

PROCEDURE FOR THE DAY OF THE TEST (TEP and PERFORMANCE)

On the day of the test, the following procedures apply:

- Arrive at least 15 minutes before the test appointment time.
- Bring proper photo identification with you. Preferred types of identification include a valid driver's license, student photo ID, employee photo ID card, or current passport. You will not be allowed to test without proper identification.
- Smoking, eating, and drinking are not permitted in the testing room.
- Visitors are not permitted into the testing area. Visitors may wait in the main lobby.
- You may **not** be excused from the testing room during the test. A visit to the restroom before your test appointment is recommended. The test must be taken in one continuous sitting.
- You may not give or receive help, or bring books, papers, or aids of any kind.

For TEP:

- The time allowed to complete the written Test of English Proficiency is **1 hour and 15 minutes**. This time allowance is specifically for taking the TEP and not for filling out paperwork or reading the initial instructions. You may bring a watch (without an alarm) to the testing site to pace yourself during the test.
- You may write on the test booklet and take the test in any order.
- At the conclusion of the test session, you will be required to return the test booklet and answer sheet to the proctor. Do not remove test materials or notes from the testing room.
- The technician must observe you in the testing room and is there to ensure that the test is administered properly.

For Performance Test

- You may sit or stand during the recording of the performance test.
- Once the test begins, the videotape **may not** be stopped, rewind, or replayed. You may, however, pause briefly between each section. In addition, once the test begins, you may not leave the testing room until all sections of the test are recorded and the test is completed.

NOTIFICATION OF TEP RESULTS

After the TEP is administered, the proctor collects all materials and the test will be scored by MCDHH staff. A notification letter will be created and sent by regular mail.

You must answer 55 questions correctly to receive a passing score to be eligible to apply for a performance test. Applicants who do not receive a passing score may resubmit an application and fee six months after the failed attempt.

NOTIFICATION OF PERFORMANCE TEST RESULTS

After the test is recorded it will be evaluated at a scheduled evaluator session. Candidates who are awarded certification are:

- Added/updated in the database of certified interpreters;
- Notified by regular mail of the results; and
- sent a certificate card, and information on how to contact the State Committee of Interpreters to obtain licensure
- Must earn 2.0 CEUs yearly from 11/3-11/2 and submit proof to MCDHH by 12/2, with the first year pro-rated.

Unsuccessful candidates

- are notified through regular mail of the results,
- may apply to retake the test six months after the test was administered.
- The notification letter contains valuable feedback about test results and provides guidance for getting training before retaking the performance test.



Missouri Interpreter Certification System BEI Certification Test

Missouri Commission for the
Deaf and Hard of Hearing
1500 Southridge Drive, Suite 201
Jefferson City, MO 65109

1-855-783-3177 (TOLL FREE)
(573) 526-5205 (V/TTY)
(573) 526-5209 (FAX)

www.mcdhh.mo.gov
BCI@mcdhh.mo.gov

ELIGIBILITY TO TAKE BEI

To be eligible for certification in the Missouri Interpreters Certification System (MICS), each applicant must:

- Be eighteen (18) years of age or older;
- Have completed a minimum of thirty (30) credit hours from an accredited college or university before taking the written test of English proficiency; and
- have earned an associate degree and/or a minimum of sixty (60) credit hours from an accredited college or university before taking the performance examination.

An applicant who is currently certified at the Novice, Apprentice, RCED, Basic, Advanced, or Master levels by MICS and applies for a higher level of certification is not required to meet this educational requirement.

WRITTEN TEST

To be eligible for the performance test, an applicant must pass the written Test of English Proficiency (TEP). The written portion of the certification process was developed to evaluate an applicant's English skills. The Test of English Proficiency is made up of five parts:

- Part I – Reading Comprehension,
- Part II – Synonyms,
- Part III – Grammar and Usage,
- Part IV – Sentence Completion, and
- Part V – Antonyms.

Upon passing the Test of English Proficiency, an applicant is eligible to take a BEI performance test. Each level of certification has its own performance test. An interpreter earns the corresponding level of certification if the minimum requirement to pass is met.

PERFORMANCE TEST

There are three distinct Interpreter Performance Tests—**Basic**, **Advanced**, and **Master**.

The tests are similar in terms of the sections they contain and the tasks they ask the candidates to perform. The tests differ principally in terms of their complexity. In these tests, there are several factors that

add to the complexity of the tests:

- complexity of the language,
- complexity of the topics and/or settings, and
- speed of the speaker or signer.

CONTENT OF THE PERFORMANCE TESTS

The content of the Basic test focuses primarily on the language found in routine educational and social service settings, as determined by the empirical job analysis of incumbent Texas interpreters. Examples of possible topics include K–12 classroom presentations by students or teachers, special school assemblies, homework assignments, school memos, informational meetings or orientations, and so on.

The content of the Advanced Test focuses primarily on the language found in a variety of high-stakes settings, such as routine medical, social service, K–12 and higher education, routine mental health, and routine quasi-legal, as determined by the empirical job analysis of incumbent Texas interpreters. Examples of possible topics include postsecondary student and professor classroom presentations, professional development seminars, doctor or dentist visits, application for services, employment forms, counseling sessions, and so on.

The content of the Master test focuses on the language found in a variety of complex high-stakes settings, such as medical, mental health, quasi-legal, and educational settings, as determined by an empirical job analysis of incumbent Texas interpreters. Examples of possible topics include patient information forms, intake forms, contracts or contract negotiations, meetings with medical specialists, special education meetings, and so on.

COMPONENTS OF THE PERFORMANCE TEST

BASIC LEVEL

- Expressive interpreting (spoken English-to-ASL),

- Expressive transliterating (spoken English-to-signed English),
- Receptive (ASL-to-spoken English), and
- Sight translation (written English-to-ASL).

ADVANCED LEVEL

- Expressive interpreting (spoken English-to-ASL),
- Expressive transliterating (spoken English-to-signed English),
- Receptive interpreting (ASL-to-spoken English),
- Receptive transliterating (signed English-to-spoken English), and
- Sight translation (written English-to-ASL).

MASTER LEVEL

- Expressive interpreting (spoken English-to-ASL),
- Expressive transliterating (spoken English-to-signed English),
- Receptive interpreting (ASL-to-spoken English),
- Receptive transliterating (signed English-to-spoken English), and
- Sight translation (written English-to-ASL).

TESTING AND CONVERSION FEES

- Application Fee \$ 10.00
- Written Test Fee \$ 25.00
- Basic Performance Test Fee \$275.00
- Advanced and Master Performance Test Fee \$300.00
- Conversion Fee \$ 50.00

All fees for MICS certification processes and services are nonrefundable.

Payment of all fees must be made in the form of either a cashier's check or money order made payable to "MCDHH/BCI Fund." No personal checks or cash will be accepted.