

# CAT Online Administration Setup Form

January 1, 2019-December 31, 2019

Please submit your setup form at least three weeks prior to your initial test administration dates. Proctor login information will be provided by email to each individual proctor along with administration protocol and instructions. Be sure to maintain the security of proctor usernames and passwords. An invoice for the number of tests completed will be generated after the test administration. For information on volume discounts, contact Elizabeth Lisic (elisic@tntech.edu).

**TEST ADMINISTRATION**      Test administration dates: \_\_\_\_\_ to \_\_\_\_\_

	# of Tests Anticipated	Price	Total
<b>CAT</b>		\$20.00 each	
<b>Annual Fee</b>	<input type="checkbox"/> Include <input type="checkbox"/> Already Paid	\$300.00	
<b>Anticipated Subtotal</b>			

**Primary Contact:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Department

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                      State                      Zip Code

\_\_\_\_\_  
Phone                                      Fax

\_\_\_\_\_  
Email

**Bill to:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Department

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City                      State                      Zip Code

\_\_\_\_\_  
Phone                                      Fax

\_\_\_\_\_  
Email

**Proctor Information:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email

\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email

\_\_\_\_\_

\_\_\_\_\_  
Name

\_\_\_\_\_  
Email

**Non-Disclosure Agreement:**     Attached     On File

**Return this order form to:**

Center for Assessment & Improvement of Learning Tennessee Tech University Cookeville, TN 38505	Email: CAT@tntech.edu Phone: 931-372-3611
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<i>FOR CENTER USE ONLY:</i>	# of Tests Completed:	Annual Fee:	
	Volume Price:	Test Subtotal:	<b>INVOICE TOTAL</b>