

Information for Parents/Guardians Regarding Online Assessments

Due to recent restrictions in travel and community contact associated with the COVID 19 Pandemic, Speld QLD have changed the format of their assessments. We are pleased to be able to offer assessments in an online rather than face-to-face format. We believe that this will be a positive experience for students as they will be able to complete the same assessment but in the security of their home.

What will happen before the assessment?

- You will be booked in for a live, online 10-15-minute conversation with the psychologist conducting the assessment. This will be scheduled approximately one week prior to the scheduled 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.
- In order to meet the requirements for copyright protection (and ensure test validity), you will be asked to sign and return a consent form agreeing to the terms associated with an online assessment.

What will I need for the assessment?

- A well-lit space in the home where the student 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 stationary (e.g. a pencil and sharpener and/or a pen with blue or black ink, but 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 student (as the examiner will need a clear view of the student through the lens of the device for the entirety of testing). There should also be enough space on the desk/ tabletop for the student to complete written work.

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

- Some testing materials will be posted to you in a large envelope before the assessment date. We will ensure that you receive these documents at least two days 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 examiner will request to see that the envelope is still sealed and then ask you to open it live and in view of them.

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 or speech pathologist at the first online 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 so the examiner 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.

Will this be the same assessment that I booked my child in for?

- Yes! The student will complete the same or, in some cases, equivalent tests to those that would have been administered in a face-to-face assessment. The examiner will still assess the student's cognitive abilities, phonological processing skills, numeracy 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 them access the school curriculum.

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), the psychologist can be reached via our reception on 3391 7900 as they will be conducting the assessment at Speld QLD. 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?

- You will receive a brief email from the psychologist following the assessment providing some feedback on how the online session went.
- At the end of the assessment, you or the student will have been asked to place all worksheets 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 QLD on the day of the assessment.
- Assuming that all testing materials are returned promptly to Speld QLD, you should receive a report within 3-4 weeks. Once you have received and read through the report, a follow up conversation with the psychologist is available if requested.

If you have any queries about Speld QLD's online assessments, please do not hesitate to email us at advisor3@speld.org.au or call us on 3391 7900.