



Materials Terms & Conditions

QUALIFICATIONS FOR TEST PURCHASE

All assessment products, including, but not limited to DRP, RPE, SSSMART, 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). The sale of these tests is restricted and eligibility to purchase these tests is determined at the sole discretion of Questar on the basis of the training and experience of Purchaser. Questar will rely on the representations of Purchaser regarding its training, experience, and credentials and Questar reserves the right to require additional documentation from Purchaser to evidence its qualifications to purchase any assessment.

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's 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 call Questar for the required Registration Form.
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 call Questar for the required Registration Form.
6. **Librarians** 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.

PRICES

Prices are effective November 1, 2015, and supersede all previously published prices. Prices are subject to change without notice.

PURCHASE ORDERS

Purchase orders are required for all orders, unless prepaid. Questar reserves the right to require payment.

Separate purchase orders are required for ordering test materials, Questar Scoring Services, and Questar online products. Purchase order should be sent to: Questar Assessment, Inc., 5550 Upper 147th Street W., Minneapolis, MN 55124. Order Forms may be reproduced and affixed to purchase orders.

TELEPHONE SUPPORT

Questar wishes to make the process of ordering test materials and services as easy as possible. If you require any assistance in placing your order, please call (800) 800-2598.

SHIPMENTS

Orders are shipped via UPS, as soon as possible, unless a different shipping method is requested. Allow 30 days for delivery. On request, or whenever a delivery date is specified, materials may be shipped by first-class mail, air freight, or special handling. Please note that UPS shipments cannot be made to a post office box.

SHIPPING & HANDLING CHARGES

All orders are shipped FOB shipping point. For prepaid orders, please add 10 percent of the total for regular UPS shipment. Add 15 percent for 2nd day air freight; add 20 percent for first-class mail, overnight air freight, or special handling. For purchase orders, shipping and handling charges will be added to the invoice. Copies of freight bills will not be provided. The minimum shipping and handling charge is \$8.00 for regular UPS shipping; \$20.00 for all other methods. Actual shipping costs plus 10 percent handling fee will be charged on all orders for delivery outside the United States and its Territories.

PAYMENT TERMS (NET 30 DAYS)

All checks must be drawn in US dollars. Payments against invoices and checks mailed with prepaid orders should be made payable to Questar, and addressed to Questar Assessment, Inc., 5550 Upper 147th Street W., Minneapolis, MN 55124.

Questar accepts the following credit cards: Visa, Discover, MasterCard, and American Express. Where payment is made by credit card, such payment is subject to the approval of the financial institution issuing the credit card, and Questar shall not be liable in any way, including but not limited to any delay or non-delivery, if such financial institution refuses to accept or honor the credit card for any reason. As its sole option, Questar may require that any order placed over a certain dollar limit receive pre-approval. Questar also may require additional verification or information before accepting any order. It is your responsibility to contact Questar with updated information and payment arrangements if you cancel or modify the applicable credit card.

VENDOR CODES

If your institution uses vendor codes, please have your purchasing department assign a unique code for Questar using the following information:

Questar Assessment, Inc.	FEIN #13-2846796
5550 Upper 147 th Street W.	DUNS #07-096-1024
Minneapolis, MN 55124	(800) 800-2598

SALES TAX

Tax-exempt institutions will need to send a copy of their tax-exempt certificate for their first order and must include their tax-exempt number on all purchase orders. All appropriate state, county, and city sales taxes should be included on orders from non-exempt individuals and firms doing business in the states of CT, MN, NJ, and NY.

RETURNS

DRP, Core Knowledge, and SSSMART test booklets and answer documents; Signposts Early Literacy Batter and Pre-DRP test booklets, MAC II test booklets, answer sheets, record forms and writing sample forms; RPE test booklets, answer sheets, record forms and profiles may be returned for partial credit. Original shipping costs and a restocking fee of 20% will be charged against the credit. Materials returned must be in original, unopened packages and unmarked in any way. To ensure proper credit, a copy of the purchase order and/or invoice must accompany each return. Ship materials to: Questar Assessment, Inc., 14720 Energy Way, Apple Valley, MN 55124.

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NOTE:

Many Questar programs are sold in an electronic platform. By necessity, different Terms and Conditions apply to that platform. Please refer to the Standard Purchase and License Terms located at www.questarai.com/drptc for more details.