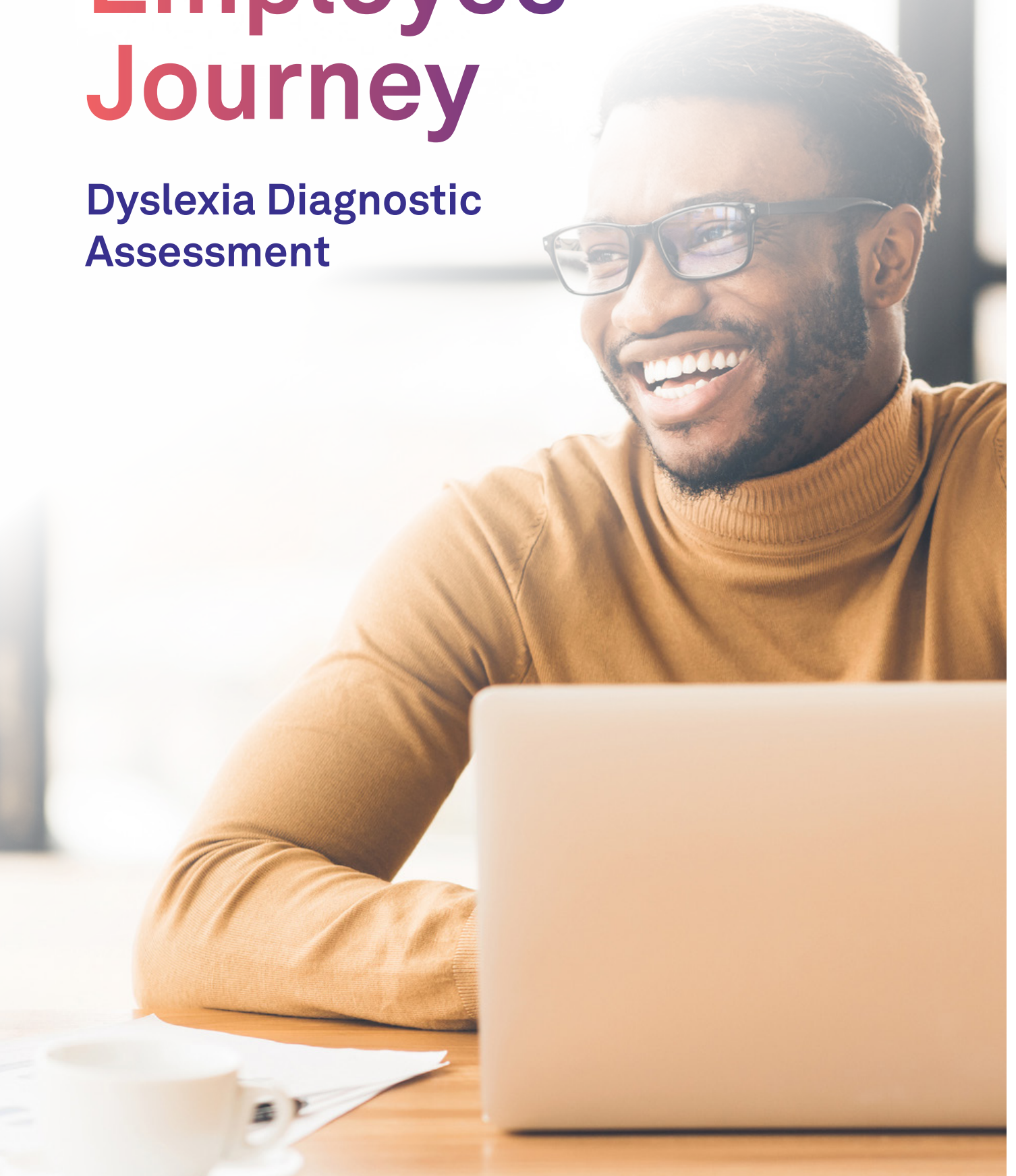




# Employee Journey

**Dyslexia Diagnostic  
Assessment**



# Dyslexia Diagnostic Assessment - Neurodiversity

**This information sheet details how a Dyslexia Diagnostic Assessment works and what you can expect with the process.**

**This document has critical information to ensure your assessment can go ahead as plan. Please take time to read this document fully and prepare for your assessment.**

**Please note charges will apply if set up is incomplete as this will prevent the assessment going ahead.**



## What is dyslexia?

Dyslexia is a type of neurodifference present from birth. Although it can be diagnosed in childhood, we often find that many dyslexic individuals will reach adulthood before being diagnosed.

Dyslexia can have a significant impact during education, in the workplace and in everyday life. As each person is unique, so is everyone's experience with dyslexia (BDA, 2022). It is important to remember that there are many positives to thinking differently.

## What is a dyslexia diagnostic assessment?

A diagnostic assessment is the only way that dyslexia can be formally identified. Below will detail more information about what is included in your assessment.





# What happens before my assessment?

- Our admin team will contact you and request that you complete the pre-assessment questionnaire and return to the [wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com) inbox. Please set some time aside to complete the questionnaire as fully as possible, this information is important. All the pre-assessment information provided will be reviewed prior to the assessment and is a compulsory requirement.
- You will then receive pre-assessment questionnaires to complete and return to the [wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com) inbox. Please return the questionnaires 72 hours prior to your assessment.
- Due to the compulsory element of the pre-assessment questionnaires, we are unable to book your appointment without the completion of the necessary paperwork. We encourage you to complete these as soon as possible to prevent delay.
- Once the paperwork has been received, our admin team will be in contact with you to book an assessment date, you will then receive an email confirming the date and time of your assessment and the internet link to join the virtual appointment.
- You will receive text message reminders for your assessment prior to the date.

IMPORTANT!

## Before your assessment, please make sure you have:

- A **quiet space**, free from disruptions and interruptions for up to **4 hours**
- **Good lighting**, this can be natural or artificial
- A good internet connection
- A personal computer or laptop with:
  - Audio
  - Microphone
  - Separate camera that can be repositioned or a laptop camera that can be repositioned to see the desk
  - Screen that is at least 38.1cm (15")
- If using a laptop, ensure this is fully charged and has access to a power source
- A pen
- Lined paper
- A drink of water

If you have any questions or require some adjustments, please contact our admin team on the email [wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com).

# What happens during my assessment?

Be prepared for the assessment to last 4 hours, and you will be expected to attend alone, unless a prior agreement of additional support is agreed. Do not stress about the length of time. We know this is a long time for everyone so we will ensure to have breaks throughout!

If you require the support of a colleague or friend, please alert the [wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com) for further assistance.

## On the day of the assessment, make sure:

- You are in a comfortable space free from distractions and interruptions.
- You use the link (whereby/ MS Teams) to join the meeting from your computer.
- The virtual background is turned off.
- You are prepared to pan around your room in order to show the assessor it is ready for the session.
- You turn off radios, television, mobile phones, any item that may create a visual and auditory distraction.
- You adjust blinds and curtains to minimise visual glare.
- Additional people and/or pets are removed from the room.
- Be prepared to angle and reposition the camera when requested.

# What to expect?

- At the beginning the assessor will introduce themselves.
- The assessor will then complete a short identification check, requesting confirmation of your full name, date of birth and home post code.
- The assessor will explain the assessment process and structure to you, and you will have opportunity to ask questions.
- The assessor will confirm your consent to assess and explain how the report will be provided to you.
- The assessor will conduct a series of up to 10 tests, involving cognitive ability, reading, and writing, and any other relevant assessments, with you.
- You will have opportunity to take comfort breaks and ask questions should you need to.



# What happens after my assessment?

- The assessor will review the test materials and generate a report, with a diagnostic conclusion and summary recommendations.
- You will receive the full report within 10 working days.
- Once you have received the report, take some time to review this.
- You will have the opportunity for a 30 minute follow up meeting with the assessor, where any further questions or clarifications can be asked and discussed. Please contact the administrative team to arrange this by emailing [wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com). The dedicated time slot is between 3-4pm on Wednesdays.
- A summary report will be generated and provided to your employer (with your consent), briefly outlining diagnostic conclusion, key information and summary recommendations.
- We recommend taking some time to discuss the outcome of the assessment with you referrer.





# Frequently Asked Questions

## **What if I need to change my appointment?**

If you need to cancel your appointment, please let us know at least 48 hours before your appointment to prevent cancellation fees. Cancellation fees will occur for any missed appointments (did not attend) or late cancellations.

## **What should I do if I require adjustments for my assessment?**

Please contact us regarding adjustments at [wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com) or call on 01273 013771.

## **Does my employer have to know about my assessment?**

Yes, your employer will have made the referral to us and will be aware of the date/time of your assessment taking place. Often the referrer may be someone in the HR department, so it will be at your discretion to inform your line manager.

## **Who should I contact regarding my appointment?**

If you have any queries regarding your assessment, please contact the [wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com).

## **I have feedback for my assessor – what can I do?**

We want to ensure your experience with us is the best it can be, and as such we welcome feedback. You will be sent a questionnaire after you have received your report. This will allow you an opportunity to provide us with any feedback.

## **How will my assessment be conducted?**

- Your assessment will be virtual, using secure video conferencing via Whereby or Microsoft Teams. You will be sent a link to the assessment.
- Please follow this guide carefully as this is a requirement for the assessment.
- Please be prepared to pan the room where you will have the assessment with a camera, this will allow the assessor to ensure the room is suitable for the assessment.

### **What type of activities will I do, and question will I be asked?**

You will be expected to carry out a series of different activities, which will give the assessor information about your abilities such as how you think about problem solving, how you process information given to you, or how you remember information. You will also be asked to carry out literacy-based tasks, such as reading single words and longer text, silently and aloud, as well as carrying out a spelling exercise and a short piece of writing. In order to be as comprehensive and thorough as possible, the assessor may ask you to carry out other related tasks.

The assessor may ask you questions related to the questionnaires you completed, but also explore your responses to certain activities and how you worked out answers.

### **I need the report for adjustments my exams. Will this report be sufficient?**

Where the outcome of the report demonstrates below average ability in attainment and some areas of cognitive processing, the report may be used as evidence in accordance with the examining/ accrediting body requirements. If you are aware of the examining/accrediting body, please do share this information with your assessor.

### **Can Diagnostic Assessment Reports be used in a court of law?**

Where the outcome of the report demonstrates below average ability in attainment and some areas of cognitive processing, the report may be used as evidence in accordance with the examining/ accrediting body requirements. If you are aware of the examining/accrediting body, please do share this information with your assessor.

### **What if I have questions for my assessor after I receive my report?**

A 30-minute feedback session with the assessor will be scheduled within 2 weeks of receiving your report, and you will be able to ask questions during this time. This will be scheduled on a Wednesday afternoon between 3-4pm.

### **When will I receive my report?**

You will receive the report within 10 working days.

### **I am feeling anxious about my assessment, who can I contact?**

It is natural to feel apprehensive or nervous about your assessment, as you may be asked to carry out activities that you find challenging. Our assessors are experienced and will do everything they can to make you feel comfortable and at ease throughout. Should you find some tasks particularly difficult, you will be able to stop and/or have break; equally you also may find some tasks enjoyable, this information is important to build a picture of strengths and challenges.

During the assessment you will be able to ask the assessor questions and take breaks when needed.

If you continue to feel anxious about the assessment and think you need to discuss this, please contact the wpa team, [wpateam@healthpartners.uk.com](mailto:wpateam@healthpartners.uk.com).

### **Will my referrer attend the assessment?**

No, the assessment is confidential and only you and the assessor will be present.

### **Will my referrer have a copy of my diagnostic report?**

Your refererr will receive a summary of the diagnostic report, the full report is confidential and will be sent only to you. It will be at your discretion if you would like to share the full report with your manager.



CALL US

**01273 013771**

EMAIL US

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[www.healthpartnersgroup.com](http://www.healthpartnersgroup.com)

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