

FIELD RESEARCH EXAMINER

Experts in the field, dedicated to research.

Summer is here, and we couldn't do this work without you! As temperatures warm up, we're here to help you stay cool with a few reminders, updates, and tips to keep everything running smoothly. Let's make it a great summer season!



Share this opportunity Tell a Friend

Your work as a field research examiner makes a lasting impact. One examiner recently shared how participating in field research influenced their everyday practice:

"I felt I had made an impact when I noticed that protocols on newly developed tests had incorporated a small thing I had been utilizing in field research projects."

Know someone who would make a great field research examiner?

Take a moment today to share this opportunity with a colleague. Their contributions could help make a lasting impact in your field.



Thank you for your support Help Us Celebrate You!

Our Examiners are at the heart of everything we do, and we'd love to learn more about the people who make our data collections successful. Please take a minute to complete our short Examiner Experience Form so we can get to know you a little better.

[Click Here to Complete the Examiner Experience Form](#)

Review your candidates Give Your Candidate List a Summer Refresh

Taking a few minutes to review and update your candidate list makes a big difference. A clean candidate list helps us make accurate assignments and avoid reaching out to candidates who are no longer available.

Please remove or update candidates who:

- Have moved
- Are no longer interested
- No longer qualify for projects
- Should not be contacted for future assignments

Keeping your list current helps ensure assignments go to candidates who are ready and eligible to participate.

TIPS & TRICKS



Using a different name?

Help Us Find Your Account Faster

If the name you use in your email or email address is different from the name listed in your Field Research Portal account, please include your Examiner ID whenever you contact us. This could include using a nickname, maiden name, legal name, or shared inboxes. Providing your Examiner ID helps us quickly locate the correct account and respond to your questions more efficiently.

Help us help you:

Include IDs When You Email Us

When reaching out to the Field Research team, please include your Examiner ID and, when your question is about a specific candidate or assignment, the Candidate ID. Including these IDs in your message allows us to locate the correct records faster and reduces the need for follow-up questions. To protect candidate privacy, please avoid including candidate names in emails whenever possible.



Availability Reminder

If you'll be unavailable for an extended time, please let us know. This helps prevent sending assignments during your absence and ensures smooth data collection. Include the dates of your unavailability and your expected return to testing when you contact us.



Make payment processing easier

Name Your W-9 and Direct Deposit Files

To help our team process your payment paperwork accurately, please use a clear file name when uploading your W-9 and Direct Deposit forms in the Field Research Portal. Use this simple format:

JaneSmith_123456_W9

JaneSmith_123456_DirectDeposit

Including your name, Examiner ID, and the document type in the file name helps us to quickly match documents to the correct account and reduce delays in payment processing and setup.

UPDATES & REMINDERS

A few quick checks can prevent delays:

Demographic Questionnaire Reminders

- The Demographic Questionnaire should reflect the candidate's information, not the parent's or examiner's information.
- For candidates under 18, a parent or caregiver may complete the questionnaire on the candidate's behalf, but the responses should still be about the candidate.
- Double-check the candidate's date of birth before submitting. A date of birth entered as the current year is usually a sign that the information was entered incorrectly and may delay assignment review, testing, or payment processing.



Keep an eye on candidate age

Check Before You Test

Please pay close attention to a candidate's age after an assignment is made. If a candidate moves into a new age range before testing, the assignment may no longer meet the project's current needs or validity requirements. This can apply across projects and assignment types, including counterbalance and validity assignments. If the candidate's age changes before testing, please contact us before you proceed so we can confirm whether the test is still needed.



Portal comments

Don't Forget Tracking Numbers

After mailing completed protocols, please enter the tracking number in the Portal for the related assignment. Tracking numbers help us monitor returned materials, confirm when protocols are in transit, and reduce delays if a package needs to be located. Please wait until the package has been dropped off with the carrier before entering the tracking number.



Avoid Assignment Cancellations

We understand that unexpected things can happen, and meeting a due date might not always be possible. In many situations, we're happy to work with you and offer an extension, but we need your cooperation! To ensure everything goes smoothly, please **request an extension** by leaving a comment in the Portal. Don't forget to mention the date you plan to test and the date you CAN get the test to Pearson. This information will enable our team to assess whether we can make the extension work within our timelines.

RECRUITMENT



Recruiting diverse candidates

Every Candidate Counts

Your recruiting efforts help ensure our assessments reflect the communities they are designed to serve. As you identify potential candidates, please continue helping us reach individuals from a wide range of backgrounds, including candidates from a variety of ethnic and educational backgrounds. Diverse participation strengthens the quality of our research and helps us develop assessments that are more representative and useful for the people who rely on them.

Clinical Candidates

Add Qualifying Scores

Clinical candidates are often selected based on very specific project criteria. When adding a clinical candidate to the Portal, please include any qualifying scores or relevant diagnostic information in the candidate profile. This information is needed for the candidate to be reviewed and selected for eligible assignments. If qualifying information is missing, the candidate may appear ineligible and may be overlooked for assignment. Be sure to review the Clinical candidate criteria listed on the Examiner Hub thoroughly for each project.

Current Clinical Needs

Please refer to the weekly emails about project needs for the most up-to-date information.

BASC-4

- 2–11-year-olds | Currently undergoing an evaluation for ASD

WISC-6

- 6–14-year-olds | Intellectually gifted*
- 6–13-year-olds | Mild intellectual disability*
- 6–13-year-olds | Moderate intellectual disability*
- 6–16-year-olds | Specific learning disorder – Reading and writing*
- 6–16-year-olds | Expressive language disorder*
- 6–16-year-olds | Receptive language disorder*
- 6–16-year-olds | Motor impairment
- 6–16-year-olds | Traumatic brain injury
- 12–16-year-olds | Autism spectrum disorder with language impairment*

**Scores are required*

Updates

Current Projects

Every professional who joins us, no matter how many assessments they complete, helps support and advance this important work. Below are our current open projects and the ways you can get involved.

WISC-6

The WISC-6 standardization is halfway through!
Reminder: You can recruit and add candidates at any stage of the project. We will continue to make assignments over the next 3–4 months.

We currently have a specific need for **diverse candidates whose parents have an average education level of high school/GED equivalent or lower, as well as clinical candidates**. Your continued help and support are essential to our success.



BASC-4 Narrowband

We need your support to complete our last remaining study. The Autism Evaluation study is a critical part of the BASC-4 Narrowband forms.

If you have access to **2–11-year-olds who are currently undergoing (or have recently undergone) an initial evaluation for autism spectrum disorder**, please reach out as soon as possible and we will help you join the project.

Upcoming Project:

Vineland-4 Pilot

This flash collection is slated to begin early August. However, because it is a small pilot, only a small number of Examiners will be able to participate. Examiners who recruit **ethnically diverse candidates and candidates from households with lower education levels** may have increased opportunities to participate. Don't miss out on this opportunity!



Get to know the team

Peggy Young

FIELD RESEARCH PROJECT MANAGER

This quarter, we're excited to introduce Peggy Young, one of our passionate and energetic Field Research team members. Pearson has been Peggy's home away from home for more than 12 years, and her enthusiasm for the work is evident in everything she does.

Peggy enjoys supporting projects that make a meaningful impact. Her favorite part of her role is helping bring products to life that provide answers, support, accommodations, and opportunities for people to thrive. She especially enjoys collaborating with teams across Pearson to help ensure each project is successful from start to finish.

Looking ahead, Peggy is excited for another busy season of data collection, including the Vineland-4 Pilot, and so much more as the team transitions from larger standardizations to new pilot projects. She looks forward to seeing the new pilot projects come together!

Peggy knows just how important our Examiners are to the success of Field Research and wanted to share a special message of appreciation:

"Examiners are the heartbeat of Field Research—and we appreciate every candidate, every effort, and every extra mile."

Thank
you

Thank you for the time, care, and attention you bring to each assignment. Your communication, recruitment efforts, and careful data collection help keep projects moving and ensure the assessments we develop are reliable, representative, and of the highest quality. We appreciate your continued partnership!

If we can help in any way, please don't hesitate to reach out at FRExaminerSupport@pearson.com.