



ASL Diagnostic and Evaluation Services
(202) 651-5222 (v)
(202) 250-2394 (vp)
(202) 651-5880 (fax)

Kendall Green
800 Florida Avenue NE
Merrill Learning Center, 2200
Washington, DC 20002



Proctor Agreement for Videophone (VP) ASLPI

A proctored American Sign Language Proficiency Interview (ASLPI) will be conducted via videophone at _____ (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) at Gallaudet University, or at an affiliated and approved ASLPI site.

Appropriate Dress for Examinees:

On the day of the ASLPI evaluation, examinees should be dressed appropriately. To make the video recorded interview visually comfortable to evaluate, examinees must wear plain solid color clothing that contrasts with their skin tone (i.e., darker background with lighter skin tones and lighter background with darker skin tones). Examinees must avoid wearing upper body garments that are red or that contain print or plaid designs. We also ask that examinees refrain from wearing any visual distractions such as dangling earrings, bracelets, or rings on every finger. These can interfere with clear signing.

Set-up, technology and equipment requirements for videophone ASLPIs:

- Private, undisturbed area
- VP 200, N-VP, Z, Skype, Fuzebox (or other video conferencing that is tested for compatibility)
 - NOTE: Purple / P3 is not compatible
- Chair (no arms, no wheels, no swivel mechanism)
- "Clutter-free" area behind examinee
- Background color which contrasts with examinee's skin tone
- 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 (20-30 minutes)
 - no one, including the proctor, is observing the evaluation as it is taking place

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: _____

Proctor Responsibilities:

In advance of the evaluation date at an agreed upon time, the Proctor will meet on videophone with someone 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), expectations of the Proctor include:

- Receive incoming call from ASLPI interviewer to verify clear videophone connection and to identify oneself as the Proctor.
- Review process and procedure with ASLPI interviewer.
- Adjust videophone settings so no phone number appears on the screen and only the interviewer is on the screen (no inset of the examinee).
- 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.
- Provide the examinee with privacy for the interview.
- Ensure that the interview is **not** recorded in any fashion.
- Remain nearby for the duration of the ASLPI to assist with 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 videophone 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, proctor meets via videophone with evaluator for wrap-up.

Proctor Compensation:

The proctor will be compensated **\$20.00** by the examinee for assisting with this process. This money should be collected by the proctor in advance of the interview date and 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**. It is not necessary to send that completed form to Gallaudet University. It is solely for the purpose of compensating the proctor for his/her assistance with the interview(s).

The fee for the ASLPI is **\$165.00** is paid by the examinee and is payable to Gallaudet University. This payment will be secured by Gallaudet University in advance of the interview date and time. If payment is not received at least one week prior to the evaluation date, the evaluation may be canceled (and rescheduled).

Completed forms required for a VP-ASLPI includes:

- ASLPI Request Form (*completed by examinee*)
- Informed Consent/Videorecord Release Form (*completed by examinee*)
- Credit Card Payment Form (*completed by examinee*)
- Payment Form for Proctor Fee (*completed by examinee*)
- Proctor Agreement for Videophone (VP) ASLPI (*completed by proctor*)

The completed Proctor Agreement will be faxed to (202) 651-5880, ATTN: Marti Edelman Kellner, Business Operations Coordinator, ASL Diagnostic and Evaluation Services (ASL-DES), or scanned and sent via email to: ASLPI@gallaudet.edu. The form can also be mailed if there is sufficient time prior to the evaluation date.

Marti Edelman Kellner
Business Operations Coordinator
ASL Diagnostic and Evaluation Services
Gallaudet University
800 Florida Avenue NE
Merrill Learning Center 2200
Washington, DC 20002

Signature:

In providing my signature below, I solemnly swear to adhere to all terms and conditions outlined in this Proctor Agreement for Videophone (VP) ASLPI conducted by ASL Diagnostic and Evaluation Services (ASL-DES) at Gallaudet University. 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:

* 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

* VP # or IP Address for ASLPI:

* *Required information.*

Proctor Checklist:

- Submit completed Proctor Agreement for Videophone (VP) ASLPI
- At an agreed upon time in advance of the evaluation date, meet on videophone with someone from ASL Diagnostic and Evaluation Services (ASL-DES) to complete the set-up check.
- Collect Payment Form for Proctor Fee and \$20.00 from examinee (or waive compensation)
- At the time of the VP-ASLPI, receive incoming call from evaluator
- Verify oneself as Proctor and review process and procedures with evaluator
- Ensure a clear connection is established
- Adjust setting so there is no phone number on screen and only evaluator is visible on screen
- Help examinee get settled for interview; further adjustment of VP settings for examinee
- Make sure the space is private for the examinee (no distractions or interruptions)
- Ensure interview is ***NOT*** recorded in any fashion
- Do not observe the interview but stay nearby to assist with problems (if they arise)
- If technology problems arise (freezing up or disconnecting), evaluator will call back (no impact on results)
- At the end of the interview, return to the VP and meet with evaluator for process wrap-up
- [if applicable]*** DO NOT disconnect after each interview if multiple interviews are scheduled