

# Diagnostic Dyslexia Assessment - Employer/Employee Terms and Conditions

## What is a dyslexia assessment?

A dyslexia assessment is a measure of the individual's cognitive abilities and attainments in order to provide a Specific Learning Difficulty (Dyslexia) so that recommendations can be evidence 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 Practising 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](http://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 the Adult Dyslexia Centre in Maidenhead. 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.

## 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, **three to four weeks** after the assessment, once payment in full has been received. You may request a paper copy of the report, but these will no longer be sent as a matter of course.

- Your employer 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's 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 will answer these to the best of our ability.

## What we expect from you

### Employee:

- 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.

### Employer: booking details

Please let us know if your employee is below the age of 18.

### To make a booking:

- Please email [help@adc.org.uk](mailto: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

- We expect to be given the full contact name, name of company/organisation and full postal address to whom our invoice should be addressed to.
- 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 **accounts@adc.org.uk**.
- We expect full payment, in advance, directly into our bank account at least 7 working days before the date of the assessment appointment.

Full payment for this Dyslexia Assessment: **£500**

### 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](mailto:help@adc.org.uk).
- We require 14 days' notice to cancel an appointment.
- In the event of a cancellation after full payment has been made, or where the assessee does not attend on the day, there will be a cancellation charge of £100 to cover our costs. Please provide your bank details so the balance can be returned.

**If you have a problem on the day of the assessment (only)**, contact the assessment day mobile number: 07502 269768. Please do not use this number for other matters.