

How to Order *BEST Plus* Test Administrations for FY '10

1. Fill out the *BEST Plus* Order Form.
2. Fax your order form to Sue Schoonover at the Curriculum Publications Clearinghouse. Fax: 309-298-2288
3. Wait a week. Give Sue time to contact the Center for Applied Linguistics. Sue will tell CAL that you have permission to order the number of test administrations you requested on your order form. (She is not placing your order for you; you have to do that in the next steps.) As of FY '07, programs will be charged 40 cents per test. **There is an order limit of 500.**
4. Decide how many computers you are going to be using for testing. Use a different disk for each computer. Figure out how many test administrations you'd like to have on each computer. Note: the amount must be either 20, 50, 100, 300, or 500.
5. Insert a red CD into each computer that you intend to use for testing. Click on the number of test administrations you want on that computer. In the green box you will see a Registration Key. Copy it down. Make sure you keep track of which CD went in which computer. *(A visual representation of this step is included in the "BEST Plus CD Quick Reference Guide." This ivory-colored document is in the pocket of the Test Administrator Guide given at the BEST Plus trainings.)*
6. E-mail the Center for Applied Linguistics at bpcode@cal.org The subject line of the e-mail should be "Purchase Code Request." Your e-mail must include the name of the test administrator, the name of your program or institution, the number of administrations you want on that computer, and Registration Key from the computer.
7. CAL will e-mail you back a Purchase Code.
8. Use the red CD and enter the Purchase Code into the red box on the screen. If you want to make sure it is working, you can go through a few questions of a test and then press "Quit" without using up any of your test administrations.