

**Order Form**

# **The National**

## **Police Officer Selection Test**



**Selection  
System™ -  
Selecting  
Tomorrow's  
Leaders...Today**

# How to Complete Your Order Form

Following the directions given below, complete pages 3 and 4 via your computer directly in this PDF file. Then using your digital signature sign the Purchase and Security Agreement, save the file and email both pages 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.

## 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 number, suite or floor if needed. We cannot 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 Format:** Please indicate whether you would like the exams scored by Stanard & Associates, Inc. or the agency-scored version.
- Form Type:** Because we have multiple forms of the POST, please specify which form you wish to order. It is also acceptable to indicate 'same' or 'alternate', which tells us you want the same form as your last order or an alternate form. If you want to discuss this with one of our staff, please call 800-367-6919.
- 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:** If Stanard & Associates, Inc. is scoring the exams, please indicate your preferred date for receiving results.

## C. Test Cutoff Score *(Please select ONE of the four options if Stanard & Associates, Inc. is scoring)*

- Test Cutoff Scores:** For test scoring and reporting purposes, please specify the cutoff score your agency uses. Cutoff scores are 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:** Please fill out the price grid appropriate for the type of test you are selecting. Volume discounts are based on the number of tests purchased. Unused agency-scored tests can be returned to Stanard & Associates, Inc. for a refund within 14 days of Test Date. Agencies will be invoiced for all tests ordered if unused booklets are not returned within 14 days of Test Date. If you choose to have Stanard & Associates, Inc. score, all unused test booklets should be returned with the booklets to be scored 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, the Examiner's Manual and Study Guide is not refundable.

## E. Test Results Format *(Please select ONE of the three options if Stanard & Associates, Inc. is scoring)*

- 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.
- Option III** Rank-ordered list of all individuals by overall score.

**PLEASE READ AND SIGN THE PURCHASE AND SECURITY AGREEMENT ON THE BACK OF THE ORDER FORM AND EMAIL TO [orders@stanard.com](mailto:orders@stanard.com) OR FAX TO STANARD & ASSOCIATES, INC. AT 312-553-0218. NO ORDER WILL BE PROCESSED WITHOUT RECEIPT OF THE PURCHASE AND SECURITY AGREEMENT.**

# The National Police Officer Selection Test (POST) Order Form

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

## A. 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 (print name):			
<input type="checkbox"/> This is our agency's first POST order <input type="checkbox"/> Re-order			

## B. Testing Information and Test Format

☐ Scored by Stanard & Associates, Inc. ☐ Agency-Scored Test Form Type (A, B, C, D) \_\_\_\_\_

Test Materials Arrival Date: \_\_\_\_\_

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

**Test Results Date:** If scored by Stanard & Associates, Inc., 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. Test Cutoff Score (Please select ONE of the four options if Stanard & Associates, Inc. is scoring)

- 1.) ☐ Overall Score Cutoff only: \_\_\_\_\_%
- 2.) ☐ Per Section Cutoff: \_\_\_\_\_ % for Math.; \_\_\_\_\_ % for Read. Comp.; \_\_\_\_\_ % for Grammar; \_\_\_\_\_ % for Incident Report Writing
- 3.) ☐ No Cutoff Score (i.e., a rank-ordered list of candidates' scores)
- 4.) ☐ Other (please describe): \_\_\_\_\_

## D. Price Grids

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

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

# of Tests	1-250	251-500	501+	Quantity	Subtotal
POST	\$24.50	\$23.50	\$22.00		
Administration Guide*	\$8.00				
Study Guide	\$7.50				

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

Subtotal\*\*

### Test(s) Scored by User Agency (Agency-Scored)

# of Tests	1-250	251-500	501+	Quantity	Subtotal
POST	\$21.50	\$20.50	\$19.50		
Examiner's Manual*	\$10.00				
Study Guide	\$7.50				

\* One Examiner's Manual must be purchased with first order.

Subtotal\*\*

\*\* All 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.

## E. Test Results Format

Please select one

- ☐ Option 1  
☐ Option 2  
☐ Option 3

## E-Mail, Fax, Phone or Mail to Place Your Order

Email Order form/Security Agreement to:  
[orders@stanard.com](mailto:orders@stanard.com)

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

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

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

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

# The National Police Officer Selection Test (POST)

## Purchase and Test Security Agreement

- ✓ The National Police Officer Selection Test (POST, hereafter) will be kept in locked files.
- ✓ This agreement applies to users of the POST and POST-related materials, including public safety agencies, employment agencies, or other entities that use the POST to guide personnel decisions.
- ✓ Access to the POST will be by authorized personnel only.
- ✓ POST materials cannot be reproduced for any purpose.
- ✓ POST 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. Agency-scored POST users will be invoiced approximately two weeks after test date. Full payment is due upon receipt of invoice.

### Returns

To avoid being invoiced for all test booklets ordered, all unused agency-scored tests must be returned within 14 days of the test date. If the user chooses to have S&A score the tests, the user is required to return all used and unused test booklets to S&A within 14 days of the 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 POST or POST 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 POST 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 POST test and POST-related materials and to limit and restrict disclosure to the fullest extent permitted by the court and court rules.

### Use of the Test

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

To maintain the reliability and validity of the POST, 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.

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Print Name and Title

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Name of Agency/Organization

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Signature

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Date

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Address

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Phone

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Email

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City/State/Zip



Quality Through Selection

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Data for Decisions in Management