



Exhibit E – Berlitz Testing Scheduling Procedures

1. Travis County HR Liaison, will provide the testing individual the appropriate testing email address:
 - a. Oral Testing for Spanish and Vietnamese - na.testing.billing@berlitz.com
The testing individual will need to provide the following information, in order to take the test and pay for it:
 - i. Name of organization (Travis County)
 - ii. Test they prefer to take (Proctored SOPI)
 - iii. Language they need to test in (Spanish or Vietnamese)
 - iv. Examinee Name
 - v. Cost of Test (77.00)Tests can be done at any time of the day/night
 - b. Visual Testing for American Sign Language - Kerstin.Teller@berlitz.us and copy Alexandra.Garavito@berlitz.us
 - i. Name of organization (Travis County)
 - ii. Test they prefer to take (ASL)
 - iii. Examinee Name
 - iv. Cost of Test (85.00)
 - v. Availability for ASL Testing is more limited and will always be re-confirmed through email.
Current availability:
Monday - Friday 12-9:30 pm (CST)
2. Once the test is complete:
 - a. The Spoken Test will be reviewed by two Reviewers at Berlitz and the results will be provided in about 3 business days to HRMD.
 - b. ASL Test will be reviewed by ASL instructor who conducted exam. A Test Result will be provided within 24 hours by email.
3. The test results will be returned to CLIENT via a web portal:
 - a. For the Spoken Test within 3 business days of the delivery date.
 - b. ASL Test Result will be emailed to CLIENT within 24 hours.