

THE NATIONAL

DETECTIVE/INVESTIGATOR TEST

Order Form

POLICE LINE DO NOT CROSS

Selection System™ –

Selecting Tomorrow's Leaders...

Today



Stanard
& Associates, Inc.

Data for Decisions in Management

How to Complete The National Detective/Investigator Test 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 to 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 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) and signature page (page 3). Email all necessary documents to Stanard & Associates, Inc. at orders@stanard.com or Fax to 312-553-0218.

National Detective/Investigator 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 Detective/Investigator Tests (NDIT, hereafter) will be kept in locked files.
- ✓ This agreement applies to users of the NDIT and NDIT-related materials, including public safety agencies, employment agencies, or other entities that use the NDIT to guide personnel decisions.
- ✓ Access to the NDIT will be by authorized personnel only.
- ✓ NDIT materials cannot be reproduced for any purpose.
- ✓ NDIT 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/or results delivered electronically, 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 restocking fee will be added to your 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 NDIT or NDIT 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 NDIT 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 NDIT test and NDIT-related materials and to limit and restrict disclosure to the fullest extent permitted by the court and court rules.

Use of the Test

NDIT materials received from S&A will be used only for the official purpose of the named user. Under no circumstances will NDIT 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 collected and analyzed job analysis data which provides evidence of the job-relatedness of the NDIT for its intended use, it is the exclusive responsibility of the user to obtain sufficient evidence that the knowledge areas measured by the NDIT 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 NDIT 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 NDIT test materials. S&A's total liability to the user of NDIT test materials is limited to the user's total purchase price paid for the NDIT 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 NDIT materials if terms and conditions of this agreement are believed to have been violated.

To maintain the reliability and validity of the NDIT, 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:

| | | |
|---|------|-------------------------------|
| Name of Principal Signer and Title (Please Print) | Date | Signature of Principal Signer |
|---|------|-------------------------------|

| | | |
|-------------|------|-------|
| Agency Name | City | State |
|-------------|------|-------|

| | |
|---|-------|
| Telephone Number to contact regarding test scores | email |
|---|-------|

NOTE: By signature, principal signers attest that they are the individuals responsible for testing in their jurisdiction, and are fully authorized to make purchase decisions.

Alternate Signers (Optional)

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

| | | |
|--|------|------------------------------|
| Name of First Alternate and Title (Please print) | Date | Signature of First Alternate |
|--|------|------------------------------|

| | | |
|---|------|-------------------------------|
| Name of Second Alternate and Title (Please print) | Date | Signature of Second Alternate |
|---|------|-------------------------------|

The National Detective/Investigator Test (NDIT) 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: <input type="checkbox"/> This is our agency's first NDIT order <input type="checkbox"/> Re-order | | | |

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: | E-Mail, Fax, Phone or Mail to Place Your Order <u>Email Order form/Security Agreement to:</u> orders@stanard.com <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 GRID

| National Detective/Investigator Test (NDIT) | | | |
|---|----------|----------|-------|
| | Price | Quantity | Total |
| NDIT | \$ 75.00 | | |
| Study Guide* | \$ 10.00 | | |
| Administration Guide** | \$ 10.00 | | |
| Subtotal*** | | | |

* 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 Detective/Investigator Test (NDIT)

We are pleased that you are interested in the National Detective/Investigator 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.