

Adult Dyslexia Centre

ADVISING • DEVELOPING • CONNECTING

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Charity No: 1109112

DIAGNOSTIC DYSLEXIA ASSESSMENT

Private Assessment - Terms and Conditions

Applicability

These terms and conditions apply to assessments booked by a private individual or their parents or guardians. For assessments which are booked by a school, employer or other agent please see the terms and conditions for Sponsored 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 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 that 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.

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 a suitable location agreed with you, ADC and the Assessor. The location may be the Adult Dyslexia Centre in Maidenhead, the Assessor's own home office or other suitable location.

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.

If you are under 16 years old, your parent/guardian may be asked to attend the first 30 minutes of the assessment while background information is collected.

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, or your parent if you are under 18, will receive your assessment by email, **within 15 days of the assessment**. You may request a paper copy of your report, but these will not be sent unless you request it. Please note:

- A Full Diagnostic Assessment conducted once 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 will 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-judgmental way in line with the Adult Dyslexia Centre Equality Policy.

The assessor will be prompt and organised for the assessment, will always act professionally and courteously and will 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

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.

Payment, booking and cancellation

The assessment fee is as displayed on the website

To make a booking:

You can book an assessment by phone (leave a message at: 07921 022 589) or email (help@adc.org.uk with assessment booking in the subject line).

You will be offered the next available appointment time.

This date will be emailed to you, or your parent if you are under 18, It will be held open, provisionally, for 5 days from the date of our offer.

This email will also include details of how payment can be made.

Once full payment has been received into the Adult Dyslexia Bank Account, you, or your parent if you are under 18, will be emailed the appointment confirmation.

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. Should you cancel giving less than 14 days' notice, there will be an administrative charge of £100 to cover our costs.

In the event of a cancellation after payment has been made, we will refund your payment less any cancellation charge.

In the event that an assessment is cancelled by ADC, we will offer you a later date or provide a full refund.

All refunds will be paid into your bank account. In such an event, please provide your bank details.

If you have a problem on the day of the assessment, you should make direct contact with the assessor