

Complete the order in its entirety and ensure that the individual who places the order is listed as an Authorized Representative on the agency's Test Rental Agreement. ***Please note that we do ask for a minimum 10 day notice prior to the exam date to avoid expedited shipping/handling rates.***

Please fax all completed pages of the agreement to **916-921-6240** or email to testrental@cps hr.us .

Feel free to contact any of our Test Rental Team members if you have any questions.

ORDER FORM

To order a test, please complete this form (and the reverse if applicable) and email it to testrental@cps hr.us

To qualify for standard shipping rates, CPS HR needs to receive the order (including test date and candidate count) 10 business days before the test date.

AGENCY NAME/ REVIEW CONFIRMATION #:	
ORDERED BY:	TEST DATE:
SHIP TO: <input type="checkbox"/> SAME AS ORDERED BY OR	<input type="checkbox"/> STOCK (W/ NO CHANGES)
ADDRESS:	<input type="checkbox"/> AGENCY (PREVIOUSLY CREATED FOR YOU WITH NO CHANGES)
	<input type="checkbox"/> NEW SEMI-STOCK
CITY, STATE, ZIP:	Stock or Agency Test Number:
PHONE:	Stock or Agency Test Title:
EMAIL:	Candidate Count:

SCORING PREFERENCE:	SCORED BY	IF AGENCY SCORED:
	<input type="checkbox"/> CPS HR <input type="checkbox"/> AGENCY	<input type="checkbox"/> KEY SHEET (no additional charge) <input type="checkbox"/> NEED CPS HR ANSWER SHEETS <input type="checkbox"/> OVERLAY (\$35 each) Quantity needed: _____

ONLY CONTINUE BELOW IF YOU ARE CREATING A NEW SEMI-STOCK EXAM OR IF YOUR AGENCY IS REQUESTING A COVER CHANGE* ON A STOCK EXAM

BUILD TEST USING THE ITEM SELECTION ATTACHED
 BUILD TEST USING THE ITEM SELECTION ON THE REVERSE OF THIS FORM

PLEASE SEND A JOB DESCRIPTION OF THE POSITION WHEN SENDING THIS FORM
 Your agency name will appear on the front cover above the Test Title. Please tell us the exact Test Title you would like on the cover (e.g., Account Services Representative III).
**\$100 Additional fee will be applied to your order on stock exam cover change requests. On stock exam cover changes, your agency will not qualify to receive credit for returned / unopened packages of exams.*
TEST TITLE:

NOTES OR FURTHER INSTRUCTIONS:

(OVER)

ITEM SELECTION FOR SEMI-STOCK TESTS ONLY

You may attach your item selection to this form or list it below.

Note: *Please do not submit item selection by writing in the review copy. You can make notes in the books for your own use, but information circled or noted in review copy booklets cannot be used for item selection.*

ITEM SELECTION

You can select items from one or more tests to create your test. You can choose whole sections or mix and match as best fits the knowledge, skills, and abilities for which you are testing.

Note: 100 items = 2 HOURS

Test Title & Number (e.g., 4413, C1560, SS12313)	Questions Selected (e.g., 1, 5, 77, all of Section 1, etc.)

TOTAL QUESTIONS:

NOTES: