

Scoring Services Handbook

Steps to Follow When Sending
Your Scoring Service Order

Canadian Test Centre

80 Citizen Court
Suite 10
Markham, ON L6G 1A7

Tel: 1-800-668-1006
Tel: 905-513-6636
Fax: 905-513-6639
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CANADIAN TEST CENTRE
Educational Assessment Services

Introduction

This Handbook will help you prepare your machine scoring service order with the CTC Data Centre. If you are hand scoring, please refer to the Administering Directions for Teachers.

The following forms can be downloaded from our website www.canadiantestcentre.com:

- ▶ School/Group List (S/GL)
- ▶ Scoring Services Order Form (SSOF) for CAT•4
- ▶ Scoring Services Order Form (SSOF) for CAT•3 and CTCS

The following ancillary materials can be ordered from CTC without charge:

- ▶ Group Information Sheets (GIS)
- ▶ Plastic packaging bags (reusable)

Questions

1.800.668.1006

or

905.513.6636

or

info@canadiantestcentre.com

Test Coordinator's Role

As the Test Coordinator, your tasks include the following:

Before Testing:

1. Order all needed materials before testing
2. Schedule the testing times
3. Distribute test materials and supplies
4. Ensure that examiners and proctors follow the administering directions

After Testing:

1. Collect test materials and supplies
2. Complete the School/Group List
3. Complete the Scoring Services Order Form (SSOF)
4. Pack the Answer Documents
5. Ship the answer documents to:

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

Please Note* You will find a more detailed description of the five steps involved on pages 6 and 7.

Teacher's Checklist

After testing, all Teachers should:

- Step 1** Check Physical Condition of Answer Documents

- Step 2** Check Answer Documents
(Reference Figure 1 for Sample **Student Information Grid** on page 11)

- Step 3** Complete the Group Information Sheet (GIS)
(Reference Figure 2 on page 12)

- Step 4** Insert Documents in a Plastic Bag
(Documents from different groups should not share the same bag)

- Step 5** Store and Secure Reusable Test Materials For Future Use

For more detailed instructions of these above steps, refer to page 5.

Instructions to Teachers



Step 1: Check Physical Condition of Answer Documents

The condition of the answer documents affects the accuracy of the results as well as the time required to process them. Please ensure that documents are without:






- ▶ staples and paper clips
- ▶ tears, folds, creases, bent corners
- ▶ pencil marks interfering with the preprinted timing tracks and page identifiers (along the sheet borders)

The only marks that should be on the documents are the responses and the identification data. Each response must be filled in using a regular pencil (HB or #2). Unwanted responses and stray marks should have been completely removed with a soft eraser, so as to leave the paper undamaged.

Examples of acceptable bubble marks:

centred and mostly covered	
completely covered	

Examples of unacceptable bubble marks:

space not covered	
space not covered	
space not covered	
centre not covered	
too light	

Step 2: Check Answer Documents

Check the Student Information Grid for completeness and accuracy (see Figure 1 on page 11.) Make sure that:

- ▶ The first and last names are printed and the corresponding bubbles darkened.
- ▶ If the name is too long, abbreviate or truncate it. (The name shown in the final reports will be the same as it appears here.)
- ▶ The Teacher Name and School Name are printed (may require abbreviation or truncation).
- ▶ Birth Date information is printed and bubbled accurately.
- ▶ Test Date information is printed.
- ▶ Gender, Grade and Test Level are bubbled in accurately.

- ▶ Student ID Number and Special Groups bubbles should only be used when the Test Coordinator has issued specific instructions to do so.
- ▶ For CAT-3 Levels 19/20 Mathematics Test, only one bubble for either Level 19 or Level 20 is filled in on page 2 of the answer sheet.

Step 3: Complete the GIS

The Group Information Sheet is a group header sheet. A “group” is typically a class but can also be made up of examinees from one or more classrooms belonging to the same grade who have taken the same level of a test.

A split class requires two GISs.

When completing the GIS (Refer to Figure 2 on pages 12-13):

- ▶ Print School District/City information in the space provided.
- ▶ Print and fill in the corresponding bubbles for Teacher Name, Grade and School Name.
- ▶ Provide a three-digit school number. If the school has a customary three-digit school number, use it. Otherwise assign a unique number, such as 001, 002, and so on.
- ▶ Indicate which tests have been administered.
- ▶ If only some (but not all) tests have been completed, fill in the appropriate bubble for each test.
- ▶ Print the Test Date (the final date of testing).
- ▶ Indicate the Number of Students tested.

Step 4: Insert Documents in a Plastic Bag

- ▶ Place answer documents belonging to the same group into a plastic packaging bag. Documents from different groups should not share the same bag.

Step 5: Store and Secure Reuseable Test

To ensure test security, store and secure reusable test materials for future use.

Test Coordinator's Checklist

After testing, all Coordinators should:

- Step 1** Collect Test Materials and Supplies

- Step 2** Complete the School/Group list
(Reference Figure 3 for School/Group List on page 14)

- Step 3** Complete the Scoring Services Order Form (SSOF)
(Reference Figure 4 for CAT•4 SSOF on page 15 and Figure 5 for CAT•3 SSOF on pages 16-17)

- Step 4** Pack the Answer Documents

- Step 5** Ship the Boxes

For more detailed instructions, refer to page 7.

Instructions to Coordinators

Step 1: Collect Test Materials and Supplies

- ▶ Ensure all teachers have checked and packed their answer documents and completed a GIS for each group of students

Step 2: Complete the School/Group List

The School/Group List (see Figure 3 on Page 14) accounts for all the “groups” from the same school. This information helps ensure that all answer documents have arrived and that the order is complete. When completing the School/Group List:

- ▶ Provide information pertaining to the District and School names, contact person, address and telephone number.
- ▶ Indicate the date testing was completed.
- ▶ List Teacher Name, Grade, Test Level and Number of Students Tested. Make sure that the Number of Students Tested matches the number of answer documents.
- ▶ Note split classes, special education and special procedures in the “Comments” column.
- ▶ Make a copy of the complete School Group List for your own records and include a copy with your order and send to CTC (fax 1-905-513-6639 or mail).

Step 3: Complete the Scoring Services Order Form (SSOF)

- ▶ The SSOF specifies which reports you wish to receive and other instructions you may want to give us. Please follow the directions printed on the order form.
- ▶ If you need assistance in completing this form, contact CTC at 1-800-668-1006.
- ▶ Send the completed copy with your order to CTC, placing it in box # 1 of your order along with the School/Group List(s). Make a copy of the completed SSOF for your records.

Step 4: Pack the Answer Documents

- ▶ Use only sturdy cartons that can withstand rough shipping. If necessary, use packing material to keep the answer documents secure.
- ▶ Arrange answer documents either by grade or by school. If either one is split into more than one carton, number the cartons sequentially.
- ▶ Place School/Group List(s) and the SSOF in the first carton.
- ▶ Number the cartons 1 of n, 2 of n, etc., with n representing the total number of cartons shipped.
- ▶ Print your district and city name on the side of each carton.
- ▶ Tape the cartons with reinforced packing tape.
- ▶ Address the labels appropriately, to:
CTC Data Centre
80 Citizen Court, Suite 10
Markham ON L6G 1A7

Step 5: Ship the Boxes

- ▶ Choose a method of shipment that is compatible with your location, time constraints and budget. Use a method that provides you with a proof of delivery.
- ▶ If courier or freight is not feasible and your shipment is of sufficient weight, use a trucking firm that ships directly and will guarantee a delivery date; request proof of delivery.
- ▶ Please note that shipping charges are your responsibility.

Benefits of Machine Scoring

The machine-scoring service provided by CTC's Data Centre in Markham offers you three main benefits:

- ▶ **Speed**—Because of high-speed optical scanners, computers and printers, you will receive your test results in 10 business days or less if your shipment is complete and in good condition. (For orders exceeding 1000 examines, please contact CTC regarding turn around times.) We also can offer express services (reports in PDF format sent electronically) when required.
- ▶ **Accuracy**—Reliability studies have shown this service to reflect the students' real performance on the test with precision.
- ▶ **Enhanced Format**—Data are presented in standardized ways that are most useful to the students, parents, teachers, schools and districts. You may view sample reports at our website www.canadiantestcentre.com

By preparing your answer documents properly, you can ensure the integrity of the results and that your order will not be delayed.

Understanding the Process of Machine Scoring

The following data processing steps are described to show you how important it is to make sure your documents arrive at CTC in good condition.

When receiving your shipment, the documents are unpacked and inventoried against Group Information Sheet(s) and School/Group List(s). The documents are sorted by test level and grade. Documents that are incorrectly grouped, collated or identified will need to be fixed before scanning can begin.

During scanning, the Group Information Sheet(s) and the answer documents are fed through an optical scanner, which recognizes the marks on both sides of the documents. As stray marks and blemishes to the black bars (timing tracks) that line the edges of the documents interfere with the scanning process, they must be erased. Also, any wrinkles or folds must be ironed out as much as possible.

A folded corner or a frayed edge with an answer document can cause a jam during scanning, just as it would with an office photocopier. Jams cause delays.

As the data are captured, the scanner records the marks it reads to a computer and the responses are checked against the appropriate scoring key. The data file is reviewed by a technician. If something is out of the ordinary, the technician will examine the answer documents and make the necessary changes. However this will add to the turn around time and may add to your cost.

When generating score reports, the computer will take the number-correct scores and calculate the various derived scores for the reports. They are then inspected and assembled for shipment.

List of Figures

Figure 1: Student Information Grid

L 10

Student Book

CANADIAN ACHIEVEMENT TESTS
FOURTH EDITION

Usual First Name										Last or Family Name										
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D
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F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J
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M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N
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P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R
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Group 10	<input type="radio"/>																																									

Optional Section
Please left justify all Student I.D. Numbers.

Optional Section
Complete only if you want to identify an examiner as a member belonging to a special group (e.g., ESL, Gifted, French Immersion). Contact CTC if you are unsure how to use this section.

SCORING SERVICES HANDBOOK 11

Figure 2: Group Information Sheet (GIS) Front

If you need to abbreviate the School Name, remember that the format used here will appear in the scoring reports.

School District / City _____

INCOMPLETE FORMS WILL BE SUBJECT TO ADDITIONAL CHARGES AND/OR DELAYS.


Teacher Name	Grade	School Name
<input type="radio"/>	1	<input type="radio"/>
<input type="radio"/>	2	<input type="radio"/>
<input type="radio"/>	3	<input type="radio"/>
<input type="radio"/>	4	<input type="radio"/>
<input type="radio"/>	5	<input type="radio"/>
<input type="radio"/>	6	<input type="radio"/>
<input type="radio"/>	7	<input type="radio"/>
<input type="radio"/>	8	<input type="radio"/>
<input type="radio"/>	9	<input type="radio"/>
<input type="radio"/>	10	<input type="radio"/>
<input type="radio"/>	11	<input type="radio"/>
<input type="radio"/>	12	<input type="radio"/>
<input type="radio"/>	other	<input type="radio"/>
<input type="radio"/>	School Number	<input type="radio"/>
<input type="radio"/>	0 0 0	<input type="radio"/>
<input type="radio"/>	1 1 1	<input type="radio"/>
<input type="radio"/>	2 2 2	<input type="radio"/>
<input type="radio"/>	3 3 3	<input type="radio"/>
<input type="radio"/>	4 4 4	<input type="radio"/>
<input type="radio"/>	5 5 5	<input type="radio"/>
<input type="radio"/>	6 6 6	<input type="radio"/>
<input type="radio"/>	7 7 7	<input type="radio"/>
<input type="radio"/>	8 8 8	<input type="radio"/>
<input type="radio"/>	9 9 9	<input type="radio"/>

GROUP INFORMATION SHEET

Test Date: _____
Month
Day

Province/Territory	Number of Students Tested	Special Groups
BC <input type="radio"/>	0 0 0	1 1
AB <input type="radio"/>	1 1 1	2 2
SK <input type="radio"/>	2 2 2	3 3
MB <input type="radio"/>	3 3 3	4 4
ON <input type="radio"/>	4 4 4	5 5
QC <input type="radio"/>	5 5 5	6 6
NS <input type="radio"/>	6 6 6	7 7
NB <input type="radio"/>	7 7 7	8 8
NL <input type="radio"/>	8 8 8	9 9
PE <input type="radio"/>	9 9 9	0 0

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CANADIAN TEST CENTRE
Educational Assessment Services

ISBN GIS1

If the group has 30 examinees, fill in bubbles corresponding to 030.

001-999 format

1-10 format

Group Information Sheet Back

CAT-4

Level								<input type="radio"/> 20 to 22	
<input type="radio"/> 10	<input type="radio"/> 11	<input type="radio"/> 12	<input type="radio"/> 13	<input type="radio"/> 14	<input type="radio"/> 15	<input type="radio"/> 16	<input type="radio"/> 17	<input type="radio"/> 18	<input type="radio"/> 19
MC <input type="radio"/> Reading <input type="radio"/> Word Analysis <input type="radio"/> Vocabulary <input type="radio"/> Writing Conventions <input type="radio"/> Mathematics <input type="radio"/> Computation	CR (marked by you) <input type="radio"/> Spelling <input type="radio"/> Response to Text <input type="radio"/> Writing <input type="radio"/> Math Processes	MC <input type="radio"/> Reading <input type="radio"/> Vocabulary <input type="radio"/> Writing Conventions <input type="radio"/> Spelling <input type="radio"/> Mathematics <input type="radio"/> Computation	CR (marked by you) <input type="radio"/> Response to Text <input type="radio"/> Writing <input type="radio"/> Math Processes	MC <input type="radio"/> Informational Reading <input type="radio"/> Literary Reading <input type="radio"/> Vocabulary <input type="radio"/> Writing Conventions <input type="radio"/> Spelling <input type="radio"/> Pre-Algebra <input type="radio"/> Algebra <input type="radio"/> Computation	CR (marked by you) <input type="radio"/> Response to Text <input type="radio"/> Writing				

Insight

Level	
<input type="radio"/> 1	<input type="radio"/> 2
<input type="radio"/> 3	
<input type="radio"/> Long-Term Storage and Retrieval <input type="radio"/> Fluid Reasoning <input type="radio"/> Crystallized Knowledge <input type="radio"/> Long-Term Storage and Retrieval Part 2	<input type="radio"/> Auditory Processing <input type="radio"/> Visual Processing <input type="radio"/> Short-Term Memory <input type="radio"/> Processing Speed

CAT-3

Level								<input type="radio"/> 19/20	
<input type="radio"/> 11	<input type="radio"/> 12	<input type="radio"/> 13	<input type="radio"/> 14	<input type="radio"/> 15	<input type="radio"/> 16	<input type="radio"/> 17	<input type="radio"/> 18		
MC <input type="radio"/> Reading/Language <input type="radio"/> Mathematics <input type="radio"/> Word Analysis <input type="radio"/> Vocabulary <input type="radio"/> Language/Writing Conventions <input type="radio"/> Computation	CR (marked by you) <input type="radio"/> Dictation <input type="radio"/> Writing <input type="radio"/> Math	MC <input type="radio"/> Reading/Language <input type="radio"/> Mathematics <input type="radio"/> Vocabulary <input type="radio"/> Spelling <input type="radio"/> Language/Writing Conventions <input type="radio"/> Computation	CR (marked by you) <input type="radio"/> Dictation <input type="radio"/> Writing <input type="radio"/> Math	MC <input type="radio"/> Reading <input type="radio"/> Language <input type="radio"/> Mathematics 19 <input type="radio"/> Mathematics 20 <input type="radio"/> Vocabulary <input type="radio"/> Spelling <input type="radio"/> Language/Writing Conventions <input type="radio"/> Computation	CR (marked by you) <input type="radio"/> Writing				

CTCS

Level	
<input type="radio"/> 1	<input type="radio"/> 2
<input type="radio"/> 3	<input type="radio"/> 4
<input type="radio"/> 5	
<input type="radio"/> Sequences <input type="radio"/> Analogies <input type="radio"/> Memory <input type="radio"/> Verbal Reasoning	

FORM NO. G-105691-CTC IP3 2405 999 5 4 3 2 1

Figure 4: CAT-4 Scoring Services Order Form (SSOF)

Scoring Services Order Form (SSOF)


Bill to: (please print or type)	Ship to: (if different from billing address)
Name _____	Name _____
School _____	School _____
District _____	District _____
Address _____	Address _____
City _____ Province _____ Postal Code _____	City _____ Province _____ Postal Code _____

Follow the steps below:


- 1 Date testing was completed: _____ / _____ / _____
day month year
- 2 Indicate the number of boxes you are shipping: _____
- 3 Is this your complete shipment? Yes No
- 4 Do you wish your answer documents returned? (shipping charges apply)
 Yes No
- 5 Contact person for this order _____
 Telephone Number (_____) _____
 E-mail _____
- 6 P.O. # _____
(required if your district is paying)
- 7 Authorized Signature _____
(The Authorized Signature above approves payment of a minimum of \$100.)
- 8 CAT-4 reports to order (please check):
 If you are unsure which reports/scores to order, please call CTC at **1-800-668-1006**.
 - Student Test Record (STR)
 - Parent Report (PR)
 - Canstik Label (CSL)
 - Class Record Sheet (CRS)
 - Objective Competency Report (OCR)
 - School Administrator's Summary (SADSUM)*
 - District Administrator's Summary (DADSUM)
 - School Item Analysis Report (SIAR)*
 - District Item Analysis Report (DIAR)
 - Trend Analysis Report (TAR)
 with data from (years: _____)
 - Data CD (DCD)* Order these reports only when the number of students by grade and level exceeds 10.
- 9 Select scores to be included in your reports.
 If the scores vary by report, please give special instructions below.
 - All scores except Scale Score (default)
 - The following scores only (listed in order of their popularity, 8 maximum):
 - NP National Percentile
 - NS National Stanine
 - RP Regional Percentile (new to CAT-4, no additional charge)
 - RS Regional Stanine (new to CAT-4, no additional charge)
 - LP Local Percentile (additional charge)[†]
 - LS Local Stanine (additional charge)[†]
 - GE Grade Equivalent
 - NCS Number-Correct Score
 - SS Scale Score† Local Scores are not recommended when a group has less than 100 students.

Give special instructions, if any:

- 10 Please contact CTC for reporting options if any of the following Constructed-Response tasks was administered: Writing, Response to Text, Math Processes.
- 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.



CTC
CANADIAN TEST CENTRE
Educational Assessment Services



CAT-4
CANADIAN ASSESSMENT TEST
CENTRE

SSOF-CAT-4 AUG09

CAT-3 Scoring Services

Order Form

Back

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 Canstik 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:



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