

How to arrange a formal assessment for Specific Learning Differences

Step 1 – Are you eligible for funding towards the assessment fees?

Assessment costs vary widely but would typically be between approx. £400 and £650 in the local area. There are two sources of means-tested funding from the University which may help with the costs of a full assessment:

- **Diagnostic Assessment Costs** – Home UG students only. Application form and eligibility criteria available from: <https://www.nottingham.ac.uk/studentservices/support/financialsupport/funding-for-disabled-students.aspx>

Eligible students will receive £350 towards the cost of an assessment. Two local providers can accept direct payment of this funding, and students would then need to pay any difference between the funding and the full fee.

If you don't qualify for Diagnostic Assessment Costs, you can ask Financial Support if you could apply for help from the Hardship Fund. You can include the cost of a diagnostic assessment in your outgoings.

- **Student Hardship Fund** – Home students only. Application form is available from: <https://www.nottingham.ac.uk/studentservices/support/financialsupport/support-funds/index.aspx>

Students who do not qualify for help from either of the above support funds will need to pay the full cost of an assessment themselves. International students should contact Disability Support Services for guidance on possible assistance with costs.

Application Deadlines

Please be aware that there are application deadlines to the Diagnostic Assessment Costs fund:

Course end date May - Aug 2024: application deadline tbc December 2023

Course end date Sep - Dec 2024: application deadline tbc March 2024

Course end date Jan 2025 onwards: application deadline tbc June 2024

Applications are typically assessed between 1st October to the end of the academic year. Applications are not assessed during the summer break.

Needing Further Guidance?

Term-time: If you are still unsure of your next steps, you can book on to one of our Wednesday afternoon workshops (term-time only). The event is called '**I think I have a Specific Learning Difference Workshop**'. The booking portal can be accessed via [StudentLife](#).

Non term-time: Our specialist Study Support Tutors offer short 'Quick Query' appointments to answer your questions. Please log-in to StudentLife and select one of the '[I have a quick query...](#)' appointment types.

Step 2 – Arrange your assessment

For further information on the process of getting assessed for ADHD, you can view our video: [How to get assessed for ADHD](#). It's very helpful for guidance and also explains the different routes available. If you want to explore a medical diagnosis and would like to seek a referral

for an NHS assessment, you should discuss your concerns with your GP and request a screening to see if you meet the criteria for referral.

Students who are registered with the GPs at Cripps Health Centre on University Park can request an ADHD pre-screening with the mental health clinician there.

If you want to be assessed for ADHD as a specific learning difference (no medical diagnosis or access to medication but would allow access to a Support Plan) **we can provide details of local assessors.**

For all other SpLDs, the following applies:

If you qualify for Diagnostic Assessment Costs funding, we will send details of the assessors who can accept direct payment from the University.

If you don't qualify for the funding (or if you are willing to pay upfront and reclaim funding after an assessment), the following two links will take you to online directories which will allow you to search for Educational Psychologists or specialist assessors who can provide dyslexia assessment services.

British Psychological Society – Directory of Chartered Psychologists: <https://portal.bps.org.uk/Psychologist-Search/Directory-of-Chartered-Psychologists>

Make sure you select the following options:

- Select “Adult” in Who is this for?
- Select the relevant issue (e.g. “Dyslexia Assessment”) in Type of Treatment or Service”

PATOSS – Specialist Tutor directory: <https://www.patoss-dyslexia.org/Tutor-Index-Landing>

You will need to register (it's free). Make sure you select the following options:

- Select “HE” in Age Range
- Select “Full Diagnostic Assessments” in Service Provision
- Check the box which restricts the search to those with a current Assessment Practice Certificate

When you contact an assessment provider, you should always check that they can provide a report which would be acceptable for a DSA ([Disabled Students' Allowances](#)) application.

Step 3 – Provide us with your assessment report

If your assessment confirms that you have specific learning differences, please upload your evidence via NottinghamHub along with a completed ‘Your Essential Information Form’.

[Click this link to download the form.](#)

Once we have reviewed the evidence you will receive a confirmation email from one of our Specialist Study Support Tutors.

[Click this link for the guide on how to upload documents to NottinghamHub.](#)

Step 4 – Book an appointment

Once you have received the confirmation email from one of our Specialist Study Support Tutors confirming your Support Plan is in place, you will be able to access our self-service appointment booking system in [StudentLife](#).

You will need to meet with a Specialist Study Support Tutor in our team to:

- confirm your Support Plan
- discuss an application for [Disabled Student Allowance](#)
- receive ongoing Specialist Study Skills support

Your ongoing one-to-one sessions can cover:

- Essays – decoding the assignment, planning, structuring, editing skills
- Revision – planning, finding resources, memory aides, exam techniques
- Reading – techniques to make reading easier, reading for purpose
- Researching – demonstrating search engines, finding sources of information
- Referencing – general guidance
- Time management and organisational skills – breaking down tasks

To book an appointment with a Specialist Study Support Tutor follow these steps:

1. Log in to the Student Life appointment booking portal available [here](#)
2. Then click on one of the options below the 'What would you like to talk about?' heading
3. You will now be able to view availability and book.

You can choose an in-person or an online Teams appointment. In-person appointments are at Cherry Tree Lodge, University Park.

If you need to amend or cancel your booking, you can also do this by logging in to the [Student Life portal](#).