

INFORMATION FOR NEEDS ASSESSORS

April 2025

Lead Contacts

Main Contact:

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Escalation contact:

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Range of support services

- **Additional Support and Disability Advice Centre** <https://myport.port.ac.uk/guidance-and-support/health-and-wellbeing/additional-support-and-disability-advice>
- **Student Wellbeing Service** - [Student Wellbeing Service | Student Services - University of Portsmouth](#)
- **University Library** - <https://library.port.ac.uk/>
- **Student Finance Centre** [Finance & Money Support | University of Portsmouth](#)
- **Learning Development Tutors & Student Engagement Officers** - Information about tutors who are able to provide subject specific support. <https://myport.port.ac.uk/guidance-and-support/supporting-your-studies/support-tutors-and-advisors>
- **University of Portsmouth Student Union** <https://upsu.net/>

Course info

- Detailed information on all University of Portsmouth courses can be found on our website <https://www.port.ac.uk/study/courses>
- The University also publishes a [Course Module Catalogue](#) with information about module briefs, learning outcomes and key staff.

Reasonable Adjustments

- ASDAC will review and implement reasonable adjustments for course activities.

- Students are encouraged to make positive use of available support to develop strategies to meet deadlines where possible.
- Students are able to access an automatic 48-hour extension to coursework submissions as part of the University's Examination & Assessment process to anticipate additional time for submission. Information about what students can do when an issue affects deadline submissions can be found on the University's MyPort website for students: <https://myport.port.ac.uk/my-course/exams/during-your-assessment-period>
- The University Library does not offer extended loan periods, rather the opportunity to renew the loan where the book is not already reserved by another borrower. The Library strives to provide electronic formats where available. The Library can approach publishers to request alternative formats if a disability-related need presents.

The DSA Needs Assessor should not state or indicate how any support that may be required from the University should be delivered or the level required – that is for the University to determine, taking into account the individual needs of the student. For further information see the guidance for assessors:

<https://www.practitioners.slc.co.uk/exchange-blog/2019/november/guidance-for-assessment-centres/>

Assistive Technology

Networked Assistive Software is available for all students to use whilst on campus and includes:

- Claro Read Plus
- Inspiration
- Zoom Text
- Super Nova Magnifier and Screen Reader

Preferred NMH provider

We aim to foster positive working relationships with external agencies who offer academic support to our students. The University is aware that the following DSA approved suppliers have previously had capacity to support students in the local area:

Clear Links

Clear Links provide support worker services including Specialist mentor and Study Skills. For further details and rates see:

<http://www.clear-links.co.uk/> .

First Class

First Class provide support worker services including Specialist mentor, Study Skills, note-taking, mobility & classroom assistance. For further details and rates see <https://firstclass-support.co.uk/academic-support>

Randstad Student Support

Randstad Student Support provide support worker services including Specialist mentor, Study Skills, note-taking, mobility & classroom assistance. For further details and rates see:

<https://www.randstad.co.uk/employers/areas-of-expertise/student-support/wales-and-scotland-rates/>

Interpreting Services

Interpreting Services can be accessed by a number of suppliers alongside Clear Links depending on the level required. This might include Clarion: <https://www.clarion-uk.com/sectors/education/> or Sonus <http://sonus.org.uk/>

Accessibility

- For access details on our University Buildings visit: <https://www.accessable.co.uk/university-of-portsmouth>
- For information about getting to campus, including public transport, parking and travel schemes available visit: <https://myport.port.ac.uk/life-at-uni/maps-and-directions/getting-to-campus>

Housing

The University does not arrange, provide or fund support with independent living tasks (e.g. shopping, washing, cleaning). Students who require assistance with independent living tasks are responsible for arranging this support via their Local Authority or directly with their chosen care provider.

Students who intend to reside in University allocated Halls of Residence and require a live-in Personal Assistant need to liaise with the Student Housing team (student.housing@port.ac.uk) to explore accommodation options. Students are expected to budget for the cost of any additional room required and can take advice on any benefits they may be eligible for from the University Student Finance Centre as required.

Raise a concern

The following link can be used to raise a non-urgent wellbeing concern for a student. This will refer the student to Student Life, Res Life or Student Wellbeing Service dependent on the concern.. [Concerned about a student? | MyPort | Student Services - University of Portsmouth](#)

Policies and Procedures

Admissions Policy

[/https://policies.docstore.port.ac.uk/policy-017.pdf?_ga=2.150946294.1760989826.1743361686-1924624709.1741282674](https://policies.docstore.port.ac.uk/policy-017.pdf?_ga=2.150946294.1760989826.1743361686-1924624709.1741282674)

Assessment regulations for Undergraduate and Postgraduate: [/https://policies.docstore.port.ac.uk/policy-107.pdf](https://policies.docstore.port.ac.uk/policy-107.pdf)

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