

## Education & Skills Online Purchase Order Form

To purchase authorization codes for Education & Skills Online and create a user account for tracking and administering authorization codes, please complete the following form and return it via email to the Test Administrator at [cbt-support@etsglobal.org](mailto:cbt-support@etsglobal.org). The Test Administrator will send your organization an invoice with instructions for submitting payment and a terms and conditions document for your organization to sign. Once your payment and signed terms and conditions are received, the Test Administrator will activate your online test administration portal account and give you access to your test authorization codes.

### Organization Information:

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_

### Contact Information:

Please include below the information for the individual who will be managing the administration of tests. This individual will have an administrator account for the online test administration portal and can create additional users for the organization.

Contact Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Work Email: \_\_\_\_\_

The Test Administrator provides general information about projects and research using the Education & Skills Online assessment to the OECD and other researchers. If you would be willing to share general information about your project, please check the box below. You will receive a separate email asking about your project. You may choose how much information you wish to share.

*Yes, I would like to learn more about sharing general information on my project with other researchers and the OECD.*

### Billing Information:

Please include below the information for your organization's accounts payable contact. If the accounts payable contact is the same as the contact listed above, you may leave this section blank. If your organization would like a purchase order number included on the invoice, please include that number in this section as well.

VAT Number (only applies to purchasers outside the United States): \_\_\_\_\_

Billing contact information is the same as the contact information listed above.

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province: \_\_\_\_\_ Zip/Postal Code: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_

Work Email: \_\_\_\_\_

**Product Options:**

Organizations may purchase a core assessment package, a non-cognitive assessment package, or a bundled package that includes both the core assessment and the non-cognitive assessment package.

The core assessment **package (1)** contains the core background questionnaire, the literacy and numeracy assessment, and the optional problem solving and reading components measures.

The noncognitive assessment **package (2)** contains the core background questionnaire and the three noncognitive modules: skill use, subjective well-being and health, and career interests and intentionality.

The core and noncognitive bundled **package (3)** contains the core background questionnaire, the literacy and numeracy assessment, the optional problem solving and reading components measures, and the three noncognitive modules.

The unit price for the core assessment package (1) and the bundled package (3) varies depending on the quantity of tests purchased. Enter the number of each package you would like to purchase into the quantity fields in the table below.

Education & Skills Online Pricing Schedule			
Quantity of Packages	Unit Price Package 1	Unit Price Package 2	Unit Price Package 3
<5,000	€9.00	€2.00	€11.00
5,000 – 10,000	€8.25	€2.00	€10.25
10,001 – 25,000	€7.75	€2.00	€9.75
25,001 – 75,000	€7.00	€2.00	€9.00
75,001 – 149,999	€6.00	€2.00	€8.00
150,000 +	€5.00	€2.00	€7.00

**Order Information:**

Package	Description	Quantity	Unit Price (Euros)	Amount (Euros)
1	Core Cognitive Assessment Package			
2	Noncognitive Assessment Package			
3	Bundled Core and Noncognitive Assessment Package			
			<b>Total (Euros):</b>	

The Test Administrator will send your organization an invoice in Euros. If your organization would prefer to pay in US Dollars, please check the box below and the Test Administrator will specify on the Euro invoice the US Dollar sum calculated using the exchange rate on the day the purchase order is received.  *Invoice in US Dollars*

**System Requirements:**

Please ensure that you have reviewed the minimum system requirements for the test. The minimum system requirements are posted on the OECD website at <http://www.oecd.org/skills/ESonline-assessment/assessmentadministration/systemrequirements/>.

**Signature:**

By signing this form, I agree to the policies and conditions concerning order cancellation and return of goods and services. If this is not my organization's first order, I agree to the terms and conditions submitted with my organization's first order.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_