

## INFORMATION FOR NEEDS ASSESSORS

Where a student has given consent to share their needs assessment report with the College, it should be emailed directly to [disability@bbk.ac.uk](mailto:disability@bbk.ac.uk) and not a named individual.

### NMH Information for Birkbeck, University of London

The table below shows NMH rates. The greyed out cells indicate that the institution does not offer these services.

Study skills providers who have office space close to Birkbeck are preferred. This has been noted on the list, where known, as the College has very little room availability. Please consider this when making recommendations.

Band 3 Specialist Enabling Support	Provider
Communication Support Worker	
Electronic Note taker	Randstad
Specialist Transcription Services	Randstad
Mobility Trainer	
Band 4 Specialist Access and Learning Facilitators	
Specialist Mentor (preferred for MH and ASD)	University Mentoring Organisation (UMO)
Specialist Mentor (for MH and ASD)	B.I.T.T. Services
Specialist One to One Study Skills Support	Sound Support (Local Offices)
Specialist One to One Study Skills Support	Clear Links
Specialist One to One Study Skills Support	Equality Focus (Local Offices)
Specialist One to One Study Skills Support	Ash Phipps (Local Offices)
Specialist One to One Study Skills Support	Independent Dyslexia Consultants (Local Offices)

	(Local Offices)
Assistive Technology Trainer	Launchpad
Assistive Technology Trainer	B.I.T.T. Services
BSL Interpreter	Terptree

### **Specialist Mentoring Organisations – Specialist Mentoring - MH and ASD**

Both University Mentoring Organisation (UMO) and B.I.T.T. have access to rooms onsite at Birkbeck, and so can provide onsite safe and private specialist mentoring support (MH and ASD) for students on the college campus. UMO have worked closely with Birkbeck for a number of years and so can provide a joined-up service with regard to the provision of this support. Assessors are therefore asked to consider recommending UMO as a supplier of Band 4 specialist mentoring support – MH and ASD. Furthermore, in all cases where there is an urgent need for a specialist mentor to be allocated to a student, Birkbeck allocate them to a UMO mentor while they await their DSA assessment.

### **Specialist One to One Study Skills**

Birkbeck works very well with Sound Support, Independent Dyslexia Consultants, Ash Phipps and Equality Focus. All these providers have rooms available near the university, so can see their students locally in a private setting.

### **BSL Interpreters**

When asking agencies to provide support it is essential you make it clear that lectures take place in the evenings. It is also essential to make clear that under DSA-QAG regulations, providers should not be quoting for evening rates that differ from daytime rates.

As the majority of our lectures take place from 6pm-9pm and it is not possible to provide regular breaks two interpreters will normally be required per lecture, as per NRCPD regulations.

The College reserves the right to use other providers once the DSA has been exhausted.

## **DSA Travel Allowance**

As Birkbeck uses some external venues for taught sessions, some students will be attending lectures at Friends House. The postal address for Friends House is on Euston Road, which is a red route, so taxis will not be able to stop there. Where this is the case, assessors should request that taxis stop at Endsleigh Gardens, where the taxi will be able to pick up/drop off the student without any problems. This should not affect the cost.

As Birkbeck lecture venues often change on a termly basis you may be regularly asked to provide new taxi recommendations.

The College will not meet any travel costs that exceed the DSA allowance.

## College AT Provision

### Microsoft Office and Course Specific Software:

All students have access to MS Office 365 Pro Plus for free while they are on course. This is a full version of Microsoft Office. It includes Access, Excel, InfoPath, OneNote, Outlook, Powerpoint, Publisher and Word.

Some course specific software is also available to download via our website. Where their course requires specialist software, students should check the 'manage' menu in their My Birkbeck account for My Software.

### Assistive Software:

- Claro Read Pro- Birkbeck provide ongoing in-house support for Claro Read and also, where appropriate, Claro Read for use in exams.
- Claro Capture Pro
- Dragon Naturally Speaking- This is available in two rooms within the College; these rooms can only be booked by students who have a Study Support Plan in place.
- Inspiration- Birkbeck provides ongoing in-house support for Inspiration. We also provide some limited in-house support for Mindview.
- Zoomtext
- Jaws
- Audio Notetaker- this is the only AT software program which works with Panopto; the recording system Birkbeck uses. It is also supported on an in-house basis.

Claro Read, Claro Capture and Inspiration are available on College computers for all students, not just those with a registered disability.

Birkbeck does not have software licenses that can be given to students for their own home use.

## **Equipment:**

The following equipment is available for use within certain areas of the College, such as the Accessibility Centre:

- Orthopaedic chairs
- Wrist rests
- Foot rests
- Writing slopes
- Back rests
- Height Adjustable Desks (some manual, some electronic)

Some of this equipment can also be requested for taught sessions and exams, where required.

College equipment must remain on Birkbeck premises at all times, we are not able to loan equipment to students for use outside the College.

## **College Support**

### **1. Course Information**

Inquirers can review the relevant course programme, including its learning and teaching methodology on our websites. It is important that prospective students do this, particularly where they experience difficulties with examinations and field trips.

### **2. Registering with the Disability and Dyslexia Service**

Disabled students are invited to complete an online Study Support Plan, and provide medical evidence, on enrolment. It's important they do this to ensure adjustments are put in place.

### **3. College Reasonable Adjustments**

There are a number of reasonable adjustments which Birkbeck have mainstreamed, including: permission to record lectures, lecture materials being made available in advance on Moodle, use of the recovery room, and access to generic study skills (not SpLD specialist).

### **4. Coursework extensions**

Birkbeck has revised its procedures on extensions. From September 2018 onwards, no students will be automatically granted extensions to coursework deadlines. Students can apply for an extension for written assignments/coursework if they have faced 'mitigating circumstances' such as personal, medical or family problems that have negatively affected their academic performance. Being disabled does not automatically constitute a mitigating circumstance, but a period of ill health due to an existing health condition may.

It is important to emphasize to students that we are anticipating they will make full use of both Birkbeck and DSA study support resources, in particular Non Medical Help, to ensure they submit coursework to deadline.

#### **5. Lecture Capture - Panopto**

Birkbeck uses Panopto to record lectures for programmes of study. This is at the discretion of each module tutor, so it is important not to assume that this will be available for the students you are assessing. There is a University policy in place which permits students to make an audio recording of a lecture. Permission to make audio recordings of teaching sessions other than lectures may be left to the discretion of the member of staff leading the session. As this is the case, recommendations for DSA funded recording equipment (where relevant) remain appropriate.

#### **6. Band 3 & 4 Non Medical Help (NMH) support**

If NMH support is identified in the needs assessment which falls outside current DSA provisions, such as Band 1 and 2 NMH support, assessors are asked to outline the difficulties that the student is likely to face with specific details relating to why DSA-funded support will not be sufficient. The Birkbeck Disability Service will then follow up with the student to assess what HEI funded support is available. Birkbeck has a note-taking service which provides the Band 1 and Band 2 support for disabled students. Birkbeck's specialist advisers assess student's needs, including whether these can be met by use of technology and make referrals to this service as appropriate.

#### **7. Computer Contribution**

Birkbeck students who qualify for a bursary and are in receipt of the DSA may qualify for reimbursement of the £200 student contribution towards the cost of a new computer which is recommended by their needs assessor. This can be reimbursed after the computer has been purchased or paid directly to the approved supplier when the order is made. Student are automatically informed if they are eligible for this (based on their application for general student finance) once the needs assessment report is received.

## **8. Accessibility Information**

Disabled Go shows accessibility information for individual rooms within the College.

## **9. Alternative Formats**

The Library can provide accessible pdf versions of core textbooks, where available.

## **10. Printing, photocopying and scanning**

Printing, photocopying and scanning facilities are available at the College. All students are charged for these services.