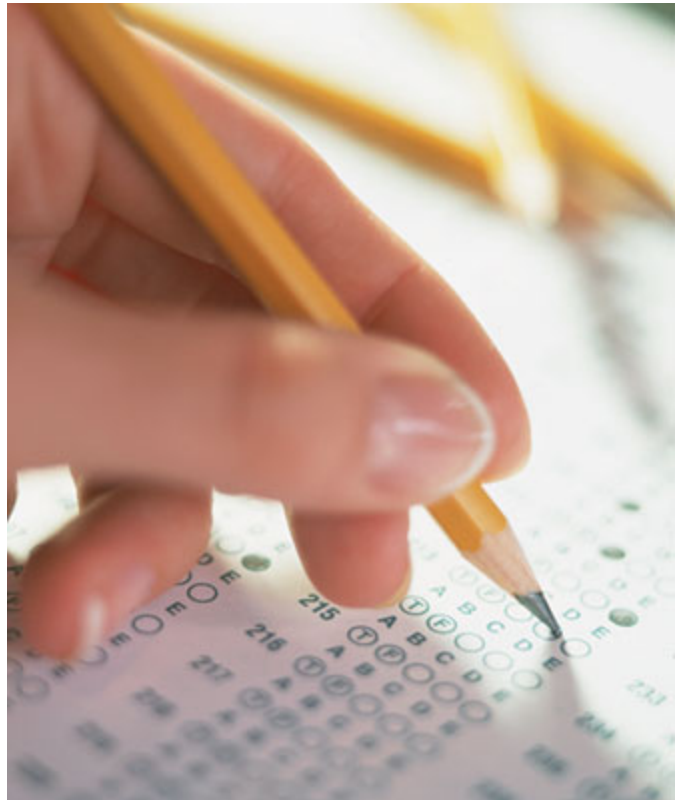


# Public Safety Normative Survey (PSNS)

## Online and Paper Exam Order Form



*Data for Decisions in Management*

# How to Complete Your Order Form

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

## A. General Information

**Send/Ship to:** For **online test credits**, list the person who is authorized to receive the test credits. Be sure to provide the complete information for the person authorized to receive the test credits. For **paper tests**, 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 number, suite or floor if needed. 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/credits and their complete email address.

## B. Testing Information

**Test Materials/  
Credits Arrival  
Date:** List the date by which you wish to receive test materials/credits. If no date is listed, online credits will be emailed 2-3 days after receipt of order form and paper test materials will be shipped 2-3 days after receipt of order form.

**Test Date(s):** For scoring and invoicing purposes please indicate your agency's test date(s) or approximate date(s). If you receive paper tests and you plan to keep unused booklets for future testing, please check the box instructing us to invoice now for all paper testing materials ordered.

**Test Results  
Date:** Please indicate your preferred date for receiving results.

## C. Price Grid

**Price Grid:** Volume discounts are based on the number of test credits ordered (test credits are unable to be returned for a refund) or the number of paper tests used. All unused paper test booklets and answer sheets should be returned with the used booklets and answer sheets within 14 days of the 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 test for future administrations. Agencies will be invoiced for all online test credits ordered, and agencies that use paper tests will be invoiced for all tests ordered if unused booklets and answer sheets are not returned within 14 days of the test date. To avoid invoicing of all paper tests ordered, the test date shall not extend beyond 30 days of the test materials arrival date. The cost of the Administration Guide and test credits are not refundable.

## D. Test Results Format *(Please select ONE of the two options)*

**Option I** Alphabetical list of individuals who passed the test and their percent correct, and an alphabetical list of individuals who failed and their percent correct.

**Option II** Rank-ordered list of all individuals by overall percent correct score.

**PLEASE READ AND SIGN THE PURCHASE AND SECURITY AGREEMENT AND SEND WITH THE ORDER FORM TO STANARD & ASSOCIATES, INC. AT [ORDERS@STANARD.COM](mailto:ORDERS@STANARD.COM). NO ORDER WILL BE PROCESSED WITHOUT RECEIPT OF THE PURCHASE AND SECURITY DOCUMENT.**

# The Public Safety Normative Survey (PSNS) Order Form

(Please see directions for completing the Order Form on the facing page)

## A. General Information

Send/Ship to:		Bill to:	
Name:		Name:	
Title/Rank:		Title/Rank:	
Agency:		Agency:	
Street Address, Room, Floor:		Billing Address, Room, Floor:	
City, State & Zip:		City, State & Zip:	
Phone:	E-Mail:	Phone:	E-Mail:
Ordered by (print name):		<input type="checkbox"/> This is our agency's first order <input type="checkbox"/> Re-order	

## B. Testing Information

Test Credits/Materials Arrival Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Test Date(s): \_\_\_\_/\_\_\_\_/\_\_\_\_ and \_\_\_\_/\_\_\_\_/\_\_\_\_ Check Here  Instructing us to invoice now for all paper testing materials ordered.

Test Results Date: By 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 request date, Stanard & Associates, Inc. will call to discuss.

## C. Price Grids

### Test(s) Scored by Stanard & Associates, Inc.

(Price includes test credits (single use) or test materials, scoring, and reporting of test results)

Type and # of Tests	1-99	100-500	501+	Quantity	Subtotal
PSNS - Online	\$15.00	\$13.00	\$11.00		
PSNS – Paper Tests (includes answer sheets)	\$15.00	\$13.00	\$11.00		
Administration Guide *	\$4.00				

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

<b>Subtotal**</b>	
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\*\* For paper tests, agencies will be invoiced for shipping and handling charges. Unless instructed otherwise, S&A will select the most economical UPS service required to meet the requested Test Materials Arrival Date. If needed, you can call for an estimate of these costs.

## D. Test Results Format

Option 1

Option 2

### E-mail or Fax Your Order & Security Agreement to:

Email: [orders@stanard.com](mailto:orders@stanard.com)

Fax: 312-553-0218

For questions, call 800-367-6919

Visit our website: [www.stanard.com](http://www.stanard.com)

# The Public Safety Normative Survey (PSNS)

## ✓ Purchase and Test Security Agreement

- ✓ The Public Safety Normative Survey (PSNS, hereafter) will be kept in locked files.
- ✓ This agreement applies to users of the PSNS and PSNS-related materials, including public safety agencies, employment agencies, or other entities that use the PSNS to guide personnel decisions.
- ✓ Access to the PSNS test materials will be by authorized personnel only, and access to the online PSNS shall not be granted to unauthorized persons.
- ✓ PSNS materials cannot be reproduced for any purpose.
- ✓ PSNS 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

Upon receipt of an online test order, S&A will send an invoice for all online test credits ordered and full payment is due upon receipt of invoice. For paper 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 paper test booklets ordered, return all used and unused test booklets and answer sheets to S&A within 14 days of your test date; your invoice will reflect processed tests and test booklets/answer sheets not returned. Online test credits are not able to be returned for a refund; agencies may keep credits on file to use as needed.

### Shipping

All paper 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 PSNS or PSNS 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 PSNS 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 PSNS test and PSNS-related materials and to limit and restrict disclosure to the fullest extent permitted by the court and court rules. Users shall be responsible and liable to S&A for the compliance of user's employees, agents, and candidates with the terms of this agreement and for their actions with respect to the PSNS and all related materials and services. Users are responsible for maintaining control over and ensuring only authorized access to the PSNS and all related materials, whether made available in hardcopy, electronic or any other form.

### Use of the Test

PSNS materials received from S&A will be used only for the official purpose of the named user. Under no circumstances will PSNS 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 documented job analysis data demonstrating the job-relatedness of the PSNS for its intended use, it is the exclusive responsibility of the user to obtain sufficient evidence that the skills measured by the PSNS are valid job requirements.

S&A does not guarantee that access to electronic or online versions of the PSNS will be available to users or their employees, agents, or candidates at all times or without interruption. S&A will not be liable to users or any third party for any such failure of accessibility or impeded accessibility, including without limitation failures due to Internet access, network availability, electronic transmission or use of outmoded equipment.

### 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 PSNS 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 PSNS test materials. S&A's total liability to the user of PSNS test materials is limited to the user's total purchase price paid for the PSNS 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 PSNS materials if terms and conditions of this agreement are believed to have been violated. To maintain the reliability and validity of the PSNS, 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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Name of Agency/Organization

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip