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Dyslexia Tuition and Training

Top tips for efficient assessing and report writing

1 Make up test packs of papers in batches.

2 Write the background before the assessment. Highlight any areas that you need further clarification on. If you use an electronic format such as Google Docs, you can split your screen as you type up the background.

3 Make sure your questionnaire is laid out in the same order as prescribed by SASC; that way, it's easy to carry information across.

4 Use Post-it notes to label the tables you need in your manuals.

5 Set up templates for "he/she" and different levels of difficulty.

6 Have a list of common phrases you regularly use.

7 Check that your appendices are regularly up to date.



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8

When assessing, write 'how' on the test papers to remind you to ask the student how they completed a task.

9

Try to score as you go along (I know this is tricky if you are a new assessor).

10

Complete the table of results once you've finished the assessment. Print off a copy and have it beside you as you write up.

11

Use Word's auto functions as shortcuts, e.g., "ma" for "mid average".

12

Use proofreading software such as Grammarly.

13

If you've included standard scores in the main body of the report, you may have written the wrong range descriptor as it is easy to do. So once the report is finished, use the 'find' button to highlight the word "average" in your report, and then you can check that you have used the correct range descriptor.

14

If you offer a post-assessment feedback session, use a calendar booking system with a set time, e.g. 30 minutes. This saves time going back and forward with the client for a mutually convenient time. Also, meetings can go on for ages. If the client knows they have a 30-minute session, then it will make it easier for you to say that you have to finish for another client.

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If you would like to hear Sarah discuss this in more depth, go to her YouTube: [@DITASTRAININGforSpLDspecialists](https://www.youtube.com/@DITASTRAININGforSpLDspecialists)