

Pre-Assessment Form

Please try to complete this form as fully as possible. If there is anything you are unsure of you can discuss this with your assessor in your Study Needs Assessment.

Please return the form by email to [assessment-centre@shu.ac.uk](mailto:assessment-centre@shu.ac.uk) **before** your appointment.

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| **Student details** | |  |
| **Full Name** |  | |
| **Preferred Name** (if different to full name) |  | |
| **Pronoun**  (please delete as appropriate) | He/ She/ They/ Other  If Other, Please state | |
| **Date of birth** | Click here to enter a date. | |
| **Home address**  House Name/no.  Street  Town  City  Postcode |  | |
| **Term-time address**  House Name/no.  Street  Town  City  Postcode |  | |
| **Mobile phone** (or the best number to reach you on) |  | |
| **Email** |  | |

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| **Higher Education Institution details** | | | | |  | | | | | |
| **University/ College** | | | | |  |  | | | | |
| **Course title** |  | | | | | | | | | |
| **Mode of Study** | Choose an item. | | | | | | | | | |
| **Level of study** | Choose an item.  Other: | | | | | | | | | |
| **Current year of study** (or when you're due to start your course) |  | | | | | | | | | |
| **Course end date** (MM/YY) |  | | | | | | | | | |
| **Please complete this section if details known** | | | | | | | | | | |
| **Disability Team named contact** |  | | | | | | | | | |
| **Disability Team telephone** |  | | | | | | | | | |
| **Disability Team email** |  | | | | | | | | | |
| **Course leader named contact** |  | | | | | | | | | |
| **Course leader email** |  | | | | | | | | | |
| **Information about your disability** | |  | | | | | | | | |
| **What is your disability, long term health condition, sensory impairment, mental-health condition or learning difficulty?** | |  |  | | | | | | | |
| **Please provide further details on how you your disability impacts you. (**You will discuss this in more detail in your appointment.) | |  |  | | | | | | | |
| **What are the main difficulties caused by your disability**  (Please highlight/tick all that apply) | | | Handwriting | | | | | Organisation | Reading  Speed | Motivation |
| Concentration | | | | | Energy Levels | Spelling | Hearing |
| Time  Management | | | | | Mobility | Mood | Reading  Comprehension |
| Physical Health | | | | | Short Term  Memory | Vision | Structure in  Writing |
| Typing | | | | | Note Taking | Reading  Accuracy | Confidence |
|  | |  | Processing Speed | | | | | Coordination | Grammar | Communication |
| **Information for assessment:** | | | | |  | | | | | |
| **Have you received any support in the past for your disability?** ( If yes, please state) | | | | |  | **Yes  No** | | | | |
| **If you've received support in the past, what type of support has been most helpful?** | | | |  |  | | | | | |
| **Do you have an Education, Health and Care Plan (EHCP)?** (If yes, please provide us with a copy) | | | | |  | | **Yes  No** | | | |
| **Do you currently use assistive technology software?** (If yes, please state) | | | | |  | | **Yes  No** | | | |
| **Have you had a previous study needs assessment?** (If yes, state date and location) | | | | |  | | **Yes  No** | | | |
| **Do you have any accessibility requirements?** (If yes, please state) | | | | |  | | **Yes  No** | | | |
| **If you have access to a desktop/ laptop:** | | | | |  | | | | | |
| **What is the Make?** | | | |  |  | | | | | |
| **What is the Model?** | | | |  |  | | | | | |
| **What is the processor number?** | | | |  |  | | | | | |
| **What is the RAM?** | | | |  |  | | | | | |
| **What is the age of the computer?** | | | |  |  | | | | | |
| For Windows 7 - Right-click on 'My Computer' and select 'Properties'. Look for 'System' in the 'Properties' window. To do this without a mouse - hold down the Windows key, then press the R key. Type 'control system' into the Run' box that will appear.  For Windows 8 - Hover over the top right hand corner of the screen to bring up the "Charms". Then select "Settings" PC info. This is a short cut that takes you to 'Control Panel >System and Security>System' To do this without a mouse - hold down the Windows key, press the X key, release both, then press the Y key.  For Windows 10 - In the bottom left hand corner of the desktop (next to the Windows icon) look for a circle and the text ‘Type here to search’. Type msinfo32 and press enter. This will bring up an the System Information dialogue box. In the right hand panel there will be a list. Look for ‘Processor’ and note the information listed. | | | | | | | | | | |
| **Permissions:** | | | | | | | | | | |
| **Occasionally we need to observe assessments for quality assurance purposes and staff training. Do you agree to your assessment being observed?** | | | |  | **Yes  No** | | | | | |
| **If you will be accompanied by a family member/guest please provide further details.** | | | | |  |  | | | | |