



500 North Bronson
 Big Rapids, MI 49307
 1-800-334-6283 FAX: 231-796-4699
 nocti@nocti.org
 Visit us on the internet at www.nocti.org

Testing Agreement

Please check one of the following: New Client Coordinator Change Update Account

Site Code: _____

(New clients will not have a site code, one will be assigned and emailed to you)

For your convenience you may type on this form. Please complete, print, sign and fax back to NOCTI at 231-796-4699.

Coordinator and Shipping Information	Billing Information
Name of Organization:	Name of Organization:
Site Coordinator: (<i>Cannot</i> be a teacher)	Billing Contact Person:
Site Coordinator Telephone: _____ Fax: _____	Billing Contact Telephone: _____ Fax: _____
Site Coordinator Email Address:	Billing Email Address: (When provided, your billing invoices will be emailed)
<input type="checkbox"/> YES! I am the coordinator for Multiple Campuses/ Shipping Addresses. (Please attach a list of your campuses/shipping addresses if applicable)	Billing Address:
Shipping Address: (<i>No P.O. Box</i>)	City/State/Zip:
City/State/Zip:	Notes:

Changes in site information will require a new testing agreement

Check all that apply: Secondary Student Testing Post-Secondary Student Testing Teacher Testing

By signing below, the Site Coordinator and Administrator acknowledge the following:

- ✓ Our organization has reviewed the NOCTI Security Policy.
- ✓ Our organization is responsible for the violation of NOCTI policies by any staff, evaluators, students 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 reference materials/guides.

Signature and Title of Site Coordinator listed above (*Cannot* be a teacher)

Date

Signature and Title of District/Institution Administrator (Other than Site Coordinator)

Date

NOCTI retains ownership of all standardized assessment materials. NOCTI clients are purchasing testing services and not the actual assessment materials/items.