

Order On-Hand Flex Test Materials

Notes

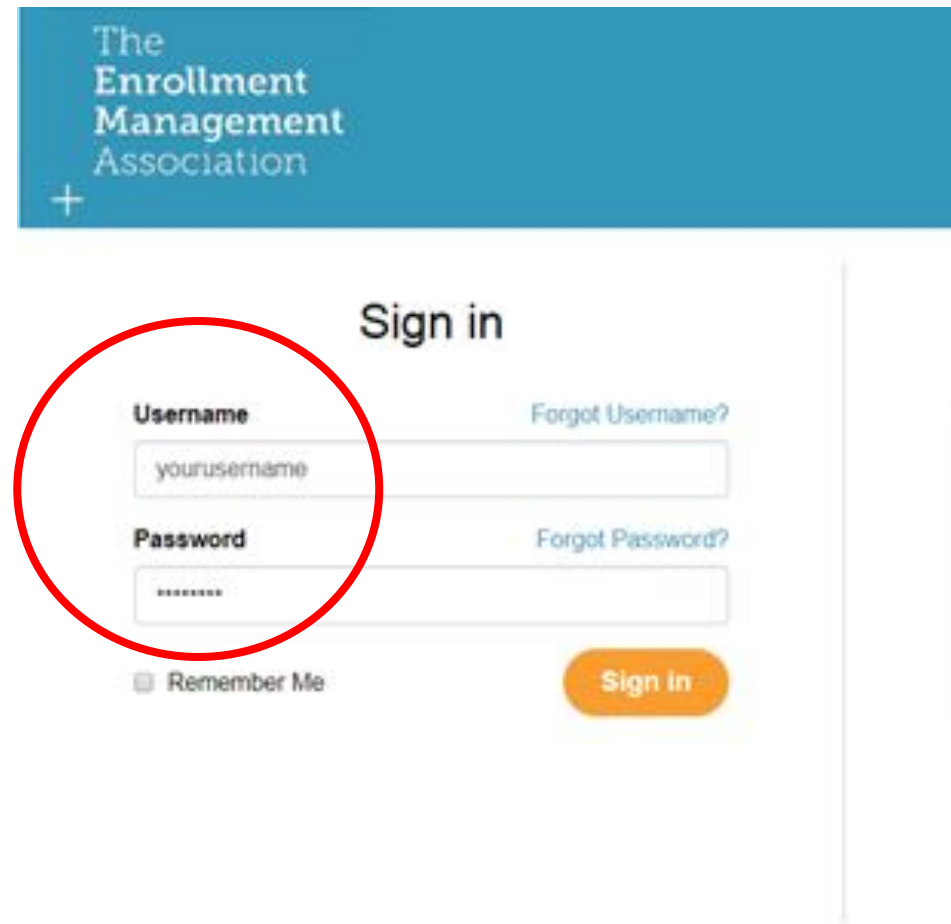
- You must complete your 2020-21 membership renewal before ordering test materials.
- All 2019-2020 test materials must be returned before ordering 2020-21 test materials.
- Materials will only be shipped on **Tuesdays** and **Thursdays**, recommend allowing at least 2-3 weeks for materials to be processed and shipped.

Notes

- On-Hand Flex materials are materials you keep at your location to easily allow individual and small group administrations.
- If you will be testing 5 or more test takers on a specific date, consider ordering materials for that specific test date when scheduling a test.
- On-Hand materials are returned individually as tests are used.

Log into your MAP

- [Member Access Portal \(MAP\)](#)
- Enter your username and password



The Enrollment Management Association

+

Sign in

Username [Forgot Username?](#)

yourusername

Password [Forgot Password?](#)

☐ Remember Me

Sign in

Select Order On-Hand Materials

The screenshot displays the 'Member Access Portal' interface. At the top, there is a navigation bar with tabs: 'SSAT Testing' (selected), 'SSAT Scores', 'Character Skills', 'Applicants', and 'Resources'. Below the 'SSAT Testing' tab, a dropdown menu is open, listing several options. The option 'Order On-Hand SSAT Testing Materials' is highlighted with a red circle. Other options in the dropdown include 'SSAT Testing', 'SSAT Administrator Resources', 'Manage SSAT Proctors', and 'NEW Order SSAT Practice Online Codes'. The main content area is divided into two sections. The left section, titled 'Member Access Portal', includes a 'Toolkit Checklist to be ready for 2020-2021' and three large buttons: 'SSAT Scores' (with a line graph icon), 'Character Skills' (with a camera icon), and 'Applicants' (with a folder icon). The right section, titled 'Quick Access Menu', lists four categories: 'SSAT WRITING SAMPLES' (Interim Guidelines and Best Practices), 'ADVISE STUDENTS' (Advisor Workstation, Score Workstation), 'PUBLICATIONS AND PRACTICE' (Order Official Guide or SSAT Brochure, NEW Order Practice Online Codes), and 'CHARACTER SKILLS SNAPSHOT' (About The Character Skills Assessments).

SSAT Testing

SSAT Testing

Order On-Hand SSAT Testing Materials

SSAT Administrator Resources

Manage SSAT Proctors

NEW Order SSAT Practice Online Codes

Member Access Portal

Toolkit Checklist to be ready for 2020-2021

SSAT Scores

Character Skills

Applicants

Quick Access Menu

SSAT WRITING SAMPLES
Interim Guidelines and Best Practices

ADVISE STUDENTS
Advisor Workstation
Score Workstation

PUBLICATIONS AND PRACTICE
Order Official Guide or SSAT Brochure
NEW Order Practice Online Codes

CHARACTER SKILLS SNAPSHOT
About The Character Skills Assessments

Indicate Shipment Type

Select whether this will be your initial On-Hand shipment or if you are requesting additional On-Hand materials for 2020-2021.



Is there a limit?

Middle\Upper

There is a limit of 10 middle & 10 upper On-Hand Flex tests, unless you have a large, previously-demonstrated need. Then the limit will be 30 middle & 30 Upper.

Elementary

There is a limit of 10 Grade 3 and 10 Grade 4 elementary On-Hand Flex tests, unless you have a large, previously-demonstrated need. Then the limit will be 30 Grade 3 and 30 Grade 4 elementary tests.

TIP: If you are planning a large test, don't use "On-Hand" materials. Instead, order materials when creating a test — to which there will be no limit. You will simply need to return all those used and unused materials to The Enrollment Management Association immediately after testing.

Your Order

Which Test Center are these materials for?

- Select a Test Center -

Shipment Type

- ☐ Initial On-Hand (ships in a red tote)
- ☐ Additional On-Hand materials (you will add these to your red tote)

Shipment Size

Please first select a shipment type using the options above.

Submit



To order materials for large administrations of more than 10 students on a single day, order materials when creating the test, instead of using this form.

For Initial Orders Indicate the Size

Select one of the two sizes available for initial On-Hand orders.

Your Order

Which Test Center are these materials for?

- Select a Test Center -

Shipment Type

- ☒ Initial On-Hand (ships in a red tote)
- ☐ Additional On-Hand materials (you will add these to your red tote)

Shipment Size

- ☐ 10 Middle & 10 Upper Tests
- ☐ 30 Middle & 30 Upper Tests

Submit

For Additional Orders Indicate Amount

Select a quantity for each level and submit.

Your Order

Which Test Center are these materials for?

- Select a Test Center - ▾

Shipment Type

- ☐ Initial On-Hand (ships in a red tote)
- ☒ Additional On-Hand materials (you will add these to your red tote)

Shipment Size

Middle Level - Select - ▾

Upper Level - Select - ▾

Submit

Submit — Order Confirmation

View your order details, if you have any questions/concerns about your order please email testgroup@enrollment.org

Order Confirmation



Thank you. Your On-Hand Materials Order has been received.

Order Number: ORD-1028339-418320

The Enrollment Management Association will review and then process your order. Your shipment should arrive within 5-7 business days. If we have any questions, or need anything further before processing your order, we will contact you via email.

Please contact testgroup@enrollment.org if you have any questions regarding your order or testing.

Here's What You Ordered

Description	Quantity
On Hand Middle Level Tests (Grades 5-7)	30
On Hand Upper Level Tests (Grades 8-11)	30

[Back To The Homepage](#)

Thank you!

Contact us with any questions or concerns

Test Administration Support:

Email: testgroup@enrollment.org

Phone: 609-527-3877

Monday- Friday 9am- 4:30pm EST

Erica Molina

Test Administration Coordinator

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