Industry Resource Center (IRC) Application

Date Submitted: _____

Section 1- Designated IRC Coordinator Applicant Information (please type or print)

Name: _____

Position or Occupation: _____

Business Name: _____

Business Address: _____

City, State & Zip: _____

Business Phone: _____

Fax Number: _____

Business E-mail: _____

Section 2- Applicant's Immediate Supervisor

Name: _____

Address: _____

City, State & Zip: _____

Position or Occupation: _____

Business Phone: _____

Business E-mail: _____

Section 3- General Information

Have you, your institution, and/or any of your colleagues been party to any lawsuits by clientele?
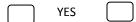
☐ YES   ☐ NO

If yes, please describe the nature of the lawsuit related to assessments?

Is your business/organization/institution a not-for-profit?

☐ YES ☐ NO If yes, please provide your 501-C3 classification.

Is your site a member of the National College Testing Association (NCTA)?

☐ YES ☐ NO If yes, please skip Section 4.

Section 4- Documentation

Do you have previous experience with assessment programs/administration?

☐ YES ☐ NO If yes, please describe the types of assessments administered:

Please include a copy of the following documents:

- Institution/Organization's mission statement
- Overview of facilities and/or location to be used for assessment administration (i.e. handicapped accessible, computer lab, etc.)

I hereby certify that the information provided in the Application and other statements/documents provided by me are correct. I agree to follow the guidelines outlined in the Nocti Business Solutions Security Policy. I agree to allow Nocti Business Solutions to check necessary references and conduct additional checks, as needed.

_____ _____

Applicant's Signature/Position Date

_____ _____

Immediate Supervisor/President/CEO Date

Nocti Business Solutions Office Use Only

Date Received:

Application Status:

Reviewer's initial(s)/Date:

Recommendations:

Testing Agreement

Nocti Business Solutions
Your Corporate Assessment Provider

500 North Bronson • Big Rapids, MI 49307
1-800-334-6283 • FAX: 231-796-4699

Please check one of the following:

☐ New Client   ☐ Coordinator Change   Current Site Code: _____
(new clients will not have a site code)

Billing Address	**Shipping Address** (if different)
	☐ Multiple Sites/Plants (Please attach a list of sites/plants addresses if applicable)
Organization:	Organization:
Attn:	Attn:
Address:	Address: (No P.O. Box)
City/State/Zip:	City/State/Zip:
Telephone: Fax:	Telephone: Fax:
Email address:	Email address:

Check all that apply:
☐ Pre-Employment   ☐ Training   ☐ Employee Advancement   ☐ Other _____

By signing below as the site coordinator, I acknowledge the following:

✓ The Nocti Business Solutions Security Policy and the Guide to Using Online Systems (if using online systems) have been reviewed.

✓ Our organization is liable for any breach of the Nocti Business Solutions Security Policy.

✓ Our organization is responsible for the violation of Nocti Business Solutions policies by any staff, evaluators, participants or other individuals associated with our testing process.

✓ Our organization may have privileges as a test center suspended/terminated for violations of any policies/procedures as outlined in all Nocti Business Solutions reference materials/guides.

Signature of Site Coordinator   **Date**

_____

Title of Site Coordinator _____

Security Policy

The Nocti Business Solutions' test security policy is designed for the protection of standardized assessments and normative data. When all parties involved in the testing process adhere to the security policy, test participants are ensured an equal opportunity to demonstrate knowledge and skills in their chosen occupational area.

Test Material Security

Nocti Business Solutions' standardized assessments are copyrighted and may not be used for any purpose other than the legitimate assessment of authorized test participants. Entire assessments, individual questions, or special projects may not be copied, transmitted or reproduced in any manner, under any circumstances, unless prior written authorization is granted by a Nocti Business Solutions representative. Customized assessments are the property of the institution/company for which they were developed.

Breaches of Security

Nocti Business Solutions must be notified immediately if any breach of security occurs for a Nocti Business Solutions standardized assessment. A breach of security is ultimately the responsibility of the institution/company. Once Nocti Business Solutions has been notified of a breach, steps will be taken to determine the extent of damages as well as the steps needed to remedy the breach. This may include, but is not limited to, consultation with legal counsel, legal action, test revision with costs incurred by the test site, and probation or suspension of the institution/company as an authorized user of Nocti Business Solutions assessments.

Test Administration Security

All institutions/companies must be approved by Nocti Business Solutions prior to test administration. Nocti Business Solutions reserves the right to approve or deny testing sites in its sole discretion based on the information provided at the time of application and based on the performance of the testing site any time after approval is granted. Sites that display inappropriate or questionable testing practices or breach the security of any standardized assessment materials are subject to review, probation, and/or termination.

Company/Institution Responsibilities

Companies and institutions are entrusted with the security of all Nocti Business Solutions standardized assessment materials that are being administered at their site. Along with testing materials, they are responsible and liable for the conduct of staff and consultants employed by the corporation or institution as related to the testing program, including the Site Coordinator, Proctor, or Evaluator.

A company/institution will be liable for the full development cost of a replacement standardized assessment (up to $100,000.00) if said instrument or individual test items or jobs are compromised through loss, unauthorized copying or permitting access by any unauthorized person or persons.

Site Coordinator Responsibilities

Each approved test site must have a Site Coordinator appointed for the overall promotion, guidance, monitoring and facilitation of the testing program. All Site Coordinators must adhere to the policies and procedures set forth in the Site Coordinator Reference Guide provided by Nocti Business Solutions. Maintaining security is a critical piece of the testing program. Site Coordinators are responsible for the on-site security of the tests and related materials. All test materials received must be accounted for and kept in a secure location until the test date. All test materials must be returned to the secure location at the end of

each testing session and following completion of all testing until such materials are returned to Nocti Business Solutions. If a breach of security occurs for a standardized assessment, the Coordinator will be in a position to determine when the breach occurred, how it occurred, and who was responsible.

Proctor and Evaluator Responsibilities
Proctors and Evaluators are responsible for the actual administration and evaluation of written and performance assessments. This responsibility includes the security of test materials in their possession during administration of the test and the prompt return of all test materials to the Site Coordinator after administration of the test. Proctors and Evaluators are expressly prohibited from coaching participants during testing and altering or interfering with a participant's responses in any way. Specific duties include:

- Familiarizing oneself and complying with the requirements outlined in the Proctor Guide: Instructions for Assessment Administration.
- Confirming the accurate identity of test participants.
- Distributing, collecting and ensuring overall security of all testing materials.
- Informing test participants of testing procedures.
- Monitoring the testing process during administration by moving unobtrusively around the room.
- Being present at all times during test administration so that test is conducted in a quiet and efficient manner.
- Protecting the participants from disturbances and distractions.
- Ensuring that test participants follow the testing procedures and security policy requirements and enforcing proper procedure in the event of non-compliance.
- Promptly completing the Comment Sheet and/or Irregularity Report (when appropriate).
- Promptly returning all testing materials to the Site Coordinator upon completion.
- Promptly reporting any breach of security for a standardized assessment, no matter how small or insignificant, to the Site Coordinator.

Test Participant Responsibilities
Testing procedures must be followed by all participants and monitored and enforced by test Proctors and Evaluators. If a violation of testing procedure occurs, the participant must cease testing and all of the participant's testing materials will be collected by the Proctor or Evaluator. The time and nature of the incident must be recorded on an Irregularity Report and the report shipped with the answer sheets being returned to Nocti Business Solutions for scoring.

The following behavior is prohibited by the test participants during administration:

- Looking at another participants' materials or answer sheet.
- Giving or receiving any assistance from the Proctor, Evaluator, Site Coordinator, another participant, or anyone else.
- Using unauthorized calculators, reference guides, manuals, tools, etc.
- Copying, transmitting or reproducing any portion of the test in any manner whatsoever.
- Attempting to remove testing materials or notes from the test site.
- Creating a disturbance or allowing a cell phone, pager, or alarm to sound in the testing room.
- Failing to follow the test procedures as outlined by the test Proctor or Evaluator.
- Presenting or using inaccurate identification documents.

_____

Initials