



LITERACY SPECIALISTS • TEACHERS • ASSESSORS

## Dyslexia Guild

### Obtaining or Renewing an Assessment Practising Certificate

**September 2017 – August 2018 v.2.2**  
[www.dyslexiaaction.org.uk](http://www.dyslexiaaction.org.uk)



The Dyslexia Guild, Dyslexia Action, Centurion House, London Road, Staines-upon-Thames TW18 4AX  
Web: [www.dyslexiaaction.org.uk](http://www.dyslexiaaction.org.uk) Tel: +44 (0)1784 222342

The Dyslexia Guild is the professional association for  
Dyslexia Action Training and Professional Development

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Registered Office: Insight House, Riverside Business Park, Stoney Common Road, Essex, CM24 8PL.

## **TABLE OF CONTENTS**

<b>About this Brochure .....</b>	<b>3</b>
<b>Explanation of Terms.....</b>	<b>4</b>
<b>Section 1: Introduction to the Assessment Practising Certificate .....</b>	<b>5</b>
<b>Section 2: SpLD Assessment Standards Committee (SASC).....</b>	<b>6</b>
<b>Section 3: Continuing Professional Development: Relevance and Recording .....</b>	<b>7</b>
<b>APC Online Refresher/Best Practice course .....</b>	<b>7</b>
<b>Section 4: How do I obtain an Assessment Practising Certificate?.....</b>	<b>8</b>
APC Application Summary Chart.....	9
<b>Section 5: Routes to gaining an APC.....</b>	<b>10</b>
<b>Section 6: Renewing Your Assessment Practising Certificate.....</b>	<b>14</b>
<b>Section 7: Submitting a full assessment report: key information .....</b>	<b>16</b>
<b>Section 8: How to Apply .....</b>	<b>18</b>
Schedule of Fees Payable.....	19
<b>Section 9: Application Review and Processing .....</b>	<b>20</b>
<b>Section 10: How is my Application Assessed? .....</b>	<b>21</b>
<b>Section 11: Further Information .....</b>	<b>23</b>
<b>Appendix 1: The Dyslexia Guild Code of Practice .....</b>	<b>24</b>
<b>Appendix 2: Professional Indemnity Insurance .....</b>	<b>27</b>

## About this Brochure

### **Disclaimer**

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## Explanation of Terms

**The Dyslexia Guild** is an open membership group which provides a wide range of professional development opportunities for those working in the field of specialist teaching and assessment. Eligible Grades of Membership for an Assessment Practising Certificate are:

- **MDG** Member of the Dyslexia Guild
- **FDG** Fellow of the Dyslexia Guild

**APC** Assessment Practising Certificate (can only be awarded by SASC approved organisations).

**Applicant** The person applying for an Assessment Practising Certificate.

### **APC Panel Assessors**

APC Assessors are experienced specialists appointed by the professional body who examine the applicant's documentation to ensure it meets the regulations and decide if the application is either approved or has failed.

**APL / APEL** Accredited Prior Experience/ Learning.

**BDA** British Dyslexia Association accredits specialist teaching and assessment courses. Eligible Grades of Membership for an Assessment Practising Certificate are: AMBDA or AMBDA FE/HE.

**CPD** Continuing Professional Development.

**DSA** Disabled Students' Allowance: for higher education students living in England, who have a disability, long-term health condition, mental health condition or specific learning difficulty such as dyslexia which requires a 'diagnostic assessment' from a psychologist or suitably qualified specialist assessor who has a current APC.

**PATOSS** Professional Association of Teachers of Students with Specific Learning Difficulties. Eligible Grades of Membership for an Assessment Practising Certificate are: Full Member

**SpLD** Specific Learning Difficulty.

**SASC** SpLD Assessment Standards Committee is the regulatory body for APC issuing bodies and accredits course providers for courses leading to an Assessment Practising Certificate.

## Section 1: Introduction to the Assessment Practising Certificate

An Assessment Practising Certificate (APC) is a recognised standard for specialist teacher/assessors. The Department for Education (DfE) requires that specialist teachers or support tutors who undertake specialist assessments in post-16 schools, colleges, universities, workplace training establishments and local authority assessment centres are competent and qualified to do so.

An APC confirms that the specialist assessor is able to meet report writing and assessment to standards required by the DfE for the Disabled Students Allowance. An APC also confirms that an assessor has the appropriate qualifications to undertake assessments for dyslexia/SpLD **and** that their professional practice is up-to-date and has been externally verified as continuing to meet defined competence standards. Dyslexia Guild trained specialist assessors will also have met the course accreditation criteria.

An APC entitles the holder to assess student eligibility (16 years or older) for a Disabled Students' Allowance (DSA). The Joint Council for Qualifications also recognises the APC as being required for the purposes of specialist assessment for Examination Access Arrangements<sup>1</sup>.

An Assessment Practising Certificate recognises professional achievement and a commitment to continuing professional development (CPD) and must be renewed every three years. Therefore anyone wishing to hold or renew an APC will be required to demonstrate their commitment by showing how they have regularly updated their professional skills and competence through study, professional discussion, training and practice.

Membership of a relevant professional association is a requirement for obtaining an APC. The Dyslexia Guild is a recognised professional association for APC. You should maintain your membership of the Dyslexia Guild throughout this period, to ensure you are kept aware of new developments and to show continuing evidence of recent and relevant CPD. If your professional membership lapses then your APC will also lapse.

Practitioner psychologists are required to be registered with the Health and Care Professions Council (HCPC). The HCPC sets out the standards of proficiency for psychologists and regulates registered practitioners.

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<sup>1</sup> JCQ Adjustments for candidates with disabilities and learning difficulties: Access Arrangements and Reasonable Adjustments with effect 1 Sept 2017 – 31 Aug 2018. (Para 7.3.3)

## Section 2: SpLD Assessment Standards Committee (SASC)

The SpLD Assessment Standards Committee (SASC) oversees the standards set for an Assessment Practising Certificate having been set up to establish and oversee standards in the diagnostic assessment of SpLD in an educational setting. The authority for this committee and its remit stems from the SpLD Working Group 2005/DfES Guidelines. The committee seeks to extend the principles of good practice contained in the Guidelines across all age ranges and throughout the profession.

SASC oversees and approves the process of awarding SpLD Assessment Practising Certificates and maintains a list of approved evaluators. SASC has authorised the Dyslexia Guild to issue Assessment Practising Certificates on its behalf.

SASC also:

- Provides advice on **Suitable Tests for the Assessment of Specific Learning Difficulties** in Higher Education (Latest edition available from their website).
- Has an online **Register of Approved Assessors** who hold a current Assessment Practising Certificate.
- Has a searchable list of **Approved CPD courses**. See Section 3 in this guide on CPD.
- Regulates the fees and charges for APC applications and renewals.

See the SASC website for further information: [www.sasc.org.uk](http://www.sasc.org.uk)

## Section 3: Continuing Professional Development: Relevance and Recording

All professionals wishing to renew or obtain an Assessment Practising Certificate must have a personal record of Continuing Professional Development (CPD) to show how they are keeping their assessment knowledge, understanding and skills up to date, unless they have recently qualified. This should equate to a minimum of **20 hours over 3 years**. To count towards meeting CPD requirements, the activity should be at an appropriate level and contribute to the assessor's professional skills in assessment. Time allocated to each activity should be realistic and exclude breaks. **Please note there is also a requirement that a minimum of five hours of the 20 hours CPD undertaken over a three year period must be delivered by SASC authorised providers.**

If you have attended courses please attach relevant attendance or course completion certificates. Download the CPD Log from our website for further guidance. If you have carried out a large number of CPD courses, list the course most relevant to assessment or give a sample from each year however they must include a SASC approved course.

Assessors should keep a CPD log with all relevant CPD. All CPD should be taken from the following 5 areas (Core Areas are C1 and C2 and Supplementary areas are S1, S2 and S3):

1. C1 - Principles of psychometrics, statistics, assessment and underlying ability
2. C2 - SpLD testing methods, interpretation and test materials
3. S1 - Changes in regulations and legislation relating to SpLD
4. S2 - Developments in SpLD research
5. S3 - Approaches to teaching support for SpLD

SASC has a searchable list of **Approved CPD courses** suitable for:

1. Reviewing principles of psychometrics, statistics, report writing, feedback and test materials
2. SpLD testing methods, interpretation, report writing, feedback and test materials

See the SASC website for further information: [www.sasc.org.uk](http://www.sasc.org.uk)

## APC Online Refresher/Best Practice course

This course is suitable for those looking to gain or renew their APC and is highly recommended if you are applying for renewal of an Assessment Practising Certificate or via other routes sometime after you have qualified.

This course is a SASC accredited course which meets the requirements for 5 hours of specialist assessment training (total course 12 hours) and contributes to the (minimum) 20 CPD hours required by SASC (over three years) that are required to gain or renew an APC. For further information see: [www.dyslexiaaction.org.uk/applying-for-and-renewing-an-assessment-practising-certificate-online-course/](http://www.dyslexiaaction.org.uk/applying-for-and-renewing-an-assessment-practising-certificate-online-course/)

## Section 4: How do I obtain an Assessment Practising Certificate?

### Professional Membership

For all routes to achieving your Assessment Practising Certificate you need to be a member of a relevant professional body and maintain the membership during the period for which your APC is valid. If you are applying through the Dyslexia Guild, we require you to become a member of the Guild and you will be asked to join when you apply for your APC or when you renew.

Guild Website: [www.dyslexiaaction.org.uk/what-is-the-dyslexia-guild/](http://www.dyslexiaaction.org.uk/what-is-the-dyslexia-guild/). You will also need to sign the Dyslexia Guild Code of Practice which can be found at Appendix 1.

Before renewing an existing APC, you must have undertaken a minimum of 20 hours of CPD over the life of the certificate and a minimum of 5 hours (of the 20 hours) should be a SASC approved course. We advise that you retain all documents relating to the renewal application for the duration of the APC. Please keep details of your CPD and any assessments you carry out during the life of the certificate as this will help you when it comes to renewing. For details see **Section 6 on Renewing Your APC**.

### Routes to obtaining an APC

There are three possible routes to obtaining an APC and one renewal route. For all routes you will need to hold specialist teacher/assessor qualifications. The route you take to obtain an APC will depend on the type of qualifications you have obtained and how recent they are.

1. **Route One:** For those individuals who have obtained a postgraduate/ professional qualification **within the last five years** in specialist teaching and assessment and that meets the accreditation requirements of SASC or the (BDA); and which confers membership at the level of Member of the Dyslexia Guild (MDG).
2. **Route One (plus 5 years):** For those individuals who have obtained a postgraduate/ professional qualification **over five years ago** in specialist teaching and assessment and that meets the accreditation requirements of SASC and/or the BDA; and which confers membership at the level of Member of the Dyslexia Guild (MDG).
3. **Route Two APEL:** For individuals who do not meet either of the criteria at 1 or 2 and who are applying through Accreditation of Prior Experience or Learning (APEL). Candidates for this route must have a portfolio of evidence of specialist teaching and **not less than seven years of assessment experience** (immediately prior to their application).

**Please note:** Individuals with a current Assessment Practising Certificate are required to renew their APC every three years. Once lapsed, an assessor is no longer eligible to carry out assessments for DSAs or for Examination Access Arrangements.

**See the Summary Chart in the next page and sections relating to the individual routes in the following pages.**



## APC Application Summary Chart

APC Process	Route	Evidence required
Level 7 Postgraduate Specialist Assessor Qualification gained <b>within the last 5 years</b>	<b>Route 1 Under 5 yrs</b> See page 10	<ul style="list-style-type: none"> <li>• Current Guild Membership and Dyslexia Guild Code of Practice signed statement</li> <li>• Copy of your Postgraduate/Professional Diploma or Certificate at level 7 as a specialist assessor</li> <li>• Evidence of BDA or SASC accreditation for the above course (Not required if this is a Dyslexia Action course.)</li> <li>• Completed application form and fee</li> </ul>
Level 7 Postgraduate Specialist Assessor Qualification gained <b>over 5 years ago</b>	<b>Route 1 Over 5 yrs</b> See page 10	<ul style="list-style-type: none"> <li>• Current Guild membership and Dyslexia Guild Code of Practice signed statement</li> <li>• Copy of your Postgraduate/Professional Diploma or Certificate at level 7 as a specialist assessor</li> <li>• Evidence of BDA or SASC accreditation for the above course (Not required if this is a Dyslexia Action course.)</li> <li>• Curriculum Vitae</li> <li>• 1 full diagnostic assessment report</li> <li>• Completed application form and fee</li> </ul>
Other relevant Specialist Assessor qualifications at Level 7 <b>plus</b> Accreditation of Prior Experience/ Learning.	<b>Route 2 APEL</b> See page 11	<ul style="list-style-type: none"> <li>• Current Guild membership and Dyslexia Guild Code of Practice signed statement</li> <li>• Continuing Professional Development (CPD) log</li> <li>• Curriculum Vitae</li> <li>• Copy of your Postgraduate/Professional Diploma or Certificate at level 7 relating to specialist assessment</li> <li>• Copies of other relevant qualification certificates listed in CV</li> <li>• Personal statement supporting application</li> <li>• Evidence of current practical application of skills in diagnostic assessment and reporting. This includes one full assessment report, as well as video evidence of a minimum of 1 hour of the assessment</li> <li>• Statement of support from 2 relevant professionals in area of assessment</li> <li>• Signed statement regarding working within current legislation</li> <li>• Completed application form and fee</li> </ul>
Renewing your APC	<b>Renewal</b> See the current APC application brochure	<ul style="list-style-type: none"> <li>• Current Guild membership and Dyslexia Guild Code of Practice signed statement</li> <li>• Continuing Professional Development (CPD) log</li> <li>• Assessment log</li> <li>• 1 full diagnostic assessment report</li> </ul>

If you are still unsure which route is suitable for you please refer to our Flowchart to Routes document [www.dyslexiaaction.org.uk/assessment-practising-certificate/](http://www.dyslexiaaction.org.uk/assessment-practising-certificate/)

## Section 5: Routes to gaining an APC

### Route One: Qualified Five Years or Less

You are eligible for an Assessment Practising Certificate through this Route if you have:

- Current Guild Membership (Member MDG)
- A specialist assessor (dyslexia/SpLD) qualification at Level 7 (Postgraduate or Professional Certificate/Diploma or equivalent) accredited by the BDA and/or SASC and **gained within the last 5 years.**

#### **Evidence to provide**

- A completed application form available on the website
- A scanned copy of your specialist assessor qualification certificate to upload
- The appropriate fee

### Route One: Qualified Over Five Years Ago

You are eligible for an Assessment Practising Certificate through this Route if you have:

- Current Guild Membership (Member MDG)
- A specialist assessor (dyslexia/SpLD) qualification at Level 7 (Postgraduate Diploma or equivalent) accredited by the BDA and/or SASC and **gained over 5 years ago**
- Evidence of continuing professional development ( a minimum of 20 hours over 3 years of which 5 hours must be SASC approved CPD with a SASC reference number)

#### **Evidence to provide**

- A completed application form available on the website
- A scanned copy of your specialist assessor qualification certificate to upload
- A current Curriculum Vitae detailing your relevant assessment experience
- One full diagnostic assessment report with supporting information (see Section 7)
- The appropriate fee

**Please note:** It is of the greatest importance that you undertake the following actions **prior to submitting:**

- Review the relevant SASC documentation concerning guidelines and suitable tests in Section 2 of this document
- Review the diagnostic report criteria (see Section 7)

## **Route Two: Accreditation of Prior Experience/Learning**

Route Two is open to applicants who do not hold one of the approved qualifications at Route One and recognises accredited prior experience or learning (APEL). This is a useful route for applicants who have trained in specialist assessment for dyslexia/SpLD many years ago and whose qualifications are not recognised by the current accrediting bodies. Those who apply through this route must have maintained CPD over those years and be fully up to date with current tests and regulations.

It is important to note that an Assessment Practising Certificate (APC) is for specialist teachers/practitioners who have followed an identified course of study and can demonstrate their knowledge and competence in both Specific Learning Difficulties and Assessment.

Professionals other than specialist teachers (Psychologists, Speech and Language Therapists, Occupational Therapists) who have been trained in psychometric testing and assessment reporting as part of their occupational training and who wish to gain an APC will also need to **provide evidence of training in SpLD teaching** for this educational role.

A Route Two submission considers the **assessment competencies** of the applicant rather than just the qualifications they hold. **It is NOT designed for people without any training or qualifications at all.** Applicants are required to have **experience in providing full assessments for dyslexia/SpLD over a period of 7 years PRIOR to their application** for an Assessment Practising Certificate. Individuals must supply evidence to demonstrate they have competencies noted on the Assessment Practising Certificate Checklist of Competencies. (See page 14.)

You are eligible for an Assessment Practising Certificate through this Route if you have:

- Current Guild Membership
- Relevant qualifications at Level 7 (Postgraduate/ Professional Certificate/Diploma or equivalent) **gained over 5 years ago**
- Evidence of continuing professional development (a minimum of 20 hours over 3 years of which 5 hours must be SASC approved CPD)
- Experience in providing full diagnostic assessments over a period of 7 years

## **Evidence Required for Route Two: APEL**

1. **A signed statement that the applicant has read the Dyslexia Guild Code of Practice and agrees to abide by it.**  
See Appendix 1 for the Code of Practice.
2. **A personal statement supporting their application**  
This should:
  - Clarify the applicant's current responsibilities for SpLD assessment and specify the assessment materials which the applicant currently uses and is familiar with.
  - Demonstrate understanding of all aspects of processing documentation and managing special arrangements for learners with SpLD/dyslexia.

- Demonstrate understanding of current legal and professional issues, rules and regulations relating to or affecting learners with SpLD/dyslexia.
3. **A full and current Curriculum Vitae**  
This should give details of all relevant qualifications and experience e.g. PGCE, as well as training and experience **within the past five years** which are directly relevant to SpLD assessment. It is particularly important to note that training must have included the use of **psychometric tests** to be considered acceptable.
  4. **Qualifications Evidence**  
Copies of certificates of relevant qualifications detailed on the Curriculum Vitae. If a certificate has been lost you will need to get a copy or proof of certification from the awarding body concerned.
  5. **A statement of support from two relevant professionals with recognised standing and experience in the area of assessment.**  
This could be by an Educational Psychologist, Learning Support Manager or SENCo for instance and should detail their awareness of your work in assessment, and how long they have worked with you.
  6. **A signed statement that the applicant agrees to work within the current legislation and guidance relating to SpLD.**  
This needs to be relevant to the particular phase of education in which the applicant is involved
  7. **A full professional assessment for dyslexia/SpLD should be undertaken.** See Section 7 on Submitting a Full Diagnostic Report. The following evidence must be provided:
    - 1) **A filmed assessment (video evidence)**, minimum of one hour that shows a range of assessment activities to include cognitive assessment, conducted by the applicant, **with supporting documentation such as score sheets and records of observations**. Ensure the assessor, student and workstation are in view and facial expressions can be seen. This should be uploaded and sent to us using *Mailbigfile* available on our website. Please remember to check that everything has recorded in its entirety before you submit it to us. If you have difficulties with Mailbigfile then please contact our IT support team who will be pleased to assist.  
**N.B.** if you work in an environment where recording of assessment is not allowed, such as a prison, please contact us.
    - 2) **A Log** relating to the assessment demonstrating the ability to plan an assessment, liaise with others as appropriate and to select appropriate assessment materials.
    - 3) **A professional report** which shows that you have scored tests accurately; interpreted data from tests used; given an overview of the pupil/student strengths and weaknesses and suggested relevant support for learning.

## Checklist of Competencies for Route Two

### Applying via Accredited Prior Learning or Experience

	Documentation Required	Reminder Notes	✓
1.	<b>Current Guild membership</b>	You can apply for membership online at: <a href="http://www.dyslexiaaction.org.uk/join-today/">www.dyslexiaaction.org.uk/join-today/</a>	
2.	<b>Dyslexia Guild Code of Practice</b>	A signed statement that you have read the Code of Practice and agree to abide by it. <b>See Appendix 1.</b>	
3.	<b>A Personal Statement</b> supporting the application.	This should review your current responsibilities for assessment for SpLD and specify the assessment materials that you use and are familiar with.	
4.	<b>A full Curriculum Vitae</b>	Giving details of all relevant qualifications experience and training <b>directly relevant to SpLD assessment</b> . Your training should have included the use of <b>psychometric tests</b> . You must have at least <b>7 years of assessment experience</b> .	
5.	<b>Qualifications evidence</b>	Copies of certificates of relevant qualifications detailed on the CV. If you have lost a certificate you must get a copy or a transcript or validity statement from the relevant awarding body.	
6.	<b>A statement of support from TWO</b> relevant professionals with recognised standing and experience in the area of assessment.	e.g. An Educational Psychologist, Learning Support Manager or SENCo, signed and dated.	
7.	<b>A signed statement</b> that you, the applicant, agree to work within the current legislation and guidance relating to SpLD.	This needs to be relevant to the particular phase of education in which you are involved, signed and dated.	
8.	<b>Evidence of current practical application and skills in diagnostic assessment and reporting</b> – this must include these THREE things:	i. An assessment of one hour of which has been filmed, upload using Mailbigfile.	
ii. A supporting log of tests, scores and summary papers.			
iii. A professional report meeting the key criteria.			

## Section 6: Renewing Your Assessment Practising Certificate

The criteria for renewal of an APC have been significantly enhanced over the past few years. As a qualified specialist you should check all the details in this document carefully to ensure that your application is successful when submitted. **Please apply for renewal at least 2 months before the expiry date of your current certificate to ensure there is enough time to process the renewal documentation.** This period will take into account the possibility that you may need to resubmit your application which will prolong your application further.

The Renewal route is for applicants who **already hold a current APC** that will soon expire. If this has already expired some time ago, you may be asked to apply via a different route. Contact the APC Administrator for guidance.

Assessors who have demonstrated their commitment to and evidenced their professional practice by three successful renewals, are **on the date of the fourth renewal, no longer required to submit a diagnostic assessment report.** They will continue to maintain their commitment to CPD and adhere to the codes of practice of the Dyslexia Guild, therefore they will continue to submit a CPD log meeting SASC guidelines and pay the renewal fee. An example is given below:

<b>Assessment Practising Certificate gained</b>	2008
First renewal	2011
Second renewal	2014
Third renewal	2017
<b>Fourth renewal – CPD log and renewal fee only</b>	2020

### Evidence to Provide

In order to renew your Assessment Practising Certificate the Dyslexia Guild assessors will want to see evidence that your assessment reports are accurate, comprehensive and of a high quality. You should also have undertaken at least 20 hours of Continuing Professional Development over the past 3 years (including 5 hours of SASC authorised training) to ensure your assessment skills continue to develop and your knowledge is up to date. It is of the **greatest importance** that you undertake the following actions **prior to** submitting your application and your report:

**Review** the relevant SASC documentation concerning guidelines and suitable tests: See Section 2.

**Review the** Table of Assessor's Criteria (Section 10)

**Download** and complete the CPD Log to ensure that you have sufficient CPD in place (Section 3)

**Download** and complete the Assessment Log which details the assessments you have carried out over the past 3 years

Review the SASC Diagnostic Report Example available in Downloads section on our website:

[www.dyslexiaaction.org.uk/assessment-practising-certificate/](http://www.dyslexiaaction.org.uk/assessment-practising-certificate/)

## **How to Apply for an APC Renewal**

1. The following documents should be downloaded, completed and uploaded (or emailed if not too large) to the APC office. Hard copies are likely to take much longer to process but if selecting this method, must be returned in triplicate and should not be stapled:
  - CPD Log (see Item 2 below)
  - Assessment Log (see Item 3 below)
  - One copy of a recent full Assessment Report for dyslexia/SpLD in the SASC approved format(see Item 4 below)
  
2. **CPD Log**

Professionals wishing to renew their Assessment Practising Certificate must have a personal record of Continuing Professional Development (CPD) to show how they are keeping their assessment knowledge, understanding and skills up to date. See the section on Continuing Professional Development: Relevance and Recording
  
3. **The Assessment Log**

The assessment log should contain a list of all assessments carried out during the time the APC was valid. If you carry out a large number you need only document a sample from each year but a minimum of three in total. The identities of the people being assessed should be masked – but they should remain identifiable to you. Assessments can be for people of all ages and not just those seeking DSAs. If you have not undertaken any diagnostic assessments within the last three years you must complete one full diagnostic assessment to allow us to process your application.
  
4. **Assessment Report for dyslexia/SpLD**

One full Assessment Report is required which must have been carried out during the last 18 months prior to the submission. This can be for an individual of any age and need not be for a DSA applicant, however the SASC approved report format should be used. The identities of the people being assessed should be masked – but they should remain identifiable to you and ensure you have included the chronological age. Score sheets and test papers do not have to be included at this point but you must keep them ready in case the Dyslexia Guild Assessors ask to see them. **See Section 7 on Submitting a Full Report.**
  
5. **Renewal Checklist**

The checklist is available as a download from our website to help remind you of everything to include in readiness for submitting your application

## Section 7: Submitting a full assessment report: key information

If a full Assessment Report is required for your submission you should ensure that you follow the guidance given below.

### A: Select appropriate tests

Review the SASC Approved List of Suitable Tests:

*Suitable Tests for the Assessment of Specific Learning Difficulties in Higher Education*. The latest version can always be found on the SASC website: [www.sasc.org.uk](http://www.sasc.org.uk). This lists tests that are suitable for use by specialist teacher/assessors and those that have been withdrawn.

If your report is for the purposes of DSA you should only use tests taken from this list. If your report is for a younger age range then you may be permitted to use other tests as long as they are recognised as current and valid assessment tests. You must not carry out assessments on family members as this constitutes a conflict of interest and is not considered appropriate by SASC or Student Finance England (for DSA reports).

**Your submitted assessment test information should demonstrate: *The ability to administer, score and interpret cognitive and attainment tests, including standardised tests.***

- Identify appropriate methods and materials both for screening learners and for assessing their individual needs.
- Show evidence of understanding the theory and application of psychometric and educational assessment. Select appropriate tests (see SASC approved tests).
- Interpret data accurately.

### B: Submit a full diagnostic report based on the tests you have undertaken

The report will be used to provide evidence of the standard of your assessments and show that you meet all of the criteria set out in the APC Table of Assessor's Criteria (see Section 8).

Your submitted Report should **demonstrate your ability to:**

- accurately administer, score and interpret standardised tests of cognitive ability, aptitude and attainment
- make appropriate teaching and/or support recommendations based on the assessment
- write an assessment report which is appropriate for purpose

Your report should:

- **be anonymous**; do the same for all supplementary working papers, records of observations, score sheets and completed test papers
- Have been **carried out in the last 18 months**
- contain **a complete table of results reporting confidence intervals**. If you have calculated confidence intervals yourself, include a statement or a footnote about how you did this i.e. 'confidence intervals calculated using SEMs from Table X in Manual Y'



- include a **Data Protection policy statement** i.e. “The test results and contents of this report are strictly confidential, and will be stored securely, and in line with the key stipulations of the Data Protection Act (1998)” and accompanying notes.

The report should demonstrate: The ability to write reports on assessment which are appropriate for purpose. This evidence should relate to one full assessment for dyslexia/SpLD. The assessment should demonstrate best practice and may be from any age group and/or pattern of ability and/or difficulty. The report should:

- Make teaching, learning and assessment recommendations that are directly linked to assessment findings and the subject’s needs.
- Provide a professional report written in a language easily accessible to non-specialists, with a summary table of results.

### **C: Make appropriate recommendations based on your findings**

**This demonstrates: *The ability to make appropriate recommendations based on the assessment.***

- Understanding the nature of specific learning difficulties and identifying learners with SpLD.
- Completing relevant forms and reports to meet varied individual needs.
- Communicating effectively the findings and implications of any assessments to relevant individuals both orally and in writing as required, with due regard for building a positive framework. This should include feedback of results, oral and written, to the candidate after completion of assessment.
- Demonstrating an understanding of the affective issues observed in learners with SpLD.

## Section 8: How to Apply

### 1. ONLINE

Go to: [www.dyslexiaaction.org.uk/assessment-practising-certificate/](http://www.dyslexiaaction.org.uk/assessment-practising-certificate/)

Scroll down to the application section and select one of the following:

- Apply for Route 1
- Apply for Route 1 + 5 years
- Apply for Route 2
- Renew my APC
- Resubmit an application

### 2. LOGIN

The link you select will take you to the Training website where you will need to either **Log in** if you are a Guild member or **Register** if you are not currently a Guild Member first.

### 3. Select Your Payment Method.

We advise applicants to pay by credit or debit card at the time of application so that their application can be speedily processed. Applications that are not paid for at the time of submission will not be processed until payment is made.

### 4. Enter Your Qualification Details

Please attach copies of **your supporting documents, and certificates** for your qualifications, to the Application Form and check that you have submitted:

- The correct documents and information.
- The correct evidence with the right amount of detail.

**Please note that we reserve the right to ask you for further evidence or documents.**

### 5. Confirm that you agree that:

- You will abide by the Dyslexia Guild Code of Practice (see Appendix 1)
- The decision of the APC Board is final
- If undertaking DSA assessments you must have appropriate Indemnity Insurance (See Appendix 2)
- You will maintain your Continuing Professional Development (See Section 3)
- Agree to maintain your professional membership of the Dyslexia Guild for the period of your APC renewal
- You have uploaded copies of your professional certificates

### 6. Pay the Correct Fees

Include the correct payment. See **Schedule of Fees Payable**.

## Schedule of Fees Payable

Application for APC	Notes	Fees Payable (inc VAT)
Route 1 (under 5 years)	Includes SASC registration	£165
Route 1 (over 5 years)	Includes SASC registration	£240
Route 2	<b>Step One</b> Evidence of Competence	£390
	<b>Step Two</b> APC Reports (Includes SASC registration )	£165
Renewal	Includes SASC registration fee	£165
Resubmission of a report	Feedback will be provided on the reasons for a report not meeting SASC criteria. <b>See Section 9</b>	£110

### How to pay

#### 1. By Credit or Debit Card

Enter details at the payment stage of the online application.

[www.dyslexiaaction.org.uk/assessment-practising-certificate/](http://www.dyslexiaaction.org.uk/assessment-practising-certificate/)

#### 2. By post sending a cheque

Make payable to 'Real Group Limited'. Print out the registration/booking page and post it with the cheque enclosed to: Insight House, Riverside Business Park, Stoney Common Road, Stansted Mountfitchet, Essex, CM24 8PL.

#### 3. By Purchase order invoice for school or employers paying on behalf of an individual only. Select the Pay Later option. **Please note:** An additional £30 (inc VAT) administration fee will apply to pay later options.

#### 4. Bank Transfer

Bank Name: Metro Bank

Bank Account Name: Real Group Limited

Bank Address: One Southampton Row, London. WC1B 5HA

Bank Account Number: 22928494

Bank Sort Code: 23-05-80

#### 5. **Please note:** fees are not refundable once an application has been submitted. Should an application fail, the SASC fee for listing on their website can be refunded, please supply the Guild Administrator with your refund details. All payees will be sent a receipt by email. **Applications are NOT processed until full payment has been received.**

#### 6. Contact Details:

APC Administrator email: [apc@dyslexiaaction.org.uk](mailto:apc@dyslexiaaction.org.uk)

Tel: + 44 (0)1784 222 342

Guild and APC Administrator, Centurion House, London Road, Staines-upon-Thames.TW18 4AX

## Section 9: Application Review and Processing

### APC Assessors

Dyslexia Action Guild has a team of APC assessors who are experienced professionals in the field of dyslexia/SpLD assessment. The Assessment Panel is led by Dr Anna Smith who is also the Dyslexia Guild representative on the SpLD Assessment Standards Committee (SACS) and at the Cross-Standardisation Committee meeting of all awarding bodies (BDA, Dyslexia Guild and Patoss). Your application will be passed to a member of the team to review and exceptionally to two panel members where the application has been reviewed as a fail.

### How long will my application take?

Applications for an APC are normally assessed and completed within 6 working weeks depending on the completeness and complexity of your application. Route 2 Applications may take considerably longer to process. In either case, if we are required to chase application details for certificates, test or report information then this can take longer. We may submit your application to more than one panel member for approval. Our APC Applications Panel must meet rigorous standards set by SASC so any of these factors may delay your application further.

### Route Two Applications

Route Two applications will be treated as a two-step process. Step One is to review the eligibility criteria. If the applicant is successful in Step One then the application to formally apply for the APC will be processed. If unsuccessful, applicants are entitled to a refund of the Step Two fee only.

### What happens if my application is not successful?

If your application does not meet the criteria for approval then you will be given feedback and invited to resubmit your application. **Please note** that fees are charged for the submission of a second or subsequent report should the first report fail to meet SASC requirements. See the Section on Schedule of Fees Payable.

The second submission must be made as soon as possible, and submitted within 6 weeks in any case, for the original application to be kept 'live'; at which point the second submission is processed within two working weeks (not including Bank Holiday periods). If your case has cause for concern and needs to be re-examined by another panel member this may take longer. Unless there is a letter/email detailing mitigating circumstances, a delay longer than that means that it becomes a second application, with renewed cost.

Your resubmission must be a completely **new assessment report based upon a new learner** but which addresses the feedback that you have received. If your current APC has lapsed, you should not undertake any assessments for DSA purposes: all other assessments can be continued as normal. You should also include any evidence of CPD undertaken since the first application. You should upload all documentation via the APC webpage, see [Resubmit an Application](#).

If the second submission is reviewed by a member of the APC Panel and not successful then feedback will be given as well as recommendations for further training and/or individual mentoring from an experienced colleague. You would need to provide evidence of such mentoring or training before you re-applied, and for this reason re-applications are not considered within 2 months. At this point, the application will be a new submission and the Schedule of Fees for the route taken will apply.

## Section 10: How is my Application Assessed?

Your application will be sent to one of our assessors who are experienced and trained individuals. Applications are reviewed against clear SASC criteria (see next page). Effective Assessment Reports should demonstrate:

- understanding of the nature of SpLD
- understanding of affective issues in learners with SpLD
- ability to collect a range of evidence from a variety of sources
- understanding of theory and application of psychometric and educational testing
- ability to select appropriate assessment materials, administer tests correctly and interpret resulting data accurately
- ability to produce professional, accurate reports written in language easily accessible to non-specialists, with due regard to building a positive framework
- ability to make recommendations directly linked to assessment findings and subjects' needs
- understanding and application of current legal and professional issues, rules and regulations relating to SpLD (including SpLD/ DfES Working Group guidelines 2005).

Although not necessarily demonstrated through the report evidence submitted, it is understood that for the assessment process the following have been incorporated in practice:

- test selection takes into consideration equal opportunity
- pre-testing requirements and conditions for assessment have been considered
- there are clear arrangements for feedback
- security and confidentiality of test materials and report are maintained
- practice is in accordance with the APC issuing body's code of ethics and standards of practice

Reports received by the assessors are graded according to the table below. Errors made within an assessment report are graded as follows:

**Table of Assessor's Criteria**

Level	Area of Professional Practice All Criteria met then APC is issued	Response
<b>Level 1</b> Areas of the report where <b>absolute accuracy</b> and reliability is required at all times	<ul style="list-style-type: none"> <li>• Confidentiality maintained</li> <li>• 100% accurate calculation, reporting and conversion of tests</li> <li>• Appropriate recording of standard scores, percentiles and confidence intervals</li> <li>• Tests are age appropriate and evidence suggests they were conducted within standardisation guidelines</li> <li>• Diagnosis/ conclusion supported by evidence</li> </ul>	A single but significant error in this category will prompt immediate rejection of the report regardless of other features. For example: <ul style="list-style-type: none"> <li>• one important score inaccurate despite otherwise competent report.</li> <li>• incorrect transcription of score which has an impact upon the report</li> <li>• incorrect analysis</li> </ul> If a minor error has been made in an otherwise good report, an amendment of the inaccurate scores identified is requested and an APC is issued once this is corrected.
The most serious errors are at Level 1 and any single error identified in this category will prompt immediate rejection of the report. Appropriate feedback will be given and a second report will be requested but is considered part of your first submission. This will take further time so it is important to allow plenty of time between submitting an APC report and obtaining an Assessment Practising Certificate.		
<b>Level 2</b>	<ul style="list-style-type: none"> <li>• Demonstrates understanding of the</li> </ul>	Anything beyond a very small number of errors at

<p>Key areas of the report where very high degrees of reliability are required.</p> <p>We would expect <b>all reports</b> to demonstrate these features.</p>	<p>nature of SpLD –especially role of cognitive processing</p> <ul style="list-style-type: none"> <li>• Links between ability and attainment made appropriately</li> <li>• Correct interpretation of scores in relation to average</li> <li>• Confidence intervals used to inform analysis</li> <li>• Useful analysis of skills and strategies</li> <li>• Appropriate for purpose</li> <li>• Appropriate range of tests chosen</li> <li>• Clear, jargon-free writing –especially in summary and conclusions</li> <li>• Appropriate recommendations clearly linked to assessment findings</li> </ul>	<p>Level 2 would require serious consideration for rejection.</p> <p>A significant weakness in only one area could prompt rejection.</p> <p>Feedback will be provided on identified weaknesses.</p>
<p>If a number of Level 2 errors are identified or a single type of error deemed to be serious then this will also require a second report to be submitted. Suitable feedback will be given.</p>		
<p><b>Level 3</b></p> <p>Areas where the key purpose and function of the report are not comprised but where improvement would be desirable.</p>	<ul style="list-style-type: none"> <li>• Accuracy of spelling, grammar, etc.</li> <li>• Appropriate presentation and format, including relevant details to explain report features (test editions, explanations of scores, etc.)</li> <li>• Accessibility of language</li> </ul>	<p>Errors at Level 3 would usually prompt recommendations for future practice but clearly, if the degree of the error were severe rejection would remain an option.</p>
<p>If Level 3 (or Level 2) errors are identified which do not undermine the overall function of the report then applicants will be asked to sign and return a copy of the feedback to indicate that they will incorporate feedback into future practice. The reviewer may request any supporting documentation deemed necessary from the applicant. On receipt of this evidence an APC will be issued.</p>		

## Section 11: Further Information

<b>For further information on the Dyslexia Guild or APC Contact:</b>	<b>Address:</b>
Janice Beechey Guild Administrator and Librarian Email: <a href="mailto:apc@dyslexiaaction.org.uk">apc@dyslexiaaction.org.uk</a> Tel: + 44 (0)1784 222 342	Dyslexia Guild, Dyslexia Action Centurion House, London Road Staines-upon-Thames TW18 4AX

### Further Information on Assessments for Dyslexia/SpLD

From the SASC Website: [www.sasc.org.uk](http://www.sasc.org.uk)

There is a wide range of information on the SASC website. See in particular the following:

- SpLD Assessment Tools
  - Suitable Tests for the Assessment of Specific Learning Difficulties in Higher Education (Revised periodically)
  - Dyspraxia Guidance – September 2013
  - ADHD Guidance – September 2013
- Documents can be found at: <http://www.sasc.org.uk/Downloads.aspx>

### Useful Publications

- Anwen Jones (Ed) (2011).  
**Dyslexia: Assessing the need for Access Arrangements during Examinations: a Practical Guide (4th Ed)** Evesham: Patoss ISBN 0-9539315-4-4 pbk  
and  
**Patoss-JCQ update Insert for 4th Edition 2017-18**  
Downloadable from:  
<https://www.patoss-dyslexia.org/Resources/2015-08-10/PatossJCQ-201718-Update-to-4th-Edition-on-AA/>
- Anwen Jones and Katherine Kindersley (2013).  
**Dyslexia: Assessing and Reporting: The Patoss Guide.** London: Hodder Education, ISBN: 978-1-4441-9034-2. - This book is helpful if you are conducting tests on those under 16 years of age.
- Johnson, Barry., Hagger-Johnson, Gareth. (2013). **Psychometric Assessment, Statistics and Report Writing: an introduction for psychologists, teachers and health professionals.** London: Pearson Assessment ISBN 9780749163778

Copies of these titles and many others on assessment are available to borrow from the National Dyslexia Resource Centre (NDRC) library as part of your Guild Membership.

Copies of these titles and many others are available to borrow from the National Dyslexia Resource Centre (NDRC) library as part of your Guild membership. Contact the Guild Administrator for details or log in to the Guild Members' website at: <https://training.dyslexiaaction.org.uk/guild-members>

## Appendix 1: The Dyslexia Guild Code of Practice

This code is designed to cover the circumstances of specialist teachers and assessors providing assessment services and reports to clients. It is written with particular relevance to the assessment of dyslexia and specific learning difficulties, but is not limited to assessments of these kinds. It is not intended to replace more general codes of ethics to which those employed in the fields of education, guidance and training may be subject. Dyslexia Guild members and practitioners agree to abide by this code.

### General Principles

#### ***Practitioners should:***

1. Practise within the boundaries of their competence.
2. Avoid claims for expertise that are potentially misleading.
3. Recognise the limits of their expertise and of the methods used, and seek advice from others when faced with issues which are at the limits of their professional expertise.
4. Give professional, balanced advice that is not guided by financial interest.
5. Respect individual and cultural differences amongst their clients and take steps to avoid discrimination and promote equality of access to services offered.
6. Respect clients' rights to confidentiality and take all reasonable steps to ensure their personal safety.
7. Have regard to the requirements of the recipients of assessment reports and conform to current standards and recommendations from relevant professional organisations, including the Dyslexia Guild.
8. Conform to the Guild's policies regarding Continuing Professional Development, keeping up to date with scientific, ethical, and legal developments relating to their professional activities.
9. Keep up to date with developments in regulations, test materials and procedures and ensure that their practice conforms to contemporary standards.
10. Respect the copyright of published materials.
11. Conduct yourself in a professional manner and avoid behaviour that might bring the profession and/or the Dyslexia Guild into disrepute.
12. Respond to complaints and take appropriate action quickly.  
(For example correcting any errors in assessment reports, or, when appropriate, offering a reassessment or returning any fee).



13. Co-operate with any investigation into a breach of this code and accept the findings of the Dyslexia Guild Board, which may include the withholding of an Assessment Practising Certificate and the publication of the findings of the investigation.

### **When Providing Assessment Services**

#### ***Practitioners should:***

14. Be honest and accurate in advertising their professional services and avoid ambiguous statements or claims that might be misleading to the public.
15. Provide services in appropriate settings, using materials and equipment that are fit for purpose.
16. Ensure that, as far as possible, clients are informed of the purposes and consequences of an assessment, or of other services offered.
17. Seek to obtain the informed consent of all clients to whom services are offered.
18. Have particular regard to the unequal power relationship of an assessment situation and take all reasonable measures to ensure that the client does not feel pressured or coerced into taking part in something against their will.

### **When Charging Fees for Assessment Services**

#### ***Practitioners should:***

19. Ensure that there is clarity, particularly in relation to consent and the disclosure of findings, in situations where several parties are involved in the commissioning of assessment services. (Examples here are: client-school-parent; client-examination body.)
20. When relevant, ensure that clients are aware as soon as possible of any costs that may be involved in the provision of services.
21. Be open about any financial interest in any goods and services which may be recommended.

### **In Providing Assessment Reports**

#### ***Practitioners should:***

22. Report their findings and professional conclusions accurately and honestly, resisting pressure to make statements or recommendations, even when under pressure to do so, which are not supported by the assessment data.
23. Express conclusions taking due regard of the full circumstances of the assessment and all relevant contextual and situational factors.

24. Avoid judgments that are based on hearsay, uncorroborated evidence and subjective opinion.
25. Remain within the parameters of established conventions of decision-making, when necessary checking on these conventions through discussions with colleagues.
26. Be aware of the potential limitations of the methods used and express conclusions and recommendations with due caution.
27. Not normally recommend only one course of action, but make the client aware of a range of recommended options from which the client may choose.
28. Acknowledge, and provide references to, any information, recommendations and other materials mentioned in a report, that are derived from the work of other individuals or organisations.
29. Keep full records of :
  - Details of referrals and the nature of the instructions
  - The evidence of seeking informed consent
  - The working papers and data obtained from the assessment for a period of not less than two years
  - The report of the assessment for a period of not less than five years

### **With regard to Confidentiality**

#### ***Practitioners should:***

30. Avoid forming relationships that may impair professional objectivity or otherwise lead to exploitation of, or conflicts of interest with, a client.
31. Maintain the confidentiality of assessment records and take steps to avoid inadvertent disclosure during the processing of assessment information.
32. Only disclose confidential information with the consent of clients or their authorised representatives, unless compelled to divulge information by a Court of Law.
33. Restrict the circulation of reports to those authorised by the client, or their representative(s).
34. Take steps to limit the use of a report to the purposes for which it was produced.

### **Dyslexia Guild**

#### **Code of Practice Reviewed and updated November 2014**

## Appendix 2: Professional Indemnity Insurance

### Valuable Information for all Dyslexia Guild Members

#### Professional Indemnity Insurance

Cover for dyslexia assessment and specialist teaching and support. It is a requirement for anyone with an Assessment Practising Certificate to be covered by Professional Indemnity Insurance whilst assessing. Although many assessors will be covered by their employer's insurance, anyone working privately must take out their own cover. Equally, anyone undertaking private teaching or training is strongly advised to be insured for their professional practice. The Dyslexia Guild has discussed these needs with a firm of insurance brokers, Howden, who are experienced in providing policies to education professionals. You are of course free to get your cover from any provider, but we think it is helpful for the Dyslexia Guild to recommend a firm which understands the type of cover needed for teaching, training and assessment, and where we have been able to negotiate discounted rates for Dyslexia Guild members, and three different levels of cover.

#### How much does it cost?

For members of the Dyslexia Guild who provide assessments and specialist teaching, including training and supervision of these activities:

As from 1<sup>st</sup> August 2017

	Limit of Indemnity*		
	£1,500,000	£3,000,000	£5,000,000
<b>Premium</b>	<b>£63.00</b>	<b>£75.00</b>	<b>£124.00</b>
<b>Insurance Premium Tax (rate of 12%)</b>	<b>£7.32</b>	<b>£8.76</b>	<b>£14.64</b>
<b>Administration Fee</b>	<b>£15.50</b>	<b>£15.50</b>	<b>£15.50</b>
<b>Total Amount Payable</b>	<b>£85.82</b>	<b>£99.26</b>	<b>£154.14</b>

The above premiums are applicable to individual sole traders. Quotes for limited companies, partnerships and charities are available upon request.

For more information please contact Howden directly, say that you are a member of the Dyslexia Guild and be prepared to give your Dyslexia Guild membership number. Study skills tutors should describe themselves as such and not as non-medical helpers.

#### Howden Insurance Brokers

8 Navigation Court, Calder Park, Wakefield WF2 7BJ

Tel: 01924 241945

Email: [enquiries@howdenpro.com](mailto:enquiries@howdenpro.com)