

CCHI's ADA Accommodation Policy for Actuator-Assisted Examinations

The objective of this policy is to provide guidance on the reasonable accommodation to individuals who need assistance with operating a mouse and/or keyboard during the examination. At present, CCHI is offering a human actuator and extended time as reasonable accommodations to these individuals who otherwise meet the eligibility requirements to take a CCHI examination.

CCHI has sole discretion to determine whether a candidate meets the requirements to receive an accommodation. A candidate must submit CCHI's *ADA Accommodation Request Form* with any required accompanying documentation. CCHI will review all requests and determine whether to grant an accommodation. A candidate who does not file an accommodation request will not be granted an accommodation. If the candidate schedules an examination date and requests an accommodation at the testing center, the candidate will forfeit the examination fee and have to submit a request for accommodations application with a new examination fee prior to being evaluated for an accommodation.

Accommodation Provided:

1. Human Actuator

A human actuator is an individual who is able operate a keyboard and mouse. This individual can read, speak and understand English with the proficiency and command of the English language at the level of a native English speaker from the United States or is a native United States English speaker. The function of the human actuator is to navigate throughout a computer-based test by operating a keyboard and mouse.

A candidate CANNOT bring their own human actuator. CCHI has sole discretion to nominate an individual as a human actuator.

Human actuators may be compensated for this task.

2. Time Allotment for a Actuator-Assisted Examination

CCHI has determined that an increase of 20% over the total exam time, exclusive of initial instructions, provides a reasonable accommodation for individuals in need of actuator services. Thus, the following time is allotted to the corresponding exams:

- CoreCHI™ exam - 2 hours and 24 minutes;
- ETOE™ exam – 1 hour and 12 minutes;
- CHI™ exam - 1 hour and 12 minutes.

Introductory Process

Prior to the proctor logging the candidate in to begin the examination process, the human actuator will introduce him/herself to the candidate and read the Introductory Statement (see

below). The actuator will explain the role of the human actuator.

The actuator will follow the candidate's instructions to navigate through the test using a keyboard and mouse. Questions that the candidate may have about the instructions must be directed to the attending proctor, as is the current policy for all candidates.

No candidates, either with or without a human actuator, are allowed breaks during the examination. Candidates may not bring any materials into the examination room or utilize paper and pencil during the examination process.

Process

The candidate has the responsibility to direct the actuator to perform any actions required to progress through and complete the examination. The candidate and the actuator must *both* read the examination *Instructions* carefully and ask the proctor any questions either of them may have. The candidate is encouraged to practice their directions and conventions with the actuator during the Instructions part of the exam. The time spent on the Instructions and this practice does not count towards the examination time.

The candidate gives the actuator the following instructions to navigate throughout the CoreCHI™ examination:

- a) To select the correct answer – the candidate reads and utters "A" or "B" or whatever option the candidate wants to select, at which time the actuator clicks the mouse on the selected option (or presses the key on the board), and moves on to the next question. It is the candidate's responsibility to verify that the intended option has been selected.
- b) To return to any question – the candidate names the number of the question she wishes to return to (which is listed at the bottom of the screen) or says, "Go back." (**Note to the actuator:** Don't use the browser 'back' button, instead navigate within the test platform.)
- c) To flag a question for further review, and afterwards - to return to the flagged questions.
- d) To submit the test - when the candidate finishes the test and reviews any questions deemed necessary, the candidate must instruct the actuator to click the "Submit" button.

The candidate gives the actuator the following instructions to navigate throughout a CHI™ examination:

- a) In the **Consecutive** interpreting section of the exam (4 vignettes, each consisting of multiple screens): to play back the audio prompts once or twice, as the candidate instructs by saying "Play", to click on the "Record" button as instructed by the candidate who utters "Record", to stop the recording as instructed by the candidate who utters "Stop", and to move to the next prompt when the candidate utters "Next."
- b) In the **Simultaneous** interpreting section of the exam (2 vignettes, each consisting of 1 screen): to click on the "Play/Record" button as instructed by the candidate who utters "Record" or "Start", to stop the recording as instructed by the candidate who utters

- “Stop”, and to move to the next prompt when the candidate utters “Next.”
- c) In the ***Sight Translation*** interpreting section of the exam (3 screens): to click on the Record button as instructed by the candidate who utters “Record”, to stop the recording as instructed by the candidate who utters “Stop”, and to move to the next prompt when the candidate utters “Next.”
 - d) For the last exam item – a multiple-choice question on ***Written Translation*** – to select the correct answer – the candidate reads and utters "A" or "B" or whatever option the candidate wants to select, at which time the actuator clicks the mouse on the selected option (or presses the key on the board). It is the candidate’s responsibility to verify that the intended option has been selected.
 - e) To submit the test - when the candidate finishes the test and is ready to submit it, the candidate must instruct the actuator to click the “Submit” button.

The candidate gives the actuator the following instructions to navigate throughout a ETOE™ examination:

- a) In the ***Listening Comprehension*** and ***Restate the Meaning*** sections of the exam: to play back the audio prompts *once or twice*, as the candidate instructs by saying “Play”, to click on the “Record” button as instructed by the candidate who utters “Record”, to stop the recording as instructed by the candidate who utters “Stop”, and to move to the next prompt when the candidate utters “Next.”
- b) In the ***Shadowing*** section of the exam: to click on the “Play/Record” button as instructed by the candidate who utters “Record” or “Start”, to stop the recording as instructed by the candidate who utters “Stop”, and to move to the next prompt when the candidate utters “Next.”
- c) In the ***Memory Capacity*** section of the exam: to play back the audio prompts *once*, as the candidate instructs by saying “Play”, to click on the Record button as instructed by the candidate who utters “Record”, to stop the recording as instructed by the candidate who utters “Stop”, and to move to the next prompt when the candidate utters “Next.”
- d) In the ***Equivalence of Meaning, Reading Comprehension, and Speaking Skills in the Language Other Than English*** (Describe a Picture) sections of the exam: to click on the “Record” button as instructed by the candidate who utters “Record”, to stop the recording as instructed by the candidate who utters “Stop”, and to move to the next prompt when the candidate utters “Next.”
- e) To submit the test - when the candidate finishes the test and is ready to submit it, the candidate must instruct the actuator to click the “Submit” button.

The human actuator cannot resolve, explain, or provide assistance other than the task of navigating throughout the test by operating a keyboard and mouse.

The candidate is responsible for managing the time allotted to take the examination, and must complete the examination within the following times:

- a) for the CoreCHI™ examination - 2 hours and 24 minutes;
- b) for the CHI™ or ETOE™ examinations – 1 hour and 12 minutes.

No additional time will be provided. If the candidate does not finish within the allotted time,

the examination will automatically be closed and submitted for scoring.

FEES

CCHI does not charge candidates for the costs associated with providing a human actuator or additional time for examination administration.

The Human Actuator Introductory Statement

My function as the human actuator is to navigate throughout the test by operating a keyboard and mouse. If you have any questions or concerns about the instructions or the examination administration, please direct them to the attending proctor and not to me.

First, we are going to read the instructions and agree on how you will give me instructions about selecting a certain option, returning to a question, etc.

You are responsible for managing the time allotted to take the examination, and must complete the examination within the allotted {CoreCHI™ exam - 2 hours and 24 minutes} {CHI™ or ETOE™ exam - 1 hour and 12 minutes}. No additional time will be provided.

No candidates, either with or without a human actuator, are allowed breaks during the examination.