

**SDMT4 Red - Blue Levels
(Complete Battery)
Order for Scoring Services**

This *Stanford Diagnostic Mathematics Test* (SDMT) Order for Scoring Services (OSS) form may be used to request scoring services for SDMT multiple-choice test documents, or for multiple-choice plus free-response test booklets. Please contact our Scoring Center Hotline at 1-800-328-5999 for special instructions if you want only SDMT free-response test booklets scored.

Instructions for completing this *Stanford Diagnostic Mathematics Test* Order for Scoring Services (OSS) form are printed on both sides of this cover sheet. Additional information regarding specific reports and prices can be found in our current catalog. If you need additional help to complete your order, please contact your Measurement Consultant, or call Customer Service at 1-800-328-5999.

To use the attached order form, tear off the perforated tab and remove this cover sheet. The form contains a SERVICE BILLING COPY plus a CUSTOMER COPY.

To ensure prompt service, please complete all requested information in Parts I–IV. Be sure to include the SERVICE BILLING COPY in the first package of your shipment of answer documents to:

Pearson
905 W. Howard Lane
Austin, TX 78753

GENERAL INFORMATION

This Order for Scoring Services form has four parts. PART I provides the necessary background information to ensure accurate and prompt reporting services; PART II enables you to order the Basic Service; PART III enables you to order Optional Reports and Services; and PART IV provides the district name, school name(s), counts of groups and answer documents, mailing addresses, and the purchase order number.

Stanford Diagnostic Mathematics Test Score Abbreviations

- ◆ RS Raw Score (number of items answered correctly)
- ◆ 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
- ◆ PI Progress Indicator
- ◆ Local Norms — 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 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. (See our current catalog for any charge associated with the computation of Local Norms.)

COMPLETING PART I – BACKGROUND INFORMATION

To ensure prompt service that meets your reporting needs, you must answer the questions in PART I.

1. *Stanford Diagnostic Mathematics Test* meets special requirements by providing Empirical Fall, Empirical Spring, Interpolated Midyear (available Fall, 1996), and Other Interpolated (available Fall, 1996) (norms interpolated to the number of days of instruction) norms. If you tested within the regular fall, midyear, or spring norming periods, you should check either EMPIRICAL FALL, EMPIRICAL SPRING, or INTERPOLATED MIDYEAR and proceed to Question 2.

OTHER INTERPOLATED Norms can be ordered by using the INTERPOLATED NORMS TABLE located on page 2. Use either the calendar “DATES” column, or the “NUMBER OF DAYS OF INSTRUCTION” 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.

2. If you included any pre-identified documents (pre-slugged documents or scannable labels) in your order, you must check YES for Question 2.
3. To exclude a specific group of students within your order from your summary reports, you must check YES for Question 3. Also, 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) placed on top of the group to be excluded.
4. If free-response test booklets were administered and included in this order, you must check YES for Question 4.

COMPLETING PART II – BASIC SERVICE

As a rule, all reports will be produced by grade and level. If you have mixed forms/levels in a grade, summary reports will not provide raw score statistics (including clusters).

The Basic Service provides the following sets of reports:

◆ **Individual Diagnostic Report** (2 copies) routinely reports Raw Score (RS), Progress Indicator (PI), and National Percentile Rank and Stanine (N/PR-S) for each subtest. Raw Score and National Percentile Rank and Stanine are reported for the SDRT Total. You may indicate your choice of one or more additional score options, including Scaled Score (SS), Normal Curve Equivalent (NCE), and Grade Equivalent (GE) at no extra cost. Local Percentile Rank and Stanine (L/PR-S) is an extra cost option. If you choose this option on the Basic Service, the local PR-S you select on the other optional reports will appear at no additional cost.

A “Skills Analysis” measuring specific concepts is provided for each subtest. The Skills Analysis shows the number of questions the student answered correctly out of the number possible for each skill. A shaded oval indicates that the score is at or above the Progress Indicator cutoff score. The cutoff scores were established by the test developers and indicate whether or not students are sufficiently competent in the concept or skill to progress in the regular instructional program.

◆ **Class Summary Report** (2 copies) includes averages of the subtest and total scores presented on the Individual Diagnostic Report. For each skill, the report shows the number and percent of students who scored at or above the cutoff score, as well as those who scored below. The skills within each subtest are described, followed by a list of students in alphabetical order who are below the Progress Indicator (PI) cutoff score.

◆ **School and District Summary Report** (2 copies) shows averages for the subtests and SDMT Total in terms of the scores presented on the Individual Diagnostic Report. It also contains the number and percent of students scoring at or above the Progress Indicator cutoff score or below for each skill.

HOW TO ORDER BASIC SERVICE

SCORE CHOICES: You will automatically receive Raw Scores, Progress Indicators, and National Percentile Ranks and Stanines. Check the additional score types you wish to order.

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Printed in the United States of America

ISBN 015000241-6



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COMPLETING PART III – OPTIONAL REPORTS/SERVICES

NOTE: You must order the Basic Service before you can order Optional Services.

The Optional Services section contains additional reports and services.

♦ **Record Label** — This service provides one or more copies of a pressure-sensitive label for each student. Up to six scores may be selected. Labels are arranged in alphabetical order, and are designed for placement in a cumulative record folder.

HOW TO ORDER RECORD LABEL

NUMBER of COPIES: In the box preceding the report name, enter the number of copies you wish to order.

SCORE CHOICES: Check the score types you wish to order.

GROUPING: Select one grouping.

♦ **Group Roster with Summary** — This service provides a roster of students in alphabetical order and reports up to six scores. The report includes a page of summary statistics for all the scores you choose.

HOW TO ORDER GROUP ROSTER w/SUMMARY

NUMBER of COPIES: In the box preceding the report name, enter the number of copies you wish to order.

SCORE CHOICES: Check the score types you wish to order.

GROUPING: Check one or more 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. The price applies to each grouping selected. For example, if you ask us to produce a Group Roster with Summary by Class and by School, you will receive and be charged for two Group Rosters with Summary.

♦ **Student Data CD-ROM** — This service provides all available student scores and related indicative information. A copy of the Student Record Description will be provided with the CD-ROM.

HOW TO ORDER STUDENT DATA CD-ROM

Check the box preceding the report name.

♦ **Student Data Diskette** — This service provides all available student scores and related indicative information. Data are placed on 3½” diskettes in either IBM or Macintosh format. A copy of the Student Record Description will be provided with the diskette.

HOW TO ORDER STUDENT DATA DISKETTE

Check the box preceding the report name.

DISKETTE TYPE: Diskettes are available in IBM or MAC (Macintosh). Select one type.

NOTE: For MAC Student Data Diskette, you must also provide the name of the software you will use (e.g., Microsoft Works, Excel, etc.)

♦ **RETURN ALL ANSWER DOCUMENTS** — Answer documents are held for 60 days at our Scoring Center and then destroyed. Please see our current catalog for prices associated with return of answer documents. If you wish to have your answer documents returned, place a check mark in the box preceding the item.

♦ **SPECIAL INSTRUCTIONS** — Make entries in this section only if we have asked you to do so in response to your special requirements.

INTERPOLATED NORMS TABLE		
USE THIS NORMS PERIOD	No. of DAYS of INSTRUCTIONS	DATES
1	0-5	07/01 - 09/14
Empirical Fall*	6-30	09/15 - 10/15
4	31-41	10/16 - 10/31
5	42-52	11/01 - 11/15
6	53-60	11/16 - 11/30
7	61-71	12/01 - 12/15
8	72-75	12/16 - 12/31
9	76-85	01/01 - 01/15
Interpolated Midyear*	86-96	01/16 - 01/31
11	97-107	02/01 - 02/15
12	108-118	02/16 - 02/29
13	119-129	03/01 - 03/15
14	130-135	03/16 - 03/31
Empirical Spring*	136-160	04/01 - 04/30
17	161-171	05/01 - 05/15
18	172-182	05/16 - 05/31
19	183+	06/01 - 06/31
*Norming Dates		
Empirical Fall		
September 15 - October 15		
Interpolated Midyear		
January 16 - January 31		
Empirical Spring		
April 1 - April 30		

COMPLETING PART IV – DISTRICT INFORMATION

♦ In the box in the upper left portion of PART IV, 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 portion of PART IV, enter the date on which testing began.

♦ Enter the grades tested in the grid labeled “GRADES.”

NOTE: Grades should be listed low to high.

♦ Enter the *Stanford Diagnostic Mathematics Test* level and form under the appropriate grade. In the event you have tested more than one level or form at one grade, indicate “mixed” as the level/form.

NOTE: Multiple-choice documents and free-response test booklets of different forms and levels may **not** be mixed for individual students within the group.

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

NOTE: 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.

NOTE: If you administered free-response test booklets in combination with multiple choice test documents, enter only the number of multiple-choice test documents.

♦ 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 need more room to list the school names in PART IV, please use an additional PART IV form.

♦ 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.

♦ 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.

☞ **Your Purchase Order Number must be included on this form to ensure processing.**

♦ Sign and date the order.

FINAL INSTRUCTIONS

Remove the CUSTOMER COPY page and retain as your copy of the order. Include the SERVICE BILLING COPY in box 1 of your shipment of answer documents to:

Pearson
905 W. Howard Lane
Austin, TX 78753

Refer to the Interpolated Norms Table below if you are ordering OTHER INTERPOLATED Norms for Question 1 under Background Information.

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