



**ORDER FORM FOR RIVERSIDE SCORING SERVICE**  
Iowa Assessments™ Forms E/F/G and CogAT® Forms 7/8

**Expedited Scoring Service**

See information on page 3 to request 5-day expedited scoring turnaround. Request is at an additional cost and must be prescheduled.

If request for expedited scoring has been scheduled and approved by Riverside Insights Customer Service, check box here.

**Basic Information** (\*\* Fields marked with a double diamond are required.)

**Location Name(s) for Reports**

\_\_\_\_\_ Are you part of a Public School System or Private School Group? Then enter your System or Group Name in the spaces provided below.

\_\_\_\_\_ Are you an Independent School? Then enter your school name in the spaces below and in line 1 on page 2.

\_\_\_\_\_ (This is represented on the score reports as the default for your system name.)

**NOTE: Your building name(s) and document counts will need to be entered on page 2.**

**Test Date\*\***

Month	Day	Year

<b>Ship To**</b> Do not use a P.O. box.	<b>Bill To</b>	<b>Other Information</b>
Contact Name	Contact Name	# of Packages Shipped
Title	Title	Phone #
System/School	System/School	<b>Email**</b>
Address	Address**	<b>Purchase Order #**</b>
City State Zip	City State Zip	By signing, I agree to Riverside Insights' Privacy Policy, Terms of Use, and Terms & Conditions.*
Country	Country	Signature
		<b>Minimum charge of \$173.25 per scoring order.</b>

**Do these scores need to be merged into a previous order with the same Test Date?** If yes, please indicate Order Number: \_\_\_\_\_

**Do locally scanned answer documents or online test administrations need to be merged and reported?** Yes \_\_\_ No \_\_\_

If merging paper testing with online, enter Iowa and/or CogAT Test Event names below. Merged testing results will appear under the Iowa Test Event in *DataManager*™.

**NOTE: Online test events must be closed prior to merging with paper tests.**

**If yes, please indicate your *DataManager* Test Event Name.**

Iowa EFG: \_\_\_\_\_ CogAT 7/8: \_\_\_\_\_

**Do you want your documents returned?** Yes \_\_\_ No \_\_\_ Additional fee plus shipping and handling.

**Ship answer documents to Riverside Scoring Service, Iowa EFG & CogAT 7/8**  
**9200 Earhart Lane SW, Cedar Rapids, IA 52404-9078**

**RIVERSIDE INSIGHTS® CUSTOMER SERVICE Phone: 800.323.9540 Email: inquiry@service.riversideinsights.com**

\*Terms and Conditions located at <https://riversideinsights.com/support/policies>

By signing, I accept the base price per student and additional options as per my elections. For pricing information refer to: [www.riversideinsights.com](http://www.riversideinsights.com).



**DIGITAL REPORTING INCLUDED WITH YOUR SCORING ORDER**

Your scoring order includes processing of answer documents and access to *DataManager* interactive web reporting, including the ability to print or download results directly from *DataManager* as:

- Excel or .csv files;
- List of Student Scores, Profile Narrative, and Group Summary reports in PDF format for *Iowa Assessments* and *CogAT*; and
- Individual Performance Profile, Group Performance Profile, Group Item Analysis, and Class Item Response Record reports in PDF format for *Iowa Assessments*.

Local Percentile Rank, Private School Percentile Rank, Local Stanine, Lexile, and Quantile are automatically provided for no additional charge with web reporting.

**EXPEDITED SCORING SERVICE**

Expedited processing may be requested for a 5-day turnaround (5 business days) from receipt of your scoring order at the Riverside Scoring Service. Expedited processing is at an additional cost for your scoring order. Advanced scheduling for this special service is necessary. DataPlus with reporting in *DataManager* may be expedited for 5-day turnaround from receipt of materials at our facility to web-based publishing of reports for a 15% surcharge.

**Contact Riverside Insights Customer Service at 800.323.9540 for more information and to schedule your expedited order.**

Please follow these processing prioritization procedures when submitting your request.

- Contact Customer Service to obtain the Customer Approved Priority Expedite (CAPE) form.
- Complete the CAPE form and email it to Riverside Insights Customer Service ([inquiry@service.riversideinsights.com](mailto:inquiry@service.riversideinsights.com)) to schedule expedited processing for your scoring order.
- Your Customer Service Representative will return the CAPE form to you with scheduling confirmation.
- Include a copy of the completed, Riverside Insights approved, Customer Approved Priority Expedite (CAPE) form with your Order for Scoring Service (OSS) in Box 1 of your shipment.

**Expedited orders must be confirmed with Customer Service and scheduled prior to shipping materials to Riverside Scoring Service.**

**STEP 1 SELECT NORM PERIOD**

**Norm Year for *Iowa Assessments* Forms E, F, and G and *CogAT* Forms 7 and 8 is 2017. Norm Periods are:**

Test dates 3/1–7/31 use “Spring”

Test dates 8/1–11/30 use “Fall”

Test dates 12/1–2/28 or 2/29 use “Midyear”

*Iowa Assessments* Interpolated (to week of testing): Interpolates the NPR, NS, and NCE if ordered.

- **Fall norms are not available for grade K for *Iowa Assessments*.**
- Midyear norms for grade K are reported for Level 5 only.
- Spring norms for grade K and Fall norms for grade 1 are reported for Levels 5 & 6 (formerly Level 5/6).
- Level 7 norms begin at Midyear of grade 1.

	Fall	Midyear	Spring
Grade K	—	Level 5	Level 5 Level 6
Grade 1	Level 6	Level 7	Level 7

*CogAT* Fall, Midyear, and Spring norms are reported as grade norms.

**STEP 2 SELECT GLOBAL OPTIONS FOR REPORTING**

***Iowa Assessments* Composite Options**

- Exclude Math Computation when calculating Math Total in Core Composite and Complete Composite calculations (optional)
- Include Extended ELA Total (Word Analysis and Listening) in Core Composite and Complete Composite calculations (optional)

***CogAT* Alternative Verbal Score Options**

- Exclude the Sentence Completion subtest from Verbal score calculation for students coded ELL (Levels 5/6–8, *CogAT* only)
- Exclude the Sentence Completion subtest from Verbal score calculation for students coded ‘S’ in the ‘Office Use Only’ section (Levels 5/6–8, *CogAT* only)
- Exclude the Verbal Analogies test from Total Score calculation for students coded ELL (Levels 9 and above, *CogAT* Screening Form only)
- Exclude the Verbal Analogies test from Total Score calculation for students coded ‘V’ in the ‘Office Use Only’ section (Levels 9 and above, *CogAT* Screening Form only)