



COMMONWEALTH of VIRGINIA

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POLICY STATEMENT

Virginia Quality Assurance Screening Written Assessment Results Validity and Expiration

Background: According to [22VAC20-30](#) Regulations Governing Interpreter Services for the Deaf and Hard of Hearing, candidates who participate in the Virginia Quality Assurance Screening Written Assessment must pass the assessment with a score of 90% or higher in order to participate in the Performance Assessment. The regulations establish a three-year validity period for the results of any Written Assessment from the date of issuance. The Written Assessment result expires three years from the date the result is awarded. Agency practice has allowed this validity period to be extended for a candidate who receives a VQAS Screening Level through the Performance Assessment Process. For such a candidate, the result does not expire as long as the candidate maintains a valid VQAS Screening Level as documented by the results of a VQAS Performance Assessment. The agency has also provided extensions to the validity period of a Written Assessment result in times when there has been a waiting list for candidates who are registered for the Performance Assessment or when there has been a significant delay in processing the results of the Performance Assessment. 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 whose eligible score on a Written Assessment has not expired or who possesses 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 in specific circumstances and with specific restrictions as detailed herein.

Policy Details:

- The Written Assessment Results letter is provided to the candidate, usually on the date the Written Assessment is taken, or within ten days of that date. If a candidate receives a score of 90% or higher, that is considered a passing score and the candidate becomes eligible to

participate in the Performance Assessment. 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 Written Assessment results, the candidate may participate in the Performance Assessment according to the regulations and agency policy implementing those regulations.
- If a candidate achieves a Screening Level, s/he remains eligible for participation in future performance assessments as long as the Screening Level remains valid. The expiration date of the Screening Level supersedes the expiration date of the Written Assessment results.
- 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 and the results from a Performance Assessment are pending, the candidate's Written Assessment Result will remain valid until the Performance Assessment Results are available, however, that candidate may not register for an additional Performance Assessment while the previous 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 Written 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 is offered an assessment date prior to the expiration date but declines for any reason, no extension to the Written 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 to each candidate who completes the Written Assessment. This letter may be provided to the candidate in person on the same date the assessment is completed or may be mailed to the candidate within 10 days of the date of the assessment.
2. VQAS staff will maintain current and accurate information in the VQAS database, to include the date a passing score on the Written Assessment was achieved, 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 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 IP 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.
4. If a candidate desires to contest the results of any part of a screening, the candidate must file an appeal with the director within 30 calendar days of the date of the decision. The director, or designee, shall provide for an informal conference with the candidate within 30 working days. The only remedy which the director may award for the Code of Ethics (Part I) is the opportunity to retake the screening at the next scheduled date. (22VAC20-30-130. Appeal procedure.)

Forms: VQAS Written Assessment Results Policy Statement

Reference: Policy-QAS-WA-June2022

Approved: Eric Raff, Director

Effective Date: June 1, 2002

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