A picture containing text

Description automatically generated

Adult Remote Online Assessment

2022-23

This assessment will be carried out by a highly experienced assessor who holds an APC issued by Patoss.

**CLIENT AGREEMENT – ONLINE ASSESSMENT BY VIDEO PLATFORM (telepractice)**

Please complete and return this before the assessment takes place to make sure it is valid (SASC). Read each statement and tick ✅ the appropriate box. Please note that you must be able to agree to each statement for the assessment to take place.

|  |  |  |
| --- | --- | --- |
| **Statement** | **Agree** | **Disagree** |
| I will provide a large tablet, laptop, or desktop computer with a strong Wi-Fi signal. (Smaller tablets, iPad minis and phones are not acceptable for the testing elements of these remote sessions although it would be useful to have a smart phone to hand ). |  |  |
| The large tablet, laptop or desktop computer has a suitable microphone, camera, and speaker/headphone facilities. |  |  |
| The large tablet, laptop or desktop device and hardware are suitable and compatible with the platform Zoom. (If I need to use Microsoft Teams, I will let the assessor know 2 weeks in advance of the assessment but Zoom is the preferred platform for the use of some of the materials). |  |  |
| I will trial the software Zoom ahead of the assessment and ensure it is compatible. |  |  |
| If either party is disconnected during the assessment due to technical difficulties, they should try to reconnect via the same link sent on email to continue the session. (The assessors phone number will be provided in case of difficulties). |  |  |
| The room provided for the assessment must be quite. If there is a helper or facilitator present, there must be no interruptions. |  |  |
| The facilitator (if one is used) must be present, either in the same room, or nearby and be contactable at any point by the adult or assessor. |  |  |
| Unless instructed by the assessor, I agree to put away and turn off other smart devices such as mobile phones or tablets during the assessment. |  |  |
| At the end of the session, I agree to retrieve my phone to take photos of some of the written work, which I will then immediately email to the assessor. Once these are safely received, I agreed to delete these photographs on camera, and delete the email, in front of the assessor. |  |  |
| I agree to keep the content of this assessment confidential and not share it with anyone else. |  |  |
| If assessment materials need to be posted to me prior to the remote assessment session, I agree not to open the envelopes until the assessment session takes place. When I open the envelopes when the assessment session takes place, I will do so in view of the assessor. |  |  |
| I take express responsibility to post the materials back to the assessor as soon as possible following the assessment. If I cancel the assessment session and the session is not rebooked, I will return any materials posted to me. |  |  |
| I agree not to record the remote session nor take any screenshots or photos of the testing materials or the assessor. |  |  |
| I will have a pad of lined paper and pens available during the assessment. |  |  |
| If I wear glasses for computer screens and reading, they will be worn for the assessment. If it is a normal way of working to use a coloured overlay or glasses for reading, these will be available for the assessment, or Colour Veil will be installed prior to assessment. |  |  |

Note: a facilitator may be used in some circumstances (for example, where the adult being assessed needs support with ICT).

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(print name) agree to all the requirements and statements above.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Dated:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

My email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_My Mobile number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this form before the assessment by email to [denise@coast-education.co.uk](mailto:denise@coast-education.co.uk) or by photo attachment to

0752100 5842 Thank you