



COMMONWEALTH of VIRGINIA

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POLICY STATEMENT

Virginia Quality Assurance Screening Performance Assessment Results Validity and Expiration

Background: According to 22VAC20-30 (Virginia Administrative Code, Title 22, Agency 20, Chapter 30) concerning "Regulations Governing Interpreter Services for the Deaf and Hard of Hearing," a screening level awarded through the Performance Assessment of the Virginia Quality Assurance Screening Program is valid for three years from the date of award. Any Screening Level awarded expires three years from the date of the award letter. Agency practice has allowed this validity period to be extended if a candidate has registered for a new Performance Assessment prior to the expiration date. This practice has been overly flexible and has resulted in unintended and indefinite extensions.

Policy Statement: As stated in the regulations, 22VAC20-30-120, "A screening level, or the results of any part as described in 22VAC20-30-110 B, shall remain valid for three years from the date of the letter of notification." A candidate who has a valid screening level on the Performance Assessment will not be required to re-take the Written Assessment in order to register for the Performance Assessment. A time-limited extension to this validity period may be provided upon approval of a candidate's petition for extension in specific circumstances and with specific restrictions as detailed herein.

Policy Details:

- The Performance Assessment Results letter is provided to the candidate once all ratings have been completed and tabulated. Based on the tabulation of the ratings, the candidate may be awarded a Screening Level I, II, III, or IV in interpreting and/or transliterating. The results letter clearly states that this result is valid for three years from the date of the letter.
- During the valid period of the Screening Level, the candidate may participate in the Performance Assessment again in accordance with the regulations and agency policy implementing those regulations. The online registration system will not allow a candidate to register for a Performance Assessment slot that occurs after their most recent Level expires,

so candidates should register well in advance of the candidates' Level expiration date. It is recommended to register 120 days in advance.

- A candidate may not participate in an additional Performance Assessment while the results of a previous Performance Assessment are pending. A candidate may not participate in an additional Performance Assessment earlier than 6 (six) months after their previous Assessment date.
- If a candidate's Screening Level expires and no new level has been awarded and no Performance Assessment Results are pending, that candidate must take the Written Assessment again and achieve a score of 90% or higher in order to be eligible to participate in the Performance Assessment again.
- If a candidate's Screening Level expires while the results from a subsequent Performance Assessment are pending, the candidate's previous Written Assessment Result and Screening Level will remain valid until the Performance Assessment Results are available, however, that candidate may not register for an additional Performance Assessment while the results are pending.

If the candidate achieves a Screening Level on the pending results, s/he continues eligibility to participate in future Performance Assessments. If the pending results do not lead to a Screening Level being awarded, the candidate must re-establish eligibility by taking the Written Assessment and achieving a score of 90% or higher.

- A candidate may petition the agency in writing for an *extension* to the expiration date of a Performance Assessment result if the following conditions are met:
 - ✓ The candidate can demonstrate that s/he submitted a completed registration for the Performance Assessment at least 120 days prior to the expiration date **AND**
 - ✓ The candidate can demonstrate that VDDHH informed him/her that no Performance Assessment slots were available prior to the expiration date. If the candidate submits a registration and is offered an assessment date prior to the expiration date but declines for any reason, no extension to the Performance Assessment expiration date will be approved.

In the event that the candidate successfully petitions for an extension to the expiration date, that candidate must accept the first available Performance Assessment slot offered. If the candidate declines an offered Performance Assessment slot, the extension will be revoked and the candidate will be required to re-establish eligibility by passing the Written Assessment again.

Any extension granted by petition will expire if the candidate fails to achieve a Screening Level on the subsequent Performance Assessment.

Procedures:

1. VQAS staff will provide a results letter, based on the tabulation of rater's scores, to each candidate who completes the Performance Assessment. If a Screening Level is awarded, this letter will clearly indicate the expiration date of the Screening Level.
2. VQAS staff will maintain current and accurate information in the VQAS database, to include the date a Screening Level was awarded, the date it will expire, the date any registration for a Performance Assessment was received, and the status of registration, including any screening dates offered to the candidate and whether the candidate accepted or declined offered dates.
3. When a VQAS staff member receives a petition for an extension, s/he will forward the petition to the Interpreter Services Programs Manager with a copy of the candidate file and a recommendation for approval or denial based on the candidate's history of compliance with this policy. The Manager will approve or deny the request and the candidate will be notified, in writing, of the status of the request within 10 working days after the request is received.
4. The candidate can appeal the screening results in accordance with Virginia Administrative Code, Title 22, Agency 20, Chapter 30, Appeal procedure ([22VAC20-30-130.](#))
5. The department will notify candidates in writing of the *status* of their screening results within 90 business days of the screening date.

Reference: Policy-QAS-WA-DEC2022

Approved: Eric Raff, Director

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