



# ORDER FORM FOR RIVERSIDE SCORING SERVICE

## Gates-MacGinitie Reading Tests®, Fourth Edition, Forms S and T

**Riverside Insights® Use Only**

Data Set ID

**Name for Reports\***

Missing name defaults to city name.

**Test Date\***

Month      Day      Year

Date Received

Attachments Yes

**District/Organization Information\***

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
	*E-mail
City	Purchase Order No.
State                                  Zip	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>
Country	Signature*

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.

Enter the names of buildings and the number of answer documents per grade in the double diamond rows below.  <b>Building Name*</b>	Answer Document Count by Grade														
	K	1	2	3	4	5	6	7	8	9	10	11	12	Post-High School	Total
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Riverside Scoring Service use only															
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<b>Total Answer Document Count by Grade for This Page</b>															

**Ship answer documents to Riverside Scoring Service, GMRT**  
**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)**

\*Indicates a required field

\*\*My signature above indicates acceptance of additional fees per my elections.

**DIGITAL REPORTING INCLUDED WITH YOUR SCORING ORDER**

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

The Student Roster, Multimeasure Student Roster, Student Profile, Group Roster, Group Profile, and Word Decoding Skills Roster reports are available in *DataManager*.

Results will be available online in *DataManager* within 10 business days of our receipt of your documents.

Web reporting keys are generated when the tests are scored which allows access to your data in *DataManager*. A *DataManager* system email with information on activating and distributing web reporting keys will be sent to the *DataManager* Account Holder. Contact Customer Service to designate the *DataManager* Account Holder, if this is your first time using web reporting.

**STEP 1 SELECT ONE NORM YEAR AND PERIOD.**

Default Norm Year for *GMRT* is 2017.

- **Norm Year**
  - 2017
  - 2006
- **Norm Period**
  - Fall (Before Jan. 1)
  - Winter (Jan. 1 to Feb. 29)
  - Spring (Mar. 1 or later)

Level AR will be processed using community college norms.

**Note: *GMRT* web-based reports are accessed in *DataManager*.**

Previous *GMRT* administrations can be trended with new administrations and viewed in longitudinal reports in *DataManager*, as long as the same normative year was used in scoring.

**STEP 2 SELECT GLOBAL OPTIONS FOR REPORTING.**

- Include Local Percentile Ranks and Local Stanines
- Exclude Students coded in Column Z under "Office Use"
- Include Lexile® measures (available at an extra per-student price for Levels 1 through 10/12 and requires completion of the Comprehension Test).

Lexile® is a registered trademark of MetaMetrics, Inc.

**STEP 3 SELECT ADDITIONAL REPORTS AND OPTIONS.**

CUSTOM SERVICES AND OPTIONS Check the box if you wish to add a Family Report to the order. Additional fees will apply and these reports will be shipped. Indicate the number of copies per grade.	INDICATE NUMBER OF COPIES PER GRADE														SCORES TO REPORT Underlined scores in bold will be reported. If any scores are checked, those checked scores will be reported.		
	All	K	1	2	3	4	5	6	7	8	9	10	11	12		PHS	
<input type="checkbox"/> <b>Family Report</b>																	<p><b><u>NPR</u>, <u>NS</u>, <u>NCE</u>, <u>GE</u>, and <u>RS</u></b> are provided.</p> <p><input type="checkbox"/> Replace <u>GE</u> and <u>NS</u> with LPR and LS</p>