

How to Write an Assessment Report

Segments to include	Advice/Suggestion
1. Recipient information and Provider information	The beginning of an assessment report includes the assessor and recipient's information; be sure to write their general information, like the Recipient's: ● Full name ● DOB ● Medical number ● Guardian name, grade (if minor) ● Gender ● Ethnicity As the Examiner, it is necessary to input your: ● Full name ● Qualification/Education e.g: "Ph.D." "Psy. D." ● Testing dates

2. Referral Source and statement	Look at the statement and reason for referring someone to get an assessment done, for example. “Marceline was referred for testing by her guardian. It was a request, as they became aware of her distractions and poor grades from her teacher.” Using this statement to guide what questions to ask is significant because you know what you’re looking for, but also be aware to be open to other underlying symptoms that are not related to the initial referral questions. Things to examine/look out for after seeing the referral statement: • Cognitive control, development • Academic achievement ◦ Learning disabilities ◦ Strengths and weaknesses • Status of executive functioning, social and emotional (These can be just some examples of what to look out for, not all comprehensive).
3. Identify background/history (can include medical, substance use, treatment plan history if applicable)	Include family and important history; for example, “Previous history with anger management, or parents being divorced at age 15.” “Older brother (guardian) incarcerated, started foster care around 14 years old.” Can also include: • Previous psychoeducational assessment • Transferring schools during adolescence/junior high • Flunking classes • History of mental illness in parents • Medication use/prescribed (parents and recipient) Incorporate anything you deem relevant and even not relevant; information and detail about the

	recipient is key, background and history of family members to be included.
4. Current Medication plan/ medical allergies	The exact date prescribed and the dosage of medication used. Allergies to consider like seasonal allergies, a simple comment on whether recipient has reactions to other meds.
5. Observations about the recipient and their community resources	Can be physical and visual observations like what they're wearing, or their personality/mannerism. Session 1: "Calm demeanor, visible poor grooming." Session 2: "Easily agitated from recent fight with parents." Some things to record: • Activity level • Engagement • Tone/ mood • Signs of anxiety or aggression What work or community do they involve themselves with? What's their social support? It's important to include each segment and aspect in this assessment report to understand the recipient and what their social support/community looks like.
6. Instruments	Write down and note instruments are to help the examiner collect data; it can be a checklist, quiz, rubric, survey/questionnaire, or interview.

7. Summary and conclusions	Be sure to be thorough. Some things to consider are adding academic achievement (if applicable), executive functioning, weaknesses, social support, self-concept, etc. Example: “Client has a willingness to get better, shows extrinsic motivation because of their partner. Fears losing their job even though they are doing great in their work, overthinking to the point of worst-case scenarios. Experiences exhaustion frequently and restlessness with the combination of lack of sleep, and avoids social situations.”
8. Diagnosis/Recommendations	The main reason for the assessment report is to incorporate and consider all factors that will aid in diagnosing the patient. Using the findings and symptoms to diagnose the recipient. Recommendations could involve: • Creating an education plan • Long-term therapy sessions • Extensive accommodations • Recommending continuous tutoring due to underperforming Note: incorporate reasons why you recommend certain things, going back to their symptom/experiences, using it as evidence to help aid in those recommendations Not limited to these recommendations above, it’s important to view them as examples of what could be done.
9. Clinician Signature and date	Include the signature and date completed at the end. It could look like: “Dr. Blood Orange, Psy. D.” “Licensed Psychologist”

Cover Letter: Assessment Report

The audience can be students like undergraduate or graduate students interested in enhancing their assessment skills. Assessment reports can be used in an educational setting; in universities, primary schools, and junior high schools. It can also be used in clinics and hospitals. It's also a way for students to understand the structure to begin writing an assessment report. Starting a mock assessment report can be challenging. There are multiple factors to consider, and people may not know where to start. The targeted audience is predominantly students to help them take a leap into an assessment report, providing them the tools to gain the confidence to fully understand what an assessment report entails. I presented the information this way to be as clear and concise as possible. This format allows the reader to easily understand and navigate the documented information. The numbering and colors will allow the reader to separate the clinician's work from the client/recipient themselves. The boxes keep the reader engaged, making them able to find the titles quickly to just focus mainly on the information being taught.

The organization/structure of this guide was intentional so that the reader can go back and forth from each segment more easily. What the writers should know is purpose of a psychological assessment report is to give clarity to the recipient and caregivers. Summarizing the findings while also telling the true story from the perspective of the recipient, adding the pieces of information together, which guides the recommendation/diagnosis. The secondary influences have impacted the writing for this work because this has allowed me to follow the narrative of the recipient; no detail is too much to include. While adding detail just for the dramatization is problematic, it's best to focus on the source and its surrounding environment/factors/community to consider all aspects of the recipient. The secondary resources allow me to learn more about the assessment process and how it should be all about relying on true data. A solid report relies on data. The secondary resources taught me not to be

stuck too much on the evidence, but to understand that the evidence and where that information/knowledge came from are more important than the evidence by itself. It's an important piece to consider the background and cultural context of the recipient/client. No two people from the same upbringing/place are the same. It's important to understand and treat the clients as each individual with respect towards their circumstances. It is also a good point to exclude the excessive jargon. Jargon and novel words can be confusing to readers who are not professionals in the field, so it's best to exclude it. With all of this being said it's important not to focus solely on one particular piece. As an examiner, it's important to consider all possibilities with the data and information you were given.

References

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