

## Psychoeducational Assessment Primary Support Person

The Primary Support Person role is integral to the validity of the Psychoeducational Assessment. It is critical you follow the specific responsibilities of a primary Support Person before, during and after a Psychoeducational Assessment.

### Before Assessment

1. Setup a quiet testing area.
2. Inform the examiner of absences as soon as possible.
3. Ensure student response booklets are printed.
4. Install document camera and use Chrome web browser to navigate to therapy room.

### During Assessment

1. Do NOT assist student.
2. Follow any guidance provided by examiner.
3. Minimize distracting behaviors.
4. Tell examiner if student isn't following directions.
5. Do not provide prompts or feedback to student.
6. Direct any student questions or concerns back to the examiner.
7. Only take breaks when student takes breaks.

### After Assessment

1. Prepare student response booklets by ensuring the student's full name and examination date are written on each sheet.
2. Send booklets to Examiner either by fax or password protected PDF via email within 48 hours of assessment completion.
3. File original booklets per school policy.

### Need Help? We're here for you!

Contact Client Support Services | Monday - Friday, 5:00 am – 5:00 pm Pacific Time

**Chat:** Click **Tech Support Chat** from the Menu in the therapy room.

**Phone:** Call us toll free: 844.415.4592

**Email:** For non-urgent issues, please email [asksupport@presencelearning.com](mailto:asksupport@presencelearning.com)