

**Panel on Education
Subcommittee on Integrated Education**

As requested by the Subcommittee on Integrated Education at its meeting of 20 November 2013, the key items that would be covered in a typical assessment report prepared by Educational Psychologists for students with special educational needs are set out below:

General information

Name of the organization providing the assessment service, personal particulars of the student, including name of school and class level

Body of the report

- Reason for referral / Purpose for evaluation
- Background information / History / Presenting problems
- Behavioural observation
- Assessment procedures / Tests administered with dates
- Assessment findings / Results of evaluation (should include analysis of the findings / interpretation of results whenever appropriate)
- Summary and conclusion
- Recommendations
- Name in full and signature of the educational psychologist

Education Bureau

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