



Security and Testing Agreement Fundamentals of Project Management



Details/Instructions

Thank you for participating in the Project Management Institute Educational Foundation (PMIEF) Fundamentals of Project Management assessment/badge program. Test takers successfully passing with a 70% or higher will earn a digital badge issued by PMIEF. **This testing agreement is intended for use by local or regional organizations or by teachers from schools that do not wish to set up an account with NOCTI.**

Instructions:

1. The preferred method for ordering this assessment is to create an account using NOCTI’s standard process. See “Getting Started” at www.nocti.org for details.
2. Complete all fields on Page 1. The primary contact for this order should be listed.
3. Review and sign the Security Policy on page 2 (this is only needed once per site).
4. Scan and email the completed form to nocti@nocti.org or fax it to NOCTI at 231-796-4699.
5. Upon receipt of an accurately completed Security and Testing Agreement (STA), the designated Site Coordinator will receive a welcome email from a NOCTI Customer Care Representative with account details and login credentials to access a secure, online Client Services Center for managing the testing program and placing orders.

ORGANIZATION CONTACT INFORMATION

NOCTI Site Code: (New customers will be issued a site code by NOCTI)	Organization Name:
NOCTI Site Coordinator/Contact:	Organization Telephone: ()
Contact Email Address:	
Physical Address:	
City/State/Zip:	

Check all that apply: _____ **Secondary Testing (high school)** _____ **Post-Secondary Testing (college/university)**

Security Policy

I. Purpose of Agreement

The Security Policy is intended to protect the mutual interests of all agencies that use test materials obtained from NOCTI, as well as the interests of persons who take such tests. As a condition for making test materials available, NOCTI and the Project Management Institute Education Foundation (PMIEF) requires that all users sign this agreement and fulfill its terms.

II. Terms and Conditions

The individuals who sign this agreement accept, on behalf of the named agency, the responsibility of complying with the following terms and conditions.

- A. Testing sites must be approved by NOCTI prior to administration of the PMIEF assessment.
- B. All test materials supplied by NOCTI under this agreement shall be and remain the property of NOCTI and PMIEF.
- C. Testing sites must protect the integrity of the QuadNet™, which includes the online testing system and the Client Services Center.
- D. Testing sites are liable for the conduct of staff, consultants and/or volunteers associated with the site as related to the assessment program, including but not limited to, signatories of this agreement, teachers, and/or proctors.
- E. The assessment must be administered in a proctored environment in accordance with directions set forth in NOCTI's test administration guides.
- F. Assessment instruments shall not be reproduced, in whole or in part, in any fashion.
- G. Assessment instruments shall not be made available, in whole or in part, to newspapers, radio stations, or other media sources for any reason.
- H. Assessment instruments shall not be released or administered to individuals other than those qualified to take part in the local testing program. Restricted individuals include, but are not limited to, teachers, paraprofessionals, parents, and personnel from other districts.

- I. Assessment questions, may not be shared with teachers at any time, under any circumstances.
- J. Test participants must not have access to assessments questions until the actual test administration commences.

III. Signatory

It is agreed that the individual who signs this agreement will be authorized to order the PMIEF assessment and will be designated as the primary contact (NOCTI Site Coordinator) at the testing site. In the event that the primary signer leaves the organization, or another individual is designated to oversee PMIEF testing, a new form must be submitted.

IV. Exclusion of Warranties

ALL TEST MATERIALS ARE PROVIDED "AS IS" AND "WITH ALL FAULTS." NOCTI/PMIEF DOES NOT MAKE ANY EXPRESS WARRANTIES, AND DISCLAIMS ALL IMPLIED WARRANTIES, INCLUDING WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

V. Termination of Agreement

NOCTI/PMIEF retains the right to terminate this agreement and withhold, restrict, or recall its assessment materials if it believes the terms and conditions of this agreement have been violated. These measures shall be in addition to any legal remedies available to NOCTI/PMIEF.

VI. Controlling Law and Dispute Resolution

This Agreement is governed by the laws of the State of Michigan, excluding its choice-of-law rules. THE EXCLUSIVE VENUE FOR ANY DISPUTE RELATING TO THIS AGREEMENT IS MECOSTA COUNTY, MICHIGAN. THE TESTING SITE CONSENTS TO THE PERSONAL JURISDICTION OF THE COURTS IN OR FOR MECOSTA COUNTY, MICHIGAN.

Signature of NOCTI Site Coordinator/Contact:	Print Name:	Job Title:	Date:
Signature of Organization/District Administrator: (Other than the NOCTI Contact)	Print Name:	Job Title:	Date:
	Email Address**:		

Avoid Delays in Processing!

- ** Email address provided must be issued by the organization submitting the Testing Agreement. Email addresses from free web-based services (e.g., Gmail, Yahoo!, Hotmail) or Internet Service Providers (e.g., Verizon, Comcast) will not be accepted.
- This form requires all information to be filled out completely, including two separate signatures. NOCTI reserves the right to delay processing if signatures or contact information is missing or is incorrect.

NOCTI Office use only

BO _____ SAGE _____ ACT _____ Email _____ Initials _____