

## Information Regarding Online Assessments

SPELD NSW offers online assessments to families in regional NSW and those who have difficulty attending the SPELD NSW office due to disability or illness. We use Zoom Pro, a secure platform for telehealth appointments. We hope that this will be a positive experience for individuals as they will be able to complete the assessment in the convenience of their home.

### What will happen before the assessment?

- You will be booked in for 10-15-minute Zoom appointment with the psychologist or clinician conducting the assessment. At this appointment, the assessor will test the equipment particularly the quality of audio and visual feed. They will also go through the assessment process with you and answer any questions you may have. The person being assessed must attend this Zoom appointment.

### What will I need for the assessment?

- A well-lit space in the place where the person being assessed can complete the assessment. Ideally, this would be a room that is free of distractions (e.g. toys, music, TV) and can be closed off to other family members.
- A chair, desk / tabletop, and stationery (e.g. pencil and/or pen with blue or black ink, sharpener, no eraser).
- Access to a computer, laptop, or iPad / tablet with a stable internet connection, speakers, and webcam (or built-in front-facing camera). The computer, laptop, or tablet should be placed on the desk / tabletop and directly in front of the person being assessed (as the assessor will need a clear view of the individual through the lens of the device for the entirety of testing). There should also be enough space on the desk / tabletop for the person being assessed to complete written work.
- Headphones/stereo headset with a noise-cancelling microphone.

### Will I need any additional material that I don't have at home?

- Testing materials will be posted in an envelope two weeks before the scheduled assessment. It is very important for the validity of the tests that the envelope remains sealed until the day of the assessment. The assessor will request to see that the envelope is still sealed and then ask you to open it live and in view of them. If you have not received these documents three days prior to the assessment, please call SPELD NSW on 9739 6277 or email [assessments@speldnsw.org.au](mailto:assessments@speldnsw.org.au)
- A headset will also be posted if you do not have this accessory.

### If my child is being assessed, what will my part be in the assessment?

- You (or another adult) will need to be present in the room, or nearby and contactable via mobile, for the duration of the assessment.
- In most cases, the student can complete the assessment independently and without an adult in the room; however, this will be dependent on their age and individual circumstances and this will be discussed with the psychologist at the initial Zoom appointment. If the student is completing the assessment without someone else in the room, you (or another adult) must instead be nearby with a mobile switched on so the assessor can contact you if needed (e.g. if there is a technological issue).

- In some instances, the assessor may request that you (or another adult) stay in the room for a part, or the entirety of testing. If this request is made, you will need to be seated in view of the camera (most likely behind the student). To ensure that the tests accurately capture the student's abilities, it is important that you do not help them answer the questions or tell them whether their responses are correct or not. However, you can, of course, provide encouragement (e.g. 'I can see you're working really hard, keep trying your best') and assist with scheduling breaks.

#### Is the online assessment the same as the face-to-face assessment?

- There are some small differences between the face-to-face and online assessment.
- The person who will be assessed will complete most of the same tests as we use in a face-to-face assessment. In some cases, an equivalent test will be administered in the online assessment. However, there are three measures in the IQ test that we are unable to offer through online assessment. This will not impact on our ability to assess strengths and weaknesses, learning profile, and (if appropriate) provide a diagnosis. For example, for a Psycho-educational Assessment of Literacy, the assessor will still assess the student's cognitive abilities, phonological processing skills, and literacy skills.
- You will receive a report outlining the main findings, recommendations to support the implementation of any intervention viewed as necessary as well as accommodations to help access the school curriculum or workplace.

#### What happens if something goes wrong during the assessment?

- In the event that something goes wrong during the session (e.g. you can't hear or see the assessor, internet connection is lost), you will be given a number on the day of the assessment to contact SPELD NSW. Otherwise, the assessor will call you on the mobile number you have provided. They will attempt to solve the problem quickly, or in some cases re-schedule the assessment or make alternative testing arrangements.

#### What happens after the assessment?

- At the end of the assessment, you or the person who was assessed will be asked to place all worksheets and headset (if applicable) into a pre-paid envelope, which we will provide to you. The assessor will ask for this envelope to be sealed in front of them. We kindly request that you post this to SPELD NSW on the day of the assessment.
- Assuming that all testing materials are returned promptly to SPELD NSW, you should receive a report within 6 weeks. Once you have received and read through the report, a follow up conversation with the psychologist is strongly recommended. This can be arranged by emailing [assessments@speldnsw.org.au](mailto:assessments@speldnsw.org.au) and scheduling a date/time to talk to the assessor.

**If you have any queries about SPELD NSW's online assessments, please do not hesitate to call 9739 6277 or email [enquiries@speldnsw.org.au](mailto:enquiries@speldnsw.org.au)**