

Terms and Conditions- Rebecca Edmonds Dyslexia Services

By booking a full diagnostic dyslexia assessment, you agree to the following terms and conditions:

Pre-Assessment Requirements

- **Questionnaires** will be sent to both home and school settings. These must be **completed and returned at least 7 days before** the assessment date.
- Information provided in these questionnaires may be included in the final report unless you request in writing that specific details be excluded.
- **For students in Year 9 and above**, please provide any completed Form 8s that detail current exam access arrangements. Please note that it is the responsibility of the school to assess and implement exam access arrangements; this does not fall within the remit of the assessor. **The diagnostic report cannot be used as evidence for exam access arrangements.**

Assessment Outcomes

- A diagnosis of dyslexia will only be provided where the evidence clearly supports this conclusion.
- In cases where the criteria are not met, the report will still include detailed findings and tailored recommendations.

Report Process

- The **report** will be sent to parents/carers **within 3 weeks** of the assessment.
- The results and score sheets obtained during the assessment will remain the property of Rebecca Edmonds. They will be disposed of securely 6 months after the report has been sent to the recipient.

Sharing the Report

- The final report is provided for your use and is your responsibility to share with any professionals (e.g. school staff, SENCOs, educational psychologists) who have a genuine reason to access it.
- Reports are not shared, by myself, with third parties unless written consent is given.

It is the responsibility of the person booking the full diagnostic assessment to share any findings with those who have parental responsibility. By booking the

assessment, you have confirmed that all with parental responsibility are in agreement with the assessment taking place.

Data Protection

All personal data is handled in accordance with UK GDPR. For full details, please refer to the Privacy Notice.

In accordance with ICO data protection requirements and in line with professional standards, parents and guardians are not permitted to access, reproduce, distribute, or request links to any dyslexia assessment test papers or to the professionals involved in their development. All assessment outcomes, including standardised scores, qualitative observations, and diagnostic interpretations, will be provided solely within the formal assessment report.

The score sheets generated throughout the assessment will be kept until the person booking the form confirms they are happy with the contents of the report, after that they will be shredded. The confidential report will be kept up to 6 years after the assessment or 6 years after the individual turns 18.