



# ORDER FORM FOR RIVERSIDE SCORING SERVICE

## *Logramos*® Third Edition

### **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.

#### **Test Date\*\***

Month	Day	Year

\_\_\_\_\_ (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.**

#### **District/Organization Information\*\***

Contact Name	No. of Packages Shipped
Title	Phone No.
Shipping Address	The <i>DataManager</i> Account Holder will receive the web key email for reports. To ensure delivery of your email notification, please whitelist the email address: no-reply@dm.riverside-insights.com
	<b>E-mail**</b>
City	By signing, I agree to Riverside Assessments, LLC's Privacy Policy, Terms of Use, and Terms & Conditions. Terms and Conditions located at <a href="https://riversideinsights.com/support/policies">https://riversideinsights.com/support/policies</a>
State	Signature**
Zip	
Country	

Do any of your documents have bar codes? Yes\_\_\_\_\_ No\_\_\_\_\_

Please contact Customer Service at (800) 323-9540 if you wish to have documents returned. Additional fees will apply.

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

If merging paper testing with online, enter 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: \_\_\_\_\_

**Ship answer documents to Riverside Scoring Service, Logramos  
9200 Earhart Lane SW, Cedar Rapids, IA 52404-9078**

**RIVERSIDE INSIGHTS® CUSTOMER SERVICE Phone: 800.323.9540 Email: [inquiry@service.riversideinsights.com](mailto:inquiry@service.riversideinsights.com)**

**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"/> Logramos	<input type="checkbox"/> Logramos	<input type="checkbox"/> Logramos	<input type="checkbox"/> Logramos	<input type="checkbox"/> Logramos	<input type="checkbox"/> Logramos	<input type="checkbox"/> Logramos	<input type="checkbox"/> Logramos	<input type="checkbox"/> Logramos	<input type="checkbox"/> Logramos	<input type="checkbox"/> Logramos	<input type="checkbox"/> Logramos	<input type="checkbox"/> Logramos	<input type="checkbox"/> Logramos
<b>Building Name**</b>	<b>Answer Document Count by Grade</b>													
	<b>K</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>Total</b>
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<b>Total Answer Document Count by Grade for This Page</b>														

**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, Group Summary, Individual Performance Profile, and Group Performance Profile reports in PDF format.

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 Riverside Scoring Service. Advanced scheduling for this special service is necessary. Additional fees will apply.

**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 NORM PERIOD**

**Norm Year for Logramos is 2014.**

**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**”

- Fall norms are not available for grade K.
- Midyear and Spring norms for grade K are reported in Level 5.
- Level 6 norms are for Spring of grade K and grade 1.
- Level 7 norms begin at Midyear of grade 1.

**STEP 2 SELECT GLOBAL OPTIONS FOR REPORTING**

**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)