

Thank you for your online skills test order. Complete the order form 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; this will ensure that you have sufficient time to check the link and system requirements.

Below is a chart of the cost for online skills testing. A single link will be provided to test candidates on an as-needed basis and billing will be charged per number of candidates tested at the end of each month. Each candidate’s results will be emailed to the contact listed on the form shortly after the candidate submits his or her responses.

Online Skills Test Pricing Schedule Per Candidate	Single-Subject Test	Two-Subject Test	Each Additional Subject
1 - 25 Candidates	\$20.00	\$30.00	\$6.00
26 - 100 Candidates	\$18.00	\$27.00	\$6.00
101 - 250 Candidates	\$17.00	\$25.50	\$6.00
251 - 1,000 Candidates	\$15.00	\$22.50	\$6.00
1,001+ Candidates	\$12.00	\$18.00	\$6.00

Please email the completed form to testrental@cps hr.us or contact us if you need additional information.

Thank you,

Test Rental Team

Online Skills Testing Order Form

To order a test, please complete this form and email it to testrental@cpshr.us

AGENCY NAME:	Ordered by:
Ordered by contact phone number:	First Test Date:
Email Address for Results:	Exam Title:
Would you like the exam timed*? Yes No Preferred time allowance (indicate in minutes): Overall Time On Exam _____ or Time per item _____ *For timed exams, we recommend 1 minute per question.	
<u>FOR SIMULATION ITEMS ONLY:</u> Attempts: For Simulation items, how many attempts should be allowed question? 1 2 3	

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.	
Test Title	Questions Selected (e.g., 1, 5, 77, all items, etc.)
TOTAL QUESTIONS:	
NOTES:	