



Local Exam Administration Fee Schedule

Standard Examination Administration Fees

Service	Number of Applicants	Fee
Administration fee		\$55.00
Examination	1-100 applicants	\$15.50/ applicant
Examination	101-250 applicants	\$14.50/ applicant
Examination	251 + applicants	\$13.50/applicant
Re-use	Per applicant	\$9.00

Administrative Fee: There will be an administrative fee of \$55.00 for shipping, handling and administrative charges for each order.

Reuse Score: There will be a \$9.00 fee for any applicant that has taken the test within the past 184 day. For more explanation of the reuse score click [\(here\)](#).

Minimum Administration Fee: A minimum charge for exam administration, examinees and reused scores will be \$175.

Proctor Fees: For local units of government who prefer to have the exam administered in their own community by our proctor travel fees will be charged. There will be a fee per hour from the time the proctor leaves home until the proctor returns home. An additional fee of \$0.51 per mile will be reimbursed. If a Wisconsin Personnel Partners proctor is not used, proctor fees are not charged.

WPP Proctor Fees	
Fee per mile	\$0.51
Fee per hour	To be determined prior to order confirmation

Using the Applicant List Template: You are encouraged to submit applicant lists utilizing the Excel template located [\(here\)](#) and e-mail it to wpp@wisconsin.gov.

For more information about Local Exam Administration click [\(here\)](#)