

Terms and 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 myself. I am a qualified specialist Teacher/Assessor who holds AMBDA. The assessment will be conducted, and the report written in accordance with the SpLD Working Group 2005/DfES Guidelines for assessment of SpLDs.

Before the assessment:

Diagnostic assessments can be booked by phone or email. I will confirm the appointment by email. Both email and phone contact details must be provided to the assessor.

Prior to the assessment, the assessor will request background information from you. A report cannot be completed unless this information is provided.

It is essential that the person having the assessment has had an eyesight check within the two years prior to assessment (adults) and within 12 months (children). Glasses must be brought to the assessment if required.

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.

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During the assessment:

The assessor will act with professionalism during the assessment with due care to the comfort and needs of the person being assessed.

The person being assessed 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 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

Payment of half of the balance is due before the assessment. This is the deposit. This is non-refundable if the client cancels the assessment. The assessor reserves the right to cancel a booking this first payment has not been made. The second half of the payment should be paid after the assessment has been completed but before the report is received. The assessor will be unable to complete a report where full payment has not been received.

Payment is by card or bank transfer (BACS). Funds must be cleared before a report is released.

After the assessment

The report will be completed up to 3 weeks following the assessment and will be supplied by 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 person being assessed shows signs of a visual difficulty during the 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.

Once a report has been finalised and a follow up discussion of the results has taken place (no later than 30 days after the report has been submitted), the assessment process will be concluded.

Privacy Policy:

The assessor 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, submitted separately.

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 for 7 years. During this time you will be able to ask for an electronic copy of the report. After this time I will not be able to supply you with a copy of your report.