

Hello All:

I will be serving as the Impartial Observer for the \_\_ (level) \_\_\_\_\_ testing at  
\_\_ (location) \_\_\_\_\_ on \_\_ (Date) \_\_\_\_\_.

My role is to act as a liaison between the candidates, parents, organizer, and the examiners. I will be with the candidates and examiners for the entire testing process. *If you have questions or concerns that affect your candidate's ability to test, please let me know before the testing begins so I can be sure the examiners are aware of this, especially if there is a learning or medical issue.* The examiners are trained in how to handle learning or testing challenges and will make accommodations for the candidate. These issues will be handled privately and will remain confidential before and after the testing. Please don't assume that I know, or that the NE's know, about any special considerations your candidate might require. You can email me or call me at \_\_\_\_\_ (home) or \_\_\_\_\_ (cell).

I haven't seen some of you in a while, but, unfortunately, I will not have a chance to catch up during the testing. I would love to, but there won't be time! And, in order to remain impartial, I cannot discuss with you how the candidates are doing in the test.

If you have concerns you feel need to be addressed during the testing, please find me and let me know that you wish to speak to me privately. Also, please encourage your candidate to do the same.

Thanks,

(signature)