



Idaho Facility Administrator  
**TEST ADMINISTRATION SERVICES AGREEMENT**  
**FORM 1505IF**

In the **AFFIDAVIT** that is part of the Knowledge Test Proctor Application in TMU©, you will certify that you have read, understand, and will abide by the terms and conditions of the Test Administration Services Agreement Form (1505IF) as established to administer the facility administrator exam in the State of Idaho.

**PARTIES**

**HIRING AGENT:** D&S Diversified Technologies, LLP and/or HEADMASTER, LLP (COMPANY)  
P.O. Box 6609  
Helena, MT 59604–6609  
Phone: (888)401-0462 | Fax: (406)442-3357  
Email: [hdmaster@hdmaster.com](mailto:hdmaster@hdmaster.com) Website: [www.hdmaster.com](http://www.hdmaster.com)

**PURPOSE**

COMPANY executes this Agreement for Test Administration Services with the herein-named Idaho Knowledge Test Proctor (KTP) for the purpose of administering D&SDT-HEADMASTER facility administrator knowledge tests at sites to be specified by D&SDT-HEADMASTER.

**OBLIGATIONS**

*COMPANY Will:*

- Obtain and provide information, per State regulations, about the dates and locations needed for test administration.
- Provide a schedule of test administrations needed Statewide through our test administration software (Testing Opportunities).
- Provide secure access to the Statewide test schedule, allowing KTPs to select the desired testing opportunities.
- Provide timely access to COMPANY’s toll-free support system and cloud-based test management software required by the State.
- Monitor that testing sites are safe, clean, and reasonably free of distractions, per state-approved test site requirements.
- Facilitate periodic review of test administrations upon request of State officials or COMPANY to ensure compliance with state standards and improve future test administration experiences for test candidates.
- Notify the KTP of any deficiencies in periodic reviews and test packet materials (printed or electronic) submitted to COMPANY.
- Not assume liability for test candidates, test sites, KTPs and any and all claims resulting from negligence or any other act or action will be borne by the negligent party.



- Compensate the Test Site for each test administration no later than thirty (30) calendar days of COMPANY receiving the timely submission of test materials for official scoring.

*TEST SITES will:*

- Provide timely, quality, non-biased test administration services that comply with State and Federal law.
- Hire, supervise, and compensate test administration teams (test team) that include at least one
  - Certified Knowledge Test Proctor(s) (KTP).
- Provide all necessary electronic testing equipment compatible with COMPANY's software.
- Provide all testing supplies needed, as required by the State, to administer tests to State and Federal standards.
- Provide secure Hotspot, Wi-Fi/internet access for the test team.
- Provide COMPANY proof of:
  - Test team member's state-required testing eligibility.
  - Annual recertification of testing eligibility.

*KNOWLEDGE TEST PROCTOR (KTP) will:*

- Comply with all State and Federal regulations, including but not limited to:
  - State Approved Testing Standards (see Attachment A at [www.hdmaster.com](http://www.hdmaster.com), under the 'Business Entities Providing Testing Services' heading).
  - Americans with Disabilities Act (ADA).
- Avoid conflicts of interest, including but not limited to a KTP administering the test to candidates who work within the same company or that I have trained or to family members or personal friends.
- Correctly submit testing packet materials (printed and/or electronic) to COMPANY the same day tests are administered.
- Assume liability for failure to complete test administrations that comply with this agreement and applicable regulations.

**TERMINATION**

Either party may terminate this Agreement with 30 days written notice to the other party, except for immediate termination in the case of nonperformance of any act or activity contained herein or if COMPANY does not receive testing materials from KTP as required per STATE standards presented in Attachment A, found at [www.hdmaster.com](http://www.hdmaster.com), under the 'Test Administration Services' button.

**AGREED**

D&S Diversified Technologies, LLP  
HEADMASTER, LLP (COMPANY)