RIVERSIDE SCORING SERVICE

Riverside Scoring Service Ordering Instructions

- *Iowa Assessments*™ Forms E, F & G

- *Cognitive Abilities Test*™ (*CogAT®*) Forms 7 & 8

- *Logramos®* Third Edition

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Iowa Assessments™

CogAT®

L Logramos®
TERCERA EDICIÓN

✳ **Riverside Insights®**

Contents

NOTE: Riverside no longer supports scoring services for *ITBS/ITED* Forms A, B, and C, *Logramos* 2nd Edition, *CogAT* Form 6.

Introduction

Now that you have finished testing, review each topic on the next several pages to ensure your scoring order is processed quickly and accurately.

All customers that have their tests scored at Riverside Scoring Service receive the DataPlus reporting package. The DataPlus package includes handling, scanning, and scoring of test materials, and it provides scored results back through our *DataManager* web-based reporting platform. *DataManager* includes a number of interactive reports and will meet all the data interpretation needs of the administrators, teachers, and parents in your school district.

When Using Multiple Test Administration Modes

If your testing program includes multiple modes of administration (part online and part paper), you will receive both sets of test results back through *DataManager*. For example, your school system may choose to administer *CogAT* to students in grades K–2 using consumable test booklets, but online to students in grades 3 and above. To have the test booklets scanned and scored by Riverside, an OSS must be submitted with these documents. To have the student results from paper testing merged with the results generated from online testing, select the response "Yes" to the question "Do locally scanned answer documents or online test administrations need to be merged and reported?" on page 1 of your OSS. Then be sure to indicate the name of the *DataManager* Test Event that includes your online results and close the test event prior to shipping your answer documents. This allows Riverside to identify the correct online Test Event into which to merge your paper results.

Your Order Form for Riverside Scoring Service (OSS)

Basic Information

Pages 1 and 2 of the OSS are where you record all of the basic information about your school system or independent school building. **Fields marked with a double diamond on pages 1 and 2 are required to process your order completely.** Under "Location Name(s) For Reports," indicate with a check mark whether you are ordering as part of a Public School System or Private School Group or whether you are ordering independently.

(This indicates to Riverside Insights how your reporting data will need to be aggregated.) If you are ordering as part of a Public School System or Private School Group, please provide your System or Group name in the spaces provided. Independent schools should enter the school name here. (Note: This is the name that will appear on reports. There is a 20-character limit in this field.)

Fill in the "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.

If you are sending in "straggler" answer documents and would like to have the data from these documents merged with a previously placed order (for example, additional documents gathered from make-up testing), mark yes in the section on page 1 about merging and indicate the *DataManager* Test Event Name. **Please note: Only data that fall within the same testing window can be merged.**

On page 2, check the tests you have administered for each grade. Enter building names in the rows marked with a double diamond and indicate the answer document count by grade.

Selecting Reports and Options

Step 1) Select Norm Period

Iowa Assessments Forms E, F & G and *CogAT* Forms 7 & 8 are scored using 2017 norms. *Logramos* is scored using 2014 norms. Additionally, Riverside Scoring Service will automatically apply a Norm Period (or Season) of "Spring," "Fall," or "Midyear" based on your provided Test Date. Assessments, grades, and test levels scored in a single order must be scored using the same normative period and year. For the *Iowa Assessments*, there is an option to request Interpolated (or, "Quartermonth") Norms instead of these seasonal ones. Interpolated Norms provide normative data based on the specific week of testing as opposed to the entire fall, midyear, or spring semester/season.

Availability of National Percentile Ranks (NPR) by Recommended Level for Complete/Core Administrations for Grades K and 1

Note: Fall norms are not available for Grade K for the *Iowa Assessments* or *Logramos*. Midyear norms for Grade K will be reported only for Level 5. Spring norms for Grade K are reported for Level 5 and for Level 6 (formerly Level 5/6). Fall norms for Grade 1 are based on administration of Level 6; if Level 7 is administered in the Fall of Grade 1, NPRs are not available for Science, Social Studies, or Computation/Math Total and resulting Complete and Core Composites.

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

Note: • Grade K Fall norms are not available.
- Grade K Midyear norms are available for testing with Level 5 only.
- When testing with Level 6, Grade K norms begin in Spring.
- Grade 1 Fall norms are not available for testing with Level 7 Complete/Core. When testing with Level 7 Complete/Core, norms begin in Midyear of Grade 1.

CogAT reports Fall, Midyear, and Spring grade norms in addition to age-based scores. Selection of normative period does not affect *CogAT* age scores.

Step 2) Select Global Options for Reporting

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

- **Exclude Math Computation when calculating Math Total in Core Composite and Complete Composite calculations for Levels 7–17/18 (optional).** *Math Computation is included in all reporting unless excluded with this option.*

- **Include Extended ELA Total (Word Analysis and Listening) in Core Composite and Complete Composite calculations for Levels 5–9 (optional).** *ELA Total is included in all reporting unless Extended ELA Total is requested with this option.*

Options for *CogAT* Alternative-Verbal, Levels 5/6–8

- **Exclude the Sentence Completion subtest from Verbal score calculation for students coded ELL (Levels 5/6–8, *CogAT* only).** *An 'alternate' Verbal Score that excludes Sentence Completion will be provided for English Language Learners. Check this box and be sure to mark the ELL circle under Programs on the answer documents of these students.*

- **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).** *An 'alternate' Verbal Score that excludes Sentence Completion will be provided for English Language Learners. Check this box and be sure to mark the S circle under Office Use Only on the answer documents of these students.*

Options for *CogAT* Alternative-Screening Form Total, Levels 9–17/18

- **Exclude the Verbal Analogies test from Total Score calculation for students coded ELL (Levels 9 and above, *CogAT* Screening Form only).** *An 'alternate' Total Score that excludes Verbal Analogies will be provided for English Language Learners. Check this box and be sure to mark the ELL circle under Programs on the answer documents for these students.*

- **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).** *An 'alternate' Total Score that excludes Verbal Analogies will be provided for English Language Learners. Check this box and be sure to mark the V circle under Programs on the answer documents for these students.*

Preparing Answer Documents for Scoring

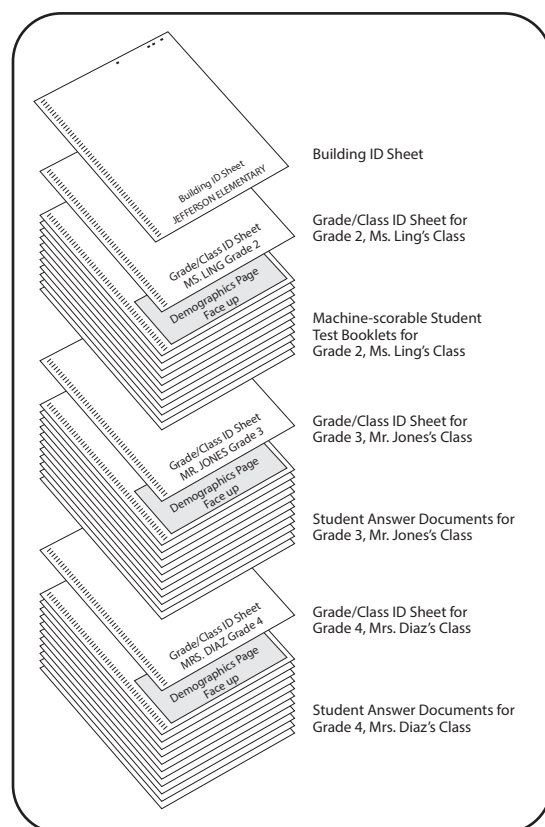### Before packing materials, check for the following:

- The name grid on each answer document must be marked correctly, or the scannable barcode label must be affixed properly.

- The date of birth must be coded correctly as month, day, and year. This is especially important when *CogAT* documents are used, and when predicted scores are requested.

- The form administered (E, F, or G for the *Iowa Assessments* and 7 or 8 for *CogAT*) is coded correctly on the student answer document and the Grade/Class Identification sheet.

  NOTE: *CogAT* stand-alone answer documents are Form-specific. Form 7 may only be scored on Form 7 answer documents, and Form 8 may only be scored on Form 8 answer documents.

- All Grade/Class Identification sheets have been completed correctly, and show the number of documents being submitted, the Grade, and the Form of the test administered. One completed Grade/Class ID sheet should be placed on top of the stack of answer documents for each class group.

- To prevent the book spines from bending, stack the machine-scorable test booklets 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 5. This information is also found on the back of the Building Identification Sheet.

- When separate answer documents (e.g., primary grade test booklets for *Iowa Assessments* and *CogAT*) are shipped together in one order and combined reporting service is requested, both booklets for each class should be stacked together behind one Grade/Class ID sheet. All *CogAT* booklets should be stacked together, and all the *Iowa Assessments* booklets should be stacked on top of the *CogAT* booklets. If two Grade/Class ID sheets are used for a classroom, documents may not be matched properly.

- If submitting more than one data merge request (for example, if combined Iowa*/CogAT* answer documents need to be reported with local scanning and/or online testing Iowa and *CogAT* Test Events), record the exact names of the relevant online test events. Combined Iowa and *CogAT* paper testing with online testing will be reporting in the Iowa test event in *DataManager*. If multiple online Iowa and/or *CogAT* test events were used, submit a separate OSS for each Test Event.

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 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 in the top 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 cartons 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 all 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.

Building ID Sheet

Grade/Class ID Sheet for Grade 2, Ms. Ling's Class

Machine-scorable Student Test Booklets for Grade 2, Ms. Ling's Class

Grade/Class ID Sheet for Grade 3, Mr. Jones's Class

Student Answer Documents for Grade 3, Mr. Jones's Class

Grade/Class ID Sheet for Grade 4, Mrs. Diaz's Class

Student Answer Documents for Grade 4, Mrs. Diaz's Class

Organizing Answer Documents and Identification (ID) Sheets for Shipment

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 in order to avoid delays. If we must contact you for resolution, we cannot guarantee that reports will be shipped within the allotted time period.

- Ensure that each box is labeled Iowa EFG, *CogAT* 7/8, & *Logramos*. The absence of this label could delay your order.

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 Riverside Insights 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.

- Check the box in the upper right hand corner of your Order for Scoring Services (OSS) indicating your expedited service is confirmed and scheduled. 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 Riverside Insights Customer Service and scheduled prior to shipping materials.

Riverside Scoring Service is committed to processing your expedited order to meet the promised 5-day turnaround time. However, our ability to process your documents quickly is directly impacted by the condition in which they are received. Orders should be complete, properly organized, and in good condition.

Ship answer documents, prepaid, to:

Riverside Scoring Service
Iowa EFG, CogAT 7/8, & Logramos
9200 Earhart Lane SW
Cedar Rapids, IA 52404-9078

Inquiries about Scoring Service Orders

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

Copyright Restrictions

The provision of the data for reporting 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.

Confidentiality of Reports

The distribution of passwords for *DataManager* web reporting (including web reporting keys) to the appropriate people is the responsibility of the scoring service purchaser and user (*DataManager* Account Holder). The facilities used by Riverside Scoring Service meet stringent government security regulations. Riverside Scoring Service will not send passwords to anyone inside or outside the school district without written authorization from the person to whom original results were sent or the person who signed the OSS.

Data Terms of Use

Riverside Insights may utilize data from Riverside-published assessments for research purposes. Riverside Insights may conduct research that involves the use of individual and summary institutional assessment data. In all cases, Riverside Insights will maintain the confidentiality of data it receives for research purposes. We do not publish reports of research containing identifiable information about individual examinees or institutions without express written permission. Generally, research data are grouped so that results do not pertain to a single institution; if they do, we preserve the anonymity of the institution. At no time in our research is individual examinee personally identifiable information shared or disseminated.

Return Policy

Scoring orders are not returnable for credit.

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