



Remote Testing Procedures and Guidelines Updated February 2022

Estill Figure Proficiency

1. Candidate and Mentor agree on testing parameters
 - a. Video conferencing application with share screen feature (Zoom etc.)
 - i. Mentor may choose to video record the entire session
 - b. Voiceprint platform (MAC, PC or both)
 - c. File share application (Google Drive, Dropbox WeTransfer etc.)
 - d. Proctor (**see * for special allowances on page 3**)
 - i. Must have basic computer skills to record and save the Voiceprints in an EFP protocol, and send the entire protocol to the Mentor
 - ii. Must be in the same room as the Candidate
 - e. Translator
2. Voiceprint must be recorded on Candidate or Proctor's computer and Mentor's computer
 - a. Candidate must perform hand signals simultaneously with the protocol and visible on Mentor's computer screen
 - b. Proctor must operate Voiceprint Plus (see * for special allowances on page 3)
3. Exam is complete when the Mentor has received and reviewed the Voiceprints from the Proctor
4. Exam is passed after Voiceprints are compared and deemed acceptable
5. Mentor updates the Candidate's progress tracker in the Certification Center and informs the candidate of their new status
6. Candidate logs into Certification Center, pays the EFP Registration Fee/First Annual Dues and prints out their Certificate.

Estill Master Trainer Phase 1 Voiceprint Exam

(See EFP protocol 1.-5.)

Estill Master Trainer Phase 1 Written Exam

1. Candidate and Mentor agree on testing parameters
 - a. Video conferencing application with share screen feature (Zoom etc.)
 - b. Mentor may choose to video record the entire session
2. Proctor (see * for special allowances on page 3)
 - a. May be anyone familiar with the Candidate
 - b. May be an EMT or EMCI (see * for special allowances on page 3)
 - c. May not be an EFP or EFP-Candidate
 - d. Must be in the same room as the Candidate
 - e. All costs associated with Proctor are paid by the Candidate
 - f. Mentor may choose to issue a Non-Disclosure Agreement (sample provided on page 4)

3. Translator
 - a. Must be present for the entire exam (incl. Figure Demo), but does not have to be in the same room as the Candidate unless they are also the Proctor
 - b. Must meet with Mentor in-person or remotely after Mentor receives exam answers from Proctor
 - c. May not be given a copy of the exam at any time
 - d. Mentor may scan exam and share screen during remote translation meeting
 - e. All costs associated with Translator are paid by the Candidate
 - f. Mentor may choose to issue a Non-Disclosure Agreement (sample provided on page 4)

4. Candidate and Mentor agree on shipping of written exam including costs
 - a. Mentor must mail the written exam to the Proctor in a sealed/signed envelope
 - b. Proctor must open the sealed envelope in full view of the Mentor
 - c. Candidate must handwrite the entire exam in front of the Proctor and in full view of the Mentor
 - d. After exam is complete, the Proctor seals the exam inside an addressed envelope in full view of the Mentor. Mentors are advised to include a self-addressed envelope in the exam packet
 - e. Proctor mails the completed exam back to the Mentor. Registered mail is advised.
 - f. Mentor receives and grades the written exam and meets with the Candidate to discuss the results

Estill Master Trainer Phase 1 Figure Demonstration

1. Often scheduled for the same day as the written exam
2. Proctor is not necessary
3. Candidate and Mentor agree on testing parameters
 - a. Video conferencing application with share screen feature
 - b. Mentor may choose to video record the entire session
4. Candidate must share screen from own computer with Voiceprint Plus
5. Translator present for entire exam when necessary

Phase 1 Exam Grading and Progress Tracker

After the results of the Written Exam and Figure Demonstration are tallied, Mentor meets with the Candidate to discuss the results. Candidate's progress tracker is updated by Mentor for passing scores. All remote testing guidelines apply to re-tests for non-passing scores. (Refer to Certification Manual for re-testing procedures)

Estill Master Trainer Phase 2

All procedures and guidelines remain the same for remote Phase 2 Observations. See Certification Manual for details and requirements. Online Course observations count toward in-course observation credit.

Estill Mentor and Course Instructor

Refer to Certification Manual for application process and requirements. All remote testing guidelines for the EMT written exam apply to the EMCI written exam. All remote testing guidelines for EMT phase 2 observations apply to EMCI phase 2 observations.

****Proctor for EFP or EMT Voiceprint Plus Exam***

When a Proctor cannot be present due to extenuating circumstances, the EMCI Mentor may administer the remote EFP or EMT Voiceprint exam without a Proctor. The EMCI Mentor must record remotely with Voiceprint Plus and an Audio Capture Engine such as Loopback or another compatible software. The Candidate may not run their own Voiceprint exam. The EMCI Mentor must note this change of procedure in the Candidate's progress tracker (Exam and Observation Notes).

****EMCI as Proctor***

- 1. The examining Mentor does not need to be present for the written exam.*
- 2. Typing answers is permitted on the EMCI Proctor's computer only.*
- 3. All answers, typed or drawn, must be emailed to the Mentor immediately upon completion of the exam. (drawings must be scanned first)*
- 4. After confirmation of receipt from Mentor, answers must be completely deleted from the EMCI Proctor's computer (email boxes and trash included)*

Non-Disclosure Agreement for Proctors and Translators (SAMPLE)

**NON-DISCLOSURE/CONFIDENTIALITY AGREEMENT
between**

EMCI-TP (Mentor): _____ and EMT (Proctor): _____

I, (name of Proctor), agree to the following terms and conditions in consideration for access to confidential information submitted to me by (name of Mentor).

1. I will use the confidential information for the sole purpose of proctoring a written EMT exam on (add date), for (add EMT-C name).
2. I agree to delete the confidential information, including any applicable translations from my computer and all email boxes immediately after (name of Mentor) confirms their receipt.
3. I will not share the confidential information digitally or in paper form with anyone other than (name of Mentor).
4. I will not remove the confidential information from the testing room.

Signature EMT Proctor

Print Name and Date

Signature EMCI-TP Mentor

Print Name and Date