



### **Afterschool/Head Start Test Material Ordering and Delivery**

Test materials will be sent to the Human Resource or other Administrator named in the registration information listed on the Registration Form, through password protected email unless he/she designates a Secondary Contact. Only these two individuals can order or receive test materials.

To order test materials send a detailed request that includes what type of test you would like along with a job description to [tests@codesp.com](mailto:tests@codesp.com). Your agency can request three multiple-choice test and three interview templates per fiscal year unless your agency has chosen the 4-10 template option. It is the agency's responsibility to select the test materials/interview questions used.

Tests must be administered in proctored location (list on the **Afterschool-Head Start Site Form**) by an employee (proctor) of the subscribing afterschool provider to ensure that no test materials are removed from the test site. All test proctors must sign a CODESP Security Agreement found under **Join CODESP / Afterschool-Head Start Providers** on the blue toolbar. Test materials will require review by agency to ensure that they are job related. All test materials chosen and used by the agency will be the agency's responsibility.

A purchase order or check is due each July 1. If payment is not received, services from CODESP will be discontinued. Once the subscription is terminated the Afterschool/Head Start Subscriber Agency must destroy all copies of CODESP test materials and cease from administering tests that contain CODESP test materials.