

Adult Dyslexia Centre

ADVISING • DEVELOPING • CONNECTING

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Charity No: 1109112

DIAGNOSTIC DYSLEXIA ASSESSMENT

Sponsored Assessment - Terms and Conditions

Applicability

These terms and conditions apply in cases where an assessment has been sponsored by an employer, school or other third party. For Assessments paid for by an individual or their parent, see the terms and conditions for private assessments.

What is a dyslexia assessment?

A dyslexia assessment is a measure of the individual's cognitive abilities and attainments in order to provide evidence of a Specific Learning Difficulty (Dyslexia) so that recommendations can be made for study, examinations or the workplace as appropriate.

Who will carry out your assessment?

- Your assessment will be carried out by an assessor who will be a *qualified specialist teacher* holding an approved qualification (as noted in the SpLD Working Group 2005/DfES Guidelines).
- S/he will hold a current Assessment Practicing Certificate and certifies that the assessment will be conducted, and the report written in accordance with the SpLD Working Group 2005/DfES Guidelines for assessment of SpLDs.
- All our qualified assessors are listed on the Specific Learning Difficulties Assessment Standards Committee (SASC) web site www.sasc.org.uk
- Our assessors have Disclosure and Barring Service (DBS) certificates relating to children and adults and are covered by Professional Indemnity Insurance.

How long does an assessment take?

Assessments vary in length due to the complexity of the needs of the individual and the purpose of the assessment, but you should allow **at least three hours**.

What will happen on the day?

You will meet, in private, with a qualified Specialist Teacher at an appropriate venue agreed with you and your assessor. This may be the Adult Dyslexia Centre in Maidenhead, your assessors home office, or another suitable office. Assessments are also offered online.

The assessor will ask you questions about your background that are relevant to the assessment. They will then assess your reading (speed, accuracy and comprehension), spelling and writing and, if necessary, your numerical skills. An assessment of your problem solving and cognitive skills (verbal and nonverbal) will also be undertaken. You may receive some feedback from the assessor at the end of the assessment but not necessarily the results of the testing which will be set out in a report at a later date..

What will the assessment tell me?

The assessment will identify your strengths and areas for development in relation to the difficulties you are experiencing. It will also identify, in broad terms, ways in which you could be helped to overcome those difficulties.

What happens after the assessment?

The Specialist Teacher will write you a detailed report with results and recommendations. You will receive your assessment report by email, within 15 working days of the assessment. You may request a paper copy of the report, but these will not be sent unless specifically requested.

- Your sponsor will receive an electronic copy of the assessment report summary.
- A Full Diagnostic Assessment conducted after an individual is 16 can be used to apply for Disabled Students' Allowance (DSA) at university.
- If you wish this report to be used as part of the evidence for exam adjustments (JCQ Access Arrangements) then we will need to agree this in advance with the school or college (education provider). Please contact us for further details before the booking is made.

All the information you give us is confidential and will not be passed on to any third party without your permission.

What you can expect from us:

- The assessor promises to perform all assessment tests in accordance with the test manuals and report all evidence in a truthful and understandable manner.
- The assessor will treat all individuals with due respect, in a non-judgemental way in line with the Adult Dyslexia Centre Equality Policy.
- The assessor will be prompt and organised for the assessment, act professionally and courteously at all times and take into consideration any reasonable, specific requirements of the individual.
- We understand that you may have questions about your report when you receive it and your assessor will answer these to the best of his/her ability.

What we expect from you :

- Please let us know if you are below the age of 18.
- We expect you to be prompt for your assessment and answer any questions in an honest way to the best of your knowledge.
- We expect you to treat the assessor in a courteous, respectful manner.

Sponsor: booking details

Please let us know if the person to be assessed is below the age of 18.

To make a booking:

- Please email help@adc.org.uk with assessment booking in the subject line.
- Your employee will be offered the next available appointment time.
- This date will be emailed to you and your employee.

Employer: Payment Details

- The assessment appointment must be confirmed by completion of a Purchase Order.
- We expect to be given the full contact name, name of company/organisation and full postal address to whom our invoice should be addressed.
- We expect to be given a Purchase Order Number, Procurement Number or Reference Number (whatever is appropriate to your organisation).
- Please send the Purchase Order to help@adc.org.uk

Full payment for this Dyslexia Assessment is £540.

Cancellation Policy:

- If you are unable to attend the appointment for any reason, please let us know as soon as possible by email to help@adc.org.uk.
- We require 14 days' notice to cancel an appointment.
- In the event of a cancellation with less than 14 days notice, or where the assessee does not attend on the day, there will be an administration charge of £100 to cover our costs.
- In the event that an appointment has to be cancelled by ADC, an alternative later date will be offered.

If you have a problem on the day of the assessment, contact the assessor directly.