Order for Scoring Services (Version 5)

Instructions for completing this order form are printed on both sides of this cover sheet. If you need additional help to complete your order, please contact your Measurement Consultant, or call Customer Service at 1-800-328-5999 (press prompt #1).

To use the attached order form, tear off the cover sheets. To ensure prompt service, please complete all requested information in PARTS I-IV of this form. Be sure to make copies of your complete order form for your records and include the original in package 1 of your shipment to:

Pearson Scoring Center
905 West Howard
Austin, TX, 78753

GENERAL INFORMATION

The Order for Scoring Services has four parts. PART I provides the necessary background information to ensure accurate and prompt reporting services. PART II enables you to order the Basic Service. PART III contains Optional Reports and Services.

NOTE: You must order the Basic Service before you can order from the Optional Reports and Services section.

PART IV provides the district name, school name(s), counts of groups and answer documents, mailing addresses, and the purchase order number.

COMPLETING PART I - BACKGROUND INFORMATION

1. PRE-IDENTIFICATION SERVICE
   If you plan to use any pre-identified documents (scannable Pre-ID labels) in your order, please contact our Customer Service at 1-800-328-5999 for instructions on ordering Pre-Identification Services. If you included any pre-identified documents in your order, you must check YES for Question 1 and write your assigned Pre-ID File Number in the blank.

2. EXCLUDED GROUPS
   If you want reports generated for a specific group of students within your order, you must check YES for Question 2. Next, you must grid the first bubble in column one of the “For Scoring Service Use” grid on Side 1 of the Scoring Service Identification Sheet (#5-1-2001) placed on top of the group to be excluded.

   IMPORTANT INFORMATION: If you want reports generated at the class level, you must insert a Scoring Service Identification Sheet (#5-1-2001) for each class set of answer documents.

   COMPONENTS ADMINISTERED CHART
   The chart below describes the combinations of subtests administered which will report a Total composite score. Use this chart as a guide for selecting components administered under the Basic Service section.

   Note: The Student Report will provide the same information in either English or Spanish.

   GROUP REPORT — an 11” x 8 1/2” single page report produced by grade at the class, school, and district levels. The report contains the following information:
   - Demographic information;
   - Total Mean Composite Score Points Earned;
   - Summary data information;
   - For each area tested, Number Tested, Maximum Possible, Mean Score Points Earned, and Performance Level Distribution.

   Number of Copies: Two copies of the Student and Group reports will be provided at the Basic Service cost.

   GROUPING:
   The Group Report can be created by grade for each class, school, or district. Group Reports will be created for each reporting unit, beginning with the lowest level of aggregation selected.

   For example, if you choose the grouping by CLASS, you will receive a Group Report by grade for each class and corresponding summaries by grade for each class, school, and the district (when multiple school orders are sent in a single shipment).
The Optional Services section contains additional reports and services.

**STUDENT REPORT** — This report is provided as part of the Basic Service described in Part II. You may select the Student Report under Optional Services if you wish to order additional copies or different groupings of this report.

**HOW TO ORDER STUDENT REPORT (English)**

**NUMBER OF COPIES:** In the box preceding the report name, enter the number of copies you wish to order.

**GROUPING:** A “group” is defined as the Basic Reporting Unit. The placement of the Scoring Service Identification Sheet (#5-1-2001) identifies each Basic Reporting Unit. Circle one grouping.

**HOW TO ORDER STUDENT REPORT (Spanish)**

**NUMBER OF COPIES:** In the box preceding the report name, enter the number of copies you wish to order.

**GROUPING:** A “group” is defined as the Basic Reporting Unit. The placement of the Scoring Service Identification Sheet (#5-1-2001) identifies each Basic Reporting Unit. Circle one grouping.

**RECORD LABEL** — One 4 3/4” x 1 1/2” label per student.

- Demographic information;
- Score Points Earned and Performance Level for the Total Composite as well as for each area tested.

**HOW TO ORDER RECORD LABEL**

**NUMBER OF COPIES:** In the box preceding the report name, enter the number of copies you wish to order.

**GROUPING:** Circle one grouping.

**GROUP REPORT** — This report is provided as part of the Basic Service described in Part II. You may select the Group Report under Optional Services if you wish to order additional copies or different groupings of this report.

**HOW TO ORDER GROUP REPORT**

**NUMBER OF COPIES:** In the box preceding the report name, enter the number of copies you wish to order.

**GROUPING:** Circle one or more groupings.

**MASTER LIST OF TEST RESULTS** — An 11” x 8 1/2” student roster that can be produced for each class, school or district. The following information will be included:

- Demographic information;
- Student names listed in alphabetical order;
- Score Points Earned and Performance Level for the Total Composite;
- Maximum Score Points Possible, Score Points Earned, and the Performance Level for each area tested.

**HOW TO ORDER MASTER LIST OF TEST RESULTS**

**NUMBER OF COPIES:** In the box preceding the report name, enter the number of copies you wish to order.

**GROUPING:** Circle one or more groupings.

**STANFORD ELP RESULTS ONLINE (Web access required)** — Stanford ELP Results Online provides four types of reports for disaggregating and viewing data:

**SUMMARY RESULTS:** Provides disaggregated summary results at the district and school levels. Within each district or school, users will be able to disaggregate data for any group or subgroup of students by a pre-specified list of demographic variables or any combination of these variables.

**ROSTER RESULTS:** Provides individual student scores by class, school, or district. Users can drill down to view student results. This report provides easy-to-use functions for searching, sorting and extracting data.

**INDIVIDUAL STUDENT RESULTS:** Provides familiar formats for student reports; users may select a single student or filter students by demographic criteria, print reports for a single student or group of students (batch print), and customize score types that appear on reports.

**HOW TO ORDER ELECTRONIC SERVICES**

**DISKETTE:** Place a check mark in the circle preceding the desired diskette(s).

**TYPE:** Diskettes are available for IBM or MAC (Macintosh). Select one diskette type. If you do not select a diskette type, IBM will be provided.

**CD-ROM:** Place a check mark in the circle preceding the desired CD-ROM(s).

**RETURN ALL ANSWER DOCUMENTS**

Answer documents are kept for 60 days at our Scoring Center and then destroyed. Please see our current catalog for prices associated with return of answer documents. If you wish to have your answer documents returned, place a check mark in the box preceding the item.

**SPECIAL INSTRUCTIONS**

Make entries in this section only if we have asked you to do so in response to your special requirements.

**FINAL INSTRUCTIONS**

- Beside each group number, enter the number of answer documents being submitted for each grade.
- Total the number of groups for each grade, and enter the total on the TOTALS line.
- Total the number of documents for each grade, and enter the total on the TOTALS line.
- If you need more room to complete school names in PART IV, please use an additional PART IV form.
- Provide the area code, phone number, and complete mailing address to which the reports are to be sent. (P.O. Box alone is not sufficient.) Complete the address to which the invoice is to be sent.
- In the RETURN of REPORTS section, indicate any special mailing instructions you want us to follow. If you provide no instructions, we will send the reports by a method we think is best.
- Below the SEND INVOICE to section, enter your Purchase Order Number to which our invoice should refer.

*Your Purchase Order Number must be included on this form to ensure processing.*

**Pearson Scoring Center**

905 West Howard

Austin, TX, 78753

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1. Did you include any pre-identified documents (scannable Pre-ID labels) in this order? (Check one)  
   ☐ YES  ☐ NO

NOTE: If you answered YES, provide your assigned Pre-ID File Number here: _______________________________

2. Do you want certain groups of students excluded from your summary reports? (Check one)  
   ☐ YES  ☐ NO

NOTE: If you did not check one of the above, we will assume that all groups are to be included.

NOTE: Instructions for ordering the “PRE-IDENTIFICATION SERVICE” are on the front cover of this document.

PART II - BASIC SERVICE

☐ STUDENT REPORT (2 copies in English, or 1 copy in English and 1 copy in Spanish) and GROUP REPORT (2 copies each in English) for each reporting unit, beginning with the lowest level of grouping selected. (PKG 1)

Language: (Select one)  
   ☐ STUDENT REPORT (2 copies in English)  ☐ STUDENT REPORT (1 copy in English and 1 copy in Spanish)

NOTE: If you do not select one of the languages above, two copies of the STUDENT REPORT will be provided in English.

Components Administered: (Check only one component administered)

If more than one type was administered, complete a separate OSS for each type. Different Components Administered cannot be mixed within the same OSS.

NOTE: See our current catalog for prices for combination service with Writing.

Grouping: (Circle one grouping)  
   CLASS  SCHOOL  DISTRICT

PART III - OPTIONAL REPORTS & SERVICES

NOTE: You must order the Basic Service before you can order Optional Reports and Services.

☐ STUDENT REPORT (English) (SRPE)  
   Grouping: (Circle one)  
   CLASS  SCHOOL  DISTRICT

☐ RECORD LABEL (LABL)  
   Grouping: (Circle one)  
   CLASS  SCHOOL  DISTRICT

☐ MASTER LIST OF TEST RESULTS (MLTD)  
   Grouping: (Circle one or more)  
   CLASS  SCHOOL  DISTRICT

☐ RESULTS ONLINE* (Web access required)  
   *If you selected Results Online, you must provide your E-mail address in the SEND REPORTS TO section on page 4.

☐ ELECTRONIC SERVICES - (Check one or more.)
   ☐ STUDENT DATA DISKETTE (DISK)  
   ☐ SUMMARY DATA DISKETTE (SUMD)

   If you selected any of the diskettes above, check one diskette type:
   ☐ IBM 3 1/2" (1.4MB)  ☐ MAC 3 1/2" (1.4MB)
   ☐ STUDENT DATA CD-ROM (CDRM)  ☐ SUMMARY DATA CD-ROM w/DEMOGRAPHIC VARIABLES (SDDV)

   For MAC, state name of software you will be using ________________________________

☐ RETURN ALL ANSWER DOCUMENTS

SPECIAL INSTRUCTIONS:

ORDER NUMBER
## PART IV - DISTRICT INFORMATION

### (Version 5)

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Print School Names exactly as gridded on Scoring Service ID Sheets (55-1-2001).

### TOTALS

**PHONE NUMBER:**  
Area Code

**SEND REPORTS TO:**

- Name and Title
- District, School, or Organization
- Street Address (P.O. Box alone is not sufficient)
- City  
  - State  
  - ZIP
- E-mail Address

**SEND INVOICE TO:** (if different)

- Name and Title
- District, School, or Organization
- Street Address or P.O. Box
- City  
  - State  
  - ZIP

**PURCHASE ORDER NUMBER:**

Your Purchase Order must be included on this form to ensure processing. (Do not use credit card number.)

Authorized Signature  
Date

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**RETURN of REPORTS:** The reports will be sent by a method we believe will minimize transit time consistent with cost. If you want a particular method used, please indicate it here:

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**FOR SCORING CENTER USE**

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