



RIVERSIDE SCORING SERVICE

Ordering Instructions

- *Gates-MacGinitie Reading Tests*® (GMRT®),
Fourth Edition, Forms S and T

2017 Norms



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 web-based analysis tools and reports to help your school system get the most out of its assessment program. Our flexible services can be customized to meet your needs.

Once 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. You may also contact Riverside Insights® Customer Service at 800.323.9540, or send an email to inquiry@service.riversideinsights.com.

Digital Reporting

GMRT web-based reports are accessed in *DataManager*, the Riverside Insights secure online reporting service for the *Gates-MacGinitie Reading Tests*® (*GMRT*®). When testing with *GMRT*, web reporting keys are generated when the tests are scored which allow you to access 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.

Your Order Form for Riverside Scoring Service (OSS)

Basic Information

Record all of the required information about your District/Organization on page 1 of the OSS. **Fields marked with an asterisk (*) are required to process your order completely.** Fill in the “Name for Reports,” “Test Date,” and “District/Organization Information” fields. **Please be sure to include your email address in this area. Indicate whether your documents have bar codes.** If you would like your answer documents returned, contact Riverside Insights Customer Service prior to scoring. Return service has additional fees, and customer service can provide current rates. In the next section, enter building names on every other line and indicate the answer document count by grade in the spaces provided.

Selecting Reports and Options

Step 1) Select Norm Year and Period

In this section, indicate the norm year and period you would like to use for scoring. The default norm year is 2017.

Once you have selected a norm year, you will need to select a norm period. Check the appropriate box on the OSS for the norm period you would like to use. Be sure to check only one box next to one of the following choices on the OSS:

- Fall (Before Jan. 1)
- Winter (Jan. 1 to Feb. 29)
- Spring (Mar. 1 or later)

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.

Review each Global Reporting Option carefully and select those you would like applied to your score reports.

- Local Percentile Ranks and Local Stanines are available at no additional charge.
- If selected, any students coded in Column Z under “Office Use” will be scored, but these students will be excluded from all group summaries.
- Lexile measures are available for an additional per-student charge if the Comprehension Test has been completed on Levels 1 through 10/12.

Step 3) Select Additional Reports and Options.

A Family Report can be added to your order. Additional fees will apply and this form will be shipped after scoring. Indicate the number of copies per student you would like of the Family Report per grade. For example, if you would like to send home a report for your fifth graders, you would enter a one. Leave blank if Family Reports are not needed.

The underlined scores will be reported. If the box is checked then the GE and NS will be replaced with the LPR and LS.

Preparing Answer Documents for Scoring**Before packing materials, check for the following:**

- All test editions in the shipment must be the same (Fourth Edition, Forms S and T only).
- If more than one level of the same form is administered within a grade, 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 packaged in one shipment. If answer documents are not packaged in one shipment, 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.
- Responses must be marked as prescribed for all tests, and all stray marks must be erased.
- All Grade/Class Identification sheets must be marked correctly and show the number of documents being submitted. These sheets must be placed on top of the stack of answer documents for each class group. (This information is also found on the back of the Grade/Class Identification Sheet.)
- To prevent the book spines from bending, the machine-scorable test booklets must be stacked 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.
- Remove all post-it notes and scratch paper from answer documents. Such items can result in processing delays.
- 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 6.

Packaging Answer Documents

- Package all answer documents by building. The order of the buildings is unimportant, but packaging all answer documents for a building in the same box is best for processing purposes.
- Use rigid, sturdy cartons to ship your materials. If you use two or more envelopes or small cartons, consolidate them into one sturdy carton to avoid separation and possible delay of processing 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 carton, mark it “package 1 of 1” and include your OSS on top of the documents of the box. Complete all requested information on the OSS to avoid processing delays.
- If you have more than one carton to ship:
 - Identify the sequence of cartons by writing “package 1 of _” on the first box, “package 2 of _” on the second box, etc.
 - Include the OSS in the carton designated as “package 1 of _.”
- Seal the carton 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.

Requesting Additional Scoring Service Materials

- The instructions for sending answer documents, the OSS, and the preaddressed mailing labels are included in this package.
- As soon as you receive your answer documents, remove the Building and Grade/Class Identification Sheets and put them in a safe place to use later for packaging.
- Check that you have enough of each of the Building and Grade/Class Identification Sheets needed to assemble your materials for shipment to 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 Insights Customer Service at 800.323.9540. The instruction sheets and OSS may be photocopied, as needed. Building and Grade/Class Identification Sheets should not be photocopied because they will be scanned.

Shipping Answer Documents

- Ship your documents prepaid via traceable carrier.
- When planning your testing program, schedule enough time between test administration and posttest use of the results for Riverside Scoring Service to process your answer documents.
- Once we receive your shipment, it may take up to 10 business days to process. If answer documents are not in processable condition when they arrive, results may be delayed beyond this time frame.

Ship answer documents, prepaid, to:

Riverside Scoring Service
GMRT, Forms S and T
9200 Earhart Lane SW
Cedar Rapids, IA 52404-9078

Avoiding Processing Delays

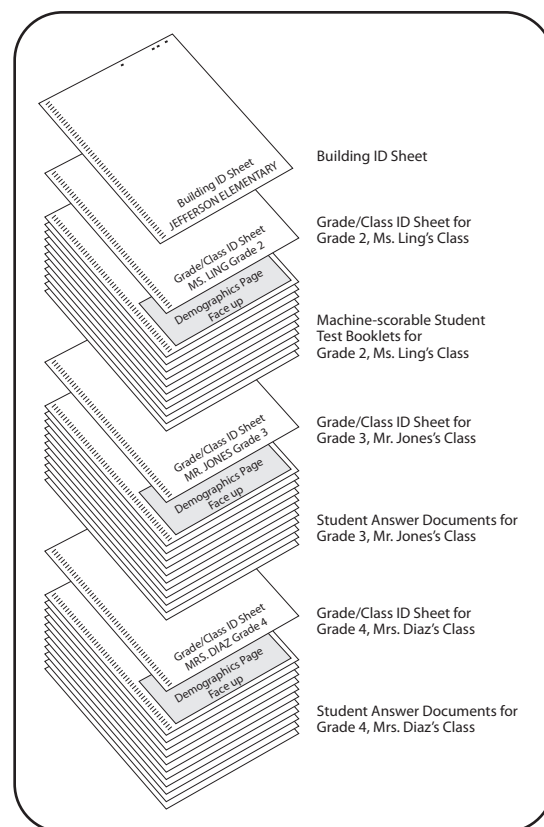
- Typical processing time is 10 business days from the day Riverside Insights receives your documents.
- To avoid delays, carefully check your OSS and other forms.
- If any information is missing, unclear, or incorrect, Riverside Scoring Service reserves the right to process the order using standard processing rules to avoid delays. If we must contact you for resolution, we cannot guarantee that reports will be shipped within the 10-day period.
- Ensure that each box is labeled *GMRT*, Forms S and T. The absence of this label could delay your order.

Inquiries about Scoring Service Orders

All report shipments should be checked immediately upon receipt. You must report errors within 30 days of receipt and the error must be determined to have resulted from a Riverside Insights technical issue to obtain corrections at no charge. If a customer action resulted in the error, there may be billable charges for the correction.

Direct requests for information to:

Phone: 800.323.9540
Email: inquiry@service.riversideinsights.com



Organizing Answer Documents and Identification (ID) Sheets for Shipment

Making Payments

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

Terms are net 30 days.

Send Payments to:

Riverside Insights Accounts Receivable
One Pierce Place, Suite 900W
Itasca, IL 60143

Copyright Restrictions

The provision of the data 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 on www.riversideinsights.com, Riverside Insights 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 from the person who signed the OSS.

Return Policy

Scoring service reports are not returnable for credit.

Ordering Additions after Original Processing (Late Service Requests)

Additional scoring services (Late Service Requests) may be requested by doing the following:

- Call Riverside Insights Customer Service at 800.323.9540.
- Provide the order number from your original order.
- Provide a purchase order for the additional services.

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



Riverside Insights Customer Service
800.323.9540

