

# THE NATIONAL

## First and Second-Line Supervisor Tests



## Test Security Agreement and Order Form



**Stanard**  
& Associates, Inc.

*Data for Decisions in Management*



# How to Complete Your Order Form

## 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 room, suite, or floor is needed. Most orders are shipped ground UPS 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.

**Individual Authorized to Receive Test Results:**

If the test results should be sent to a person different than the contact listed in the shipping information section, please provide their complete mailing address.

## TESTING INFORMATION

**Requested Study Guide and Test Arrival Date:**

Please list the date that you would like to receive the study and test documents.

Note: Stanard & Associates, Inc. requires at the minimum a 30-day study period for agencies using the exam.

**Test Dates:**

Please list the actual dates that you will be administering the exam(s).

**Test Results Date:**

Please indicate your preferred date for receiving the exam results. Turnaround time is approximately 5-10 business 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 will call to discuss.

## PRICE GRIDS

**Price Grids:** Fill out the price grid appropriately for the type of test you are selecting.

## SUBMISSION OF ORDER AND SECURITY DOCUMENTS

Please complete order form (page 4), signature page (page 3), and if needed create a formal letter concerning the principle signer's responsibility for testing. **Email all 3 documents to the South Carolina Police Chiefs Association at [jenny@scpolicechiefs.org](mailto:jenny@scpolicechiefs.org)**

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## National First-Line Supervisor Test and Second-Line Supervisor Test Purchase and Test Security Agreement

### **Purpose**

This agreement defines Stanard & Associate, Inc.'s (S&A) purchase and test security policy and procedures. It also explains how the test security guidelines are intended to protect the mutual interests of all public safety agencies and officials that use test materials obtained from S&A, as well as the interests of all persons who take such tests. In order that no person may gain special advantage by having improper access to the material, S&A requires that all users sign this agreement and fulfill its terms as a condition of making the test materials available.

- ✓ The National First- and Second-Line Supervisor Tests (NFLST/NSLST, hereafter) will be kept in locked files.
- ✓ This agreement applies to users of the NFLST/NSLST and NFLST/NSLST-related materials, including public safety agencies, employment agencies, or other entities that use the NFLST/NSLST to guide personnel decisions.
- ✓ Access to the NFLST/NSLST will be by authorized personnel only.
- ✓ NFLST/NSLST materials cannot be reproduced for any purpose.
- ✓ NFLST/NSLST will not be supplied to anyone for advance study or after the examination period.
- ✓ All test materials supplied by S&A under this agreement shall be and remain the property of S&A
- ✓ No official, staff member, consultant, or other agent of the named agency will loan, give, sell, or otherwise make available any S&A testing material to any other agency or unauthorized person.
- ✓ This purchase agreement can only be modified with written approval by Stanard & Associates, Inc. (S&A).

### **Payment**

Full payment is due upon delivery of hard copy test results and invoice. **Your agency will be invoiced by the South Carolina Police Chiefs Association. Please direct invoicing-related inquires to your Association contact person.**

### **Returns**

All used and unused tests must be returned to S&A within 14 days of your test date. Your invoice will reflect all processed tests. No restocking fee will be added to you invoice for your unused tests. Study and administration guides can not be returned for credit. Your invoice will reflect fees for all tests, used and unused, if all test materials are not received within 14 days of your 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 NFLST/NSLST or NFLST/NSLST 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 NFLST/NSLST 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 NFLST/NSLST test and NFLST/NSLST-related materials and to limit and restrict disclosure to the fullest extent permitted by the court and court rules.

**Use of the Test**

NFLST/NSLST materials received from S&A will be used only for the official purpose of the named user. Under no circumstances will NFLST/NSLST 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 NFLST/NSLST for its intended use, it is the exclusive responsibility of the user to obtain sufficient evidence that the skills measured by the NFLST/NSLST 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 NFLST/NSLST 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 NFLST/NSLST test materials. S&A’s total liability to the user of NFLST/NSLST test materials is limited to the user’s total purchase price paid for the NFLST/NSLST 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 of agent of the user agency who is now, or later becomes, responsible for test administration.

**Termination**

S&A and the South Carolina Police Chiefs Association have the right to terminate this agreement and withhold or recall NFLST/NSLST materials if terms and conditions of this agreement are believed to have been violated.

To maintain the reliability and validity of the NFLST/NSLST, 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.

**Parties to the Agreement**

The parties to this Test Security Agreement are Stanard & Associates Inc. and the public agency named below.

**Principal Signer**

On behalf of this agency, I accept and assure compliance with its terms and conditions:

\_\_\_\_\_  
Agency Name

\_\_\_\_\_  
Street Address (where tests are to be shipped)

\_\_\_\_\_  
City State/Province Country Zip Code

( ) ( )

\_\_\_\_\_  
Telephone Number to contact regarding test scores Fax Number

\_\_\_\_\_  
Signature of Principal Signer Date Title Name of Principal Signer (Please print)

**NOTE: Police personnel who are principal signers must include a letter on agency letterhead indicating they are the individuals responsible for testing in their jurisdiction.**

**ALTERNATE SIGNERS (Optional)**

On behalf of this agency, I accept this agreement and assure compliance with its terms and conditions.

\_\_\_\_\_  
Signature of First Alternate Date Title Name of First Alternate (Please print)

\_\_\_\_\_  
Signature of Second Alternate Date Title Name of Second Alternate (Please print)

# The National First-Line Supervisor and National Second-Line Supervisor Tests (NFLST/NSLST) Order Form

## GENERAL INFORMATION

| Ship To:   |         | Bill To:                         |         |
|--|---------|----------------------------------|---------|
| Name:  |         | Name:                            |         |
| Title/Rank:                                      |         | Title/Rank:                      |         |
| Agency:  |         | Agency:                          |         |
| Street Address,<br>Room, Floor<br>(No P.O. Box): |         | Billing Address,<br>Room, Floor: |         |
| City, State<br>& Zip:                            |         | City, State<br>& Zip:            |         |
| Phone:   | E-Mail: | Phone:                           | E-Mail: |
| Ordered By:                                      |         |                                  |         |

Individual Authorized to Receive Test Results (if different than shipping information provided above):

|  |  |
|--|--|
| Name:  | <p style="text-align: center;"><b><u>E-Mail, Fax, Phone or Mail to Place Your Order</u></b></p> <p><b><u>Email (preferred) Order Form/Security Documents To:</u></b><br/> <a href="mailto:jenny@scpolicechiefs.org">jenny@scpolicechiefs.org</a></p> <hr/> <p><b><u>To Order By Phone, Call:</u></b> 803-781-5913<br/> <i>(Security/Purchase Agreement must be on file)</i></p> <p><b><u>Mail To:</u></b><br/>                     South Carolina Police Chiefs Association<br/>                     P.O. Box 210709<br/>                     Columbia, SC 29221</p> |
| Title/Rank:                                      |  |
| Agency:  |  |
| Street Address,<br>Room, Floor<br>(No P.O. Box): |  |
| City, State<br>& Zip:                            |  |
| E-Mail:  | Phone:   |

## TESTING INFORMATION

Requested Study Guide and Test Arrival Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Test Dates: \_\_\_\_/\_\_\_\_/\_\_\_\_

Test Results Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

*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.*

## PRICE GRIDS

| National First Line Supervisor Test<br>NFLST |          |          |       |
|--|----------|----------|-------|
|  | Price    | Quantity | Total |
| NFLST  | \$100.00 |          |       |
| Study Guide*                                 | \$ 10.00 |          |       |
| Administration Guide**                       | \$ 10.00 |          |       |

| National Second Line Supervisor Test<br>NSLST |          |          |       |
|---|----------|----------|-------|
|   | Price    | Quantity | Total |
| NSLST   | \$125.00 |          |       |
| Study Guide*                                  | \$ 10.00 |          |       |
| Administration Guide**                        | \$ 10.00 |          |       |

**Subtotal\*\*\***

**Subtotal\*\*\***

\* One study guide must be order for each test purchased.

\*\* One administration guide must be purchased with each first order.

\*\*\* Agencies are responsible for shipping and handling charges.



*Data for Decisions in Management*

**To:** Prospective Client

**Re:** National First Line and Second Line Supervisor Tests

We are pleased that you are interested in the National First Line Supervisor Test and/or National Second Line Supervisor Test. Attached are the Product Information Packet and Order Form for your review.

If you should decide to use our test, be aware that your agency can obtain a set, or multiple sets, of the source materials and provide a place for the applicants to review them or the agency can require applicants to obtain their own set of materials. In fairness to the candidates, they should have a minimum 30 days to study from the time the materials arrive till the actual exam date. Most agencies provide 45 to 90 days for study time as additional time is always beneficial in allowing candidates to prepare for the exam. We believe this will reduce the likelihood of any candidate challenges and give all involved an equal opportunity to prepare for the test.

It is important to remember that source material arrival dates vary, although Amazon and Barnes and Noble say that they ship within 24-48 hours, the source books could take 14 days or more to arrive. This is dependent upon inventory and method of shipment (i.e. next day or ground service).

If you need additional information please call the South Carolina Police Chiefs Association at 803-781-5913 or Stanard & Associates, Inc. at 800-367-6919.