

PREPARING FOR A DIAGNOSTIC SESSION

PREPARE YOURSELF

- Read the test manual thoroughly.
- Observe another clinician administering the test; practice administering at least 3 times.
- Make sure that you have all the necessary materials and that they are in working order
- Place sticky notes or light pencil marks on suggested starting points for testing
- Be thoroughly familiar with the instructions for establishing a basal and ceiling. You must follow these or your testing will be invalid.
- Fill out identifying information on the test protocol beforehand.

PREPARE THE ENVIRONMENT

- Remove distracting items; make the area as quiet and non-distracting as possible
- Assure that furniture in the room is the appropriate size for your client. Seat yourself at eye level.
- Plan your seating arrangement as specified in test manual or according to what is most comfortable and appropriate.
- Arrange/organize test materials so they are in order and within easy reach.
- Check lighting and potential for glare; avoid seating yourself or the client in shadows.
- Place a sign on the door to alert others that an assessment is being conducted.

PREPARE THE CLIENT

- Work out with parents a plan for separation from the child, in order to minimize disruption
- Explain what will happen during the testing session. With an adult, explain what each test is designed to examine.
- Give clear directions.
- Encourage the client to ask questions and to ask for breaks when needed.
- Provide positive feedback during administration of trial items.
- If test allows, let the client know that testing may become more difficult but to keep trying.

IF YOU ARE PREPARED AND RELAXED, THE CLIENT WILL BE MORE AT EASE.

Adapted from Blischak, 2003