Riverside Insights

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

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? Enter your System or Group name in the spaces provided below.

_____ Are you an Independent school? Enter your school name in the spaces below and at the top of 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

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.

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 Assessments* and/or *CogAT* Test Event names below. Merged testing results will appear under the *Iowa Assessments* 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.

Iowa Assessments 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

SYSTEM _____ CITY _____ STATE _____ ZIP_____

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**
◆◆														
Riverside Scoring Service use only														
◆◆														
Riverside Scoring Service use only														
◆◆														
Riverside Scoring Service use only														
◆◆														
Riverside Scoring Service use only														
◆◆														
Riverside Scoring Service use only														
◆◆														
Riverside Scoring Service use only														
◆◆														
Riverside Scoring Service use only														
◆◆														
Riverside Scoring Service use only														
◆◆														
Riverside Scoring Service use only														
◆◆														
Riverside Scoring Service use only														
◆◆														
Riverside Scoring Service use only														
◆◆														
Riverside Scoring Service use only														
◆◆														
Riverside Scoring Service use only														
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 as Data Export .txt file in ASCII Fixed-Width or Delimited (comma, tab, or pipe) file format;
- 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 CAPE form with your Order Form for Riverside Scoring Service in package 1 of your shipment.

Expedited orders must be confirmed with Riverside Insights Customer Service and scheduled prior to shipping materials to Riverside Scoring Service.

ANSWER DOCUMENT RETURN

Contact Riverside Insights Customer Service at 800.323.9540 or inquiry@service.riversideinsights.com if you require the return of your answer documents after scoring is completed. There is an additional charge for this service.

STEP 1   SELECT NORM PERIOD 2024 or 2017

Default Norm Year for *Iowa Assessments* Forms E, F, and G and *CogAT* Forms 7 and 8 is 2024.
Unless a 2017 norm year option is selected below, tests will be scored with 2024 norms.

FOR REPORTING WITH 2017 NORMS, CHOOSE AN OPTION BELOW:
☐ **Score *Iowa Assessments* and/or *CogAT* using 2017 norms** (Fall / Midyear / Spring)
☐ **Score *Iowa Assessments* using 2017 Interpolated Norms – interpolates the NPR, NS, and NCE to week of testing** – if applicable, *CogAT* will score using 2017 Fall / Midyear / Spring Grade Norms

Norm Periods:

Season	FALL	MIDYEAR	SPRING
Test Dates	8/1 to 11/30	12/1 to 2/29	3/1 to 7/31

Availability of *Iowa Assessments* National Grade Norms
- Grade K Fall & Midyear norms for Level 5 are available only with 2024 norms.
- Grade K norms for Level 6 begin in Spring. **Grade K Fall & Midyear norms are not available for Level 6.**
- Grade 1 Fall norms for *Iowa Assessments* Complete/Core Level 7 are available only with 2024 norms.

	Grade K			Grade 1		
	FALL	MIDYEAR	SPRING	FALL	MIDYEAR	SPRING
L 5 - 2024						
L 5 - 2017						
L 6 - 2024						
L 6 - 2017						
L 7 - 2024						
L 7 - 2017						

- **Grade K Fall norms are not available with 2017 norms.**
- **Grade 1 Fall norms are not available for *Iowa Assessments* Complete/Core Level 7 with 2017 norms.** Complete/Core Level 7 norms for 2017 begin at Midyear of Grade 1.

Availability of *CogAT* National Grade and Age Norms
- *CogAT* Fall, Midyear, & Spring norms are reported as Grade Norms beginning in Fall of Grade K.
- *CogAT* Standard Age Scores and Age Norms are reported in one-month age intervals, from ages 4 years, 11 months to 21 years, 7 months.

STEP 2   SELECT COGAT OPTIONS FOR ALTERNATIVE SCORES

***CogAT* Alternative Verbal Score Options (L5/6–8)**
☐ 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)

***CogAT* Alternative Screening Form Score Options (L9–17/18)**
☐ 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)