



APPENDIX A: APPLICATION FORM

Applicant details

Name of test submitted for review:

The following information is required as we will need to correspond with you during the test registration and test review process. Your details will not be released to any third party and are for office use only.

Applicant Name (Organisation):

Address:

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Postcode:

Telephone number:

Email address:

Website:

Person responsible for overseeing application:

Contact number:

Email address:

Terms and Conditions

Please read the Terms and Conditions relating to the test review process and sign to indicate your agreement to the terms. No consideration of test materials will be made without a signed terms and conditions statement.

I understand that:

- The test review fee is payable upfront. The test review process will not proceed until the review fee is paid in full, and proof of payment is submitted to the Administrator.
- As a general rule, materials will be submitted electronically for review. Materials that are only available in printed or physical form will be dealt with on a case-by-case basis. These may incur additional costs for courier and may take longer to review. The test materials will be returned to the Applicant at the end of the review process, at the test submitter's cost.
- Applicants have the right to determine whether certain test materials are commercially sensitive. I will have the opportunity to highlight these to ASSA and the Test Reviews Editorial Panel will be informed and asked to sign a non-disclosure agreement.
- The pool of reviewers for ASSA will be made public. However, the identity of the test reviewers and Consultant Editor involved in the review of a test will remain confidential up to the point of a published editorial panel test review. Any contact from a publisher in relation to test review must be directed via the administrator at ASSA. Within reason, and with motivation, Applicants may ask for specific individuals from the ASSA pool of reviewers not to be used.
- There is a fee payable of RXXX for the later submission of updated or amended test materials to consider in the test review process within reason. This is payable once a review is underway and the fee must be paid before inclusion in the test review.
- Applicants have the right to withdraw a draft editorial panel test review from publication. In this case ASSA will indicate on the ASSA website that the review has not been published, no certificate will be issued, and the review will not be published. Applicants will not be reimbursed for the test review fee.
- Upon award of an ASSA Test Certificate of compliance with minimum standards, the test Applicants can affix to the test in paper or electronic form a notice that the instrument has been certified as of acceptable psychometric quality, and can use the ASSA registered test logo, as a 'quality mark'.
- A full copy of the wording on a Certificate of Test Certification must be accessible to test takers, either in print on the test booklet or as an on-screen page for a computer-based or online test. The Test Certificate and the associated ASSA certified test logo shall relate only to the test which has been certified, and only to the language version covered in the submission to ASSA. It shall not be deemed to be an endorsement of the author, publisher or distributor, or any other test and may not be used in that way.
- A test can be certified for a ten-year period and is subject to a re-registration process thereafter. Once the review reaches the 10-year mark, the test will need to be submitted for a full review again. The full review process should be followed in this case. After 10 years, the test will be removed from the list of certified tests on the ASSA website and the use of the logo by the publisher must be suspended. The test review will also be removed from the ASSA website. The ten-year registration period is calculated from the original date of expiry.

- Tests which have undergone substantive changes which are inside a ten-year test certification cycle are eligible to be considered for an updated editorial panel review. Should the Senior Test Reviews Editor and Consultant Editor consider that the substantive changes are such that a full editorial panel test review is required, the Applicant will be advised of this. There will be a difference in fees payable by the publisher/distributor in this eventuality.
- A test submitted into the review and certification process may also be used for training purposes.

Please sign the statement below:

I confirm that the consent of the copyright holder to submit the test into the ASSA test review and certification process has been obtained.

I agree to the terms and conditions for test review and certification above.

Print name: **Position:**

Signature: **Date:**