



ASL Diagnostic and Evaluation Services
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Proctor Agreement for Distance / Remote ASLPI

A proctored American Sign Language Proficiency Interview (ASLPI) will be conducted via video technology from _____ (site) on _____ (day), _____ (date) at _____ am/pm Eastern Standard Time (EST). The examinee is _____ and the interviewer is an ASLPI Evaluator with ASL Diagnostic and Evaluation Services (ASL-DES).

Set-up, technology and equipment requirements for distance / remote ASLPIs:

- Private, undisturbed area
- VP 200, N-VP, Z, Purple / P3, FUZE (or other video conferencing software that is tested for compatibility)
- Chair (no arms, no wheels, no swivel mechanism)
- "Clutter-free" area behind examinee
- Appropriate and sufficient lighting
- Limited direct and excessive sunlight
- A proctor available to ensure:
 - the ASLPI is not recorded at the proctored site
 - there are no interruptions for the duration (20-25 minutes)
 - no one, including the proctor, is observing the evaluation as it is taking place
- *****Wireless/wifi connection is not permitted. Ethernet cable/DSL connection is required*****

Proctor:

The proctor should be an employee of the institution, agency, business or entity. Students at educational institutions may not serve as ASLPI proctors, nor can the proctor be personally related (i.e., friend or relative) to the examinee. **The proctor must have some signing skills;**

however, high level proficiency is not required. The proctor for this ASLPI is:

Name: _____

Title: _____

Place of Business: _____

Set-Up Check:

In advance of the evaluation date at an agreed upon time, the Proctor will meet via video technology with a representative from ASL Diagnostic and Evaluation Services (ASL-DES) to complete the set-up check which includes an opportunity to meet the proctor, check the connection, lighting, background and the surrounding environment to ensure it is suitable for the interview and subsequent rating work that will take place. It is *essential* that the area has been appropriately set up in advance of the set-up check.

On the day of the interview(s), the expectations of the Proctor include:

- Receive incoming call from ASLPI interviewer to verify clear video connection and to identify oneself as the Proctor.
- Review process and procedure with ASLPI interviewer (if this is the first Proctor experience with the ASLPI evaluation system).
- Before the start of each interview, assist examinee(s) with technology/equipment to ensure the ASLPI interviewer can clearly see the examinee(s) prior to the interview beginning.
- Remove the dual screen mode (if possible). The examinee should only see the interviewer during the evaluation.
- Provide the examinee with privacy for the interview.
- Ensure that the interview is **not** recorded or interrupted in any fashion.
- Have cell phone/pager with you in case urgent contact is needed.
- Remain nearby for the duration of the ASLPI to assist with technical problems that may arise.
- Keep confidential details, information or other secure information which may become known from serving as the Proctor. Secure and/or confidential information includes, but is not limited to, process and protocol, and content shared by the examinee about the ASLPI. All such data is highly sensitive and confidential in nature and is not to be divulged.
- If multiple examinees are scheduled back-to-back, the video connection should be maintained. **Do not disconnect after each interview.** Evaluators will use the video privacy screen after each interview and before the next interview begins.
- When the interview(s) is completed, the proctor will return to the video screen to see if the interviewer has any closing comments.

Proctor Compensation:

The proctor will be compensated **\$20.00** by the examinee for assisting with this process. If your site charges more for proctoring services, please communicate that to the examinee. We recommend that the proctor compensation be collected in advance of the interview start time.

Collection of this compensation and method of payment is left to the discretion of the proctor. If compensation will be collected, the examinee will complete the **Payment Form for Proctor Fee**. This form is not collected by ASL-DES. It is solely for the purpose of compensating the proctor for his/her assistance with the interview(s).

The fee for the ASLPI is paid by the examinee to our office. This payment (or payment arrangements) will be secured by our office in advance of the interview date and time. If payment (or a payment commitment) is not received at least one week prior to the evaluation date, the evaluation will be canceled (and rescheduled).

Forms / Process required for a Distance / Remote ASLPI:

- ASLPI Request Form (*completed by examinee*)
- Informed Consent/Videorecord Release Form (*completed by examinee*)
- Payment Process (*completed by examinee*)
- Set-Up Check (*completed by proctor*)
- Proctor Agreement for Distance / Remote ASLPI (*completed by proctor*)
- Payment Form for Proctor Fee (*completed by examinee*)

Signature:

In providing my signature below, I solemnly swear to adhere to all terms and conditions outlined in the Proctor Agreement for Distance / Remote ASLPI. I understand that the pager/cell contact information is important and will be kept confidential. This contact information will only be used to complete the scheduling process and for immediate contact if a connection problem arises on the day of the evaluation.

*** Proctor's Signature:**

Date:

*** Office Email:**

*** Office Phone:**

*** Office VP:**

*** Pager/Cell # for MMS/SMS Text:**

*** Pager/Cell Email:**

*** City, State**

*** Examinee Time Zone (please circle): EST CST MST PST HST**

*** VP # or IP Address for ASLPI:**

** Required information.*