Scoring Services Order Form (SSOF)

For use with:

- Canadian Achievement Tests, Third Edition (CAT·3)
- Canadian Test of Cognitive Skills (CTCS)

Please ensure you send your answer documents by a method that allows you to trace your shipment (e.g. Courier, Priority Post, Insured Mail).

To avoid errors and delays, please complete this form and enclose in carton #1 of your shipment.

Bill to: (please print or type)

Name

School

District

Address

City Province Postal Code

Ship to: (if different from billing address)

Name

School

District

Address

City Province Postal Code

Follow the steps below:

1. Tests administered: ☐ CAT·3 ☐ CTCS

2. Date testing was completed: _____ / _____ / _____
   day month year

3. Indicate the number of boxes you are shipping: _____

4. Is this your complete shipment? ☐ Yes ☐ No

5. Do you wish your answer documents returned? (shipping charges apply)
   ☐ Yes ☐ No

6. Contact person for this order _____

   Telephone Number (_____) _____

   E-mail _____

7. P.O. # _____
   (required if your district is paying)

8. Authorized Signature _____
   (The Authorized Signature above approves payment of a minimum of $50.)

9. Go to Page 2 to select reports to order and scores to be included.

10. Please contact CTC for reporting options if any of the Constructed-Response tasks in Writing or Mathematics was administered.

11. Fax a copy of the SSOF to CTC at
    1-905-513-6639
    Keep a copy of the SSOF for your records.

12. Ship your order along with the original SSOF to:

    CTC Data Centre
    80 Citizen Court, Suite 10
    Markham, ON L6G 1A7

    Mark clearly all boxes in your shipment 1 of n (total number shipped), 2 of n, etc. Include the original SSOF and all documentation in box #1 of your shipment.

CANADIAN TEST CENTRE
Educational Assessment Services

CAT·3 Reports Please check the reports you want printed

- ☐ Class Record Sheet (CRS)
- ☐ Student Test Record (STR)
- ☐ Parent Report (PR)
- ☐ Canstik Label (CSL)
- ☐ Objective Competency Report (OCR)
- ☐ School Administrator's Summary & Graphic Frequency Distribution (SADS)
- ☐ District Administrator's Summary & Graphic Frequency Distribution (DADS)
- ☐ Data CD (DCD)

Check which of the following scores are to be included in all your reports. If the scores vary by report, please give special instructions below.

Listed in order of their popularity:

- ☐ NP National Percentile
- ☐ NS National Stanine
- ☐ GE Grade Equivalent
- ☐ NCS Number-Correct Score
- ☐ SS Scale Score

For orders involving over 100 examinees per grade, we recommend LP and LS. Additional charges apply.

- ☐ LP Local Percentile
- ☐ LS Local Stanine

CTCS Reports Please check the reports you want printed

- ☐ Graphic Class Record Sheet (GCRS)
- ☐ Canstik Label (CSL)
- ☐ School Administrator's Summary & Graphic Frequency Distribution (SADS)
- ☐ District Administrator's Summary & Graphic Frequency Distribution (DADS)
- ☐ Data CD (DCD)

Check which of the following scores are to be included in all your reports. If the scores vary by report, please give special instructions below.

Listed in order of their popularity:

- ☐ CSI Cognitive Skills Index
- ☐ NPA National Percentile by Age
- ☐ NSA National Stanine by Age
- ☐ NPG National Percentile by Grade
- ☐ NSG National Stanine by Grade
- ☐ SS Scale Score

For orders involving over 100 examinees per grade, we recommend LP and LS. Additional charges apply.

- ☐ LP Local Percentile
- ☐ LS Local Stanine

CAT·3 & CTCS Combined Reports Please check the reports you want printed

- ☐ CAT·3 Class Record Sheet with Predicted Achievement or Congruency Scores & CTCS Class Record Sheet (CCRS)
- ☐ CAT·3 & CTCS Canstick Label (CCSL)*
- ☐ CAT·3 & CTCS Data CD (CDCD)
- ☐ CAT·3 Student Test Record (STR)
- ☐ CAT·3 Parent Report (PR)

* Please indicate a maximum of 5 CAT·3 scores and 5 CTCS scores to be included on the labels.

Check which of the following scores are to be included in all your reports. If the scores vary by report, please give special instructions below.

CAT·3 Scores

Listed in order of their popularity:

- ☐ NP National Percentile
- ☐ NS National Stanine
- ☐ GE Grade Equivalent
- ☐ NCS Number-Correct Score
- ☐ SS Scale Score

CTCS Scores

Listed in order of their popularity:

- ☐ CSI Cognitive Skills Index
- ☐ NPA National Percentile by Age
- ☐ NSA National Stanine by Age
- ☐ NPG National Percentile by Grade
- ☐ NSG National Stanine by Grade
- ☐ SS Scale Score

For orders involving over 100 examinees per grade, we recommend LP and LS. Additional charges apply.

- ☐ LP Local Percentile
- ☐ LS Local Stanine

Special Instructions: