

# THE NATIONAL

First and Second-Line Supervisor Tests



Test Security Agreement and  
Order Form



**Stanard**  
& Associates, Inc.

*Data for Decisions in Management*

# How to Complete Your Order Form

Following the directions given below, complete pages 3 and 4 via your computer directly in this PDF file. Once these pages are completed, principal and alternate signers must enter their digital signatures on page 3, save the file and email both pages along with required separate jurisdiction letter on agency letterhead to [orders@stanard.com](mailto:orders@stanard.com). Or you can print the completed order form, manually sign the agreement then fax, email or mail the documents to S&A. Note: the most current version of Adobe Reader is required to use the fillable PDF option. Go to [www.adobe.com](http://www.adobe.com) for information.

## **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 room, suite, or floor if needed. Most orders are shipped ground UPS 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.

**Individual Authorized to Receive Test Results:**

If the test results should be sent to a person different than the contact listed in the shipping information section, please provide their complete mailing address.

## **TESTING INFORMATION**

**Requested Study Guide and Test 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. Note: Stanard & Associates, Inc. requires at the minimum a 30-day study period for agencies using the exam.

**Test Dates:** Please list the actual dates that you will be administering the exam(s).

**Test Results Date:** Please indicate your preferred date for receiving the exam results. Turnaround time is approximately 5-10 business 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 request date, Stanard & Associates will call to discuss.

## **PRICE GRIDS**

**Price Grids:** Fill out the price grid appropriately for the type of test you are selecting.

## **SUBMISSION OF ORDER AND REQUIRED SECURITY DOCUMENTS**

Please complete order form (page 4), signature page (page 3), and if from a Police Department create a formal letter on agency letterhead concerning the principle signer's responsibility for testing. Email all necessary documents to Stanard & Associates, Inc. at email to [orders@stanard.com](mailto:orders@stanard.com) or Fax to 312-553-0218.

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## **National First-Line Supervisor Test and Second-Line Supervisor Test Purchase and Test Security Agreement**

### **Purpose**

This agreement defines Stanard & Associate, Inc.'s (S&A) purchase and test security policy and procedures. It also explains how the test security guidelines are intended to protect the mutual interests of all public safety agencies and officials that use test materials obtained from S&A, as well as the interests of all persons who take such tests. In order that no person may gain special advantage by having improper access to the material, S&A requires that all users sign this agreement and fulfill its terms as a condition of making the test materials available.

- ✓ The National First- and Second-Line Supervisor Tests (NFLST/NSLST, hereafter) will be kept in locked files.
- ✓ This agreement applies to users of the NFLST/NSLST and NFLST/NSLST-related materials, including public safety agencies, employment agencies, or other entities that use the NFLST/NSLST to guide personnel decisions.
- ✓ Access to the NFLST/NSLST will be by authorized personnel only.
- ✓ NFLST/NSLST materials cannot be reproduced for any purpose.
- ✓ NFLST/NSLST will not be supplied to anyone for advance study or after the examination period.
- ✓ All test materials supplied by S&A under this agreement shall be and remain the property of S&A
- ✓ No official, staff member, consultant, or other agent of the named agency will loan, give, sell, or otherwise make available any S&A testing material to any other agency or unauthorized person.
- ✓ This purchase agreement can only be modified with written approval by Stanard & Associates, Inc. (S&A).

### **Payment**

Full payment is due upon delivery of hard copy test results and invoice.

### **Returns**

All used and unused tests must be returned to S&A within 14 days of your test date. Your invoice will reflect all processed tests. No re-stocking fee will be added to you invoice for your unused tests. Study and administration guides can not be returned for credit. Your invoice will reflect fees for all tests, used and unused, if all test materials are not received within 14 days of your test date.

### 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 NFLST/NSLST or NFLST/NSLST 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 NFLST/NSLST 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 NFLST/NSLST test and NFLST/NSLST-related materials and to limit and restrict disclosure to the fullest extent permitted by the court and court rules.

### Use of the Test

NFLST/NSLST materials received from S&A will be used only for the official purpose of the named user. Under no circumstances will NFLST/NSLST 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 NFLST/NSLST for its intended use, it is the exclusive responsibility of the user to obtain sufficient evidence that the skills measured by the NFLST/NSLST 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 NFLST/NSLST 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 NFLST/NSLST test materials. S&A's total liability to the user of NFLST/NSLST test materials is limited to the user's total purchase price paid for the NFLST/NSLST 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 or 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 NFLST/NSLST materials if terms and conditions of this agreement are believed to have been violated.

To maintain the reliability and validity of the NFLST/NSLST, 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.

### Parties to the Agreement

The parties to this Test Security Agreement are Stanard & Associates Inc. and the public agency named below.

### Principal Signer

On behalf of this agency, I accept and assure compliance with its terms and conditions:

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Name of Principal Signer and Title (Please Print)	Date	Signature of Principal Signer
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Agency Name	City	State
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Telephone Number to contact regarding test scores	email
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**NOTE: Police personnel who are principal signers must include a letter on agency letterhead indicating they are the individuals responsible for testing in their jurisdiction.**

### Alternate Signers (Optional)

On behalf of this agency, I accept this agreement and assure compliance with its terms and conditions.

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Name of First Alternate and Title (Please print)	Date	Signature of First Alternate
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Name of Second Alternate and Title (Please print)	Date	Signature of Second Alternate
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# The National First-Line Supervisor and National Second-Line Supervisor Tests (NFLST/NSLST) Order Form

## GENERAL INFORMATION

Ship To:		Bill To:	
Name:		Name:	
Title/Rank:		Title/Rank:	
Agency:		Agency:	
Street Address, Room, Floor: (No P.O. Box)		Billing Address, Room, Floor:	
City, State & Zip:		City, State & Zip:	
Phone:	E-Mail:	Phone:	E-Mail:
Ordered By: <span style="float: right;"> <input type="checkbox"/> This is our agency's first NFLST or NSLST order              <input type="checkbox"/> Re-order         </span>			

Individual Authorized to Receive Test Results (if different than shipping information provided above):

Name: Title/Rank: Agency: Street Address, Room, Floor: (No P.O. Box) City, State & Zip: Phone:      Email:	<b>E-Mail, Fax, Phone or Mail to Place Your Order</b>  <u>Email Order form/Security Agreement to:</u> <a href="mailto:orders@stanard.com">orders@stanard.com</a>  <u>Fax Order Form/Security Agreement to:</u> 312-553-0218  <u>To Order By Phone, Call:</u> 800-367-6919 Security documents must be on file for phone orders  <u>Mail To:</u> Stanard & Associates, Inc. Order Department 309 W. Washington St., Suite 1000 Chicago, IL 60606
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## TESTING INFORMATION

Requested Study Guide and Test Arrival Date: \_\_\_\_\_

Test Date(s): \_\_\_\_\_ and \_\_\_\_\_      Test Results Date \_\_\_\_\_

*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 request date, Stanard & Associates, Inc will call to discuss.*

## PRICE GRIDS

National First Line Supervisor Test NFLST			
	Price	Quantity	Total
NFLST	\$100.00		
Study Guide*	\$ 10.00		
Administration Guide**	\$ 10.00		

<b>Subtotal***</b>	
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National Second Line Supervisor Test NSLST			
	Price	Quantity	Total
NSLST	\$125.00		
Study Guide*	\$ 10.00		
Administration Guide**	\$ 10.00		

<b>Subtotal***</b>	
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\* One study guide must be ordered for each test purchased.

\*\* One administration guide must be purchased with each first order.

\*\*\* Agencies are responsible for shipping and handling charges.



**To:** Prospective Client

**Re:** National First Line and Second Line Supervisor Tests

We are pleased that you are interested in the National First Line Supervisor Test and/or National Second Line Supervisor Test. Should you decide to use the test, be aware that your agency can obtain a set, or multiple sets, of the source materials and provide a place for applicants to review them, or the agency can require applicants to obtain their own set of materials. In fairness to the candidates, they should have a minimum 30 days to study from the time the materials arrive until the actual exam date. Most agencies provide 45 to 90 days for study time, as additional time is always beneficial when candidates are preparing for the exam. We believe this will reduce the likelihood of any candidate challenges and give all involved an equal opportunity to prepare for the test.

It is important to remember that source material arrival dates vary. Although Amazon and Barnes and Noble advertise that they ship within 24-48 hours, the source books could take 14 days or more to arrive. This is dependent upon inventory and method of shipment (i.e. next day or ground service).

If you need additional information please call and ask for one of our representatives at 800-367-6919.