

ORDER FORM

Complete all requested information. Incomplete order forms **will** result in order delays. Refer to Page 2 for detailed instructions.

Order Date: _____

Test Date: _____
 (for multiple test dates, use earliest date)

Site Code: _____

Option for Online Testing ONLY

Scores will **not** be displayed to the participant at the end of the assessment unless you check the box below.

Yes, Display score to test taker

BILL TO	SHIP TO (if different)
Company/Institution:	Company/Institution:
ATTN:	ATTN:
Address:	UPS Address:
City/State/Zip:	City/State/Zip:
Telephone: ()	Telephone: ()
E-Mail:	E-Mail:
<p>*Online Orders REQUIRE a PO or Credit Card*</p> PO #: _____ Credit Card Information (Please check the appropriate card): ___American Express ___Discover ___MasterCard ___Visa Card #: _____ Exp Date: ____ Card Verification Security Code: _____ Name on Card: _____	All orders are shipped UPS Ground unless otherwise specified. If express shipping is needed, please contact Nocti Business Solutions to confirm availability. ____Ground ____ 2 nd day air ____NDA



****PLEASE NOTE****
 Any change to "BILL TO", "SHIP TO" or test coordinator information requires completion of a new Testing Agreement. The Testing Agreement form can be found on our web page at www.noctibusiness.com or at the Client Services Center.

Instructions for Assessment Orders

Requirements:

1. Completed signed Testing Agreement must be on file with Nocti Business Solutions containing the **current** site information.
2. Completed signed Certification of Test Validity must be on file with Nocti Business Solutions for each standardized test ordered (Job Ready, Industrial, or Experienced Worker titles).
3. Site Coordinators **MUST** review the Site Coordinator Reference Guide/Online Systems Guide and oversee the ordering of assessments.

Place Your Order:

The following steps should be taken to ensure a timely and accurate delivery of testing materials:

1. Complete **ALL** fields on the order form.
2. Orders for online assessments require a purchase order or credit card information to process.
3. Submit your order by one of the following methods:
 - Email as attachment: orders@nocti.org
 - FAX: 231-796-4699
 - Mail: Nocti Business Solutions, 500 North Bronson, Big Rapids, MI 49307

Online Multiple-Sessions:

Job Ready assessments can be administered in multiple-sessions which consist of two 90-minute or three 60-minute sessions. This option **MUST** be designated at the time of order.

Return Policy

Paper/Pencil Orders

Credit will be granted ONLY if the booklet is unused, sealed and accompanied by an unused (blank) answer sheet and returned within 180 days of receipt. The handling fee is \$7.00 per booklet (written and performance combination handling fee is \$14.00).

Online Orders

Unused online test user codes may be returned for credit within 180 days of issue. User codes are required to ensure proper credit. Unused performance booklets must be returned when requesting refunds for user codes purchased as a written/performance set. The handling fee is \$5.00 per user code (written and performance combination handling fee is \$10.00).

All returns must be accompanied by a completed Request for Return for Credit form (may be downloaded from the Client Services Center). Your site code and invoice number will be required. **All** returns are subject to a handling fee. Please refer to the complete Return Policy on the Client Services Center. Please contact a NOCTI/Nocti Business Solutions representative at 1-800-334-6283, extension 234.

CUSTOMIZED ASSESSMENTS

Test Code	Assessment Title	Paper/Pencil Assessments		Online Assessments		
		# of Written Tests	# of Performance Tests	# of Written Tests	# of Performance Tests <i>(Ratings <u>must</u> be entered in online system)</i>	Test Date
	TOTAL					

Call Nocti Business Solutions at 1-800-334-6283 to confirm if online delivery is available for customized assessments.

JOB READY ASSESSMENTS

Test Code	Assessment Title	Paper/Pencil Assessments		Online Assessments			Test Date
		# of Multiple-Choice Tests	# of Performance Tests	# of Multiple-Choice Tests	# of Performance Tests (<i>Ratings must be entered in online system</i>)	# of Sessions (Enter 1, 2 or 3) <i>**Refer to Instructions on Page 2**</i>	
1337	21 st Century Skills for Workplace Success		<i>n/a</i>		<i>n/a</i>		
4900	Accounting-Advanced						
4000	Accounting-Basic						
4101	Administrative Assisting						
4119	Advertising and Design						
2102	Agriculture Mechanics						
3018	Apparel and Textile Production and Merchandising						
4004	Architectural Drafting						
3005	Audio-Visual Communications						
4008	Automotive Technician-Advanced						
4309	Automotive Technician-Core						
4075	Biotechnology						
3011	Building Construction Occupations						
4012	Building Trades Maintenance						
4013	Business Information Processing						
3014	Cabinetmaking						
4973	CAD						
3073	CAD-CAM						
4115	Carpentry						
4106	Collision Repair						
3183	Collision Repair and Refinishing Technology						
4020	Commercial Foods						
4414	Computer Networking Fundamentals						
4023	Computer Programming						
4515	Computer Repair Technology						
4122	Computer Technology						
4025	Construction Masonry-Block						
4125	Construction Masonry-Brick						

JOB READY ASSESSMENTS

Test Code	Assessment Title	Paper/Pencil Assessments		Online Assessments			Test Date
		# of Multiple-Choice Tests	# of Performance Tests	# of Multiple-Choice Tests	# of Performance Tests (<i>Ratings must be entered in online system</i>)	# of Sessions (Enter 1, 2 or 3) <i>**Refer to Instructions on Page 2**</i>	
4082	Cosmetology						
4081	Criminal Justice						
1890	Criminal Justice Advanced		<i>n/a</i>		<i>n/a</i>		
4236	Culinary Arts Level 1 Prep Cook						
4336	Culinary Arts Level 2 Cook						
4126	Dental Assisting						
4127	Diesel Technology						
4016	Early Childhood Education and Care-Basic						
4017	Early Childhood Education and Care-Advanced						
2039	Electric Power and Distribution						
4130	Electrical Construction Technology						
3029	Electrical Occupations						
3034	Electronics						
4035	Electronics Technology						
4002	Fashion Merchandising		<i>n/a</i>		<i>n/a</i>		
2120	Financial and Managerial Accounting		<i>n/a</i>		<i>n/a</i>		
4049	Floriculture						
4949	Floriculture-Greenhouse						
3037	Forest Products and Processing						
0177	Fundamentals of Construction						
4242	Graphic Production Technology						
4143	Health Assisting						
3064	Heating, Ventilation, Air Conditioning, and Refrigeration						
3045	Heating, Ventilation, and Air Conditioning						
3046	Heavy Equipment Maintenance and Repair						
4048	Home Health Aide						
4149	Horticulture-Landscaping						
3079	Hospitality Management-Food and Beverage						
3080	Hospitality Management-Lodging						
2111	HVACR-Installation and Start-up						
2110	HVACR-Service and Repair						

JOB READY ASSESSMENTS

Test Code	Assessment Title	Paper/Pencil Assessments		Online Assessments			Test Date
		# of Multiple-Choice Tests	# of Performance Tests	# of Multiple-Choice Tests	# of Performance Tests (<i>Ratings must be entered in online system</i>)	# of Sessions (Enter 1, 2 or 3) <i>**Refer to Instructions on Page 2**</i>	
2050	Industrial Electricity						
2051	Industrial Electronics						
2074	Industrial Maintenance Mechanics						
1032	Interior Decorating and Design		n/a		n/a		
2071	Logistics Technology/Distribution Center Services						
2084	Manufacturing Technology						
4038	Mechanical Drafting and Design						
2040	Mechatronics Level 1		n/a		n/a		
4155	Medical Assisting						
4158	Nursing Assisting						
4061	Plumbing						
4162	Practical Nursing						
2475	Pre-Engineering/Engineering Technology						
4052	Precision Machining						
3063	Production Agriculture						
2480	Protective Services						
4010	Retail Commercial Baking						
4153	Retail Merchandising						
2003	Small Animal Science and Technology						
4068	Small Engine Technology						
4054	Technical Drafting						
3427	Television Production						
2425	Visual Communications and Multimedia Design						
2750	Web Design						
4172	Welding						
2150	Wind Turbine Maintenance Technician						
3033	Workplace Readiness		n/a		n/a		
1100	Career Skills (Workplace Readiness for Middle School)		n/a		n/a		
	TOTAL						

INDUSTRIAL ASSESSMENTS

Test Code	Assessment Title	Paper/Pencil Assessments	Online Assessments	
		# of Written Tests	# of Written Tests	Test Date
632	Die Making			
633	Electricity/Electronics			
634	Electrical/Electronics Maintenance			
635	General Industrial/Mechanical			
647	General Maintenance			
636	General Technical Skills			
637	Industrial Maintenance Technician			
638	Instrumentation and Control			
662	Industrial Mechanic			
650	Instrumentation and Electrician Technician			
639	Lead Maintenance			
640	Machine Repair			
648	Maintenance			
657	Maintenance Mechanic			
658	Maintenance and Repair Mechanic			
480	Maintenance Technician			
481	Manufacturing Technician			
649	Master Machine Repair			
661	Mechanical Systems			
663	Mechanical and Fluid Power Maintenance			
664	Mechanical Maintenance			
669	Pipefitter			
670	Toolmaker			
	TOTAL			

EXPERIENCED WORKER ASSESSMENTS

Test Code	Assessment Title	Paper/Pencil Assessments		Online Assessments		
		# of Written Tests	# of Performance Tests	# of Written Tests	# of Performance Tests <i>(Ratings must be entered in online system)</i>	Test Date
0256	Air Cooled Gas Engine Repair*					
0249	Audio-Visual Communication Technology		n/a		n/a	
0303	Automotive Technician*					
0067	Building and Home Maintenance Services					
0242	Building Construction Occupations*		n/a			
0125	Building Trades Maintenance		n/a		n/a	
0124	Cabinetmaking and Millwork		n/a		n/a	
0207	Carpentry					
0226	Computer Technology*					
0152	Diesel Mechanics*					
0261	Electrical Construction					
0208	Electrical Installation		n/a		n/a	
0047	Electromechanical Technology		n/a		n/a	
0253	Electronics Technology*					
0137	Graphic Imaging Technology*					
0169	Heavy Equipment Mechanics		n/a		n/a	
0144	HVAC					
0206	HVAC/R					
0214	Industrial Electrician		n/a		n/a	
0216	Industrial Electronics					
0076	Industrial Technology					
0209	Masonry		n/a		n/a	
0062	Metalworking Occupations*					
0135	Painting and Decorating		n/a		n/a	
0110	Plumbing					
0220	Precision Machining					
0240	Tool and Die Making		n/a		n/a	
0121	Welding*					
	TOTAL					

***Some Experienced Worker assessments are currently NOT available for online administration.**

Evaluator Guides are specific to each performance test and are not to be confused with Proctor Guides. Nocti Business Solutions will send 1 Evaluator Guide for every 5 performance tests ordered. (If ordering less than five performance booklets, you will be sent one evaluator guide.) Additional evaluator guides may be requested for \$5.00/each. Please use the space below to order additional evaluator guides. If additional space is needed, please attach a separate sheet listing the test code, assessment title and quantity requested.

Pricing: \$5.00 Per Additional Evaluator Guide		
Test #	Assessment Title	Quantity Requested
TOTAL		