



Students with Disability Assessment Service

Term 4 Assessment Service Update

November 2024

Welcome to the Term 4 newsletter from the Students with Disability Assessment Service (SwD-AS). In this edition you will find information on the following topics:

- Requests for alternative assessments from the evaluation service
- Changes to signature requirements
- Timelines for PSD applications for Year 5 Disability Inclusion (DI) schools
- End of year timelines and January assessments
- Schools' dashboard

Requests for alternative assessments from the evaluation service

Schools may occasionally receive a request from the evaluation service for an alternative assessment after submitting their PSD application or specialist school disability category verification request. Usually these assessments have been completed by professionals outside of the SwD-AS. We are pleased to provide alternative assessments and have processes in place to prioritise these referrals. To assist the process it is helpful if schools mention if a referral is the result of an additional information request at the time of creating the referral. We will ask for a copy of the request so we know what issues have been identified and exactly what has been requested. This will then inform the steps we take at our end, and ensure relevant information is included in the report. Like all referrals, details of verbal consent from the parent/carer are also required at the time of referral.

Changes to signature requirements

As of now, a hand-written signature is only required for the Parent Consent Form, as this is a legal document. All other documents will be accepted with either a typed, hand-written or electronic signature from parents and school staff. This includes the Parent Referral Form, Teacher Referral Form, and Vineland-3 Cover Sheet. These forms will be updated with this information from the beginning of 2025.

Timelines for PSD applications for Year 5 DI schools

The end of the PSD is approaching, with the last of the schools transitioning to DI in Term 1 2025. Schools seeking assessments through SwD-AS for final PSD applications will need to ensure completed referral documents are received by us by end of day Friday 15 November in order for the whole assessment process to be completed ahead of the PSD application close date. This includes the assessment, feedback and report. Whilst we will aim to complete the process as soon as possible, for completed referrals received after this date, we cannot guarantee the PSD

application close date will be met. Any assessments and reports not completed by the PSD close date may be used to inform DI Profile requests and/or specialist school enrolment verification.

End of year timelines and January assessments

As we get closer to the end of the school year, we will reach a time when we cannot schedule assessments for all completed referrals received before the end of year. We will of course endeavour to complete as many assessments as possible. Updates will be communicated in emails to school contacts at various stages of the referral process. For assessments that cannot be scheduled this year, assessors will still make contact this year to arrange appointments for the new year.

We are able to offer assessments in January 2025 where families are willing, and a staff member is available to open the school. We will send reminders of this in emails to school contacts at various stages of the referral process. Schools are also invited to contact us if they would like a January assessment for any active referrals that are currently incomplete.

Schools' dashboard

There is currently an issue with the information showing on the SwD-AS Dashboard impacting the accuracy of the status of student referrals. Our IT department are looking into it. In the meantime, schools are welcome to contact us for an update on any student referrals. We apologise for any inconvenience this might cause.

Are you interested in more information?

Visit our [website](#) for more information about:

- how our service works
- intellectual developmental disorder and severe language disorder
- Frequently Asked Questions and other useful documents

You might also be interested in watching these webinars about intellectual developmental disorder and assessment of adaptive behaviour using the Vineland-3:

[Understanding intellectual developmental disorder](#)

[Assessing adaptive behaviour using the Vineland-3.](#)

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