



Terms and Conditions For full Diagnostic Assessment Reports

Where the assessment is for a child under 18 years, and more than one parent/guardian has parental responsibility, each party must be informed and give permission for an assessment to take place.

The educational establishment must also be aware that it is taking place.

Please check your school will accept a private report. There are some Local Authority schools who do not accept private assessments.

Both schools and parents/guardians must be aware that Big Picture Education Ltd assumes that information provided on questionnaires can and will be shared with each other and used in the final report.

School Booking

Please ensure all paperwork (school and parent) along with a writing sample is provided at least 2 weeks before the date of the assessment.

Invoices will be sent out after the assessment has taken place.

- Amy Coombes will complete assessments to the agreed standard of The Dyslexia Guild, the awarding body of the APC.
- The report should be completed and sent within **20 working days** of the final piece of work. In certain circumstances if advice has been sought from further professionals before completion of the report, this time frame may be extended.

Private Booking

I agree that all work booked and confirmed by Amy Coombes (Big Picture Education Ltd), will be subject to a deposit of £100 which is non-refundable. This must be paid **within 14 days of booking**. A second invoice will be sent for the balancing payment one week before the assessment. Payment must have been received 2 working days before the assessment, otherwise the assessment will be postponed.

Big Picture Education Ltd does not accept cheques or cash as payment or take payment on the day.



Parents/Guardians agree to -

- Complete and sign Parent/Guardian Questionnaire at least 2 weeks before the assessment otherwise assessments will need to be postponed.
- Complete payment of invoices as requested above.
- Any complaints you may have must be raised by yourself with Amy Coombes directly and all reasonable efforts will be made to resolve these.
- Forward the school questionnaire to your child's school teacher or SENDCo, and ensure they complete and return it at least 2 weeks before the date of your child's assessment.

Service Level Agreement Big Picture Education Ltd will -

- Amy Coombes will complete assessments to the agreed standard of The Dyslexia Guild, the awarding body of the APC.
- The report should be completed and sent within **20 working days** of the final piece of work. In certain circumstances if advice has been sought from further professionals before completion of the report, this time frame may be extended.
- Feedback meetings are charged at £60 per hour.



Important Information

Following recent changes to the Joint Council for Qualifications (JCQ) guidance for Access Arrangements 2019/20 please be aware of the following:

If a child is in Year 9 or above, the results of their assessment may be used as part of an application for GCSE Exams Access Arrangements (e.g. extra time in exams, a reader, a scribe etc). It is therefore necessary, with your written permission, for Amy Coombes to contact the Special Educational Needs Coordinator (SENCo) at your child's school, prior to the assessment. **This is now a JCQ requirement.**

'7.3.6: A privately commissioned assessment carried out without prior consultation with the centre cannot be used to award access arrangements and cannot be used to process an application using Access arrangements online.'

The SENCo must provide the assessor with at least a 'skeleton' Part 1 of Form 8 prior to the candidate being assessed (Part 2 of Form 8).'

From: JCQ - Adjustments for candidates with disabilities and learning difficulties Access Arrangements and Reasonable Adjustments 2019/20.

Where an assessor holds an Assessors Practicing Certificate (APC) the report can currently be used by the individual in support of an application for Disabled Student Allowance (DSA).