



## Remote Testing Procedures and Guidelines

Updated March 2024

### **Remote Estill Figure Proficiency Voiceprint Exam**

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 4**)
    - 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
    - i. May also serve as Proctor when in the same room as candidate
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 4)
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 and prints out their Certificate. Annual renewal dues are to be paid in January, regardless of month of EFP certification.

### **Remote Estill Master Trainer Phase 1 Voiceprint Exam**

(See EFP protocol 1.-5.)

### **Remote Estill Master Trainer Phase 1 Written Exam in the Online Academy**

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.
  - c. **Proctor is mandatory when Mentor is not in the same room as candidate.**

- i. May be anyone familiar with the candidate.
- ii. May be an EMT or EMCI
- iii. May not be an EFP, EFP-C, or EMT-C
- iv. Must be in the same room as the candidate.
  - 1. Multiple candidates may share a Proctor when in the same room.
  - 2. Multiple candidates in different rooms must each have their own Proctor.
- v. May not be given a copy of the exam at any time.
- vi. All costs associated with Proctor are paid by the candidate.
- vii. Mentor may choose to issue a Non-Disclosure Agreement to the Proctor (sample provided on page 5)

## 2. Translator

- a. All written exams include language of choice and English in the description, questions, and answers. Online Academy platform and functions are translated into candidate's language of choice at the time of account set-up.
- b. Translator is not mandatory for written exams, but, when necessary, must be agreed upon prior to the scheduled testing date
- c. Translator may serve as Proctor when they are in the same room as candidate.
- d. May not be given a copy of the exam at any time.
- e. Mentor may choose to issue a Non-Disclosure Agreement (sample provided on page 5)

## 3. Candidate registers for the exam in the Certification Center and Mentor notifies [cmager@estillvoice.com](mailto:cmager@estillvoice.com) of date and time of scheduled exam.

- a. Notification of scheduled exam in writing must be sent at least 7 days prior to the scheduled testing date

## 4. Candidate creates account in Online Academy & EVI enrolls candidate into the exam.

- a. Written exam is locked until the exact date and time of scheduled exam (If candidate enters early, a "locked" symbol appears on their exam. Candidate must refresh screen at scheduled testing time to unlock the exam)

## 5. Mentors are not given copies of the written exams.

### **Day of Written Exam in Estill Voice Online Academy**

1. Candidate must be seen & heard by the Mentor the entire time.
2. When single candidate is tested, screen share for the duration of the written exam is mandatory.
3. When multiple candidates are tested simultaneously in one room or several rooms, screen share is not feasible, and the Proctor is responsible for showing the candidate's screen when requested by the mentor, i.e with private view via cell phone
4. Candidate may only have the Estill Voice Online Academy url open on their computer; No other tabs or materials may be open at the same time, including other Online Academy courses.
5. Screenshots and photos of the written exam are strictly prohibited.

6. Estill related materials, study guides, notes and voice related texts/books are strictly prohibited and may not be on the candidate's desk.

## **Exam Guidelines**

1. The following information must be read to or by the candidate prior to taking the written exam (found in Course Description section of exam, translated)

***It is recommended to use Chrome or Firefox for this exam.***

*The EMT Written Exam is one part of the Phase 1 examination process. This Exam contains Single Answer, Associate and Multiple Choice Questions. The Exam is to be taken without the use of study materials. No other search tabs may be open on the applicant's computer nor can a cell phone be present on the applicant's desk. Only one attempt is permitted per candidate. Make sure to double check answers before submitting. Navigation between pages is possible. In case of emergency, interruption, or a break approved by the examiner, use the "save test, you can resume later" button. Do not X out of your browser at any time before saving or submitting the exam.*

*After the exam is complete, the score will be visible to the candidate and proctor. EMCIs must record this score in the candidate's progress Tracker. The score from the Written Exam is combined with the Audio Sample & the Figure Demonstration Exams. To complete Phase 1 and become an EMT-C, the applicant must receive a combined score of 90% or higher.*

### **Written Exam Question clarification & Scoring:**

*You will see three titles for questions in this exam: Associate, Single Choice, & Multiple Choice. 1 point is earned for each correct answer for Associate and Single Choice Questions. For Questions labeled Associate, use each option in the drop down menus only once (do not repeat answers). For Questions labeled as Multiple Choice in this exam, you will receive 1 point for each correct answer and -1 point for each incorrect answer. Multiple Choice questions always have more than one correct answer.*

2. Incorrectly answered questions will be sent to the Mentor via screenshots upon request at [cmager@estillvoice.com](mailto:cmager@estillvoice.com). The screenshots may not be sent to the candidate, but serve as points for review and more study for the Mentor and candidate.

## **Estill Master Trainer Phase 1 Audio & Figure Demonstration Exams**

1. Proctor is not necessary, but translator may be & should be present for entire exam
2. 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
3. Candidate must share screen from own computer with Voiceprint Plus for Figure Demonstration
4. Candidate or may write answers in Audio Exam sheet or choose to give verbal answers and the Mentor writes in the Audio Exam sheet.

5. Mentor records scores for Written, Audio and Figure Demo exams in the score sheet for “paper records” and then records the scores in the candidate’s progress tracker.
6. Audio and Figure Demonstration Exam sheet is found in your My Trainer Center. This document may be given to the candidate prior to the exam.

## **Phase 1 Exams Grading and Progress Tracker**

After the results of the Written, Audio & Figure Demonstration Exams are tallied, Mentor meets with the Candidate to discuss the results. Candidate’s progress tracker is updated by Mentor with passing scores and notes.

All remote testing guidelines apply to re-tests for non-passing scores. (Refer to Certification Manual for re-testing procedures).

When all exams and Voiceprint are successfully passed, Mentor must move the progress tracker option to Pending Observations and the Phase 2 progress tracker is unlocked, and the candidate will appear in the Certification Candidate Directory.

## **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 including Proctor requirements and Translator guidelines; however, the EMCI written exam is still in paper form and the following remote testing protocol must be followed:

1. Paper exam must be mailed to the Proctor prior to the testing date.
2. Proctor must open the exam in front of the Mentor.
3. Candidate must be seen and heard the entire time.
4. Upon completion of exam, Proctor seals the exam in a signed envelope and mails it to the Mentor.

All remote testing guidelines for EMT phase 2 observations apply to EMCI phase 2 observations.

### ***\*Proctor exception for EFP or EMT Voiceprint Plus Exam Only***

*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)*

**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