



ORDER FOR SCORING SERVICES

Instructions for completing this order form are printed on both sides of these two cover sheets.

Use this Order for Scoring Services (OSS) if you administered:

- *Stanford Achievement Test Series*, Tenth Edition (Stanford 10)
- *Stanford Achievement Test Series*, Tenth Edition Abbreviated (Stanford 10 Abbreviated)
- *Stanford 10* or *Stanford 10 Abbreviated* in combination with: *Otis-Lennon School Ability Test*®, Eighth Edition (OLSAT 8)

To use the attached order form, tear off the cover sheets.

To ensure prompt service, please complete all information requested on pages 5–7 of this form. **Be sure to make copies of your complete order form for your records.** Include the original completed pages 5–7 in box 1 of your shipment of answer documents to:

Pearson Scoring Center
905 West Howard
Austin, TX 78753

If you need additional help to complete your order, please contact your local Measurement Consultant, or you may call Customer Service at **1-800-328-5999**. (Press Prompt #1.)

GENERAL INFORMATION

This Order for Scoring Services (OSS) can be used to order printed reports, reports on CD-ROM, *Stanford 10 Results Online*, or any combination of these three options. The OSS has four parts. PART I provides us with the necessary background information to ensure accurate and prompt reporting services. PART II enables you to order a package that contains fixed reports with predetermined numbers of copies, scores, and groupings. PART III allows you to order optional reports and services. PART IV provides the district name, school name(s), counts of groups and answer documents, mailing addresses, and the purchase order number.

STANFORD 10 Score Abbreviations

- NC Number of items answered correctly (also called Raw Score)
- SS Scaled Score
- GE Grade Equivalent
- 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
- AAC Achievement/Ability Comparison - This score can be provided only when the *Otis-Lennon School Ability Test*®, Eighth Edition, (OLSAT®8) is processed in combination with *Stanford Achievement Test Series*, Tenth Edition.

OTIS-LENNON SCHOOL ABILITY TEST®, 8th EDITION, Score Abbreviations

These scores may be selected only when OLSAT 8 is processed in combination with Stanford 10.

- NC Number of items answered correctly (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

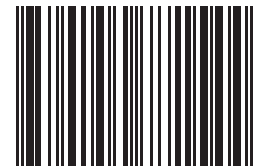
Local Percentile Rank-Stanine (L/PR-S) and Local Normal Curve Equivalent (L/NCE) may be chosen for many reports. These scores are derived from distribution of the Scaled Scores obtained by students whose answer documents are processed together in each grade for a school district. Local norms are not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

PEARSON

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Ver. 4

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COMPLETING PART I - BACKGROUND INFORMATION

To ensure prompt service that meets your reporting needs, you must answer Background Questions 1-4 in PART I of the OSS.

1. Select "2002" or "2007" norms year.
2. *Stanford 10* meets special reporting requirements by providing Empirical Spring, Empirical Fall, Interpolated Midyear, and Other Interpolated Norms (norms interpolated to the date of testing or to the number of days of instruction). If you tested within the regular spring, fall, or midyear norming periods, you should check Empirical Spring, Empirical Fall, or Interpolated Midyear, and proceed to Question 3. Other Interpolated Norms can be ordered by using the Interpolated Norms Table – Table A located on page 4. 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 space provided 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.
3. If you included any pre-identified documents such as scannable labels in your order, you must check YES for Question 3 and write your assigned Pre-ID File Number in the blank.
4. To exclude a specific group of students within your order from your summary reports, you must check YES for Question 4 and follow the instructions in the box titled "Excluded Groups" in the *Stanford 10 Instructions for Preparing and Shipping Machine-Scorable Documents for Scoring and Reporting*.

NOTE: You may bypass the packages and go directly to Optional Reports and Services. A Scan/Score charge will be assessed to cover scanning of documents and applying norms per student. See our current catalog for prices.

COMPLETING PART II - PACKAGES

1. Place a checkmark in the box preceding the package you wish to order. (Packages include the Scan/Score charge.) If you select Package B or C, place a checkmark in the box preceding the type of reports you wish to order. Go to PART III if you do not want to order a package.

2. Check YES for Question 2 if you want Grade Equivalent scores on the packaged Master List of Test Results w/Summary.

NOTE: If you check "Provide GE for ALL reports," Scaled Score will be eliminated from the Student and Group Reports.

3. Check YES for Question 3 if you want Local Percentile Rank-Stanine and Local Normal Curve Equivalent on the packaged Master List of Test Results w/Summary and the OLSAT Summary Report.
4. If you want the Lexile Measure™ printed on the Student Report with Clusters or the Home Report when it is included within a package, check YES for Question 4.

The packages described below contain fixed reports, copies, and groupings. Refer to the chart below for fixed scores that will print on printed package reports.

PACKAGE A (PRINTED REPORTS)	
Student Report w/Clusters	2 copies by Class
Group Report w/Clusters	2 copies by Class/School/District
Student Record Label	1 copy by Class
Master List of Test Results	1 copy by Class
Master List Summary	1 copy by Class/School/District
OLSAT Summary Report*	1 copy by Class/School/District
PACKAGE B (PRINTED REPORTS or CD-ROM)	
Student Report w/Clusters	1 copy by Class
Group Report w/Clusters	1 copy by Class/School/District
Student Record Label★★	1 copy by Class
Master List of Test Results	1 copy by Class
Master List Summary	1 copy by Class/School/District
OLSAT Summary Report*	1 copy by Class/School/District
PACKAGE C (PRINTED REPORTS or CD-ROM)	
Package C contains all the reports found in Package B plus 1 copy of the Home Report in English in Class Mode.	
<small>*OLSAT Summary Report is produced if OLSAT 8 is processed in combination with <i>Stanford 10</i>.</small>	
<small>★★ Record Label not available on CD-ROM.</small>	

STANFORD 10 RESULTS ONLINE (Web access required)
Stanford 10 Results Online provides two types of reports that will allow customers to disaggregate and view their data.
Summary Results: Provides disaggregated summary results at the district and school levels. Within each district or school, users will be able to disaggregate data for any group or subgroup of students by a prespecified list of demographic variables or any combination of these variables.
Roster Results: Provides individual student scores by class, school, or district. Users can drill down to view student results. This report provides easy-to-use functions for searching, sorting, and data extraction.

Scores contained on reports within Stanford 10/OLSAT 8 packages:

	Stanford 10 Scores							OLSAT 8 Scores										
	Number Correct	Scaled Score	Grade Equivalent	National PR-5	National NCE	Local PR-5	Local NCE	Lexile	AACT	Number Correct	Scaled Score	School Ability Index	Age PR-5	Age NCE	National Grade PR-5	National Grade NCE	Local Grade PR-5	Local Grade NCE
* GE will be printed if you answer YES to Question 2 in Part II. ★ Local PR-5 and NCE will be printed if you answer YES to Question 3 in PART II. 1 OLSAT Summary Report and (AAC) Achievement /Ability Comparison score will be provided when OLSAT is tested in combination with <i>Stanford 10</i> . ▲ Lexile Measure™ will be reported if you answer YES to Question 4 in Part II. (See our current catalog for charges associated with the Lexile Measure.)																		
REPORTS																		
Master List of Test Results	✓	✓	*	✓	✓	★	★	▲	✓	✓	✓	✓	✓	✓	✓	✓	★	★
Master List Summary	✓	✓	*	✓	✓	★	★	▲	✓									
Student Report w/Clusters	✓	✓		✓	✓			▲	✓	✓	✓	✓	✓		✓			
Group Report w/Clusters	✓	✓		✓	✓				✓	✓	✓	✓	✓		✓			
Student Record Label	✓	✓		✓	✓				✓	✓	✓	✓	✓		✓			
OLSAT Summary Report ¹									✓	✓	✓	✓	✓	✓	✓	✓	★	★
Home Report in English (Package C only)				✓ PR only				▲										



COMPLETING PART III - OPTIONAL REPORTS/SERVICES

Make selections in PART III if you want to order Optional Reports & Services in addition to, or in lieu of, a package.

• NUMBER OF COPIES

Enter the number of copies you wish to order for paper reports in the "No. of Copies" column for PRINT, or place a checkmark in the CD-ROM column for the reports you want to have placed on CD-ROM. (You may select one or both of these services - you will be charged for each selection.)

• SCORES

Check the *Stanford 10* score types you wish to have printed on each report you order. Your score selections cannot exceed the Max No. of scores indicated. If score choices are not applicable, those areas are shaded.

The Achievement/Ability Comparison (AAC) score may be selected as an additional score if OLSAT is processed in combination with *Stanford 10*.

OLSAT scores may be selected for certain reports only if OLSAT is processed in combination with *Stanford 10*. Your score selections cannot exceed the Max No. of scores indicated. If score choices are not applicable, those areas are shaded.

• GROUPINGS

A group is defined as the Basic Reporting Unit. Remember, the placement of the Scoring Service Identification Sheet (#5-1-2001) identifies each Basic Reporting Unit.

In the INDIVIDUAL REPORTS section, student reports will be produced in alphabetical order by grade for CLASS, SCHOOL, or DISTRICT. Check only one method of grouping for individual reports.

In the GROUP REPORTS section, reports can be created by grade for each CLASS, SCHOOL, or DISTRICT, except for the reports where those groupings are shaded. The price applies to each per student grouping selected. For example, if you order a Master List Summary for SCHOOL and DISTRICT, you will receive and be charged per student for two Master List Summaries. Choose one or more groupings for group reports.

• ADDITIONAL INFORMATION FOR COMPLETING PART III

The Ranked List of Three Scores will be provided High-Low for variables Total Reading, Total Mathematics/Mathematics, and Language. If Low-High sequence or different variables are desired, please specify in Special Instructions and refer to Table B on page 4 to select a maximum of three ranking variables. Three OLSAT scores may be selected only if you choose an OLSAT ranking variable, and you administered OLSAT in combination with *Stanford 10*.

• ELECTRONIC SERVICES

CD-ROM service is available for a Student Data File, a Summary Data File, a Summary w/Demographic Variables File, or Ready Graphs Summary CD-ROM. Place a check in the box preceding each of the Electronic Services you wish to order. The Student Data File and Summary Data Files are available in a variety of formats. Place a check mark by the format you want used for the file. Summary Data w/Demographic Variables File and Ready Graphs Summary CD-ROM are available only in Fixed ASCII format.

• RETURN ALL DOCUMENTS

This service can be ordered by placing a checkmark in the box preceding the item.

COMPLETING PART IV - DISTRICT INFORMATION

DISTRICT NAME/TEST DATE

- In the box at the top of the page, print the name of the school district as you want it to appear on the reports. Limit the name to 20 letters and spaces.

NOTE: This should be the same as 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.

LEVEL/Form

- Enter the *Stanford 10* or *Stanford 10 Abbreviated* level and form under the appropriate grade. In the event you have tested more than one level or form at one grade, you should enter them in the same column, with each level/form indicated.
- Enter the *Otis-Lennon School Ability Test®*, *Eighth Edition* (OLSAT®8) level and form under the appropriate grade.

NOTE: If OLSAT was not tested, this line should be left blank.

SCHOOL NAMES/GROUPS/DOCUMENTS

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

REMEMBER: 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.

- Beside each group number, enter the number of answer documents being submitted for each grade.
- Total the number of groups (Scoring Service Identification Sheets) 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 need more room to enter school names in PART IV, please use an additional PART IV form. Be sure to complete "Page ___ of ___."



COMPLETING PART IV - DISTRICT INFORMATION *continued*

ADDRESS/INVOICE/PURCHASE ORDER/SIGNATURE

- Provide 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 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 order.

FINAL INSTRUCTIONS

SPECIAL INSTRUCTIONS

- Make entries in this section only if we have asked you to do so in response to your special requirements.
- Make copies of this order for your records and include in Box 1 of your shipment of answer documents to:

Pearson Scoring Center
905 West Howard
Austin, TX 78753

REMEMBER

- ✓ The Scan/Score charge is included when you order a package.
- ✓ A basic Scan/Score charge per student will be assessed if you bypass a package.
- ✓ The packages contain predetermined reports with fixed groupings, scores, and numbers of copies.
- ✓ You may order reports from PART III (Optional Services) in addition to a package, or you may bypass the packages in PART II and go directly to Optional Services.
- ✓ Need help? Call our Scoring Center Hotline at **1-800-328-5999** (Press Prompt #1).

Table A - Interpolated Norms Table

DATE OF TESTING	NO. 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 Numbers

Ranking Variable	Subtests/Totals	Present at Levels													
		SESAT		STANFORD								TASK			
		1	2	P1	P2	P3	I1	I2	I3	A1	A2	1	2	3	
1	Total Reading	•	•	•	•	•	•	•	•	•	•	•	•	•	•
2	Word Study Skills (Sounds & Letters)	(•)	(•)	•	•	•	•	•	•	•	•	•	•	•	•
3	Vocabulary (Word Reading)	(•)	(•)	(•)	•	•	•	•	•	•	•	•	•	•	•
4	Reading Comprehension (Sentence Reading)	(•)	(•)	(•)	•	•	•	•	•	•	•	•	•	•	•
5	Total Mathematics (Mathematics)	(•)	(•)	•	•	•	•	•	•	•	•	•	(•)	(•)	(•)
6	Problem Solving			•	•	•	•	•	•	•	•	•			
7	Procedures			•	•	•	•	•	•	•	•	•			
9	Language			•	•	•	•	•	•	•	•	•			
10	Language Mechanics						•	•	•	•	•	•			
11	Language Expression						•	•	•	•	•	•			
36	Language (Comprehensive)			•	•	•	•	•	•	•	•	•			
37	Prewriting (Comprehensive only)					•	•	•	•	•	•	•			
38	Composing (Comprehensive only)					•	•	•	•	•	•	•			
39	Editing (Comprehensive only)					•	•	•	•	•	•	•			
12	Spelling			•	•	•	•	•	•	•	•	•			
13	Reading First	•	•	•	•	•									
14	Environment	•	•	•	•	•									
15	Science					•	•	•	•	•	•	•			
16	Social Science					•	•	•	•	•	•	•			
17	Listening	•	•	•	•	•	•	•	•	•	•	•			
19	Thinking Skills					•	•	•	•	•	•	•			
20	Basic Battery	•	•	•	•	•	•	•	•	•	•	•			
21	Complete Battery	•	•	•	•	•	•	•	•	•	•	•			
22	OLSAT Total														
23	OLSAT Verbal														
24	OLSAT Nonverbal														

(Parenthetical titles and dots refer to tests and totals that are on the same measurement scale as the titles and dots not in parentheses.)



ORDER FOR SCORING SERVICES (Version 4)

PART I - BACKGROUND INFORMATION

To ensure prompt service that meets your reporting needs, answer Background Questions 1-4.

- 1. Which Norm Year do you wish to order? (Check One)
 2002
 2007

NOTE: If you do not check a norm year, your order will be processed using the 2002 Norm Year.

- 2. Which Norm Set do you wish to order? (Check One)

- Empirical Spring
 Empirical Fall
 Interpolated Midyear
 Other Interpolated*

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

If you selected Empirical or Interpolated Midyear Norms, go to Question 3.

*If you selected Other Interpolated Norms, refer to Table A on page 4 and ENTER THE NORMS PERIOD NUMBER HERE: _____

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.

- 3. Did you include documents with Pre-identification labels in this order? (Check One)

- YES
 NO

If you answered YES, provide your assigned Pre-ID File Number here: _____

NOTE: If you did not answer Question 3, we will assume that this order does NOT contain any pre-identified documents.

- 4. Did you want certain groups excluded from your summary reports? (Check One)

- YES
 NO

NOTE: If you did not answer Question 4, we will assume that all students are to be included. If you checked YES, please follow the instructions in the box titled "EXCLUDED GROUPS" in the Stamford 10 Instructions for Preparing and Shipping Machine-Scorable Documents for Scoring and Reporting.

SPECIAL INSTRUCTIONS

PART II - PACKAGES

NOTE: If you do NOT wish to order a package, go to PART III - Optional Reports and Services. If you choose to bypass a package, a Scan/Score charge will be assessed to cover scanning of documents and applying norms per student. See our current catalog for prices. There is a separate charge for printed reports and reports on CD-ROM.

- 1. Select one package. (The Scan/Score charge is included in the price of the package.)

- PACKAGE A

Available only for printed reports.

- PRINTED REPORTS

- REPORTS ON CD-ROM (PDF format)

- PACKAGE C (Check one or both)

- PRINTED REPORTS

- REPORTS ON CD-ROM (PDF format)

NOTE: If you wanted Package B or C but did not check one of the above, you will receive printed reports.

NOTE: If you selected a package, you must answer Questions 2-4 below.

NOTE: Reports on CD-ROM do not include the Student Record Label.

- 2. Do you want Grade Equivalent scores printed on the Master List of Test Results w/Summary when they are included within a package? (Check One)

- YES
 NO

- Provide GE on ALL reports (where applicable)

NOTE: If you selected "Provide GE on ALL reports," Scaled Score will be eliminated from Student and Group Report.

- 3. Do you want Local Percentile Rank-Stanine and Local Normal Curve Equivalent scores printed on the Master List of Test Results w/Summary and the OLSAT Summary Report when they are included within a package? (Check One)

- YES
 NO

NOTE: If you did not answer Questions 2 or 3 or if you checked NO, then GE, L/PR-S, and L/NCE will NOT be printed on any package reports.

NOTE: Local norms are not recommended for groups of fewer than 100 students per grade.

- 4. Do you want to purchase the Lexile Measure™ for your report package? (Check One)

- YES
 NO

NOTE: See our current catalog for charges associated with the Lexile Measure.

