



## HR Order Form

A completed order form must accompany every batch of answer sheets submitted for processing.

### Please tick reports required (5 day turnaround)

**Please Note:**

The standard report is always provided. If companies wish to receive a complimentary electronic copy (in excel format) of the standard report please ensure email address is provided. Local norms can be provided with the rank order reports if group size is larger than 100.

| H*                       | E†                       | Report   | H*                       | E†                       | Report   |
|--------------------------|--------------------------|--|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | ACER Test of Abstract Reasoning (TAR)<br>Standard Report                     | <input type="checkbox"/> | <input type="checkbox"/> | ACER Test of Mechanical Reasoning<br>Rank Order Report                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | ACER Test of Abstract Reasoning (TAR)<br>Rank Order Report                   | <input type="checkbox"/> | <input type="checkbox"/> | ACER Test of Reasoning Ability<br>Standard Report  |
| <input type="checkbox"/> | <input type="checkbox"/> | ACER Test of Applied Reading<br>Standard Report                              | <input type="checkbox"/> | <input type="checkbox"/> | ACER Test of Reasoning Ability<br>Rank Order Report                                      |
| <input type="checkbox"/> | <input type="checkbox"/> | ACER Test of Applied Reading<br>Rank Order Report                            | <input type="checkbox"/> | <input type="checkbox"/> | ACER Word Knowledge Test<br>Standard Report  |
| <input type="checkbox"/> | <input type="checkbox"/> | ACER Test of Applied Reading<br>Individual Report (only available for ART-2) | <input type="checkbox"/> | <input type="checkbox"/> | ACER Word Knowledge Test<br>Rank Order Report  |
| <input type="checkbox"/> | <input type="checkbox"/> | ACER Test of Employment Entry Mathematics<br>Standard Report                 | <input type="checkbox"/> | <input type="checkbox"/> | Aptitude Profile Test Series (APTS)<br>Standard Report                                   |
| <input type="checkbox"/> | <input type="checkbox"/> | ACER Test of Employment Entry Mathematics<br>Rank Order Report               | <input type="checkbox"/> | <input type="checkbox"/> | Aptitude Profile Test Series (APTS)<br>Rank Order Report                                 |
| <input type="checkbox"/> | <input type="checkbox"/> | ACER Test of Mechanical Reasoning<br>Standard Report                         | <input type="checkbox"/> | <input type="checkbox"/> | Sigma Survey for Security Officers (SSSO)<br>Standard, Rank Order and Individual Reports |
| <input type="checkbox"/> | <input type="checkbox"/> | ACER Test of Mechanical Reasoning<br>Rank Order Report                       |                          |                          |  |

\* H - Hard copy only    † E - Electronic copy only (pdf format)

## Delivery of Results

All results are either emailed or sent via standard post. Please indicate below for special delivery requests.

| Delivery of Results<br>(additional charges) | Charge  | Please<br>tick           |         |
|---|---------|--------------------------|---------|
| Disk or CD (please specify)                 | \$13    | <input type="checkbox"/> |         |
| Fax (please provide fax number)             | \$11    | <input type="checkbox"/> | Fax No: |
| Express Post/Courier                        | \$16.50 | <input type="checkbox"/> |         |

| Address to which results to be sent: | Address to which invoice is to be sent<br>(if different) |
|--------------------------------------|--|
| Attention: .....                     | Attention: .....   |
| Organisation: .....                  | Organisation: .....                                      |
| .....                                | .....  |
| Address: .....                       | Address: .....   |
| .....                                | .....  |
| .....                                | .....  |
| State:..... Postcode : .....         | State:..... Postcode : .....                             |
| Email: .....                         | Email: .....   |
| Telephone: (.....).....              | Telephone: (.....).....                                  |

Please ensure that responses are recorded in the correct manner and the answer sheets are not damaged. Data from incorrectly filled or damaged sheets may have to be retrieved at extra cost. If you require candidates to have identification numbers assigned, these should be filled out in the **Office Use Only** section of the answer sheets.

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

### Forward to:

Test Scoring Services  
 Australian Council for Educational Research  
 19 Prospect Hill Road  
 Camberwell Victoria 3124  
 Telephone (03) 9277 5536  
 Email: [tss@acer.edu.au](mailto:tss@acer.edu.au)  
 Web address: [www.acer.edu.au/tss](http://www.acer.edu.au/tss)