

Qualifications For Test Purchase

All assessment products, including but not limited to DRP, SSSMART, RPE, Signposts, MAC II, and Core Knowledge tests are instruments that must be used with professional care. The sale of these tests is restricted in accord with the principles stated in *Ethical Standards for Psychologists*, published by the American Psychological Association (APA). Eligibility to purchase these tests is determined on the basis of training and experience, and Questar will have the right to rely on the representations of the Purchaser. Questar also reserves the right to require additional evidence of the Purchaser's qualifications.

Questar will have the right to withhold or withdraw approval for test purchase where there is evidence of violation of the principles and practices of testing and counseling commonly accepted by professional psychologists and educators. (No tests are sold for self-guidance, nor to any individual or organization engaged in testing or counseling by mail.) Purchasers agree to guard against improper use of tests. Purchasers agree to protect the value of the Questar assessments and scoring keys by following diligent test security protocols, including but not limited to, keeping all assessments and scoring keys in locked files or storage cabinets accessible only to authorized personnel of Purchasers.

The rules governing the sale of Questar tests to various classes of purchasers are:

1. Accredited schools, colleges, and governmental agencies may order materials on official purchase orders, signed by an appropriate administrator.
2. Individual school teachers and counselors may purchase tests by official purchase order.
3. Graduate students at accredited universities may purchase tests for study, research, or practice only if the order is countersigned by the professor who assumes responsibility for the proper use of the materials. Authorization on academic letterhead is required for each order. Such authorization should include the professor's title and the course or program for which the material will be used.
4. Individuals, including those operating adult education, remedial reading, tutoring, or consulting operations, may purchase tests for professional use only if they establish their personal qualifications with Questar. Please download and complete the Registration Form opposite.
5. Businesses may purchase tests for the selection and training of their own employees, provided a member of the firm establishes his or her qualifications with Questar. Please download and complete the Registration Form.
6. Libraries may purchase tests for reference use, provided assurance is received with each order that these materials will be kept in locked files or storage cabinets accessible only to qualified persons. Graduate students may access these materials only with the permission of their professors.
7. Tests are sold to academic bookstores only for resale to qualified faculty members or to students who show documentation of enrollment in the course for which the materials were ordered. Test materials must be kept under lock and key—never displayed on open shelves. A statement accepting these terms and naming the course and faculty member must accompany each order.