

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.

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 | | | | | | |
| 4019 | Advertising and Design | | | | | | |
| 2102 | Agriculture Mechanics | | | | | | |
| 3018 | Apparel and Textile Production and Merchandising | | | | | | |
| 4004 | Architectural Drafting | | | | | | |
| 3005 | Audio-Visual Communications | | | | | | |
| 4008 | Automotive Technician-Advanced | | | | | | |
| 4209 | 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 | | | | | | |
| 4415 | 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) | |
| | | | | | | **Refer to Instructions on Page 2** | |
| 4082 | Cosmetology | | | | | | |
| 4081 | Criminal Justice | | | | | | |
| 1890 | Criminal Justice Advanced | | n/a | | n/a | | |
| 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 | | | | | | |
| 2120 | Financial and Managerial Accounting | | n/a | | n/a | | |
| 4049 | Floriculture | | | | | | |
| 4949 | Floriculture-Greenhouse | | | | | | |
| 3037 | Forest Products and Processing | | | | | | |
| 0177 | Fundamentals of Construction | | | | | | |
| 4242 | Graphic Production Technology | | | | | | |
| 4043 | 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 | | | | | | |
| 2050 | Industrial Electricity | | | | | | |

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> | |
| 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 | | | | | | |
| 4062 | 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 | | | | | |
| 0303 | Automotive Technician* | | | | | |
| 0067 | Building and Home Maintenance Services | | | | | |
| 0242 | Building Construction Occupations* | | | | | |
| 0125 | Building Trades Maintenance | | | | | |
| 0124 | Cabinet Making and Millwork | | | | | |
| 0207 | Carpentry | | | | | |
| 0226 | Computer Technology* | | | | | |
| 0152 | Diesel Mechanics* | | | | | |
| 0261 | Electrical Construction | | | | | |
| 0208 | Electrical Installation | | | | | |
| 0047 | Electromechanical Technology | | | | | |
| 0253 | Electronics Technology* | | | | | |
| 0137 | Graphic Imaging Technology* | | | | | |
| 0169 | Heavy Equipment Mechanics | | | | | |
| 0144 | HVAC | | | | | |
| 0206 | HVAC/R | | | | | |
| 0214 | Industrial Electrician | | | | | |
| 0216 | Industrial Electronics | | | | | |
| 0076 | Industrial Technology | | | | | |
| 0209 | Masonry | | | | | |
| 0062 | Metalworking Occupations* | | | | | |
| 0135 | Painting and Decorating | | | | | |
| 0110 | Plumbing | | | | | |
| 0220 | Precision Machining | | | | | |
| 0240 | Tool and Die Making | | | | | |
| 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 \$3.00/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: \$3.00 Per Additional Evaluator Guide | | |
|---|-------------------------|---------------------------|
| Test # | Assessment Title | Quantity Requested |
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| TOTAL | | |