

## Policies and Procedures Summary (OET Remote Scoring)

### Location and Security

You must score from home.

**No scoring outside of your state.** You must physically be in your state to train and score. **No exceptions.**

**No scoring in a public place.** Scoring in coffee shops, restaurants, libraries, parking lots, parks, etc. is not allowed.

**No use of public networks/Wi-Fi.** Networks/Wi-Fi at coffee shops, restaurants, libraries, etc. cannot be used.

**The recommended environment** is private and free of distractions. It is away from where other people can walk by and see your monitor/screen.

### Computer/Internet Requirements

**Internet connectivity:** DSL, cable, satellite, etc. with a minimum download speed of 2Mbps and upload speed of 768K. No dialup.

**Devices:** You must use your own desktop computer, laptop, or Chromebook. **No phones, iPads, tablets, or tablets that convert to a laptop. No using public computers** (e.g., library).

**Operating system:** PC—Windows 7, 10, or 11. Mac—Latest OS. Chromebook—Chromebook OS 37 or newer.

**Browser:** The latest version of Google Chrome is the recommended browser. The latest versions of Mozilla Firefox and Microsoft Edge are supported. **Safari is not supported.** Do not use it.

**Screen resolution:** At least 1280 x 1024

If you are scoring OET Speaking responses, we strongly recommend using good headphones or ear buds for listening to recordings of examinee responses.

### Respect and Courtesy

The environment and atmosphere at MetriTech, both on-site and online, is comfortable, but always professional. Respect and courtesy are required at all levels. Please respect and follow all instructions from Human Resources staff, scoring managers, and master scorers.

### Scoring Accuracy

Scorers must pass end of training tests in order to qualify for live scoring. In addition, accuracy of live scoring is monitored daily and must be maintained in order to continue to work the project.

### Communication

Email Human Resources (HR) at [hr@metritech.com](mailto:hr@metritech.com) with questions or issues regarding your schedule, **scheduled shifts you cannot work**, paychecks, or other general information about working for MetriTech. **Questions about training or scoring** should be directed to master scorers once you start training/work.

### Work Schedule

Work the exact days/shifts you committed to when hired. Minimum shift = 3 hours in one sitting. Maximum hours in one day = 12. 100% concentration and focus are required. **Working a few minutes or an hour here and there throughout the day is not allowed. Do not work over 10 hours per day. Do not work over 40 hours per week** (Sunday–Saturday). Email schedule change requests to HR.

### Absences

Email HR ASAP regarding vacations, appointments, and other planned absences, **as well as unplanned absences.** If you can make up the hours, please explain. **Missing scheduled shifts without notifying HR can be considered job abandonment (the end of your employment).** Please email HR as soon as possible about any and all absences!

### Meal Breaks

When working 7.5 hours or more in one day, per IL state law and company policy, you must include an off-the-clock meal break of at least 30 minutes in your schedule. This should already be built into your schedule. **Please log completely off of the scoring platform** for this unpaid meal break.

### Paid Breaks

Company policy provides for one paid 10-minute break when you work a 4-hour shift, to be taken approximately in the middle of the shift. To take your paid break, do not log off of MTScore—**go to the MTScore Online Break Room.**

**Payday**

The work week is Sunday–Saturday. Each pay period is two weeks. The Friday after a pay period ends is the pay date for the hours you worked in the previous two weeks. 5/19–6/1/24 is a pay period, with a pay date of 6/7/24. Subsequent pay periods and pay dates follow that pattern. **MetriTech strongly encourages employees to participate in Direct Deposit.** Direct Deposit enrollment instructions will be provided via email after all of your new employee paperwork is complete and approved. **If you do not enroll in Direct Deposit, you'll receive a printed paycheck,** which will be placed in the mail on the pay date. Please email HR with any questions about Direct Deposit or other pay procedures.

**End of Employment**

MetriTech subscribes to the policy of “employment at will.” Inasmuch as an employee can terminate his or her employment with the company at any time and for any reason, MetriTech can terminate an employee’s employment at any time and for any reason. Work for OET is expected to be available on an ongoing basis throughout the year. Scorers must continue to maintain the required levels of scoring accuracy and productivity.

**Please email Human Resources ASAP if you need to resign.** Note that W-2’s will be postmarked by January 31 each year, sent via U.S. Mail to *the address you indicated on your job application*. Please email HR ASAP to report an address change.

**Harassment Prohibited**

It is the policy of MetriTech to prohibit harassment in the work environment. Harassment is a violation of the law and will not be tolerated. Employees found to be in violation of this policy will be subject to discipline, up to and including termination of employment. Any form of discrimination or conduct which can be considered harassing, coercive or disruptive, or which creates a hostile or offensive environment, will not be tolerated. Instances of harassment will be investigated in a prompt and effective manner. (For more information, see State of Illinois Sexual Harassment Prevention Training.)

**Drug-Free Workplace**

MetriTech will not allow the manufacture, distribution, dispensing, possession, or use of controlled substances in the work environment. Any such intentional drug-related activity is considered to be a major violation of company policy and will be dealt with accordingly. As a condition of employment, all employees will abide by the terms of this policy and will notify MetriTech of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

**DISCLAIMER and ACKNOWLEDGEMENT**

I understand that materials and information provided in the job offer, during and after hiring, in training, and during the project are not intended to be a contract, either express or implied. They are not a guarantee of continued or future employment.

I have read and understood these policies and procedures. I understand that they apply to my remote employment with MetriTech.

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**