligible for on campus accommodation, should they require it, throughout the year and for the duration of their course. A number of accommodation bursaries offer 50% discount on the first year of accommodation costs in our halls of residence are available to Care Leavers (if these are not covered by the local authority). This is in addition to a 365 day accommodation contract which is available to Care Leavers throughout their time with us. https://bit.ly/2KsMXDr

DSA Assistive Technology Costs

Is there provision available to assist with the £200 student contribution towards computers?
Students may be eligible for financial support through the University's Student Funding and Money Advice team. https://bit.ly/2MriGW3

Course-related need for high-spec computers
Where courses use high-spec computers to run course-related software, students are encouraged to utilise the facilities within the University's computer labs. There are height adjustable workstations (both Mac and PC) distributed across the campus. These can be used to access course-related, and networked assistive software.