



**Stanford Diagnostic
Reading Test**
Fourth Edition

Pink and Teal

**Screening Test
Order for Scoring Services**

This Order for Scoring Services (OSS) will be used for the *Stanford Diagnostic Reading Test, Fourth Edition-Screening Test (SDRT4-Screening Test)* for levels Pink and Teal. If you are testing both Reading and Mathematics Screening Tests, you must pack and ship the tests separately. A Reading Screening Test OSS must accompany the Reading Screening Test order and the order must be packed in a separate box with the SDRT4 *Reading Screening Test OSS* on top. A Mathematics Screening Test OSS must accompany the Mathematics order and the order must be packed in a separate box with the SDMT4 *Mathematics Screening Test OSS* on top.

NOTE: Students *must* take the screening test intended for their grade level in order for the Performance Level indicator to be meaningful.

Instructions for completing this Order for Scoring Services form are printed on both sides of this coversheet. 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 ensure prompt service, please complete all requested information in PARTS I-IV. Retain the Pink Customer Copy for your files and include the Yellow Service Billing Copy in box 1 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.

Score Abbreviations

- RS Raw Score (number of items answered correctly)
 - SS Scaled Score
 - 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 (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.
- *Estimated

COMPLETING PART I – BACKGROUND INFORMATION

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

1. This order must contain the SDRT4 *Reading Screening Test* Documents for levels Pink and Teal.
NOTE: The SDRT4 *Reading Screening Test* order must be packed and shipped separately with this SDRT4 *Reading Screening Test OSS*. The SDMT4 *Mathematics Screening Test* order must be packed and shipped separately with the SDMT4 *Mathematics Screening Test OSS*.
NOTE: You *cannot* combine SDRT4 Screening Test documents with SDMT4 Screening Test documents. You must separate the documents and complete an Order for Scoring Services form for each test.
NOTE: You cannot combine regular full length SDRT4/SDMT4 documents with the Screening Test. If you are testing regular SDRT4/SDMT4, you must use the regular SDRT4 or the SDMT4 Order for Scoring Services and send as a separate order.
2. The Stanford Diagnostic Screening Test meets special requirements by providing Empirical Fall and Empirical Spring norms. If you tested within the regular fall or spring norming periods, you should check either

EMPIRICAL FALL (9-15 to 10-15), or EMPIRICAL SPRING (4-1 to 4-30). The norming date closest to your test date is used.

3. If you included any pre-identified documents (pre-slugged documents or scannable labels) in your order, you must check YES for Question 3.
4. To exclude a specific group of students within your order from your summary reports, you must check YES for Question 4. 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.

COMPLETING PART II – BASIC SERVICE

Reports will be produced by grade and level. You *cannot* test out-of-level or have mixed levels in a grade. The Basic Service provides the following sets of reports:

• **Individual Report** (2 copies) routinely reports Raw Score (RS), Performance Level, and estimated National Percentile Rank and Stanine (N/PR-S) for the Total. You may indicate your choice of one or more additional score options, including Scaled Score (SS), estimated Normal Curve Equivalent (NCE), and Local Percentile Rank and Stanine (L/PR-S). A narrative is provided, indicating the student’s level of performance.

• **Group Report** includes averages of the total score requested on the Individual Report. The report shows the number and percent of students who scored at each performance level as well as a narrative describing the group’s performance levels.

HOW TO ORDER BASIC SERVICE

SCORE CHOICES: You will automatically receive Raw Score, Performance Level, and estimated National Percentile Rank and Stanine. Check additional score types you wish to order.

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COMPLETING PART III - OPTIONAL 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 five scores may be selected. Performance Level is automatically provided. 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 blank preceding the report name, enter the number of copies you wish to order.

SCORE CHOICES: Check the score types you wish to order, up to a maximum of five.

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 blank 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 Diskette or CD-ROM** — These services provide all available student scores and related indicative information. Data are placed on 3 1/2” diskettes in IBM format or CD-ROM. A copy of the Student Record Description will be provided.

HOW TO ORDER STUDENT DATA

Check the box preceding the service.

Summary Data Diskette or CD-ROM — These services are provided on diskettes or CD-ROMs containing summary information.

HOW TO ORDER SUMMARY DATA

In the Special Instructions section, state “Provide Summary Data on diskette,” or “Provide Summary Data on CD-ROM.”

• **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 or if you are ordering a Summary Data diskette or CD-ROM.

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 levels in the grid labeled “LEVELS.”
(Pink or Teal)

• 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.

- 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. (PO 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 PINK CUSTOMER COPY page and retain as your file copy of the order. Include the YELLOW SERVICE BILLING COPY in box 1 of your shipment of answer documents to:

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905 W. Howard Lane
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