



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

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

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

IMPORTANT: Enter the names of buildings and the number of answer documents per grade in the double diamond (♦♦) rows below. These are REQUIRED fields.

Check the test(s) administered for each grade.	<input type="checkbox"/> Iowa <input type="checkbox"/> CogAT	<input type="checkbox"/> Iowa <input type="checkbox"/> CogAT	<input type="checkbox"/> Iowa <input type="checkbox"/> CogAT	<input type="checkbox"/> Iowa <input type="checkbox"/> CogAT	<input type="checkbox"/> Iowa <input type="checkbox"/> CogAT	<input type="checkbox"/> Iowa <input type="checkbox"/> CogAT	<input type="checkbox"/> Iowa <input type="checkbox"/> CogAT	<input type="checkbox"/> Iowa <input type="checkbox"/> CogAT	<input type="checkbox"/> Iowa <input type="checkbox"/> CogAT	<input type="checkbox"/> Iowa <input type="checkbox"/> CogAT	<input type="checkbox"/> Iowa <input type="checkbox"/> CogAT	<input type="checkbox"/> Iowa <input type="checkbox"/> CogAT	<input type="checkbox"/> Iowa <input type="checkbox"/> CogAT	<input type="checkbox"/> Iowa <input type="checkbox"/> CogAT
Building Name♦♦	Answer Document Count by Grade													
	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
♦♦														
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Total Answer Document Count by Grade for This Page														

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*.

Circle Additional Norms to Report**Local Norms for Iowa or CogAT**

LPR LS (must choose both for LS to appear)

Lexile and Quantile measures are provided for no additional charge with web reporting.

Norms automatically adjust for *Iowa Assessments* Longitudinal reporting in *DataManager*. Administrations scored using 2011 norms will report based on 2017 norms when pulled into a Longitudinal report which uses 2017 norms in the most recent data point.

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) 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)

STEP 3 SELECT ADDITIONAL IOWA PAPER REPORTS

CUSTOM SERVICES AND OPTIONS	INDICATE NUMBER OF COPIES PER GRADE													CIRCLE SCORES TO REPORT	
Order services by checking the box in front of the service and writing the desired number of copies per grade. Check boxes of all appropriate options and circle scores to report. Additional costs apply.	All	K	1	2	3	4	5	6	7	8	9	10	11	12	Circle the scores you would like reported. If no scores are circled, only the default scores (shown underlined and in bold) will be provided to you. If you circle any scores, only those scores will be reported.
<input type="checkbox"/> Profile Narrative <input type="checkbox"/> All English <input type="checkbox"/> All Spanish <input type="checkbox"/> English for students coded 1, Spanish for students coded 2 <input type="checkbox"/> Bar Graph <input type="checkbox"/> NPR <input type="checkbox"/> LPR <input type="checkbox"/> Confidence Bands <input type="checkbox"/> Show Reading Total															NPR is always reported. Circle up to 2 additional scores. SS GE NCE NS LPR LS <input type="checkbox"/> Predicted Scores (optional) PNPR/NPR*
<input type="checkbox"/> Individual Performance Profile <input type="checkbox"/> Bar Graph <input type="checkbox"/> NPR <input type="checkbox"/> LPR <input type="checkbox"/> NPR and LPR <input type="checkbox"/> Confidence Bands Lower graph reports performance by Skill Domains/Cognitive Levels. Difference Graph comparing Percent Correct achieved between Group and Nation															NPR and/or LPR are reported. Circle up to 4 additional scores. SS GE NPR NS NCE LPR LS <input type="checkbox"/> Report ACT/SAT [®] predicted scores and grade-level college readiness benchmarks, grades 6–11 (Levels 12–17/18)
<input type="checkbox"/> Group Performance Profile Includes Class, Building, and System Summaries. Upper Bar Graph reports NPR of Average SS for Tests. Lower graph reports performance by Skill Domains/Cognitive Levels. <input type="checkbox"/> Difference Graph comparing Percent Correct achieved between Group and Nation <input type="checkbox"/> Percent of Students in Group in Low, Medium, and High Percent Correct scoring ranges															NPR and Percent Correct are reported. Circle up to 4 additional scores. SS GE NS NCE Includes percentages of students by grade-level college readiness benchmarks, grades 6–11 (Levels 12–17/18)
<input type="checkbox"/> Student Score Label 9" wide x 1" high label size.															Circle up to 8 scores. SS GE NPR NS NCE PRIVPR LPR LS HSES LSES <input type="checkbox"/> Predicted Scores (optional) PSS/SS* PGE/GE* PNPR/NPR*

ACT[®] is a registered trademark of ACT, Inc. SAT[®] is a registered trademark of College Board.

* Predicted Scores: Achievement and Ability data must be available for all students. Predicted Scores count as 2 achievement scores for total scores available on each report. There is no additional fee for this service.

STEP 3 – CONT'D SELECT ADDITIONAL COGAT PAPER REPORTS (an additional per student fee)

CUSTOM SERVICES AND OPTIONS Order services by checking the box in front of the service and writing the desired number of copies per grade. Check boxes of all appropriate options and circle scores to report. Additional costs apply.	INDICATE NUMBER OF COPIES PER GRADE													CIRCLE SCORES TO REPORT Circle the scores you would like reported. If no scores are circled, only the default scores (shown underlined and in bold) will be provided to you. If you circle any scores, only those scores will be reported.	
	All	K	1	2	3	4	5	6	7	8	9	10	11	12	
<input type="checkbox"/> Profile Narrative <input type="checkbox"/> All English <input type="checkbox"/> All Spanish <input type="checkbox"/> English for students coded 1, Spanish for students coded 2 <input type="checkbox"/> Confidence Bands <input type="checkbox"/> Bar Graph APR is always graphed for either option. <input type="checkbox"/> Check to suppress the CogAT Ability Profile Score (Complete only)															<u>RS</u> <u>APR</u> <u>AS</u> <u>GPR</u> <u>GS</u> are always reported. Circle up to 2 additional scores. SAS LPR LS
<input type="checkbox"/> Student Score Label 9" wide x 1" high label size. Includes <u>CogAT Ability Profile Score and Narrative</u> <input type="checkbox"/> Check to suppress the CogAT Ability Profile Score (Complete only)															<u>USS</u> <u>RS</u> <u>SAS</u> <u>APR</u> <u>AS</u> <u>GPR</u> <u>GS</u> are reported. Circle up to 2 additional scores. LPR LS

STEP 3 – CONT'D SELECT ADDITIONAL COMBINED IOWA/COGAT PAPER REPORTS (an additional per student fee)

CUSTOM SERVICES AND OPTIONS Order services by checking the box in front of the service and writing the desired number of copies per grade. Check boxes of all appropriate options and circle scores to report. Additional costs apply.	INDICATE NUMBER OF COPIES PER GRADE													CIRCLE SCORES TO REPORT Circle the scores you would like reported. If no scores are circled, only the default scores (shown underlined and in bold) will be provided to you. If you circle any scores, only those scores will be reported.	
	All	K	1	2	3	4	5	6	7	8	9	10	11	12	
<input type="checkbox"/> Combined Iowa Assessments/CogAT Profile Narrative <input type="checkbox"/> Bar Graph <input type="checkbox"/> Confidence Bands NPR is always graphed for either option, unless LPR is selected. <input type="checkbox"/> Check to suppress the CogAT Ability Profile Score (Complete only)															<u>NPR</u> is always reported. Circle up to 2 additional scores. SS GE NCE NS LPR LS <input type="checkbox"/> Predicted Scores (optional) PNPR/NPR* <u>RS</u> <u>APR</u> <u>AS</u> <u>GPR</u> <u>GS</u> are always reported. Circle up to 2 additional scores. SAS LPR LS

* Predicted Scores: Achievement and Ability data must be available for all students. Predicted Scores count as 2 achievement scores for total scores available on each report. There is no additional fee for this service.

Allow 10 business days from receipt of your document shipment for processing.

In submitting an Order for Scoring Service, you are granting Riverside Insights permission to use and disclose assessment results data for research purposes, in an aggregate format where data concerning individual students, teachers, schools or districts will not be identified or derived. Please refer to the Data Terms of Use in the *Riverside Scoring Service Ordering Instructions* for more information.