Riverside Insights®

ORDER FORM FOR RIVERSIDE SCORING SERVICE
Iowa Assessments™ Forms E/F/G and *CogAT*® Forms 7/8

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

District/Organization Information♦♦

Contact Name	No. of Packages Shipped
Title	Phone No.
Shipping Address	The *DataManager* 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	By signing, I agree to Riverside Assessments, LLC's Privacy Policy, Terms of Use, and Terms & Conditions. Terms and Conditions located at https://riversideinsights.com/support/policies
State Zip	
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.

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 <u>prior</u> to merging with paper tests.

If yes, please indicate your *DataManager* Test Event Name.

Iowa EFG: _____   ***CogAT* 7/8:** _____

Ship answer documents to Riverside Scoring Service, Iowa EFG & CogAT 7/8
9200 Earhart Lane SW, Cedar Rapids, IA 52404–9078

RIVERSIDE INSIGHTS® CUSTOMER SERVICE   Phone: 800.323.9540   Email: 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.	☐Iowa ☐CogAT	☐Iowa ☐CogAT	☐Iowa ☐CogAT	☐Iowa ☐CogAT	☐Iowa ☐CogAT	☐Iowa ☐CogAT	☐Iowa ☐CogAT	☐Iowa ☐CogAT	☐Iowa ☐CogAT	☐Iowa ☐CogAT	☐Iowa ☐CogAT	☐Iowa ☐CogAT	☐Iowa ☐CogAT	☐Iowa ☐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														

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, 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*.

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) 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)