

FIELD RESEARCH EXAMINER

- Experts in the field, dedicated to research -

Welcome back to the second edition of our Examiner Newsletter! We're delighted to have you with us. As the year progresses, we hope you'll find this newsletter a helpful resource for updates, tips, and information on upcoming projects. We're incredibly grateful for your ongoing support and partnership. Please don't hesitate to reach out if you need anything from us.

EXCITING UPDATE!

1

DIGITAL EXAMINEE PAYMENTS

Hooray! We are excited to announce that **examinees will now receive their payment digitally!** When assigned candidates/parents complete a demographic questionnaire for a project, they will select how to receive their gift card electronically —either via email or text message, with options including Target, Amazon, and more. Additionally, they can opt for a physical Visa gift card if they prefer.

The new digital option will ensure payment for your candidate arrives SO. MUCH. FASTER! Due to this upgrade, **it is even more critical for demographic questionnaires to be completed before testing!**

Review this [FAQ](#) for more information!

TIPS & TRICKS

1

RETURN TESTS ASAP!

Remember to **mail your protocols as soon as your test is complete**. Please send one test protocol per mailing envelope. In the unfortunate event a protocol is lost in the mail, only one test is missing instead of several tests! **It is VITAL that you keep your tracking number when mailing envelopes**. We cannot pay you for lost protocols without a tracking number. You can save the tracking number in your portal by following these steps:

1. Go to the assignments tab
2. Select a candidate from the current section.
3. Identify the test you will mail in the “Pending Assignments” section.
4. Click on the “Comment” icon on the right-hand side.
5. Select “Test Tracking Number” for the comment type.
6. Enter the tracking number found on the UPS return label in the comment box
7. Click Send

View this [video](#) for a demonstration of how to save your tracking number!

2

QUIET TESTING LOCATIONS

Test environment can significantly impact test results! In your clinical practice, you ensure your clients have an optimal testing environment so they can do their best in the testing session. Because the quality of our data is so important, this is also a huge consideration during data collection. **Please select a quiet location free from major distractions.**

3

CONSENT AND DEMO FORM

BEFORE scheduling a testing session, you must launch and ensure completion of the consent form and demographic questionnaire to the candidate/parent. These forms are required and are essential for us to process your tests and payment!

4

BEST TIP EVER!! GET TO KNOW THE TEAM!

One of the best ways to maximize your time spent partnering with Field Research is to get to know our team! This quarter we are excited to highlight one of our Payments team members, **Leanne Smith**. Many of you interact with Leanne regularly when troubleshooting payment issues - get to know her a little bit better!



Leanne Smith

How long have you been with Pearson?

23 years!

Favorite Office Item?

The postage machine (for now..hint, hint)

What is an upcoming/recent change or update in Payments that you are most excited about?

I am so excited about digital gift cards for examinees! This is a game-changer!

Any message or reminder you would like to share with Examiners?

Be sure to submit an updated W9 if anything changes from your previous W9. This will prevent your payments from being held up. If you have any questions about your W9 or if you would like to set up direct deposit, please reach out to me at FRPayments@pearson.com

UPCOMING IN 2024!

1

CELF - 6 PILOT

Attention all Speech Language Pathologists! We have exciting news! **We are beginning our CELF-6 Data Collection with a Pilot Study in late summer!** Pilots are generally smaller collections than standardizations, so the number of examiners on the project may be limited. Be the first to get on board! Participating is a GREAT way to get a sneak peek at what the content development team is planning for new and improved CELF-6 AND give valuable feedback on new test items, images, and subtests! Email us at FRExaminerSupport@pearson.com to be a part!

2

BASC - 4 STANDARDIZATION

BASC-4 Standardization is coming this Fall, and we will need “all hands on deck!” This will be a very large data collection project, requiring data from students, parents, and teachers! The time to begin recruiting is NOW! More information to come!



We are so thankful for your support and partnership! We know many of you spend hours outside of your job helping us - and your dedication does not go unnoticed! If there is ever anything we can do to support you better, please let us know!

- Pearson Field Research