

Greetings Dr. Hala AbdulQader,

Thank you for your interest in using the Teamwork-KSA test as part of your graduate student's research project. We are willing to assist graduate students in using our Test, without charge, however we like to handle these types of requests in the following way:

First, as the student's supervising faculty member, we need you to complete, sign and return to me the attached "Maintenance of Test Security and Copyright Compliance" form. In doing so, you will be assuming professional and legal responsibility to ensure that the Teamwork-KSA Test is used properly.

Second, once I have the returned Security form, I will arrange for copies of the Test to be made available to you, and you would then need to supervise your student's use of the test. There are several options for how the test can be administered, depending on your study protocol (i.e., including online via a dedicated website link, or via paper & pencil format, etc.).

Finally, once your data have collected, you would then need to forward me an electronic copy of your data file so that I can process the results for you. This usually means sending me an Excel or SPSS file with your subjects' individual item-level responses (I have a template file you can use). At that point, I would then send you a detailed report showing the scores for all your subjects across the various subscales of the Teamwork-KSA Test. You would then be free to use your results however you desire for your research, and we would retain the right to use the data for our own research activities (e.g., to update norms, etc.).

Please let me know if you have any questions, and best wishes for a successful research project.

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Michael J. Stevens, PhD

Professor of Management

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