



## The Educational Interpreter Performance Assessment<sup>®</sup>

### Local Test Administrator (LTA) Confidentiality and Testing Material Security Agreement

Name of Local Test Administrator \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

This document confirms that you will treat with confidentiality all materials and testing materials used within the Educational Interpreter Performance Assessment a product of the EIPA Diagnostic Center at Boys Town National Research Hospital, Omaha, NE. Specifically included within this agreement is the security and confidentiality of EIPA testing videotape stimuli material.

My signature confirms that agree to be responsible for the security of EIPA testing materials while these materials are in my possession.

If the confidentiality of the testing materials is compromised in any fashion while in my possession, I will be held liable to Boys Town National Research Hospital and its Educational Interpreter Performance Assessment Diagnostic Center. Liability will include, but may not be limited to, full replacement cost for producing and implementing new, comparable testing materials, and all costs incurred for necessary adjustments to the EIPA testing system due to negligent oversight of these materials. The individual serving as a test proctor (LTA) must review requirements stated below. Your signature indicates that you agree with these conditions.

#### LTA Professional Criterion and Responsibilities

- Candidates providing LTA services must either have an EIPA score equivalent to certification, RID certification, or substantial experience related to deaf education and interpreting. LTA's may not take any version of the EIPA that they proctored.
- All test materials must be kept in a locked and secure location. This

location must only be accessible by the LTA.

- If there are to be extended periods where EIPA testing is not to be offered, return test materials to the EIPA Diagnostic Center and indicate to the Center when materials should be re-sent to the test location.
- Testing tapes are NOT to be copied for ANY reason.
- Candidate's tapes are NOT to be copied for ANY reason.
- Be certain that candidates, during testing, are only exposed to the test stimuli materials they have selected. Classroom and child/teen signer tapes MUST NOT be left in the warm up area. The LTA should have tapes located in a secure area outside of the warm-up and testing area.
- Only official LTA's are allowed to interact with the candidates or be in the testing area. No unofficial assistants are allowed.
- I understand I may charge the candidate a fee for administering the test and that the fee must be less than \$75.00.

I have reviewed these requirements and agree to adhere to the standards of responsibility as outlined by this document. If I have any confusion or uncertainty about procedures, I agree to contact the EIPA Diagnostic Center prior to offering testing.

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**Signature, LTA Applicant**

**LTA Supervisor:**

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**Address**

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**Phone**

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**Notary**

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**Date**

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**EIPA Diagnostic Center Representative**

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**Date**

**Review conference call scheduled** \_\_\_\_\_

**Review conference call completed** \_\_\_\_\_