

## **The Dyslexia Guild**

### **Obtaining or renewing an Assessment Practising Certificate**

**2025-2026 v 1**

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

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The Dyslexia Guild is the professional association for Dyslexia Action and Real Group

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## About this Brochure

### Disclaimer

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## Explanation of Terms

**The Dyslexia Guild** is a membership body that 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 (APC) 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 Dyslexia Guild, who examine the applicant's documentation to ensure it meets the regulations and decide if the application is approved or otherwise

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

**BDA** British Dyslexia Association

**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 the report writing and assessment standards required by Student Finance England (SFE) for the Disabled Students Allowance (DSA). 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. Specialist assessors will also have met the course accreditation criteria. The [Joint Council for Qualifications \(JCQ\)](#) also recognises an APC as a qualification that allows specialist assessment for Examination Access Arrangements.

An APC 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 The Dyslexia Guild is a requirement for obtaining an APC with us. 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 and become invalid.

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 APC 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 APC 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/DfE 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 APC and maintains a list of approved evaluators. SASC has authorised the Dyslexia Guild to issue APCs on its behalf. [See the SASC website](#) for further information

SASC also:

- Provides a membership service for APC holders
- Holds an annual conference that is free for SASC members
- Maintains an online **Register of Approved Assessors** who hold a current APC
- Has a searchable list of **Approved CPD courses**. See Section 3 in this document
- Regulates the fees and charges for APC applications and renewals
- Provides [guidance documents](#) for assessment available for download
- Provides [Assessment Report Format templates](#)
- Maintains a list of [suitable test information](#).

As an APC holder, it is essential to consult the SASC website and their [download](#) section on a regular basis.

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

All professionals wishing to renew or obtain an APC 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
<b>New applications via Route One for those who qualified in the last 5 years</b> - No CPD Required.
<b>New applications via Route One plus 5 for those who qualified over 5 years ago</b> - 30 hours of CPD carried out during the last 3 years.
<b>First time holders of an APC: you gained your APC and are renewing for the very first time:</b>
A minimum of <b>thirty hours of CPD during the first 3 years</b> is required <sup>1</sup> comprising at least: <ul style="list-style-type: none"><li>• 5 hours of SASC Authorised CPD <b>each year</b> 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, <b>each year</b>.</li><li>• SASC advises that <a href="#">CPD should include some component of mentoring</a>. 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 renewing for the second or third time</b>
<ul style="list-style-type: none"><li>• Should have gained a minimum of <b>20 hours CPD over three years</b> of which a minimum of five hours must be <a href="#">SASC authorised</a>.</li></ul>
<b>Assessors who are renewing their APC for the fourth and subsequent times (note this is fourth renewal and does not include initial award (see later table))</b>
<ul style="list-style-type: none"><li>• Will need to have completed five hours of SASC authorised training in areas other than Exam Access Arrangements.</li></ul>

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](#) 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 the appropriate number of 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):

- **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

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](#).

<sup>1</sup> This does not apply if your APC was issued before 1st September 2018 where a total of 20 hours of CPD is required 5 of which needs to be SASC approved.

## Section 4: Routes to obtaining an APC

There are several routes to obtaining an APC. 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.

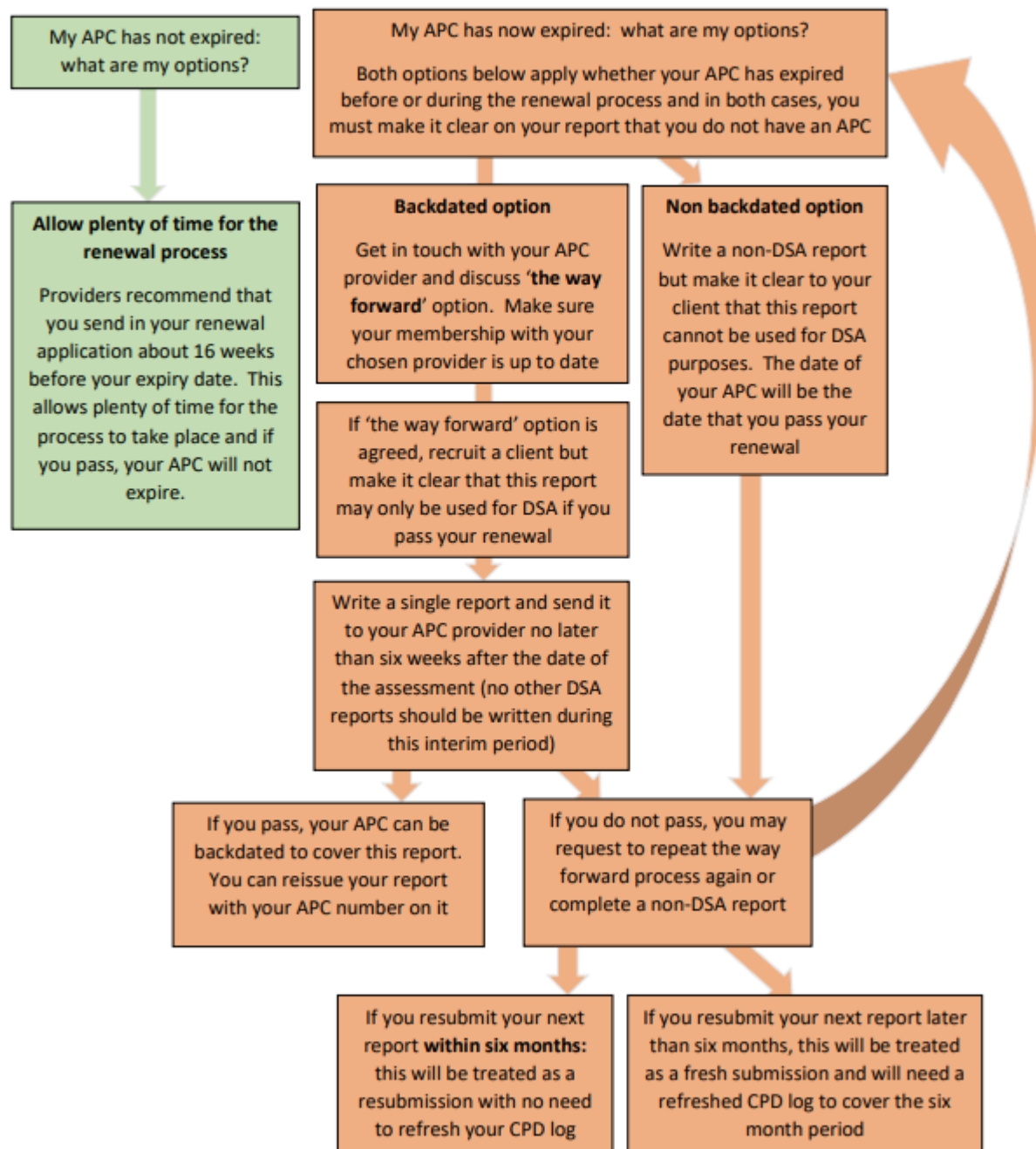
For all routes to achieving your APC with us you need to be a current member of The Dyslexia Guild at MDG or FDG grade, and **maintain the membership during the period for which your APC is valid**. See the [Dyslexia Guild Website](#)

The routes to APC are as follows:

- **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
- **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 to be confused with dates of memberships such as AMBDA)
- **Renewal:** For those who have an APC certificate and need to renew.  
**Please note: Individuals** with a current APC 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. If required, an arrangement can be made with the issuing body to carry out an assessment that has the potential to be used for DSA purposes. This arrangement, known as 'The Way Forward' means that a report can be written at any time but must be submitted to the issuing body no later than six weeks from the date of the report. If an APC is then successfully renewed, this can be backdated to cover the report written. Please see Figure 1 for more information on The Way Forward.
- **4th Renewal and beyond:** For those who gained an APC and who 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 detailed reflective analysis. As stated on the SASC website: The SASC authorised element of this CPD for the 4th or subsequent APC renewal **should be other than on Access Arrangements**.



# I need to renew my APC: what should I do?



Cross Standardisation Group, July 2024

Figure 1: Flow diagram to illustrate how The Way Forward works

## Section 5: How to apply for 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](#). Once your payment has been verified and you have agreed to terms you may proceed to Stage 2.

Stage 1 Documentation Required	
<b>Current Guild membership at MDG or FDG grade</b>	You can <a href="#">apply for membership online</a> . You should make sure your membership is <u>current</u> 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 should be provided. If you have lost a certificate you must get a copy or a transcript or validity statement from the relevant awarding body).
<b>Completed APC application form and fee</b>	Complete the <a href="#">APC application online</a> for your selected route. Please have your credit/debit card to hand for payment. If you choose the 'pay later' option this will require a purchase order and invoice payment to clear and is also subject to an additional £25+VAT charge which may delay your application.
<b>Route 1 <u>under 5 years</u> only</b>	<a href="#">Specialist Assessor Qualifications</a> <b>gained within the last 5 years</b> . No further documentation is required. You do <u>not</u> need to proceed to Stage 2 documentation.
<b>All other routes</b>	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](#).

You can also email us at [apc@dyslexiaaction.org.uk](mailto:apc@dyslexiaaction.org.uk) or call us on 01784 222342 to discuss your options.

## Stage 2

You will be sent a link from moodlesupport@dyslexiaaction.org.uk, **to upload your documentation** to our Moodle site. Please check your spam, junk or trash first and if you have not received this within 7-10 working days please call us.

See the panel below for Stage 2 documentation that you will need to submit.

Stage 2 Documentation Required				
Documentation Required		Notes	Route	Check ✓
Route 1+5 and Renewal				
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, not just Exams Access Arrangements.	Route 1 over 5 years	
2.	<b>A CPD Log for the last three years</b>	A <a href="#">CPD Log template can be downloaded from our website</a> . All routes except Route 1 (qualified under 5 years ago). <b>Section 3</b> of this document has full details of what is required in a CPD Log.	Route 1 over 5 years, and Renewals	
3.	<b>An assessment report in the SASC Format</b>	A full dyslexia/SpLD assessment report in the recommended SASC Report Format. <a href="#">See the SASC website for the latest guidance</a> Reports must include an evaluation of literacy even if carried out for dyscalculia. A report is not required for a <a href="#">4<sup>th</sup> Renewal</a> . <b>See Section 7</b> below for details of assessment report requirements.	Route 1 + 5 years, and Renewals ( <i>not 4<sup>th</sup> Renewals or beyond</i> )	

Please check you have uploaded the correct documentation after which you will receive an email confirmation. Your application will then be passed to the next available panel assessor who will review your application, and feedback will be emailed to you from the APC administrator.

It is important to note that an 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.

## Section 6: Renewing Your Assessment Practising Certificate

**If you are joining us from another professional body, please note that**

We can not transfer current APC's between professional bodies however, you can apply to renew your APC with The Dyslexia Guild up to **6 months prior to expiry**.

If you hold a current APC with The BDA or PATOSS you must not cancel your membership with them until your APC has expired as it will become invalidated.

As a qualified specialist you should check all the details in your assessment report for inaccuracies very carefully. If your APC has expired when a report was commissioned this should be reflected on the front cover of your report 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 of this process, contact us by email [apc@dyslexiaaction.org.uk](mailto:apc@dyslexiaaction.org.uk) or call 01784 222342

APC Renewal Requirements	
I already hold/have previously held a current APC that needs to be renewed.	<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</li><li>● <b>If your APC has expired you need to make this clear on the front sheet of your report for your client and include a covering letter to The Dyslexia Guild with your apc application documentation</b></li></ul>
4 <sup>th</sup> APC Renewal Requirements	
I have <u>renewed</u> my APC three times already and this is the fourth time	For those who have successfully gone through the renewal process <b>3 times after</b> initially gaining an APC, only a CPD Log for the last three years is required, but the SASC approved CPD hours should <u>not</u> include <a href="#">Exams Access updates</a>

### CPD Requirements for those renewing for the very first time

The requirements are for **30 hours over the 3 years** prior to renewing, and should consist of:

- **5 hours of SASC authorised CPD annually**
- **5 hours of other relevant CPD annually**
- **Mentoring** is strongly recommended. , either SASC approved or otherwise
- If your CPD does not reflect the above, please use the comment box on your CPD log to advise your assessor of the reason why.

### CPD Requirements for those renewing for the second or third time

In order to renew your APC, 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 (5 hours of which should be SASC authorised) 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 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:

<b>Assessment Practising Certificate gained</b>	<b>2013</b>
First renewal	2016
Second renewal	2019
Third renewal	2022
<b>Fourth renewal – CPD log and renewal fee only</b>	2025

- You must provide a Continuing Professional Development (CPD) log undertaken in the last 3 years
- The fourth renewal focuses on CPD and **reflective analysis** 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
- The SASC authorised elements of this CPD for the 4th or subsequent APC renewal should have a focus that is not Exam Access Arrangements (EAA)
- 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 **latest** [SASC List of Suitable Tests](#)

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

You should use tests taken from the SASC lists available on their website, if you use other tests you will have to defend your reasons for doing so. You **must not** carry out assessments on family members or friends 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. This 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 anonymised; 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:

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

## C: Make appropriate recommendations based on your findings

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

- An **understanding** of the nature of specific learning difficulties and identifying learners with SpLD
- The **effective** communication of 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
- The **demonstration** of an understanding of the affective issues observed in learners with SpLD.



## Section 8: How to Apply for an APC

1. You must be a Guild Member (MDG) or Fellow (FDG) before you can apply for an APC  
Please select [join](#) us or renew via the [Guild member area](#) before proceeding any further
2. Log in into your member account and remain logged in
3. See the **Schedule of Fees below** before you progress
4. Start [your application](#) you will be asked how you want to pay, debit/credit card payments should be made at the time of application. Those who require an invoice upfront should select the 'pay later' option (this will incur an additional fee of £25+VAT). If your company uses a purchase order (PO) system you must have the PO number to hand before you can start the application). Please note the 'pay later' method may delay your application as we do not process applications until payment is received
5. Once **you have completed the application and the payment has been received**, only then will you be emailed a link to upload your documentation to Moodle to be reviewed by an assessor. **If you have not received this link within 7-10 working days, please check your junk/spam folder before contacting us.**

### Schedule of Fees Payable

Application for APC	Notes	Fee payable <a href="#">from 1st January 2024</a> (inc VAT)
<b>Route 1</b> (under 5 years)	Includes SASC registration fee	£210
<b>Renewal and 4<sup>th</sup> Renewal</b>	Includes SASC registration fee	£210
<b>Route 1</b> (over 5 years)	Includes SASC registration fee	£300
<b>Resubmission of a renewal report</b>	Feedback will be provided which will consist of the reasons for a report not meeting SASC criteria. The fee does not include the SASC registration fee as this has already been paid. <b>See Section 9</b>	£180
<b>Resubmission of a Route 1</b> (over 5 years)	Feedback will be provided which will consist of the reasons for a report not meeting SASC criteria. Does not include a SASC registration fee (as above). <b>See Section 9</b>	£270
<b>SASC membership fee</b> SASC invites you to become an associate member and maintains an online list of <a href="#">APC holders</a> for which you pay a small annual fee. As an APC issuing body we collect the fee on behalf of SASC which is <u>automatically included</u> in the cost of obtaining a new APC or renewing your APC.		
<b>Please note:</b> fees are not refundable once an application has been submitted. If a resubmission fails, the SASC fee of £30 for listing on their website can be refunded, please contact the APC Administrator for more details. All payees will be sent a receipt by email. <b>*Applications are NOT processed until full payment has been received.</b>		

### **BACS Transfer Bank Details for those who have selected 'pay later'\***

Bank Name: Metro Bank Bank Account Name: Real Group Limited Bank Address: One Southampton Row, London, WC1B 5HA	Bank Account Number: 22928494 Bank Sort Code: 23-05-80 IBAN: GB76YMB23058022928494 Swift Code: MYMBGB2L
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## Section 9: Application Review and Processing

### APC Assessors

The Dyslexia 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 the Cross-Standardisation Committee meeting of the three awarding bodies (BDA, The Dyslexia Guild and Patoss). Your application will be passed to a member of our team to review. We may submit your application to more than one panel member for approval to ensure fair practice.

### 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. If we are required to chase for missing or incomplete data then this can take longer. Our APC Applications Panel must meet rigorous standards set by SASC, so any of these factors may delay your application further.

Please be aware that application may take longer during holiday periods.

### 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. You will receive a link to the resubmission payment see the Section on **Schedule of Fees Payable**.

This outlines the resubmission process for an assessment application:

- **Timeline:**
  - Resubmission is required ASAP, within 6 weeks, to keep the original application active (unless mitigating circumstances are provided)
  - The resubmission will be processed as quickly as possible.
  - Please be aware that resubmission may take longer during holiday periods.
- **Resubmission Requirements:**
  - It must be a completely new assessment report with a new learner
  - It must address the feedback from the original assessment
  - Evidence of CPD since the first application must be included
  - If the current APC has lapsed, a diagnostic report cannot be used to make a claim for DSA
  - Upload all documentation via the original Moodle account after paying the resubmission fee
- **Second Unsuccessful Attempt:**
  - Feedback will be provided with recommendations for further training or mentoring
  - Re-applications are not considered within 2 months of this feedback, to allow time for the recommended training or mentoring
  - Evidence of the mentoring or training can be provided with the next re-application and is often strongly recommended.
- **Repeated Resubmissions:**
  - The process can be repeated as needed.
  - CPD logs must be kept up-to-date.

We offer a **mentoring service** for those who have failed and feel they need further guidance, contact the APC Administrator for details, [apc@dyslexiaaction.org.uk](mailto:apc@dyslexiaaction.org.uk) or Tel. 01784 222342.

## 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](#) should be used by training providers and also apply where a report may be required in the initial application for an APC.

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
- **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
- **Consistency** – in reporting standards
- **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
- **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. Please make use of the [SASC guidance for SpLDs](#).

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.

You should always follow the [criteria](#) determined by SASC.

## Section 11: Further Information

### 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 the 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**. 2<sup>nd</sup> 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**, 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.*

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

### **The Dyslexia Action Shop**

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

### **Contact Details**

APC Administrator

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