



LITERACY SPECIALISTS • TEACHERS • ASSESSORS

## Dyslexia Guild

### Obtaining or Renewing an Assessment Practising Certificate

**July 2020 v.1**

[dyslexiaguild.org.uk](http://dyslexiaguild.org.uk)



The Dyslexia Guild, Dyslexia Action, Centurion House, London Road, Staines-upon-Thames TW18 4AX

Web: [dyslexiaguild.org.uk](http://dyslexiaguild.org.uk) Tel: +44 (0)1784 222342

The Dyslexia Guild is the professional association for Dyslexia Action

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## About this Brochure

### **Disclaimer**

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## Explanation of Terms

The **Dyslexia Guild** is a 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

<b>APC</b>	Assessment Practising Certificate (can only be awarded by SASC approved organisations).
<b>Applicant</b>	The person applying for an Assessment Practising Certificate.
<b>APC Panel Assessors</b>	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.
<b>APL / APEL</b>	Accredited Prior Experience/ Learning.
<b>BDA</b>	British Dyslexia Association accredits specialist teaching and assessment courses. Eligible Grades of Membership for an Assessment Practising Certificate are: AMBDA or AMBDA FE/HE.
<b>CPD</b>	Continuing Professional Development.
<b>DSA</b>	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.
<b>PATOSS</b>	Professional Association of Teachers of Students with Specific Learning Difficulties. Eligible Grades of Membership for an Assessment Practising Certificate are: Full Member
<b>SpLD</b>	Specific Learning Difficulty.
<b>SASC</b>	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. The Joint Council for Qualifications also recognises the APC as being required by some 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.

### **Professional Indemnity Insurance**

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 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. Further details can be found on the Guild Member's website.

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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 2019 – 31 Aug 2020. (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. See the SASC website for further information: [sasc.org.uk](http://sasc.org.uk)

SASC also:

- 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.

### SASC Guidance Documents: Recent Publications

#### Assessment Tests and Report Formats

- SpLD Test Evaluation Committee Pre-16 List of Suitable Tests for the Assessment of Specific Learning Difficulties (SpLDs) - June 2020
- SpLD Test Evaluation Committee Post-16 List of Suitable Tests for the Assessment of Specific Learning Difficulties (SpLDs) - June 2020
- Reading and writing speeds and SpLD assessment – June 2020
- SASC Guidance on the assessment and identification of Developmental Coordination Disorder (DCD) / Dyspraxia – March 2020
- Tests for use in Assessments of Dyscalculia and Maths Difficulties – June 2020
- Working with the new SASC guidance on assessing for DCD/dyspraxia – June 2020

#### Guidance relating to the Covid 19 Pandemic

- Evaluations of Need by Remote Video Platform - June 2020
- Physical Distancing and SpLD Assessment: Alternative Consultations by Remote Online Video Platform – Essential Issues and Considerations- May 2020
- SASC Guidance on Face-to-Face Assessments under Easing of Restrictions – May 2020

For comprehensive recent updates and further guidance from SASC consult: [sasc.org.uk/Downloads.aspx](http://sasc.org.uk/Downloads.aspx)

## 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. Please download our **CPD Log** template from the website and complete this with your recent CPD activity.

SASC CPD Requirements Overview
<b>First APC Holders</b>
need to gain a minimum of thirty hours of CPD during the 3 years before their first renewal comprising at least: <ul style="list-style-type: none"><li>• 5 hours of SASC Authorised CPD each year before their first renewal. This CPD must be authorised by SASC and listed through the SASC website and</li><li>• 5 hours CPD, which may not have an assessed element, each year.</li><li>• Mentoring is strongly recommended. Mentoring could be SASC authorised and meet some of the above required core authorised hours. Mentoring could also be informal and be counted as fulfilling some of the rest of the CPD minimum requirements.</li><li>• CPD which is relevant to assessment should therefore equate to a minimum of <b>30 hours over three years</b>.</li></ul>
<b>Assessors who have had their 1st APC issued before 1st Sept 2018</b>
should have gained a minimum of <b>20 hours over three years</b> of which a minimum of five hours must be SASC authorised provision.
<b>Assessors who are renewing their APC for the 4<sup>th</sup> or Subsequent Time</b>
will need to have completed SASC authorised training in the New Report Format and provide evidence of this to their issuing body to maintain the validity of their APC. If at the time of renewal, the assessor has not completed this training they will have to do so and send a copy of the certificate of attendance to their issuing body by July 2020 to maintain the validity of their APC.

Additional advice can be found under **Section 6: Renewing your Assessment Practising Certificate** and on the SASC website: *SASC Guidelines on Continuing Professional Development 2019*.

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.

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. **Core 1 (C1)** principles of psychometrics, statistics, assessment and underlying theory
2. **Core 2 (C2)** SpLD testing methods, interpretation and test materials
3. **Supplementary 1 (S1)** changes in regulations and legislation relating to SpLDs
4. **Supplementary 2 (S2)** developments in SpLD research
5. **Supplementary 3 (S3)** approaches to teaching and support for SpLD

All CPD logs must include examples from the full range of all 5 topic areas, Core and Supplementary. To count towards meeting CPD requirements, professional development activities 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.

All CPD logs must include reflective analysis of CPD undertaken – considering what has been learned and how the material might impact on practice. You should address the following three questions when completing your records:

- What have you learned?
- What would you change as a result?
- How will it impact on your practice?

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: [sasc.org.uk/Events.aspx](http://sasc.org.uk/Events.aspx) as well as Dyslexia Action Courses for Qualified SpLD Professionals: [www.dyslexiaaction.org.uk/courses-for-qualified-spld-professionals/](http://www.dyslexiaaction.org.uk/courses-for-qualified-spld-professionals/)

## Section 4: Routes to obtaining an APC

There are several routes to obtaining an Assessment Practising Certificate; 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.

For all routes to achieving your APC 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. See the Dyslexia Guild Website: [dyslexiaguild.org.uk/](http://dyslexiaguild.org.uk/).

The routes available are as follows:

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 and/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 assessment and **not less than seven years of assessment experience** (immediately prior to their application).
4. **Renewal:** For those who have a current APC certificate and need to renew it. **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. If you choose to let your APC lapse for more than 12 months, we will ask you to reapply via the routes outlined above rather than the renewal route.
5. **4<sup>th</sup> Renewal and beyond:** For those who gained an APC and then have renewed successfully three times after the first three years. The application will not require an assessment report but will need evidence of completion of approved SASC CPD, (please note Exam Access Arrangements CPD alone is NOT sufficient).

## Section 5: Routes to gaining an APC

There are two stages to applying for an APC.

### Stage 1 All routes:

Apply by following the links from the Dyslexia Guild website. You will need to:

1. Hold current membership of the Dyslexia Guild (MDG or FDG) and to have provided up-to-date copies of your qualifications in Dyslexia/SpLD.
2. Have determined which Route you are applying for (see details on previous page).
3. Have completed the **APC Application Agreement Form**
4. Have a credit/debit card ready to pay the appropriate fee.

Stage 1 Documentation Required	
<b>Current Guild membership</b>	You can apply for membership online at: <a href="https://dyslexiaguild.org.uk/join-today/">dyslexiaguild.org.uk/join-today/</a> You should make sure your membership is current before applying for an APC. Please make sure you have provided a scanned copy of each relevant qualification at the time of applying for membership. Where qualifications are not BDA or SASC accredited please provide a transcript as well where possible. 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.
<b>APC Application Agreement Form</b>	A signed statement agreeing to terms and conditions relating to your APC Submission.
<b>Completed application form and fee</b>	This is completed online go to: <a href="https://dyslexiaaction.org.uk/assessment-practising-certificate/">dyslexiaaction.org.uk/assessment-practising-certificate/</a> and follow the link for your selected route. Please have your credit/debit card to hand for payment
<b>Route 1 under 5 years only</b>	Level 7 Postgraduate Specialist Assessor Qualification gained within the last 5 years. No further documentation is required. You do not need to proceed to the next stage.
<b>All other routes</b>	Should proceed to Stage 2.

If you are still unsure which route is suitable please refer to our **Flowchart to Routes** document [dyslexiaaction.org.uk/assessment-practising-certificate/](https://dyslexiaaction.org.uk/assessment-practising-certificate/) or the SASC website Courses Leading to SpLD Assessment Practising Certificate: [sasc.org.uk/SASC\\_Default.aspx?id=16](https://sasc.org.uk/SASC_Default.aspx?id=16) or call us to discuss your options.

### Stage 2 Route Specific:

Once your payment has been verified and your agreement form is uploaded you may proceed to Stage 2. For this you will require documentation which will be uploaded onto our Moodle site. You will be given a link to the site to do this. Your assessor will review your application and provide feedback through Moodle. See the next page for the documentation you will need to submit.

Stage 2 Documentation Required			
Documentation Required	Notes	Route	Check <input checked="" type="checkbox"/>
<b>Route 1+5, Route 2 and Renewal</b>			
1.	<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 psychometric tests. You must have significant assessment experience and meet the CPD requirements (Section 3) in full.	Route 1 over 5 years and Route 2 only
2.	<b>A CPD Log for the last three years</b>	A CPD Log template can be downloaded from our website. All routes except Route 1 under 5 years.  <b>Section 3</b> of this document has full details of what is required in a CPD Log.	Route 1 over 5 years, Route 2 and Renewals
3.	<b>An assessment report in the SASC Format</b>	A full dyslexia/SpLD assessment report in the recommended SASC Report Format. See the SASC website to download the correct report format. You will be required to use the new SASC report format from 1 <sup>st</sup> July 2020.  A report is not required for 4 <sup>th</sup> Renewals however training in the new SASC report format is required. <b>Section 7</b> of this document has full details of what is required for an assessment report.	Route 1 + 5 years, Route 2 and Renewals ( <i>not 4<sup>th</sup> Renewals</i> )
<b>Route 2 ONLY</b>			
4.	<b>Assessment Test Evidence</b>	Evidence of current practical application and skills in dyslexia/SpLD assessment and reporting comprising: 1. An assessment of which one hour has been filmed (separate information is provided on how to do this). 2. A supporting log of tests, scores and summary papers to accompany the Assessment Report.	Route 2 only
5.	<b>A Personal Statement</b>	This should review your current responsibilities for assessment for SpLD and specify the assessment materials that you use and are familiar with. This needs to be relevant to the particular phase of education in which you are involved in and signed and dated.	Route 2 only
6.	<b>A statement of support</b>	<b>from TWO</b> relevant professionals with recognised standing and experience in the area of assessment e.g. an Educational Psychologist, Learning Support Manager or SpLD qualified assessor, signed and dated.	Route 2 only

## **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.

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

- Current Guild Membership
- Qualified status as a specialist teacher of dyslexia/SpLD
- Relevant qualifications at Level 7 (Postgraduate/ Professional Certificate/Diploma or equivalent) **gained over 5 years ago** that are not recognised by current accrediting bodies
- Evidence of continuing professional development see Section 3: Continuing Professional Development)
- Experience in providing full diagnostic assessments over a period of **7 years**

**See the next page for the Additional Evidence required.**

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

### **1. 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.

### **2. A personal statement supporting your application**

This should:

- Confirm your experience as a specialist teacher of dyslexia/SpLD
- Confirm your current responsibilities for SpLD assessment and specify the assessment materials you currently use and are 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 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 SpLD qualified assessor for instance and should detail their awareness of your work in assessment, and how long they have worked with you.

### **4. A full professional assessment for dyslexia/SpLD should be undertaken.** See Section 7 on Submitting a full Assessment Report for dyslexia/SpLD. The following evidence must be provided:

- 1) One full dyslexia/SpLD assessment report in the recommended SASC Report format.
- 2) **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. Please remember to check that everything has recorded in its entirety before you submit it to us. If you have difficulties with uploading your information then please contact our Moodle 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.

## 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.

APC Renewal Requirements	
(First 3 renewals)	<ul style="list-style-type: none"> <li>• CPD Log for the last three years</li> <li>• One full dyslexia/SpLD assessment report in the recommended SASC Report format and 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. Example report formats are available on our website: <a href="http://dyslexiaaction.org.uk/assessment-practising-certificate/">dyslexiaaction.org.uk/assessment-practising-certificate/</a> N.B. You will be required to use the new SASC report format from 1<sup>st</sup> July 2020</li> </ul>
4 <sup>th</sup> APC Renewal Requirements	
(4 <sup>th</sup> Renewal and beyond)	<p>For those who have successfully renewed <b>3 times after</b> initially gaining an APC:</p> <ul style="list-style-type: none"> <li>• CPD Log for the last three years (N.B. Exams Access CPD alone is <b>NOT</b> sufficient for 4<sup>th</sup> renewal and beyond)</li> </ul>

### Evidence to Provide for renewal

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.

**CPD Requirements for First Time renewals** for those who gained their APC on or after 1<sup>st</sup> September 2018. The requirements are for 30 hours over the 3 years and should consist of

- **5 hours of SASC authorised CPD annually**
- **5 hours of other CPD annually**
- **10 hours** of the 30 hours should be focussed on **non-exam access arrangements**
- Some of this should be **mentoring** which can be SASC approved or otherwise

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 and the SASC website.

**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)

## Evidence Required for Fourth Renewal and beyond

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. **The date you first gained your APC is NOT a renewal**. An example is given below:

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

Please note:

- You must provide a Continuing Professional Development (CPD) Log undertaken in the last 3 years
- Fourth renewal focuses on CPD rather than report writing assessment
- All core and supplementary components should be covered
- CPD should include five hours of SASC Approved training that is **NOT updates on Exam Access Arrangements**
- There should be an emphasis on reflection when describing CPD

SASC sees it as important that a) assessors continue to pursue professional development in assessment and report writing and b) their CPD logs should include sufficient reflection and impact. CPD covered in the 3-year period should address all 5 areas:

- Core 1 (C1) principles of psychometrics, statistics, assessment and underlying theory
- Core 2 (C2) SpLD testing methods, interpretation and test materials
- Supplementary 1 (S1) changes in regulations and legislation relating to SpLDs
- Supplementary 2 (S2) developments in SpLD research
- Supplementary 3 (S3) approaches to teaching and support for SpLD

## 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 Lists of Suitable Tests:

- SpLD Test Evaluation Committee Pre-16 List of Suitable Tests for the Assessment of Specific Learning Difficulties (SpLDs) - June 2020
- SpLD Test Evaluation Committee Post-16 List of Suitable Tests for the Assessment of Specific Learning Difficulties (SpLDs) - June 2020

The latest versions can always be found on the SASC website: [sasc.org.uk](http://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 Disabled Student Allowance (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).

#### DSA Reports

- DfE has stated that any report written by an APC holder or HCPC registered psychologist prior to March 2019 can be used for DSA evidence
- Assessment reports undertaken from March 2019 should have been undertaken by an APC holder or HCPC registered psychologist for them to be valid for DSA purposes
- Report still has to meet standards. i.e. reports may be declined by universities if they do not contain enough evidence

SASC **new report format** key dates

- You will be required to use the new SASC report format from 1<sup>st</sup> July 2020
- The new format can be used from the 1<sup>st</sup> July 2019

**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 assessment 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 10).

Your submitted Assessment 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;** The identities of the person being assessed should be masked or anonymised (eg first name only) – but they should remain identifiable to you. 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 we ask to see them.
- 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 and the General Data Protection Regulation (2018)" 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 for an APC

1. You must be a Dyslexia Guild Member (MDG) or Fellow (FDG) before you can apply for an APC. To join as a member or to renew your membership go to [dyslexiaguild.org.uk/](https://dyslexiaguild.org.uk/)
2. **To apply for an APC go to: [dyslexiaaction.org.uk/assessment-practising-certificate/](https://dyslexiaaction.org.uk/assessment-practising-certificate/)**  
**Scroll down to the application section and select one of the following:**
  - Apply for an APC
  - Resubmit an application
3. **LOGIN**  
The link you select will take you to the Dyslexia Guild/Training website where you will need to Log in to your Guild Member account.
4. **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.**
5. **Check or enter your Personal Details**  
Your personal details should have been entered already if you have obtained membership with us. However, you should check that these details are correct.
6. **Upload your APC Application Agreement Form**  
A copy of this is available to download on our website.
7. **Pay the Correct Fees**  
Include the correct payment. See **Schedule of Fees Payable**. N.B.  
SASC maintains an online list for which you pay a small annual fee. This fee also includes your Associate Membership of SASC. Your APC issuing body collects the fee on behalf of SASC. It will be included in the cost of obtaining a new APC or renewing your APC. The table on the next page shows the fees to be paid to The Dyslexia Guild and which include your SASC listing for 3 years plus Associate Membership of SASC.
8. **Logout of the website and prepare your additional information in a folder**  
Your documentation should be ready to upload to Moodle. As soon as your payment has cleared, we will send you details (normally within 10 days) to enable you to upload your documentation to Moodle ready for the assessors to review.

## Schedule of Fees Payable

Application for APC	Notes	Fees Payable from April 2019 (inc VAT)
Route 1 (under 5 years)	Includes SASC registration	£180
Renewal and 4 <sup>th</sup> Renewal	Includes SASC registration fee	£180
Route 1 (over 5 years)	Includes SASC registration	£255
Route 2	Step One Evidence of Competence	£390
	Step Two APC Reports (Includes SASC registration)	£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. A confirmation invoice will be sent to you or your college/school once payment has been made.

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

**2. 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. Schools/Colleges or other employers can pay by credit/debit card as above.

#### 3. 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.

#### 4. Bank Transfer

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

Bank Account Name: Real Group Limited

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.

**Please note: Applications are NOT processed until full payment has been received.**

## 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 a 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 from receipt of payment and 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). Unless there is a letter/email detailing mitigating circumstances from you, a delay longer than 6 weeks means that it becomes a second application, with renewed cost. If your case has cause for concern and needs to be re-examined by another panel member this may take longer than 2 working weeks.

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?

SASC advises that the APC renewal process offers an opportunity both for individual professional development through feedback on assessment reports and for issuing bodies to support the overall aim of the review to underpin and improve assessment practice standards. These criteria<sup>2</sup> should be used by training providers and also apply where a report may be required in the initial application for an Assessment Practising Certificate.

Assessment reporting practice should evidence:

- **Accessibility** – to ensure assessment reports and their conclusions and recommendations are easily understood by and useful to the person assessed and to other relevant individuals, organisations and institutions e.g. those who administer the Disabled Students' Allowance, Special Educational Needs Coordinators, school, college or university support services and workplace supervisors, human resources managers or similar.
- **Consistency** – in reporting standards
- **Reliability** – to ensure that the identification of a student with a specific learning difficulty (e.g. dyslexia / dyspraxia / Developmental Co-ordination Disorder), is a robust diagnostic conclusion based on converging evidence from the developmental history, background information, observation, discussion and results of the tests administered. The evidence required will closely relate to a referenced definition of the relevant SpLD(s) and to the relevant diagnostic criteria
- **Clarity** – in reporting test results, within the body of the report on interpretive comment, showing how and why key elements of test performance contribute to cognitive and attainment profiles that do or do not lead to the subsequent identification of the person assessed with a specific learning difficulty. Synopses and commentary must contribute to a consistent picture throughout the report. If there are unusual results or irregularities in any area, they must be explained.
- **Efficiency and usefulness** –the writing style of the report should aim to achieve clarity, transparency and succinctness while presenting sufficient detail to support conclusions reached. Assessors should consider reader accessibility by using dyslexia-friendly formatting.

Although not necessarily demonstrated through the report evidence submitted, it is understood that for the assessment process the following issues have been incorporated into 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 professional body's code of ethics and standards of practice.

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<sup>2</sup> Simplified SASC Assessment Practising Certificate Report Criteria Jan 2020

The following are the criteria determined by SASC<sup>3</sup> and considered to be essential for all assessment reports. All reports should demonstrate that:

1. Confidentiality is maintained throughout the report.
2. The assessor has a thorough understanding of how cognitive processing contributes to the identification of the SpLD (s) under consideration.
3. A range of background information has been gathered from a variety of sources and that this has been used to inform the assessment and the diagnostic decision.
4. Age appropriate assessment materials have been chosen to cover all core components as relevant to the SpLD (s) under consideration (note that where adults are over 25, and no appropriate adult-normed test is available, tests can be used diagnostically, without quoting standard scores or level descriptors).
5. Information in the report reflects that tests have been administered correctly and all scores are calculated, converted and reported with 100% accuracy.
6. There is a thorough understanding of statistical terms and of different scoring systems used by different tests and subtests.
7. Judicious and accurate use is made of relevant statistical data within test manuals (for example prevalence).
8. Scores are related to the average with consistency and unexpected differences in performance are acknowledged and discussed.
9. Scores are accompanied by relevant qualitative analysis, observation and evaluation of performance, noting the possible effect on test performance of any compensatory strategies that might have been used.
10. All information is drawn together to provide a clear interpretation and synthesis of the assessment evidence.
11. The diagnostic decision is clearly stated and supported by evidence contained within the report, including the background information.
12. The diagnostic decision is mapped to an up to date and recognised definition of the SpLD(s) under consideration.
13. The impact of the identified SpLD(s) on the individual is recognised and outlined.
14. Recommendations are clear and individually tailored.
15. Accessibility has been considered for the non-specialist in terms of sensitive and professional language, format and length.

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<sup>3</sup> ibid

## Section 11: Further Information

For further information on APC Contact:	Address:
APC Administrator Email: <a href="mailto:apc@dyslexiaaction.org.uk">apc@dyslexiaaction.org.uk</a> Tel: 01784 222304	c/o Dyslexia Action Centurion House, London Road Staines-upon-Thames, TW18 4AX

### Useful Publications

- Anwen Jones and Katherine Kindersley (2017)  
**Dyslexia: Assessing and Reporting: The Patoss Guide.** London: Hodder Education,  
This book is helpful if you are conducting tests on those under 16 years of age.
- Barry Johnson, and Gareth Hagger-Johnson (2013)  
**Psychometric Assessment, Statistics and Report Writing: an introduction for psychologists, teachers and health professionals.** London: Pearson Assessment.  
Available from the Dyslexia Action Shop [dyslexiaactionshop.co.uk/](http://dyslexiaactionshop.co.uk/)
- Karen Goldfinger and Andrew M. Pomerantz (2014)  
**Psychological Assessment and Report Writing, 2<sup>nd</sup> Ed.** California and London: SAGE  
Provides useful information on the types of experiences students and practitioners encounter in real-world assessment settings.
- Lia Castiglione (Ed) (2018).  
**Dyslexia: Assessing the need for Access Arrangements during Examinations: a Practical Guide (5th Ed)**  
Evesham: Patoss

Copies of these and other titles, as well as selected test materials, are available to borrow from the National Dyslexia Resource Centre (NDRC) library as part of your Guild membership benefits. Contact the Guild Administrator [guild@dyslexiaaction.org.uk](mailto:guild@dyslexiaaction.org.uk) for details or log in to the Guild Members' website at: [dyslexiaguild.org.uk/](http://dyslexiaguild.org.uk/)