



Diagnostic Assessment Terms & Conditions

Applicability

These terms and conditions apply to assessments booked by a private individual or their parents/ guardians.

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 Emma Lyons, a qualified specialist Teacher/Assessor listed on the Specific Learning Difficulties Assessment Standards Committee (SASC) www.sasc.org.uk. Emma holds a current Assessment Practising 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.

Booking a Diagnostic assessment:

- Prior to the assessment, the assessor will request background information from you. An assessment cannot be completed unless this information is provided.
- Diagnostic assessments can be booked by phone or email. The assessor will confirm the appointment by email. Both email and phone contact details must be provided to the assessor.
- An invoice will be issued and a £100 deposit will be taken at the time of booking to secure your date and time (payable by BACS to Tring Dyslexia – details below). This deposit will be deducted from the total amount payable on the day. The deposit is non-refundable, except

during the 14-day cooling-off period, during which a full refund may be requested.

- It is essential that the assessee has had an eyesight check within the last 2 years. Glasses must be brought to the assessment if required. If the assessee uses a coloured overlay for reading this must also be brought to the assessment.
- Please inform the assessor prior to the assessment if there is information in the background questionnaire that you would prefer not to be included in the report.
- The client may ask to rearrange the assessment, e.g. due to ill health, up to 24 hours before the appointment at the earliest possible convenience to both parties.
- In the event that severe weather or any other emergency results in the cancellation of an assessment, the assessor will endeavour to give clients a minimum of 24 hours notice and to reschedule the assessment at the earliest possible convenience to both parties.

During an assessment:

- The assessor will act with professionalism during the assessment with due care to the assessee's comfort and needs.
- The assessee is required to behave in a manner conducive to determining an accurate diagnosis. Where co-occurring needs mean that extra accommodations may be needed, this should be discussed with the assessor prior to assessment.
- Where an individual is under the age of 16 the parent/carer may choose to stay with the assessee onsite in a waiting area.
- Where an individual under the age of 18 is left with an assessor, the parent/carer will have provided a contact phone number and will be freely available during this time.
- The assessor reserves the right to pause or postpone an assessment where an individual is becoming unduly upset by the process.

Payment terms:

- A £100 deposit is required at booking, with the £450 balance due on the assessment day. The assessor will be unable to complete a report where full payment has not been made.
- Payment can be made by BACS or cash.

BACS Payments:

Tring Dyslexia

Sort code: 04-03-33

Account Number: 26204333

After assessment:

- The report will be completed within 15 working days and will be supplied via email as a password protected PDF. This will be written to the required standard and adhere to the guidelines outlined by The SpLD Assessment Standards Committee (SASC).
- If the assessee shows signs of a visual difficulty during assessment, the assessor reserves the right to withhold an assessment report until the extent/impact of any visual difficulties has been determined.
- Minor amendments to the background information may be requested up to 30 days after a report has been received.
- A 30 minute follow up discussion can be arranged to discuss the assessment results and allow the opportunity for any questions.
- Once a report has been finalised (no later than 30 days after the report has been submitted), this concludes the assessment process.

Privacy Policy:

- The assessor is registered with the ICO, adheres to Data Protection Guidance and is committed to protecting the privacy of individuals. Accordingly, all personal data collected will be subject to the Privacy Policy.
- Following the assessment and the compilation of the final assessment report all client questionnaires, all raw data test sheets and all other personal data will be permanently deleted/destroyed.

- Your final assessment report will be held by the assessor for **7 years** after the client's 18 birthday. During this time, you will be able to ask for an electronic copy of the report. However, **we would strongly recommend that you keep a copy of your report securely.** After this time the assessor will not be able to supply you with a copy of your report.

I agree to abide by the terms and conditions as laid out above.

Name (print):

Signature:

Date: