Develop Us

Diagnostic Assessments

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Overview

There are many reasons to have a diagnostic assessment. For example, to request support or to gain a better understanding. You may just want to gain a greater understanding of why you, your child, or your employee is experiencing difficulties and how these difficulties can be supported effectively.

We are on hand to answer any questions you may have and to arrange an assessment with an experienced assessor.

We aim to find an assessor close to you and arrange your assessment within two weeks of receiving your booking.

Can I be assessed if English isn't my first language?

As the tests used are heavily influenced by an English-speaking culture, you will need to have lived in an English-speaking country and to have been regularly speaking English for a minimum of seven years. In addition, you need to be able to read, write and spell in English. If an assessment is carried out before the seven-year period, the assessor cannot make a definitive diagnosis, which would mean a re-test may be needed at a later date.

Why have an assessment?

If someone is experiencing significant difficulties in their study or daily tasks and wants to understand what causes these or needs further support, a Diagnostic Assessment can be beneficial.

Other common reasons for a Diagnostic Assessment are:

- To apply for funded support at university known as Disabled Students' Allowance (DSA).
- To obtain evidence for Exam Access Arrangements whilst studying at college, university or for professional qualifications.
- To apply for Exam Access Arrangements at school: If your child is in Year 9 or above and you wish the assessment to be used as part of an application for Exam Access Arrangements, usually GCSEs or A Levels, e.g. extra time in exams, a reader or a scribe, etc. then it will be necessary for either you or Develop Us on your behalf (with your written permission) should contact the school's Additional Learning Needs Coordinator (ALNCO), in line with the JCQ requirements.
- To provide more information for employers so that they can make Reasonable Adjustments for an employee with specific difficulties.

How to prepare for an assessment

Children's Assessment

- The child must have had a sight test within the last two years and it is helpful if the child has had a recent hearing check.
- It is important for children to know that they are coming to see someone who is interested in how people learn. The assessment will help determine why some learning is difficult and what can make the process easier.
- Children can bring examples of schoolwork and reports to the assessment. We also sometimes ask them to bring a current reading book and a short piece of totally independent writing.
- It is important that assessors have information about any previous assessments and/or study support. This will prevent repetition of tests, which may make results invalid.
- Given the length of the assessment, it may be helpful to bring snacks and a drink.
- Parents/carers may like to bring something to keep themselves occupied as the assessment could last up to about 3 hours.

All assessors are fully qualified and have a valid DBS clearance. You may wish to stay with the child whilst they are being assessed, but this is at the discretion of the

assessor, as sometimes parents/carers are a distraction for the young person, which can influence their behaviour or performance.

Adult's Assessment

- Adults must have had a sight test within the last two years; an up-to-date hearing check is helpful.
- The Diagnostic Assessment must take place in a private room. It needs to be somewhere free from distractions and with a table/writing surface.
- Given the length of the assessment, it may be helpful to bring snacks and a drink.

What happens during an assessment?

A Diagnostic Assessment usually takes up to three hours.

The assessor will carry out a series of tests to explore different aspects of underlying ability such as:

- Reading, writing and spelling;
- Maths;
- Handwriting and fine motor skills;
- Underlying learning skills: phonological awareness, speed of processing and memory, speech and language and auditory processing.

There is usually an informal chat before the assessment to gather some background information and to build rapport with the assessee.

The aim is

- To formally diagnose a specific learning difficulty (if this is supported by the test results);
- To assess performance on a range of items, allowing the assessor to consider strengths and weaknesses. Since this is not an exam, there is no "pass" or "fail". The intention is to highlight the person's individual style of learning or working and their strengths and areas that need support;
- To evaluate reading, spelling, writing and numeracy skills;
- To identify whether there is a clear discrepancy between the general level of ability and reading and writing attainment;
- To consider other factors which may be affecting learning;
- To identify whether any Reasonable Adjustments will need to be made to enable the person to fully access the curriculum and the assessments;
- To identify whether Reasonable Adjustments need to be made to a person's place of work.

After the assessment, the assessor may be able to provide some insight into the possible causes of the challenges the assessee presented with, but they will need time to calculate the test scores and analyse the results to provide a diagnosis. This information will be provided in the subsequent report.

What happens after an assessment?

After a Diagnostic Assessment, you will receive a written report within 15 working days. This report will provide evidence of the individual's profile (if the results confirm the individual has a specific learning difficulty), signposting to other organisations or further assessments for specific learning difficulties (if required).

The report will include recommendations on how to support the individual in the context of their study, workplace, or day-to-day life. Any recommendations on how an individual can be supported in the workplace are likely to be generic and not job-specific. These can be made more specific should the employer later request workplace support from Develop Us.

We aim for the report to be a document that the individual is happy to share with family, teachers, tutors, other professionals and employees if they wish to do so. This will provide information on how they can support the individual.

Develop Us assures its Diagnostic Assessment reports in line with guidelines set by the SpLD Assessment Standards Committee (SASC). A copy of the assessment report will be held by Develop Us in line with the Data Protection Act 2018.

Workplace Diagnostic Assessment

If the employer has paid for the assessment, a summary report (which does not refer to test scores) will be sent to the employer/line manager. However, this will be done after obtaining the individual's permission.

In line with the Data Protection Act 2018, Develop Us require written permission from the person who has been assessed before releasing the full report to the employer.

Disabled Students' Allowance

If the report is for a specific purpose, such as application for Disabled Students' Allowance (DSA) at university, the assessor will explain the process and the next steps.

Questions?

After receiving the report, you may wish to discuss its findings to develop a greater understanding of the results. Develop Us can offer a free post-diagnostic support.

Terms and Conditions

Payment details
• Payment details must be received before a booking can be processed.

Deposits
• Deposits are non-refundable. By paying a deposit you agree to our terms and conditions. Deposits are taken on a debit/credit card. Card details are kept securely on file and will be charged if any of the terms and conditions are breached.

Cancellation policy
Cancellation by the Client or Main Contact
• All changes and cancellations must be notified in writing to: info@developus.wales

• Cancellation charges will be applied as follows:
• Cancellation/reschedule within 4 - 6 weeks of a booked assessment = 50% of fee due;
• Cancellation/reschedule within 4 weeks of a booked assessment = 100% of fee due;

If you do not attend your assessment on the planned assessment date, you will be charged 100% of the assessment fee.

Develop Us reserve the right to charge a cancellation fee equivalent to 100% cost of the assessment where the individual being assessed is not able to access the assessment for the following reasons:

- Late arrival to the assessment meaning the assessor does not have enough time to carry out the assessment;
- Inadequate connectivity or IT difficulties for an online assessment or lack of appropriate equipment;
- Being in a space that is not deemed appropriate, i.e. a busy shared space or a bedroom;
- The individual is unable to access the assessment at all for reasons, such as challenging behaviour, anxiety, communications impediment.

Cancellation by Develop Us
• In the event that severe weather or any other emergency results in the cancellation

of a session, Develop Us will endeavour to give clients a minimum of 24 hours' notice* and to reschedule the assessment

• *Please note that it is the client's responsibility to provide Develop Us with an emergency contact number at which they will normally be available.

• Once a deposit has been paid, the client has 48 hours to complete the pre assessment questionnaires. If these are not completed within this time frame, Develop Us may cancel your assessment date and fees will be applied. Cancellation within 4 - 6 weeks of a booked assessment = 50% of fee due; Cancellation within 4 weeks of a booked assessment = 100% of fee due.

Privacy Policy

• Develop Us is committed to protecting the privacy of individuals. Accordingly, all personal data collected will be subject to our Privacy Policy. For more information please see our website.

• 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 Develop Us for 7 years [within your customer record file]. During this time, you will be able to ask for an electronic copy of the report. Please note there may be an administration charge for this. We would, therefore, strongly recommend that you keep a copy of your report securely. After this time Develop Us will not be able to supply you with a copy of your report.

• Should you require a copy of your assessment report to be resent to you, your report to be permanently deleted; or for changes/corrections made to it before this time, please notify us at: info@developus.wales

Booking a Diagnostic assessment

• Develop Us will act as a liaison between the assessor and the client for the purposes of booking the assessment.

• Develop Us reserves the right to change the assessor allocated if the assessor should become unavailable for any reason.

• In order to book the assessment, your personal information and the information contained within the questionnaires will be passed on to the assessor for them to carry out the assessment.

Should you wish to make a complaint, please notify us at: info@developus.wales.