

## Bilingual Stipend: Spanish Assessment Process

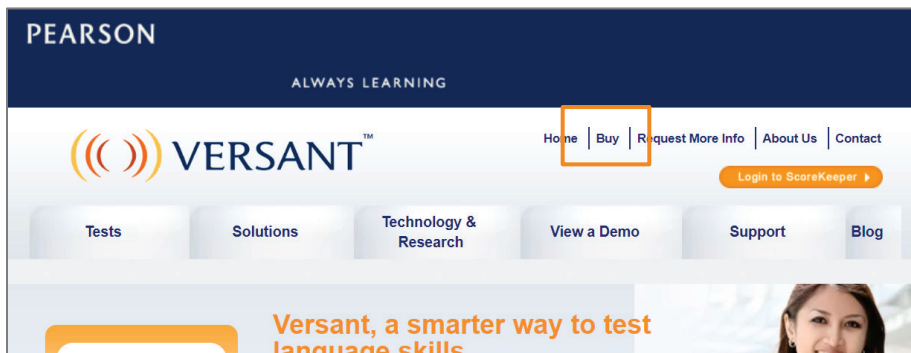
## Managers

A bilingual stipend is awarded to an employee whose current classification does not require the use of a second language, but the employee uses a second language on the job. It is up to the department/agency to determine whether the language usage is sufficient to qualify for a stipend.

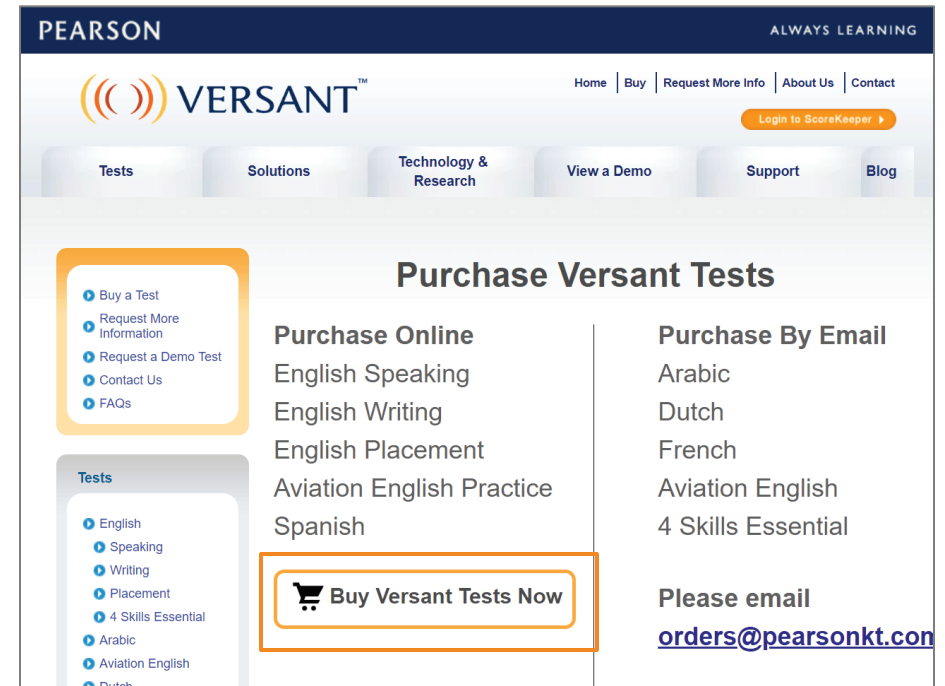
### Purchase Spanish Test for an Employee

The employee's manager must:

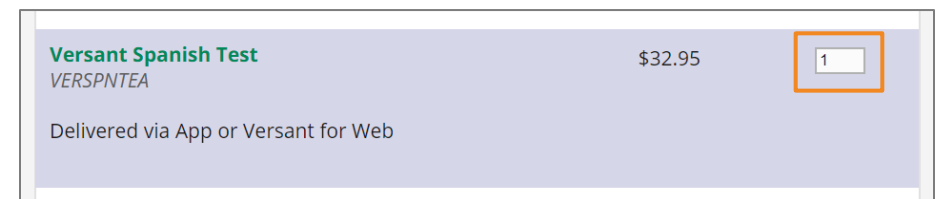
1. Go to Versant Test at <https://www.versanttest.com>
2. Click **Buy** in the upper right hand corner to purchase a test



3. Click the **Buy Versant Tests Now** box under Purchase Versant Tests



4. Type the quantity needed in the **Versant Spanish Test** column

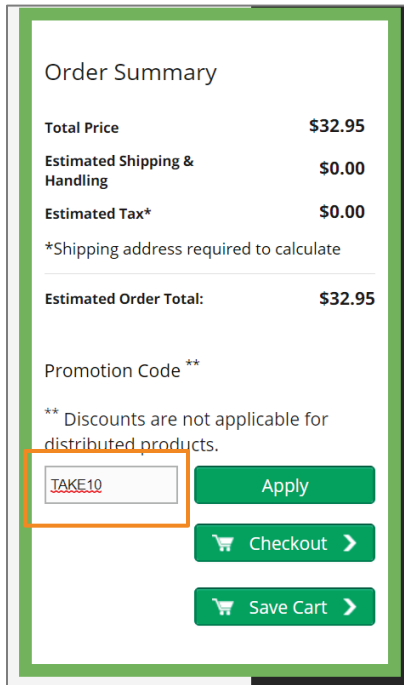


5. Click **Add to Cart**

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## Managers

6. Type discount code **TAKE10** under Promotion Code \*\*



Order Summary

Total Price **\$32.95**

Estimated Shipping & Handling **\$0.00**

Estimated Tax\* **\$0.00**

\*Shipping address required to calculate

Estimated Order Total: **\$32.95**

Promotion Code \*\*

\*\* Discounts are not applicable for distributed products.

7. Click **Apply**

8. Click **Close Window** on the Promo code applied pop-up box

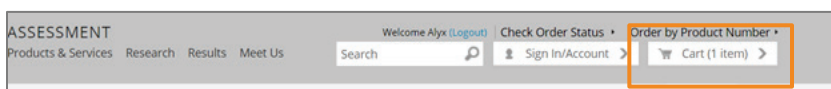
9. Click **Checkout**

a. First time users only: Click **Register**

- i. Complete all required fields. Remember your user name and password for future use
- ii. Choose Industry > Other > Other under **Please select your business** category

b. Return users: Enter your username and password

10. Click the **Cart** button after you are logged in



ASSESSMENT

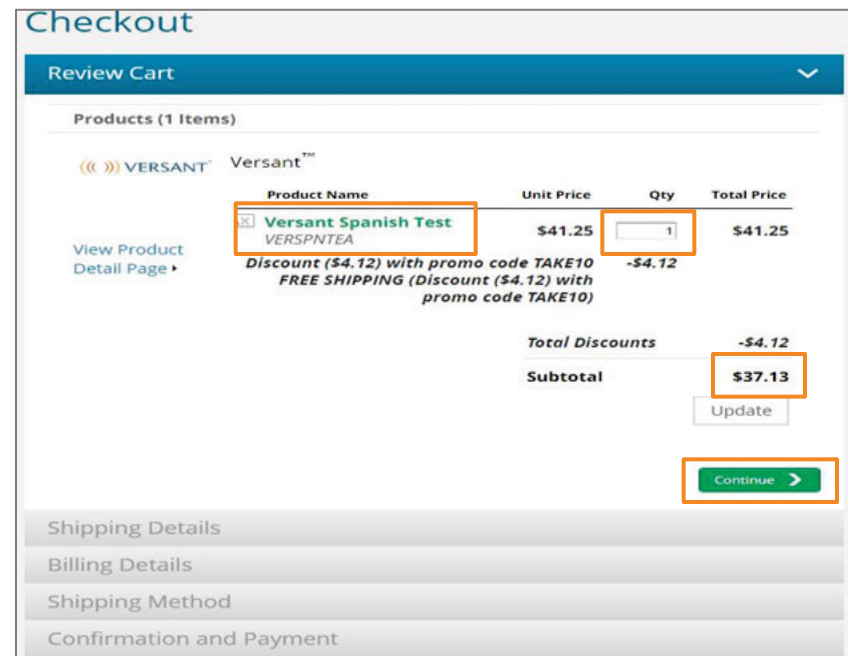
Welcome Alyx (Logout) Check Order Status Order by Product Number

Products & Services Research Results Meet Us

Search

11. Click **Continue** under Review Cart after you verify

- a. Test Type
- b. Quantity
- c. Discounted Price



Checkout

Review Cart

Products (1 Items)

((( )) VERSANT™ Versant™

Product Name	Unit Price	Qty	Total Price
<input type="button" value="View Product Detail Page &gt;"/> <b>Versant Spanish Test</b> VERSPNTEA	\$41.25	<input type="text" value="1"/>	\$41.25
Discount (\$4.12) with promo code TAKE10			- \$4.12
FREE SHIPPING (Discount (\$4.12) with promo code TAKE10)			
<b>Total Discounts</b>			<b>- \$4.12</b>
<b>Subtotal</b>			<b>\$37.13</b>

Shipping Details

Billing Details

Shipping Method

Confirmation and Payment

12. Select your address from the dropdown menu under **Saved Address**



Shipping Details

Fields marked with an asterisk (\*) are required.  
Please note: A physical address is required for shipping.

Saved Address \*

13. Click **Continue** after you have reviewed the **Shipping Details**

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## Managers

### 14. Complete Billing Details

- Click box **Billing address same as Shipping** and verify Name, Phone, Email and Address are correct
- Click box **Sales tax exempt organization**. The city does not pay sales tax on purchases
- Click the radio button to upload the **Sales Tax Exemption Form**

### 15. Upload the Sales Tax Exemption Form from your files

### 16. Click Continue

Billing Details
▼

*Fields marked with an asterisk (\*) are required.*

For credit card verification you must enter your billing address exactly as it appears on your credit card statement.

Billing address same as Shipping

Name: Verify this information unique to you.

Phone:

Email:

Address:

Sales tax exempt organization

If your organization is sales tax-exempt, your bill-to name on this order must match the name printed on your state-issued Sales Tax Exemption Certificate. If they do not match, you must include an explanation on your certificate. We are unable to exempt your order unless the names match or you have provided a valid explanation.

**Tax Exempt \***

Fax tax exemption certificate  
(Fax tax exemption certificate to 877-705-1802)

I am uploading our state-issued sales tax exemption certificate  
(Max File Size 5MB)

Click [Browse](#) to upload file \*

No file chosen

File Types allowed: pdf, doc, docx

### 17. Click to accept Pearson's Terms and Conditions of Purchase and Use.

### 18. Select Purchase/Credit Card under Payment Method

### Checkout

*Fields marked with an asterisk (\*) are required.*

Please review your order and shipping details below for accuracy. Check the box in the Final Checkout area to accept Terms and Conditions. Then select your payment method. On the resulting form, fill in the fields/attach any documents then click the 'Place Order' button on the form to complete your transaction.

By placing any order, You agree to be bound by [Pearson's Terms and Conditions of Purchase and Use](#).\*

Payment Method \*

### 19. Enter your PCard information in the appropriate fields

### 20. Click Place Order

### 21. Save a copy of the Order Confirmation to the employee's electronic file

### Checkout

#### Order Confirmation

Thank you for your order with Pearson Assessments. An email confirmation has been sent to you.

Order Number: WEB70000010163853

[Click Here](#) for a printer-friendly version of this page.

Visit [order status page](#) to view the progress of your order.

Thank you for your business.

### 22. Once the payment has been processed, save a copy of the email the vendor sent as confirmation to the employee's electronic file

## Bilingual Stipend: Spanish Assessment Process

## Managers

### Send Spanish Test to an Employee

After purchasing the Spanish test for an employee, the manager will receive an email from Pearson with instructions. The assessment will be valid for three months. If the assessment is not completed within three months the department/agency will need to purchase a replacement assessment. Once the manager has received the email, the manager must:

1. Forward the employee the email from **Pearson Assessments with the Test Identification Number (TIN)** along with the following information:

Hello,

Your request to test for the bilingual stipend pay has been approved. For instructions on how to access your test please use the email below. You may complete the test on a smartphone or a computer with either a built in microphone or headset. Do not delete the app until you have received confirmation of scores from your manager.

Before you begin your test please be sure that:

1. You have a quiet space free from distractions
2. You have scheduled enough time to complete the test in one session. If you are using an IOS or Android phone you will not be able to stop the test and return
3. You have read all instructions thoroughly and downloaded any programs/apps required per the instructions
4. If using an IOS or Android please place your phone on "Airplane Mode"
5. If using a computer (desktop or laptop) you will need to be sure that the computer has a built in microphone or that you have a headset with microphone
6. You will not be required to complete the survey at the end of your test. This is not part of the city bilingual testing process.

Once you have completed the test, email your manager so they can download and calculate your score. If you experience any technical issues during the test, contact Versant at 650.470.3503.

For more information on the bilingual process, visit the [Bilingual Stipend webpage](#).

Thank you,

### Download the Test Score

Once the employee has completed the assessment and emailed the manager, the manager must:

1. Log in to Versant
2. Click **GET SCORE**
3. Enter the **Test Identification Number (TIN)**
4. Click the box verifying **I'm not a robot**
5. Click **GET SCORE**
6. Save the report in the employee's electronic file

Employees must achieve a minimum score of 53 on the Pronunciation component to receive the Bilingual Stipend

### Add Bilingual Stipend to Workday

[Please see the Bilingual Pay Workday job aid](#). The job aid can also be found on [www.denvergov.org/workday](http://www.denvergov.org/workday).