

Terms and Conditions for diagnostic dyslexia assessments at the Adult Dyslexia Centre

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 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

Our assessors have CRB checks related 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 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 will receive your assessment report in the post, **within three weeks**.

You will receive 2 signed paper copies of the assessment report or one signed copy and an electronic version if preferred.

An assessment conducted after the individual is 16 can be used to apply for Disabled Students' Allowance (DSA) at university.

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

PAYMENT

The current fee will be stated when booking the assessment which can be done by phone, email or letter.

On booking the assessment a **non-returnable deposit of 25%** of the full fee should be sent by cheque made out to the Adult Dyslexia Centre to arrive no later than **ONE WEEK** before the date of the assessment. The address to send this is:

Adult Dyslexia Centre, 2 Denmark Terrace, Denmark Street, Maidenhead SL6 7FN.

Receipt of the deposit will be confirmation of the booking and we will inform you that we have received your deposit.

If the deposit is not received one week before the date of the assessment it will be cancelled and the client will be given notice of this.

At the assessment the remaining payment should be made by cheque or in cash. **No credit or debit cards are accepted.**

Alternatively the balance may be paid by 3 cheques for equal amounts brought with you to the assessment – the first for date of the assessment and the remaining 2 for the end of the 2 subsequent months.

The assessment cannot proceed without evidence of full payment.

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 ADC 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

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 payment to be made on the day apart from the deposit which will be given at least one week beforehand.

We expect you to treat the assessor in a courteous, respectful manner.