

OLSAT[®]

Otis-Lennon School Ability Test[®]

Eighth Edition

Order for Scoring Services

Version 3

Instructions for completing this order form are printed on both sides of this cover sheet. If you need additional help to complete your order, please contact your Measurement Consultant, or you may call our Pearson Educational Assessment Customer Service at 1-800-328-5999.

To use the attached order form, tear off the perforated tab and remove this cover sheet.

To ensure prompt service, please complete all information requested in Parts I-IV on pages 3 and 4 of this form. **Be sure to make copies of your completed order form for your records.** Include the original completed pages 3 and 4 in box 1 of your shipment of answer documents to:

Pearson
Central Scoring Services
905 W. Howard Lane
Austin, TX 78753

GENERAL INFORMATION

The Order for Scoring Services has four parts. PART I provides the necessary background information to ensure accurate and prompt reporting services. PART II enables you to order a package that contains fixed reports. PART III contains Optional Reports and Services. (NOTE: You must order Package A or B before you can order from the Optional Reports and Services section.) PART IV provides the district name, school name(s), counts of groups and answer documents, mailing addresses, and the purchase order number.

OLSAT Score Abbreviations

- NC Number Correct (also called Raw Score)
- SS Scaled Score
- SAI School Ability Index
- PR-S Percentile Rank and Stanine - These are printed in the same column on most reports and constitute one score choice.
- NCE Normal Curve Equivalent

Local Norms

Local Percentile Rank-Stanine and Local Normal Curve Equivalent may be chosen for many reports. These scores are derived from distributions of the Scaled Scores obtained by students whose answer documents are processed together in each grade for a school district. Local norms are not recommended for groups of fewer than 100 students per grade.

COMPLETING PART I - BACKGROUND INFORMATION

1. EMPIRICAL OR INTERPOLATED NORMS

OLSAT meets special reporting requirements by providing norm sets for Empirical Fall, Empirical Spring, Interpolated Midyear, and Other Interpolated (norms interpolated to the date of testing or the number of days of instruction).

If you tested within the regular fall, spring, or midyear norming periods, you should check either EMPIRICAL FALL, EMPIRICAL SPRING, or INTERPOLATED MIDEAR and proceed to Question 2. OTHER INTERPOLATED norms can be ordered by using the Interpolated Norms Table on page 2. Use the DATE OF TESTING column and find the range corresponding to the day preceding the first day of testing. Then read the USE THIS NORMS PERIOD column and enter the Norms Period number in the blank provided in Question 1 on the Order for Scoring Services form. Schools not using the traditional school calendar (e.g., year-round schools) should use the NUMBER OF DAYS OF INSTRUCTION column to find the correct norms period.

2. PRE-IDENTIFICATION SERVICE

If you plan to use any pre-identified documents (scannable pre-ID labels) in your order, please contact our Pearson Educational Assessment Customer Service at 1-800-328-5999 for instructions on ordering Pre-Identification Services. If you included any pre-identified documents in your order, you must check YES for Question 2 and write your Pre-ID File Identification Number in the blank.

3. EXCLUDED GROUPS

If you want the data from a specific group of students within your order excluded from your summary reports, you must check YES for Question 3. Next, you must grid the first bubble in column one of the "For Scoring Service Use" grid on Side 1 of the Scoring Service Identification Sheet (#5-1-2001). Place the sheet on top of the group of documents to be excluded.

COMPLETING PART II - PACKAGES

Package A (PRINTED REPORTS OR REPORTS ON CD-ROM)

Master List of Test Results with Summary - 2 copies of Printed Reports **OR** Reports on CD-ROM in PDF Format

Package B (PRINTED REPORTS OR REPORTS ON CD-ROM)

Student Report - 1 copy of Printed Reports **OR** Reports on CD-ROM in PDF Format

Master List of Test Results with Summary - 2 copies of Printed Reports **OR** Reports on CD-ROM in PDF Format

NOTE: You must order Package A or B before you can order Optional Reports and Services.

HOW TO ORDER PACKAGE A or B

1. Place a checkmark in the box preceding the package you wish to order. (Packages include the scan/score charge.) If you select Package A or B, place a checkmark in the blank preceding the type of reports you wish to order. Printed Reports or Reports on CD-ROM (PDF Format). **If you do not select Package A or B, Package A will be provided.**
2. In the OLSAT SCORES section, check the score types you wish to order. The maximum number is nine.
3. In the GROUPINGS section, you must choose how you wish to see the Master List of Test Results reported for each grade: by class, school, or district. Master List Summaries will be created for each reporting unit, beginning with the lowest level of aggregation selected. For example, if you choose the grouping by Class, you will receive a Master List of Test Results by grade for each class and corresponding Master List Summaries by grade for each class, school, and the district (when multiple school orders are sent in a single shipment).
4. For Package B, the Student Report can be created at the Class level. A "group" is defined as the Basic Reporting Unit. The placement of the Scoring Service Identification Sheet (#5-1-2001) identifies each Basic Reporting Unit. Check one grouping.

IMPORTANT INFORMATION: If you want reports generated at the class level, you must insert a Scoring Service Identification Sheet (#5-1-2001) for each class set of answer documents.

COMPLETING PART III - OPTIONAL REPORTS & SERVICES

REMEMBER: You must order Package A or B before you can order Optional Reports and Services.

The Optional Reports Services section contains additional reports and services:

STUDENT REPORT

Provides percentile bands that span plus and minus one standard error of measurement. Reports cluster analysis, including Raw Scores and Performance Ratings (Below Average, Average, and Above Average). A narrative interprets the student's test results.

HOW TO ORDER THE STUDENT REPORT

NUMBER OF COPIES: Enter the number of copies you wish to order for paper reports in the box labeled **No. of Copies PRINT**, or place a checkmark in the box labeled **CD-ROM** for the reports you want in PDF format placed on CD-ROM. You may select one or both of these services—you will be charged for each selection.

SCORES: Check up to nine scores.

GROUPINGS: A "group" is defined as the Basic Reporting Unit. The placement of the Scoring Service Identification Sheet (#5-1-2001) identifies each Basic Reporting Unit. Check one grouping.

RECORD LABEL

This service provides one copy of a pressure-sensitive label measuring 4" x 1/2" for each student.

HOW TO ORDER THE RECORD LABEL

NUMBER OF COPIES: In the box labeled **No. of Copies PRINT**, enter the number of copies you wish to order. The Record Label is available only in Print format.

SCORES: Check up to seven scores.

GROUPINGS: Check one grouping.

GROUP REPORT

Provides score profiles and cluster analysis summary, including the percentage of the group in each of the three performance categories (Below Average, Average, Above Average). A narrative interprets the group's test results.

HOW TO ORDER THE GROUP REPORT

NUMBER OF COPIES: Enter the number of copies you wish to order for paper reports in the box labeled **No. of Copies PRINT**, or place a checkmark in the box labeled **CD-ROM** for the reports you want in PDF format placed on CD-ROM. You may select one or both of these services—you will be charged for each selection.

SCORES: Check up to nine scores.

GROUPING: Check one or more groupings.

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COMPLETING PART III - OPTIONAL REPORTS & SERVICES - CONTINUED

MASTER LIST OF TEST RESULTS

This report is provided as part of Package A or B as described in PART II. You may order additional copies of the Master List of Test Results under Optional Reports and Services if you wish to select different score selections, groupings, or sequence than those in Package A or B. The price applies to each grouping selected for the additional copies of the Master List of Test Results.

HOW TO ORDER THE MASTER LIST OF TEST RESULTS

NUMBER OF COPIES: Enter the number of copies you wish to order for paper reports in the box labeled **No. of Copies PRINT**, or place a checkmark in the box labeled **CD-ROM** for the reports you want in PDF format placed on CD-ROM. You may select one or both of these services—you will be charged for each selection.

SCORES: Check up to nine scores.

GROUPINGS: Check one grouping.

SEQUENCE: Check either Alphabetical or Ranked. If you select Ranked, you must also provide a Ranking Variable from Table B on this page, and circle H-L Descending or L-H Ascending. If you do not select a sequence or ranking, you will receive your reports in alphabetical order.

MASTER LIST SUMMARY

This report is provided as part of Package A or B as described in PART II. You may order additional copies of the Master List Summary under Optional Reports and Services.

HOW TO ORDER THE MASTER LIST SUMMARY

NUMBER OF COPIES: Enter the number of copies you wish to order for paper reports in the box labeled **No. of Copies PRINT**, or place a checkmark in the box labeled **CD-ROM** for the reports you want in PDF format placed on CD-ROM. You may select one or both of these services—you will be charged for each selection.

SCORES: Check up to nine scores.

GROUPING: Check one or more groupings.

ELECTRONIC DATA SERVICES

CD-ROM service is available for Student Data and Summary Data files.

HOW TO ORDER ELECTRONIC DATA SERVICES

Place a checkmark in the box preceding each of the Electronic Data Services you wish to order. The Student Data and Summary Data files are available in a variety of formats. Place a checkmark by the format you want used for the file. Data files are delivered on CD-ROM.

RETURN ALL ANSWER DOCUMENTS

Answer documents are kept for 60 days at our Scoring Center and then destroyed. Please see www.PearsonAssess.com for prices associated with return of answer documents. If you wish to have your answer documents returned, place a checkmark in the box preceding the item.

SPECIAL INSTRUCTIONS

Make entries in this section only if a Pearson representative has asked you to do so in response to your special requirements.

COMPLETING PART IV - DISTRICT INFORMATION

In the box at the top of the page, print the name of the school district or organization exactly as you want it to appear on the reports. Entries are limited to 20 characters, including spaces.

NOTE: This must match the district name on your Scoring Service Identification Sheet (#5-1-2001).

In the box in the upper right corner, enter the date on which testing began.

In the GRADES box, enter the OLSAT 8 level and form under the appropriate grade. If you tested multiple levels within one grade, enter "mixed" in the LEVEL box for that grade.

In the next section, print the school name(s) exactly as they appear on your Scoring Service Identification Sheet (#5-1-2001). Then beside each school name, enter the number of groups (SSID sheets) submitted for each grade.

NOTE: A group is defined as the Basic Reporting Unit. The placement of the SSID Sheet (#5-1-2001) identifies each Basic Reporting Unit.

Beside each group number, enter the number of answer documents being submitted for each grade.

Total the number of groups for each grade, and enter the total on the TOTALS line.

Total the number of documents for each grade, and enter the total on the TOTALS line.

If you are ordering reports for more than nine schools, first photocopy Part IV as many times as needed. Number the pages using the "Page ___ of ___" section under the right side of the chart. Be sure to retain photocopies of all of the pages after they are completed.

Print the Area Code, phone number, and complete mailing address to which the reports are to be sent. (P.O. Box alone is not sufficient.) Complete the address to which the invoice is to be sent if it is different from the SEND REPORTS TO address.

In the RETURN OF REPORTS section, indicate any special mailing instructions you want us to follow. If you provide no instructions, we will send the reports by a method we think is best.

Below the SEND INVOICE TO section, enter your Purchase Order Number to which our invoice should refer.

For your security, please DO NOT print a credit card number on this order form. Your Purchase Order Number must be included on this form or it will not be processed.

Sign and date the form.

Photocopy pages 3 and 4 and any additional pages you had to add when entering School Name(s). Pack one set in box 1 of your shipment of answer document; retain the second set for your files.

FINAL INSTRUCTIONS

Pack pages 3 and 4 of your Order for Scoring Services form in box 1 of your shipment of answer documents to:

Pearson
Central Scoring Services
905 W. Howard Lane
Austin, TX 78753

Table A - Interpolated Norms Table

DATE OF TESTING	NUMBER OF DAYS OF INSTRUCTION	USE THIS NORMS PERIOD
08/01 - 09/14	0-5	1
09/15 - 10/15	6-30	Empirical Fall*
10/16 - 10/31	31-41	4
11/01 - 11/15	42-52	5
11/16 - 11/30	53-60	6
12/01 - 12/15	61-71	7
12/16 - 12/31	72-75	8
01/01 - 01/15	76-85	9
01/16 - 01/31	86-96	Interpolated Midyear*
02/01 - 02/15	97-107	11
02/16 - 02/29	108-118	12
03/01 - 03/15	119-129	13
03/16 - 03/31	130-135	14
04/01 - 04/30	136-160	Empirical Spring*
05/01 - 05/15	161-171	17
05/16 - 05/31	172-182	18
06/01 - 07/31	183+	19

*Norming Dates:
Empirical Fall: September 15 - October 15
Interpolated Midyear: January 16 - January 31
Empirical Spring: April 1 - April 30

Table B - Ranking Variable Table

Ranking Variable Number	OLSAT Ranking Variables
1	School Ability Index on Total Performance
2	School Ability Index on Verbal Performance
3	School Ability Index on Nonverbal Performance
4	Scaled Score on Total Performance
5	Scaled Score on Verbal Performance
6	Scaled Score on Nonverbal Performance
7	Student Age

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PART I - BACKGROUND

To ensure prompt service that meets your reporting needs, please answer the following questions:

1. Which grade-based Norm Set do you wish to order? (Check one)

- Radio buttons for EMPIRICAL FALL, EMPIRICAL SPRING, INTERPOLATED MIDYEAR, OTHER INTERPOLATED

NOTE: If you did not check one of the above, your order will be processed using the nearest Empirical Norm Set.

NOTE: If you selected Empirical Norms, go to Question 2.

If you selected Other Interpolated norms, you must enter the Norms Period number in the blank. (See Table A on Page 2): _____

NOTE: If you did not enter a number in the blank, your order will be processed using your test date to determine the appropriate Norms Period.

2. Did you include any pre-identified documents (scannable pre-id labels) in this order? (Check one).

- Radio buttons for YES, NO

NOTE: If you did not check one of the above, we will assume that this order does not contain any pre-identified documents.

NOTE: If you checked YES, then you must read and follow the instructions in the section titled "PRE-IDENTIFICATION SERVICE" Page 1.

Pre-ID File Identification Number _____

3. Do you want certain groups of students excluded from your summary reports? (Check one)

- Radio buttons for YES, NO

NOTE: If you did not check one of the above, we will assume that all groups are to be included.

NOTE: If you checked YES, then you must read and follow the instructions in the section titled "EXCLUDED GROUPS" on the front cover of this document.

See price list on www.PearsonAssess.com for current prices and minimum charges.

PART II - PACKAGES

PACKAGE A form with report type, name, code, and OLSAT scores table.

PACKAGE B form with report type, name, code, and OLSAT scores table.

PART III - OPTIONAL REPORTS & SERVICES

Table with columns for Optional Reports, OLSAT Scores, Groupings, and Sequence/Order.

ELECTRONIC DATA SERVICES

Check the box in front of each service you wish to order. Select the format for each service, where applicable. Note: If you do not select the format, the file will be provided in comma delimited format.

- Checkboxes for Student Data and Summary Data with file format options.

RETURN ALL ANSWER DOCUMENTS checkbox

SPECIAL INSTRUCTIONS:

Blank lines for special instructions.

FOR SCORING CENTER USE and ORDER NUMBER fields.



