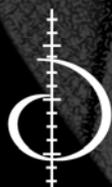
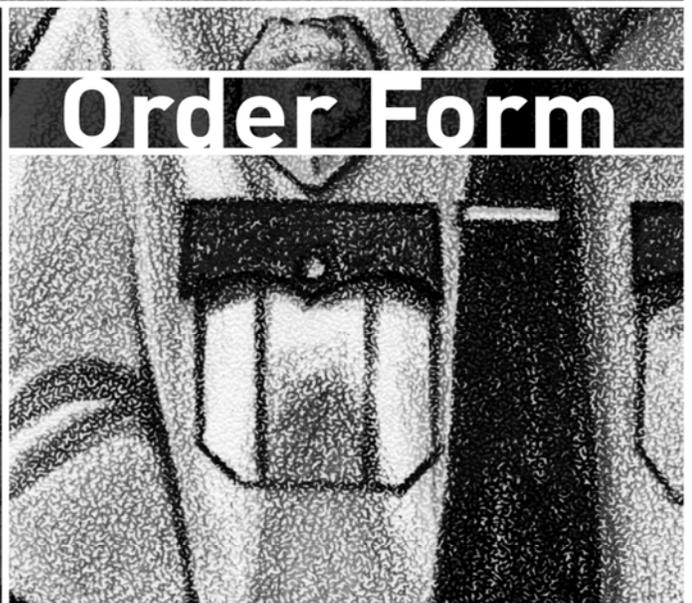
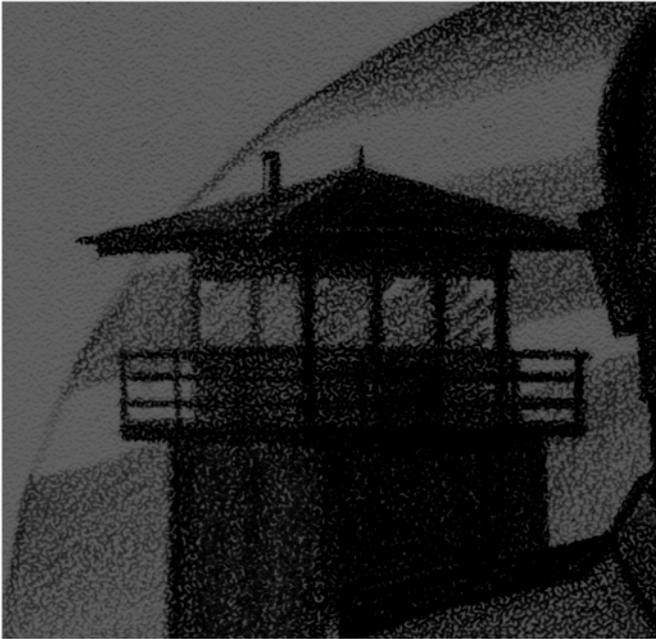


THE NATIONAL

Corrections Officer Selection Test



Stanard
& Associates, Inc.

Data for Decisions in Management

Order Form

How to Complete Your Order Form

(Please use these directions to complete the Order Form on the facing page)

A. General Information

- Ship to:** List the person who is authorized to receive the shipment of test materials. Be sure to provide the complete shipping address, including name of agency or city/county/university, department and room, suite, or floor if need. We can not ship to a P.O. Box. Most orders are shipped UPS Ground and it is critical to have accurate zip code information.
- Bill to:** List the person responsible for paying for the testing materials and their complete mailing address.

B. Testing Information and Test Format

- Test Materials Arrival Date:** List the date by which you wish to receive test materials. If no date is listed, materials will be shipped 2-3 days after receipt of order form.
- Test Date(s):** For invoicing purposes we need you to please indicate your agency's test date(s) or approximate date. If you plan to keep unused booklets for future testing please check the box instructing us to invoice now for all testing materials ordered.
- Test Results Date:** Because Stanard & Associates, Inc. is scoring the exams, please indicate your preferred date for receiving results.

C. Test Cutoff Scores

- Test Cutoff** For test scoring and reporting purposes, if your agency requires a cutoff score, specify it here. A cutoff score is based on a number of considerations which are unique to each hiring agency, such as local civil service rules/guidelines, hiring objectives and concerns about adverse impact against protected groups. While making the decision about what cutoff score to be used is ultimately your agency's responsibility, please call us at 800.367.6919 should you wish to discuss your agency's needs with a consultant.

D. Price Grids

- Price Grids:** Volume discounts are based on the number of tests used. All unused test booklets should be returned with the used booklets within 14 days of Test Date. The Administration Guide may be retained by the agency in a secure location (in accordance with the security agreement) if the agency intends to use the NCST for future administrations. Agencies will be invoiced for all tests ordered if unused booklets are not returned within 14 days of Test Date. To avoid invoicing for all tests ordered, Test Date shall not extend beyond 30 days of Test Materials Arrival Date. The cost of the Administration Guide and Study Guide is not refundable.

E. Test Result Format

- Option I** Alphabetical list of individuals who passed the test and their percent correct on each section and an alphabetical list of individuals who failed and their percent correct on each section.
- Option II** Alphabetical list of all individuals with pass or fail indication.

PLEASE READ AND SIGN THE PURCHASE AND SECURITY AGREEMENT ON THE BACK OF THE ORDER FORM AND FAX TO STANARD & ASSOCIATES, INC. AT 312-553-0218. NO ORDER WILL BE PROCESSED WITHOUT RECEIPT OF THE PURCHASE AND SECURITY DOCUMENT.

The National Corrections Officer Selection Test (NCST) Order Form

A. General Information

(See directions on facing page.)

Ship to:

Bill to:

Name:		Name:	
Title/Rank:		Title/Rank:	
Agency:		Agency:	
Street Address, Room, Floor (No P.O. Box):		Billing Address Street or P.O. Box:	
City, State & Zip:		City, State & Zip:	
Phone:	E-Mail:	Phone:	
Ordered By:		<input type="checkbox"/> First Order	<input type="checkbox"/> Re-order

B. Testing Information and Test Format

Test Materials Arrival Date: ____/____/____

Test Date(s): ____/____/____ and ____/____/____

Test Results Date: What date would you like your results: ____/____/____

Turnaround time is approximately 5-10 working days from the time Stanard & Associates, Inc. receives the completed tests; however this may vary according to volume. If there is a conflict concerning your results date, Stanard & Associates, Inc. will call to discuss

C. Test Cutoff Scores

Stanard & Associates, Inc. recommends that a cutoff score be chosen for each section of the test. (See directions on facing page.)

Reading Comprehension
_____ %

Problem Solving
_____ %

Report Writing
_____ %

D. Price Grids

Exam Scored by Stanard & Associates, Inc.

(Price includes test booklet, scoring and reporting of test results)

# of Tests	1-250	251-500	501+	Quantity	Subtotal
NCST	\$24.50	\$22.50	\$20.50		
Administration Guide*	\$10.00				
Study Guide	\$4.00				

* One Administration Guide must be purchased with each first order.

Subtotal**

E. Test Result Format

Option I Option II

GOOD NEWS: Agency-scored option – Now Available

NCST - price \$12.50/booklet _____

Administration Manual - \$10.00 _____

Scoring Guidelines - \$10.00 _____

** Agencies are responsible for shipping and handling charges. If needed, you can call S&A for an estimate of these costs.

MAIL, FAX OR CALL

Mail to:
Stanard & Associates, Inc.
Order Department
309 West Washington Street,
Suite 1000
Chicago, IL 60606

Fax Order Form/Security Agreement to:
312-553-0218

To order by phone, call: 800-367-6919
Security/Purchase Agreement must be on file

The National Corrections Officer Selection Test (NCST) Purchase and Test Security Agreement

- ✓ The National Corrections Officer Selection Test (NCST, hereafter) will be kept in locked files.
- ✓ This agreement applies to users of the NCST and NCST-related materials, including public safety agencies, employment agencies, or other entities that use the NCST to guide personnel decisions.
- ✓ Access to the NCST will be by authorized personnel only.
- ✓ NCST materials cannot be reproduced for any purpose.
- ✓ NCST will not be supplied to anyone for advance study or after the examination period.
- ✓ This purchase agreement can only be modified with written approval by Stanard & Associates, Inc. (S&A).

Payment

For tests scored by S&A, full payment is due upon delivery of hard copy test results and invoice.

Returns

To avoid being invoiced for all test booklets ordered, return all used and unused test booklets to S&A within 14 days of your test date. Your invoice will reflect processed tests and test booklets/answer sheets not returned.

Shipping

All test materials must be packaged securely for shipping and a carrier with electronic tracking capabilities must be used (e.g., UPS or Federal Express.) If materials are returned damaged because of improper packing or are lost in transit, the user is solely responsible for all damaged or missing booklets.

Copyright and Test Security

No agency, licensee or end user of the NCST or NCST guides is authorized to publish, reproduce, or adapt these materials for any purpose or by any means, including photoduplication. Duplication of testing materials is strictly prohibited. Should any NCST materials become involved in legal proceedings, the user (1) will inform all parties to the legal proceedings of the terms of this agreement and all confidentiality provisions, (2) will immediately notify S&A in writing of the legal proceedings, and (3) will obtain an enforceable protective order to protect and secure the confidentiality of the NCST test and NCST-related materials and to limit and restrict disclosure to the fullest extent permitted by the court and court rules.

Use of the Test

NCST materials received from S&A will be used only for the official purpose of the named user. Under no circumstances will NCST materials be available for study, copying, photographing, reproduction or re-publication, in whole or in part. Only authorized persons will have access to test materials, and test materials will not be loaned, given, sold or otherwise made available to any unauthorized person. It is the user agency's responsibility to ensure that the hiring process, and all uses and applications of this exam, including cutoff scores, complies with all applicable laws, regulations and professional guidelines for employee selection. While S&A has completed a nationwide job analysis study demonstrating the job-relatedness of the NCST for its intended use, it is the exclusive responsibility of the user to obtain sufficient evidence that the skills measured by the NCST are valid job requirements.

Limitation of Liability

In no event will S&A be liable for any indirect, consequential, exemplary, or special damages arising out of this agreement or purchase or use of NCST products. The user agrees that S&A is not responsible for any liability or expense incurred by the user arising out of any claim asserted by any third party that relates to use of NCST test materials. S&A's total liability to the user of NCST test materials is limited to the user's total purchase price paid for the NCST test materials.

Authorized Signatory

The person signing this agreement on behalf of the user agency has the full authority to enter into this agreement on behalf of the user and is authorized to bind the user to the terms of this agreement. S&A reserves the right to require the signature on this agreement of any other officer, employee of agent of the user agency who is now, or later becomes, responsible for test administration.

Termination

S&A has the right to terminate this agreement and withhold or recall NCST materials if terms and conditions of this agreement are believed to have been violated.

To maintain the reliability and validity of the NCST, the individual who signs this agreement accepts, on behalf of the agency, to comply with the terms and conditions of the purchase and security agreement.

Print Name/Title

Name of Agency/Organization

Signature

Date

Address

Phone

Email

City/State