



LITERACY SPECIALISTS • TEACHERS • ASSESSORS

The Dyslexia Guild

Obtaining or renewing an Assessment Practising Certificate

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dyslexiaguild.org.uk



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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 Body 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.
SpLD	Specific Learning Difficulty.
SASC	SpLD Assessment Standards Committee is the regulatory body for APC issuing bodies and an accreditor for 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 teachers/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 Student Finance England (SFE) 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 \(JCQ\)](#) also recognises the APC as being required by some for the purposes of specialist assessment for Examination Access Arrangements.

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 purchase 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](#).

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 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 document.
- Regulates the [fees and charges for APC applications and renewals](#), as well as associate membership of SASC

SASC Guidance Documents: Recent Publications

Assessment Tests and Report Formats

[Suitable test information](#)

- SpLD Test Evaluation Committee Pre-16 List of Suitable Tests for the Assessment of Specific Learning Difficulties (SpLDs) – Revised June 2023
- SpLD Test Evaluation Committee Post-16 List of Suitable Tests for the Assessment of Specific Learning Difficulties (SpLDs) – Revised June 2023
- Evaluations of need and remote assessment - issued May 2021
- Test [guidance](#)
- [Assessment Report Guidance](#)

For comprehensive recent updates and further advice, consult the SASC website and their [downloads](#)

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](#) and complete this with your recent CPD activity.

SASC CPD Requirements Overview
New applications via Route One for those who qualified in the last 5 years - No CPD Required.
New applications via Route One plus 5 for those who qualified over 5 years ago - 30 hours of CPD carried out at any time during the last 3 years.
First time holders of an APC: you gained your APC and are renewing for the very first time
need to gain a minimum of thirty hours of CPD during the first 3 years before their first renewal comprising at least: <ul style="list-style-type: none">● 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● 5 hours CPD, which may not have an assessed element, each year.● CPD should include some component of mentoring. 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.● CPD which is relevant to assessment should therefore equate to a minimum of 30 hours over three years.
Assessors renewing for the second or third time
<ul style="list-style-type: none">● should have gained a minimum of 20 hours over three years of which a minimum of five hours must be SASC authorised CPD.
Assessors who are renewing their APC for the fourth and subsequent times (this does not include initial award but only renewal - see later table)
<ul style="list-style-type: none">● will need to have completed five hours of SASC authorised training in an area other than Exam Access Arrangements.

Additional advice can be found under **Section 6: Renewing your Assessment Practising Certificate** and on the [SASC website](#).

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 SASC approved courses.

All CPD should be taken from the following 5 areas (Core Areas C1 and C2 and Supplementary areas 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)** change 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 **reflective analysis** of CPD undertaken – considering what has been learned and how the material might impact on practice. See the [SASC website for approved courses](#) as well as our SASC approved course [Dyslexia Action 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 at the MDG or FDG grade. See the [Dyslexia Guild Website](#)

The routes to APC are as follows:

1. **Route One:** For those individuals who have **never held an APC before**, but have obtained [an approved SpLD qualification](#) **within the last five years*** and confers membership at the level of Member of the Dyslexia Guild (MDG). *The date you obtained your SpLD qualification not your AMBDA membership.
2. **Route One (plus 5 years):** For those individuals who have **never held an APC before**, and obtained [an approved SpLD qualification](#) **over five years ago*** and confers membership at the level of Member of the Dyslexia Guild (MDG). *The date you obtained your SpLD qualification not your AMBDA.
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). More information can be found in Section 5 of this brochure.
4. **Renewal:** For those who have a current APC certificate and need to renew. **Please note:** Individuals with a current Assessment Practising Certificate are required to renew their APC every three years. If lapsed, an assessor is no longer eligible to carry out assessments for DSAs or for Examination Access Arrangements.
5. **4th Renewal and beyond:** For those who gained an APC and have then gone through the renewal process successfully three times. The application will not require an assessment report but will need evidence of completion of approved SASC CPD with reflective analysis. **As stated above:** this approved CPD should not be related to Exam Access Arrangements updates.

Section 5: Routes to gaining an APC

There are **two stages** to applying for an APC.

Stage 1 All routes:

Apply via the [Dyslexia Guild website](#). You will need to:

1. Hold [current membership of The Dyslexia Guild \(MDG or FDG grade\)](#) and will have provided up-to-date copies of your qualifications in Dyslexia/SpLD.
2. Have determined which route you are applying for (see details in Section 4).
3. Be ready to pay the [appropriate fee](#).

Stage 1 Documentation Required	
Current Guild membership at MDG or FDG grade	You can apply for membership online . You should make sure your membership is current before applying for an APC. Where qualifications are not SASC accredited please provide a transcript 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).
Completed APC application form and fee	Complete the APC application online for your selected route. Please have your credit/debit card to hand for payment. Pay later options will delay your application until payment is received.
Route 1 under 5 years only	Specialist Assessor Qualifications gained within the last 5 years. No further documentation is required. You do not need to proceed to Stage 2 documentation.
All other routes. (Route 2 does not appear on our website, so contact us using the details below)	Should then proceed to Stage 2.

If you are still unsure which route is suitable please refer to our **Flowchart of Routes** document or the SASC [Approved SpLD Qualification leading to Assessment Practising Certificate](#) or call us on 01784 222 342 to discuss your options.

Stage 2 Route Specific:

Once your payment has been verified and you have agreed to terms you may proceed to Stage 2. You will be contacted by the APC and Moodle Administrators, with a link to upload your documentation to our Moodle site. An APC Panel assessor will review your application, and feedback will be sent to you from the APC administrator. See the panel below for Stage 2 documentation you will need to submit.

APC application Stage 2 Documentation Required

Documentation Required	Notes	Route	Check ✓	
<u>Route 1+5, Route 2 and Renewal</u>				
1.	A full Curriculum Vitae	Giving details of all relevant qualifications, experience and training directly relevant to SpLD assessment . Your training should have included the use of psychometric tests. You must have significant assessment experience, not just Exams Access Arrangements.	Route 1 over 5 years and Route 2 only	
2.	A CPD Log for the last three years	A CPD Log template can be downloaded from our website . All routes except Route 1 (qualified under 5 years ago). Section 3 of this document has full details of what is required in a CPD Log.	Route 1 over 5 years, Route 2 and Renewals	
3.	An assessment report in the SASC Format	A full dyslexia/SpLD assessment report in the recommended SASC Report Format. See the SASC website for the latest guidance Reports must include an evaluation of literacy even if carried out for dyscalculia. A report is not required for 4th Renewals however training in the new SASC report format is required. Section 7 has details of assessment report requirements.	Route 1 + 5 years, Route 2 and Renewals (<i>not 4th Renewals</i>)	
Route 2 ONLY will also require this additional documentation				
4.	Assessment Test Evidence	Evidence of current practical application and skills in dyslexia/SpLD assessment and reporting comprising: 1. A full diagnostic assessment written in the SASC format where three <u>subtests</u> from three different areas of testing are recorded i.e. Digit Forwards (TOMAL2), Diamonds (WRIT), Elision (CTOPP2) . 2. A supporting log of tests, scores and summary papers to accompany the Assessment Report.	Route 2 only	
5.	A Personal Statement	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, signed and dated.	Route 2 only	
6.	A statement of support	from TWO 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 (APEL)

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 currently recognised by 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 assessments for dyslexia/SpLD over a period of 7 years PRIOR to their application** for an Assessment Practising Certificate. **Contact us on 01784 222 342 before you apply.**

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 that are [not listed on the SASC website](#).
- Evidence of continuing professional development see Section 3: Continuing Professional Development)
- Experience in providing assessments over a period of **7 years**

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:

- o Clarify your current responsibilities for SpLD assessment and specify the assessment materials you currently use and are familiar with.
- o Demonstrate understanding of all aspects of processing documentation and managing special arrangements for learners with SpLD/dyslexia.
- o 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 provided by an Educational Psychologist, Learning Support Manager or SpLD qualified assessor for instance and should detail their awareness of your work in assessment, and dates of when 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](#). Reports must include a literacy element even if carried out for dyscalculia [see SASC guidance](#).
- 2) A video of some parts of the same assessment that is being submitted:
 - a) This should illustrate you clearly when carrying out four subtests from different areas of testing. We recommend that you use Digit Forwards (TOMAL2), Vocabulary and Diamonds (WRIT) and Elision (CTOPP2) or similar alternatives as these show a range of assessment skills.
 - b) The test taker's face should not be shown in this video but the angle of the camera should include you and your deskpace.
 - c) The score sheets that relate to your assessment should also be provided.
 - d) Please remember to check that everything is 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.

Section 6: Renewing Your Assessment Practising Certificate

As a qualified specialist you should check all the details in your assessment report for inaccuracies very carefully to ensure that your application is successful when submitted. **Please apply for renewal at least two months (but no earlier than six months) before the expiry date of your current certificate to ensure there is enough time to process the renewal documentation.** Applying earlier will take into account the possibility that you may need to resubmit your application which will prolong your application further.

If you are unsure about any aspect, contact us by email apc@dyslexiaaction.org.uk or Tel. 01784 222 342

APC Renewal Requirements	
I already hold/held a current APC that needs to be renewed.	<ul style="list-style-type: none">● CPD Log for the last three years● 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.
4 th APC Renewal Requirements	
I have renewed my APC three times already and this is the fourth time	For those who have successfully gone through the renewal process 3 times after initially gaining an APC, only a CPD Log for the last three years is required but the SASC approved hours should not include Exams Access updates CPD

CPD Requirements for those renewing for the very First Time

The requirements are for **30 hours over the 3 years** and should consist of

- **5 hours of SASC authorised CPD annually** (there is currently some flexibility on when this has been taken due to pandemic lockdown in 2020 and 2021)
- **5 hours of other relevant CPD annually**
- **10 hours** of the 30 hours should be CPD that is **NOT** updates on **exam access arrangements**
- Some of this should be mentoring, either SASC approved or otherwise

Evidence to Provide for renewal for those who are renewing for the second or third time.

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 really important that all applicants undertake the following actions **prior to** submitting your application and your report:

Review the relevant SASC documentation concerning guidelines and [suitable tests](#) (also see [Section 2](#) of this document).

Review the Table of Assessor's Criteria (See [Section 10](#))

Download and complete the CPD Log to ensure that you have sufficient CPD in place (See [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 gained	2011
First renewal	2014
Second renewal	2017
Third renewal	2020
Fourth renewal – CPD log and renewal fee only	2023

- You must provide a Continuing Professional Development (CPD) log undertaken in the last 3 years
- The fourth renewal focuses on CPD rather than report writing assessment
- All [core and supplementary components](#) should be covered:
 - Core 1 (C1) principles of psychometrics, statistics, assessment and underlying theory
 - Core 2 (C2) SpLD testing methods, interpretation and test materials
 - Supplementary 1 (S1) change in regulations and legislation relating to SpLDs
 - Supplementary 2 (S2) developments in SpLD research
 - Supplementary 3 (S3) approaches to teaching and support for SpLD
- CPD should include five hours of SASC Approved training but this should not include **updates on Exam Access Arrangements**
- There should be an **emphasis on reflection** when describing CPD

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 2023
- SpLD Test Evaluation Committee **Post-16** List of Suitable Tests for the Assessment of Specific Learning Difficulties (SpLDs) - June 2023

You can find [guidance on individual test batteries on the SASC website](#).

You should only use tests taken from the SASC lists available on their website. You **must not** carry out assessments on family members as this constitutes a conflict of interest and is not considered appropriate by The Dyslexia Guild, SASC or Student Finance England (for DSA reports).

[DSA Applications](#) by prospective or current students should be supported by diagnostic reports carried out by APC holders and HCPC-registered psychologists and a report written at any time and for a person of any age can be accepted. This means that reports written for young children may be used for DSA purposes in the future. All diagnostic reports should therefore meet SASC standards or they may be declined by Student Finance England.

Note that reports should include an evaluation of literacy even if the referral has been for maths difficulties as quite often these difficulties can be explained by dyslexia. For more information see [SASC dyscalculia guidance under downloads](#).

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

- Identify appropriate methods and materials for assessing a particular individual.
- 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 of this document).

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

- accurately administer, score and interpret standardised tests of cognitive ability, aptitude and attainment in the context of diagnosing dyslexia ([even if your report focuses on dyscalculia](#))
- make appropriate teaching and/or support recommendations based on the assessment
- write an assessment report that is appropriate for purpose

Your report should:

- **be** anonymous; The identity of the person being assessed should be masked (e.g. first name only or a pseudonym). 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. Remember not to write full names on the score sheets or to delete them if needed.
- have been **carried out in the last 18 months**
- contain a **complete table of results reporting confidence intervals for composite scores (although confidence intervals for subtests can also be included if they are helpful)**. 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'
- **not** previously **have been submitted** to either BDA or PATOSS for APC applications or renewals

[SASC currently advises](#) that no data protection policy statement is required on the report itself although they recommend that assessors have their own policy that is shared with clients. Nevertheless, by law most information gathered during a typical assessment does not require consent as it is integral to the fulfilment of the task of assessing but there are some **special category data** exceptions and these are outlined on the [Information Commissioner's office website](#).

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. Please [join](#) us or renew via the [Guild member area](#).
2. **Login** if you have not already done so, now open a new web browser page and then
3. [Apply for an APC](#)
4. Prepare to make your payment. We advise applicants to pay by credit or debit card at the time of application so that their application can be speedily processed. If your employer is paying and requires an invoice, please ask for a Purchase Order from your employer before applying. When you do apply, send us the PO, and insert your employer billing information into the APC application. Please note that this method will delay your application and we suggest that to speed up the process it is often quicker for you to pay, and then claim back the fee via an expenses claim to your employer. **Applications that are not paid for at the time of submission will not be processed until payment is made.**
5. **Pay the Correct Fees.** See the **Schedule of Fees Payable** on the next page. SASC invites you to become an associate member and maintains an online list of [APC holders](#) for which you pay a small annual fee. As an APC issuing body we collect the fee on behalf of SASC and it is automatically 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 the SASC fees.
6. Once you have filled out the application and the fee has been received, we will contact you with a link where you can upload your documentation to Moodle. As soon as your payment has cleared, **we will send you details to enable you to upload your documentation** to Moodle ready for the assessors to review. **Please note this may be several days after your payment. Check your junk/spam folder and contact us if you have not heard from us within 5 working days.**

Schedule of Fees Payable

Application for APC	Notes	Fees Payable up to 31.12.2023 (incs VAT)	Fee payable from 1st January 2024
Route 1 (under 5 years)	Includes SASC registration fee	£180	£210
Renewal and 4 th Renewal	Includes SASC registration fee	£180	£210
Route 1 (over 5 years)	Includes SASC registration fee	£255	£300
Route 2	Step One Evidence of Competence	£390	Full fee of £555 is payable at point of application
	Step Two APC Reports (Includes £30 SASC registration)	£165	
Resubmission of a renewal report	Feedback will be provided which will consist of the reasons for a report not meeting SASC criteria. See Section 9	£110	£180
Resubmission of a Route 1 (over 5 years)	Feedback will be provided which will consist of the reasons for a report not meeting SASC criteria. See Section 9	£110	£270

How to pay

1. By Credit or Debit Card

Enter details at the payment stage of the online application. A confirmation receipt will be sent to you.

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*** - this payment method may delay your application. **Make payable** to 'Real Group Limited'. Print out the registration/booking page and post it with the cheque enclosed to: Finance/ APC Administrator, Real Training, 70-72 Stour Street, Canterbury, CT1 2NZ.

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

Please note: fees are not refundable once an application has been submitted. Should an application fail, the SASC fee of £30 for listing on their website can be refunded, please supply the APC Administrator with your refund details. All payees will be sent a receipt by email. *Applications are NOT processed until full payment has been received, cheques and invoices may delay your application.

Section 9: Application Review and Processing

APC Assessors

Dyslexia Action Guild has a team of APC panel assessors who are experienced professionals in the field of dyslexia/SpLD assessment. The Assessment Panel is led by the Head of the Dyslexia Guild, Dr Anna Smith who is also a Dyslexia Guild representative on the SpLD Assessment Standards Committee (SASC) 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** or less 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 resubmission must be made as soon as possible (unless otherwise advised by the APC Panel Assessor or APC Administrator), 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 from our APC Panel Assessor(s)**. 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 **Reapplication** fee tick box in payment field of application.

If the resubmission is reviewed by a member of the APC Panel **and if you are still 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.

We offer a **mentoring service**, contact the APC Administrator for details, apc@dyslexiaaction.org.uk or Tel. 01784 222 342.

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 criteria¹ 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 or 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. Synopsis 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.

¹ [Simplified SASC Assessment Practising Certificate Report Criteria \[effective date 1 Jan 2020\]](#) (accessed 11 August.2023)

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.

The following are the criteria determined by SASC² 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 and/or tables describing score differences).
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.

² [ibid](#)

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.

Section 11: Further Information

For further information on APC Contact:	Address:
APC Administrator Email: apc@dyslexiaaction.org.uk Tel: 01784 222342	c/o Dyslexia Action Centurion House, London Road Staines-upon-Thames, TW18 4AX

Useful Publications

- Chinn, Steve. (2020) **More Trouble with Maths: A complete manual to identifying and diagnosing mathematical difficulties** (3rd Edn.) London: Routledge. *The tests and checklists contained within have been approved by the SpLD Test Evaluation Committee for inclusion in both its Pre-16 and Post-16 List of Suitable Tests for the Assessment of Specific Learning Difficulties (SpLD). Title available from the [Dyslexia Action Shop](#)*
- Everatt, John, and Denston, Amanda. (2020) **Dyslexia: Theories, Assessment and Support**. Abingdon: Routledge
- Muter, Valerie. (2021) **Understanding and Supporting Children with Literacy Difficulties: An Evidence-Based Guide for Practitioners**. London: Jessica Kingsley Publishers. *Contains chapters on Co-occurrence and general principles of report writing.*
- Phillips, Sylvia, and Kelly, Kathleen. (2018) **Assessment of Learners with Dyslexic-Type Difficulties**. 2nd edn. London: Sage.
- Jones, Awen and Kindersley, Katherine. (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.*
- Johnson, Barry and Hagger-Johnson, Gareth. (2013) **Psychometric Assessment, Statistics and Report Writing: an introduction for psychologists, teachers and health professionals**. London: Pearson Assessment. *Title available from the [Dyslexia Action Shop](#)*
- Goldfinger, Karen and Pomerantz, Andrew M. (2014) **Psychological Assessment and Report Writing**, 2nd Ed. California and London: SAGE. *Provides useful information on the types of experiences students and practitioners encounter in real-world assessment settings.*
- Castiglione, Lia. (Ed) (2021) **Dyslexia: Assessing the need for Access Arrangements during Examinations: A Practical Guide** (6th Ed) Evesham: Patoss.
- *Specific Learning Difficulties (SpLD) Assessment Standards Committee (SASC) (April 2022) Consultation Paper on the identification of and effective intervention for literacy difficulties in children and adults. Implications for the assessment of dyslexia. Available at: <https://www.sasc.org.uk/Downloads.aspx> (Accessed: 8 September 2022)*

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 or library@dyslexiaaction.org.uk for details or log in to the [Guild Members' website](#)

Guild members are eligible for up to 10% discount on [Dyslexia Action Shop](#) purchases.