



Riverside Scoring Service® Ordering Instructions

- *Logramos*®, Form A
- *Logramos*, Second Edition



Ordering Instructions
Riverside Scoring Service

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Introduction

Managing assessment results to inform classroom instruction is by far the most beneficial aspect of an effective assessment program. Teachers need information about the relative strengths and weaknesses of their students and classes so that they can select the most appropriate instructional techniques and educational materials, as well as communicate important information to parents. Likewise, students need to understand their own strengths and weaknesses so that they can target skills that may need additional development outside of the classroom. Administrators also benefit from an effective assessment program because achievement data can help identify where they can best support teachers as they help students learn and where professional development resources may be needed.

Getting Started

Riverside Scoring Service offers a comprehensive portfolio of results–management tools including paper reports, CD-ROM-based analysis tools, and local scoring solutions to help your school system get the most out of its assessment program. Our flexible services can be customized to meet your needs.

Now that you have finished testing, carefully review each topic on the next several pages to ensure your scoring order is processed quickly and accurately. If you have any questions, your local Assessment Consultant will work with you to determine the best results–management program for your school system. For a listing of consultants in your area, visit www.riversidepublishing.com or contact Customer Service at 800.323.9540.

Basic Service Plan

All customers that have their tests scored at Riverside Scoring Service must order the Basic Service Plan, which includes the processing and scoring of answer documents and one paper copy of the List of Student Scores with Class, Building, and System Summaries. The Basic Service Plan is automatically included and billed with your order.

Selecting Additional Scoring Services

Your Basic Service Plan provides an overview of your students' assessment results, but additional reports are usually needed to communicate information to parents, students, teachers, administrators, counselors, researchers, and others.

Consider these questions when ordering your reports to help you make the most of your assessment program.

- 1) Have I selected reports that provide diagnostic, skill-level information to teachers and administrators?
Try the Individual and Group Performance Profile.
- 2) Have I selected a report that will allow me to communicate test scores to parents in a meaningful, easy-to-read format?
Try the Profile Narrative.
- 3) Do I need reports on special populations or assessment data that can be disaggregated by program, race/ethnicity, or gender?
Try Riverside's Assessment Data and Reporting Service (RADaRS).
- 4) Do I need a self-adhesive label to attach to my students' cumulative record folders? *Try Student Score Labels.*
- 5) Will I need a data file so that I can import test results into our Student Information System? *Order a copy of Student Data on CD-ROM.*
- 6) Would my district reading specialist benefit from a report geared specifically toward diagnosing students' strengths and weaknesses in reading?
The Primary Reading Profile was designed just for that purpose.
- 7) Would my district benefit from a local scoring solution that provides flexibility and independence with scoring and reporting?
Riverside Local ScoringPro may be right for you.

While these questions do not cover all the possible scenarios you may encounter, they represent some of the more frequent reasons for ordering reports. The chart on page 9 can help you pick additional scoring services.

Your Order Form for Riverside Scoring Service (OSS)

It included in this package is for *Logramos*, Form A, and *Logramos*, Second Edition. It allows you to customize your assessment program with the reports, scores, and options that will most benefit your school system. If you have any questions about the OSS or need a copy of the OSS for other Riverside Assessments, contact your local Assessment Consultant, Customer Service, or visit www.riversidepublishing.com.

Basic Information

Page 1 of the OSS is where you record all of the basic information about your school system. Fill in the “System Name for Reports,” “Test Date,” “Ship To,” “Bill To,” and “Other Information” fields. Indicate if your documents have bar codes, if you would like your answer documents returned, and if you have attached a Code Titles Form. Check the tests you have administered for each grade. Enter building names on every other gray line and indicate the answer document count by grade in the spaces provided. **Fields highlighted in gray on page 1 are required to process your order completely.**

Selecting Reports and Options

Step 1) Select Norm Period

Scores for *Logramos*, Form A, are always based on 2001 norms. Scores for *Logramos*, Second Edition, are always based on 2005 norms. Whether you have administered Form A or Second Edition, you can select the norm period you would like to use for scoring. Check the appropriate box on the OSS for the norm period you would like to use. Be sure to check only one box. Your choices are:

- Fall (beginning of the school year through December 1)
- Midyear (December 1 through February 28/29)
- Spring (March 1 through the end of the school year)
- Interpolated (interpolated norms for The Iowa Tests provide normative data for the exact week you tested and are available if your score selections are NPR, NS, or NCE)

Step 2) Select Universal Reporting Options

Review each Universal Reporting Option carefully and select those you would like applied to your score reports. Universal Reporting Options are applied to all paper reports you order from Riverside Scoring Service. Options include:

- **Exclude Math Computation from Totals and Composite.** *Math Computation is included in all reporting unless excluded with this option.*
- **Exclude students coded in Column Z of Test Administrator Use Only.** *Individual student scores will be provided, but these students will be excluded from all group summaries.*
- **Exclude subtest data for students coded in “Office Use” on answer documents.** *Individual student scores will be provided for all achievement subtests. Students who have subtests coded for exclusion on their answer document will have those subtests excluded from all group summaries. See the Procedures for Supplemental Coding on Answer Documents for instructions on how to code for subtest exclusion.*
- **Suppress Scores for Critical Thinking Skills.** *If selected, Critical Thinking Skills Scores will not be reported for achievement tests. These scores can appear on the Individual and Group Performance Profiles.*
- **Suppress Program Description on Lists of Student Scores and Student Score Labels.** *If not selected, program information, such as any special programs in which a student is enrolled, will print on the List of Student Scores and Student Score Labels.*

Step 3) Select Reports

In addition to the Basic Service Plan, you can order reports for your system to maximize the effectiveness of its assessment program. Your OSS allows you to select and customize all of the reports offered for *Logramos*. To order reports, place a check mark in the box next to each service. Be sure to indicate the scores you would like reported. If no scores are circled, only underlined scores in bold (defaults) will be provided. If any scores are circled, only those circled scores will be provided.

Preparing Answer Documents for Scoring

Before packing materials, check for the following

- All test editions in the shipment must be the same. Different test editions provide different services and have different norms. Therefore, all students included in your order must be administered the same edition of the test. For example, *Logramos*, Form A should not be administered to some students if others are being tested with *Logramos*, Second Edition. If this is the case, two separate orders must be sent with a different OSS.
- Many schools choose to individualize testing by mixing test levels. In these schools, more than one level of the same form may be administered within a grade. When packaging these materials for shipment to Riverside Scoring Service, there is no need to separate answer documents by level. All answer documents for a grade/class group may be packaged together. The scanner identifies the test level for each student within the grade.
- If local norms are being ordered, all answer documents must be shipped in one order. If answer documents are not shipped in one order, late charges may apply.
- The name grid on each answer document must be marked correctly, or the scannable bar code label must be affixed properly.
- The date of birth must be coded correctly as month and year.
- Responses have been marked as prescribed for all tests, and all stray marks have been erased.
- All Grade/Class Identification sheets have been marked correctly and show the number of documents being submitted. These sheets should be placed on top of each class group's stack of answer documents. This information is also found on the back of the Grade/Class Identification Sheet. See page 8 for an example.
- To prevent the book spines from bending, stack the machine-scorable test booklets in groups of five. Alternate the spines of the booklets, placing the stapled edge of the first group on the right and the stapled edge of the second group on the left. Continue alternating the remaining groups of five.
- Do not use paper clips, string, etc. to bind class or building groups together. Use of these or other devices may tear the edges of your documents or cause them to be unscannable.
- The Building Identification Sheet must be marked properly and placed on top of the stack for each building. Please refer to the sequence for assembled documents on page 8. This information is also found on the back of the Building Identification Sheet.

Packaging Answer Documents

- Package all answer documents by building. The order of the buildings is unimportant, but for processing purposes it is best not to split a building into separate boxes.
- Use rigid, sturdy cartons to ship your materials. If you use two or more envelopes or small cartons, consider consolidating them into one sturdy carton to avoid separation and possible delay of part of your shipment.
- Pack the carton(s) well, using crushed or shredded paper on the sides of and between stacks. Do not leave space for documents to move within the box. If documents shift within the carton, they may be shuffled out of order and become damaged in shipment, possibly causing your order to be delayed.
- If you have one container, mark it “package 1 of 1” and include your OSS in the top of the box. Complete all requested information on the OSS to avoid processing delays.
- If you have more than one container to ship:
 - Identify the sequence of containers by writing “package 1 of _” on the first box, “package 2 of _” on the second box, etc.
 - Include the OSS in the container designated as “package 1 of _”.
 - Seal the containers securely so that the answer documents will not be lost. If you must split buildings, then use only one Building ID Sheet for this building and be sure the rest of the building's documents are in the next consecutive package.
 - Ship your documents prepaid via a traceable carrier.

Requesting Additional Scoring Service Materials

- The instructions for sending answer documents, the OSS, and the preaddressed mailing labels are all included in this package.
- As soon as you receive your answer documents, remove the identification sheets and put them in a safe place to use later for packaging.
- Check that you have enough of each of the identification sheets needed to assemble your materials for shipment to the Riverside Scoring Service.
- If you do not have all the necessary materials to package your answer documents and order your scoring services, you may request additional materials from Riverside Customer Service at 800.323.9540. The instruction sheets and OSS may be photocopied as needed. Identification sheets should not be photocopied because they will be scanned at the Riverside Scoring Center.

Shipping Answer Documents

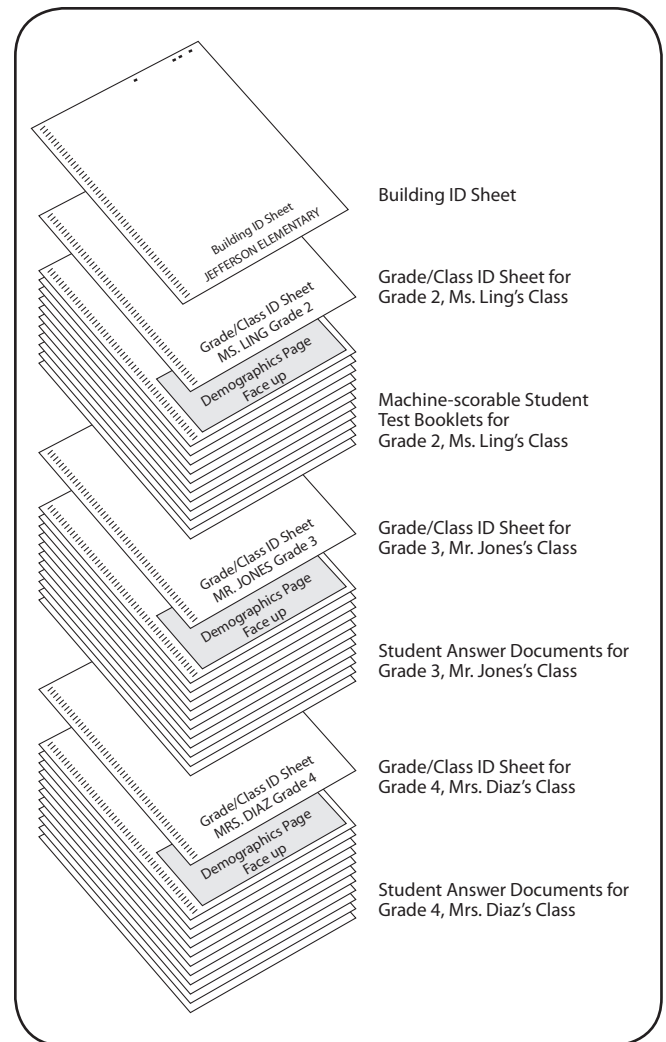
When planning your testing program, schedule enough time between test administration and post-test use of the results for Riverside Scoring Service to process your answer documents and ship your reports. Once we receive your shipment, it may take up to 15 business days to process. If answer documents are not in processable condition when they arrive, results may be delayed beyond this time frame. Test results will be shipped to you via 2-day air unless otherwise specified.

Avoiding Processing Delays

- Typical processing time is 15 business days from the day Riverside receives your documents.
- To avoid delays, carefully check your OSS and other forms.
- If any information is missing, unclear, or incorrect, Riverside Scoring Service reserves the right to process the order using standard processing rules in order to avoid delays. If we must contact you for resolution, we cannot guarantee that reports will be shipped within the allotted time period.
- Ensure that each box has a shipping label. The absence of this label could delay your order.

Unless otherwise instructed, ship answer documents, prepaid, to

Riverside Scoring Service
Logramos
761 District Drive
Itasca, IL 60143-1319



Organizing Answer Documents and Identification (ID) Sheets for Shipment

Purchase Orders

If your school or district requires the use of a purchase order, be certain that the purchase order number is on your OSS under “other information.” However, do not send the purchase order with your answer documents. *The purchase order cannot be used as a substitute for the OSS.*

Send the purchase order to:

Customer Service
Riverside Publishing
425 Spring Lake Drive
Itasca, IL 60143-2079

Inquiries about Scoring Service Orders

All report shipments should be checked immediately upon receipt. You must report errors within 30 days of receipt to obtain corrections at no charge. To inquire about an order, please be ready with the order number printed on the score report on the top right-hand corner.

Direct requests for information about the status of scoring service orders to:

Customer Service
Riverside Publishing
425 Spring Lake Drive
Itasca, IL 60143-2079
Phone: 800.323.9540
Fax: 630.467.7192

Making Payments

Invoices for services and shipping and handling charges are normally mailed two to three weeks after the score reports have been sent to your school. If more rapid billing is required at the end of the budget year, please call Customer Service with your purchase order and information about your order (e.g., date shipped, grades, services requested, etc.). Indicate when the billing statement must be received. Every effort will be made to fulfill your billing request. However, Riverside Publishing is not responsible for fulfilling billing requests made on short notice.

Terms are net 30 days.

Send payments to:

States of:
AL, AR, FL, GA, KY, LA,
MS, NC, NM, OK, SC, TN,
TX, VA, WV

P.O. Box 905313
Charlotte, NC 28290-5313

States of:
CO, IL, IN, IA, KS, MI,
MN, MO, NE, ND, OH,
SD, WI, WY

P.O. Box 70512
Chicago, IL 60673-0512

States of:
CT, DE, MD, ME, MA, NH,
NJ, NY, PA, RI, VT, DC

P.O. Box 13721
Newark, NJ 07188-0721

States of:
AK, AZ, CA, HI, ID,
MT, OR, NV, UT, WA

P.O. Box 100050
Pasadena, CA 91189-0050

Copyright Restrictions

To produce score reports, Riverside Publishing uses copyrighted tables. The provision of the data from these tables does not give or imply permission to replicate norms data listed on the reports or to derive or extract data from the norms or other copyrighted tables. Such replication without prior written permission from an officer of the company is a violation of copyright laws.

Special Scoring Services

In addition to the scoring services listed in the catalog, Riverside Publishing has developed a variety of special services and special programs. Inquiries about the special scoring services and programs for counties, dioceses, and large-school units must be made at least two months before tests are administered.

Confidentiality of Reports

The distribution of reports or passwords for Internet-based reports to the appropriate people is the responsibility of the scoring service purchaser and user. The facilities used by Riverside Scoring Service meet stringent government security regulations. Riverside Scoring Service will not send reports or passwords to anyone inside or outside the school district without written authorization from the person to whom original results were sent or the person who signed the OSS.

Minimum Charges

Minimum charges are applied to some scoring services (e.g., disaggregated or system use reports). Minimum charges and prices are listed in the catalog. To avoid paying minimum charges and to obtain maximum data on your reports, do not ship answer documents for individual grades and buildings under separate order forms. Batch all district answer documents requiring the same services. The most common reason for minimum charges is split shipments of documents for classes, grades, or schools.

Return Policy

Scoring service reports, CD-ROMs, and disks are not returnable for credit.

Ordering Additional Reports after Original Processing (Late Service Requests)

Additional scoring services (Late Service Requests) may be requested after you receive your score reports. To obtain additional services after receiving your reports, you must:

- Call Customer Service at 800.323.9540.
- Provide the order number from your original order, report title(s), number of copies, and options for each grade(s).
- Provide a new purchase order for the services with complete “Ship To” and “Bill To” names and addresses.

Late Service Requests will be processed and shipped within 10 business days.

Quick Reference Chart—Score Reports and Their Users

This Quick Reference Chart lists the primary users of score reports with a ✓ and secondary users of the reports with an X.

SERVICES	STUDENTS	PARENTS	TEACHERS	ADMINISTRATORS	COUNSELORS
Bar Code Labels for Future Testing				✓	X
Class, Bldg., and System Summaries (Basic Service Report)			✓	✓	✓
Group Item Analysis			✓	✓	
Group Performance Profile			X	✓	
Group Primary Reading Profile			✓		X
Individual Performance Profile	X	✓	✓		X
Individual Primary Reading Profile		✓	✓		X
List of Student Scores (Basic Service Report)			✓	✓	X
Profile Narrative	X	✓	✓	X	✓
ReportExpress Data File Output				✓	X
Ranked List of Student Scores	✓	✓	✓		
Riverside's Assessment Data and Reporting Service				✓	X
Student Data on CD-ROM				✓	X
Student Score Label			✓	X	✓

The Logramos Level 5/6 Primary Reading Profile

The Logramos Level 5/6 Reading tests are not designed to be administered to kindergarten students in the fall of the school year and may not be appropriate for some students at the end of Kindergarten. However, student scores in Vocabulary, Word Analysis, and Listening provide an important tool to monitor student progress in essential preliteracy skills. For this reason, the Logramos Level 5/6 Primary Reading Profile is available even if one or both of the Reading tests have not been administered. To order either the Individual or the Group Primary Reading Profile for Level 5/6 without Reading Words and Reading Comprehension, check the box marked "Exclude Reading tests at Level 5/6" on your OSS. If you also choose to administer reading Words and/or Reading Comprehension, student scores for these tests will be included on all other score reports; but the Primary Reading Profile will be based on Vocabulary, Word Analysis, and Listening only.



Code Titles Form

System/Building Name _____

The primary use of this form is to assign titles to codes from the “Test Administrator Use Only” section of the answer documents in order to disaggregate scores on a Coded Summary report. This form may also be used to assign a title to any score report. You may copy this form as many times as necessary.

For each Coded Summary report, enter a title for the report in the “Title of Score Report” boxes (maximum 30 characters). In the blank to the right of these boxes, write the Service Name of the titled report. Repeat these steps in as many rows as necessary to include all the Code Titles desired for that report. You may want to begin a new form for each Coded Summary report.

Code Titles designate values within one “Test Administrator Use Only” area that will define the subgroups for disaggregation. Enter each Code Title in the boxes under the heading “Title of Code” (maximum 20 characters) below the title of the report on which it should appear. Next, circle the Area in which the value will be coded. Finally, write the assigned value in the blank that follows. You may use the same area/value combination with different Code Titles on different reports.

Example: The first pair of boxes below has been filled in for a school that wants to disaggregate a List of Student Scores with the title “Years in District,” using the values 1–5 in Column A. The test administrator will use the same procedures for the values 2–5, remembering to enter the Title of Score Report and Service Name in the row above each of the five Code Titles.

Title of Score Report		Service Name
YEARS IN DISTRICT		List of Student Scores
Title of Code	Area (circle one)	Value
1ST YEAR IN DISTRICT	Code A B C D E F G H I J K L M N O P Z	1
Title of Score Report		Service Name
Title of Code	Area (circle one)	Value
	Code A B C D E F G H I J K L M N O P Z	
Title of Score Report		Service Name
Title of Code	Area (circle one)	Value
	Code A B C D E F G H I J K L M N O P Z	
Title of Score Report		Service Name
Title of Code	Area (circle one)	Value
	Code A B C D E F G H I J K L M N O P Z	
Title of Score Report		Service Name
Title of Code	Area (circle one)	Value
	Code A B C D E F G H I J K L M N O P Z	
Title of Score Report		Service Name
Title of Code	Area (circle one)	Value
	Code A B C D E F G H I J K L M N O P Z	



Customer Service
1.800.323.9540

