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
www.canadiantestcentre.com
e-mail: info@canadiantestcentre.com

CTC

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

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.

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.

001-999 format

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

1-10 format

School District / City

Teacher Name

Grade

School Name

School Number

GROUP INFORMATION SHEET

Test Date:

Month

Day

Province/Territory

Number of Students Tested

Special Groups

BC
AB
SK
MB
ON
QC
NS
NB
NL
PE

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Educational Assessment Services

ISBN GIS1

CAT·4

Level

| ⑩ | | ⑪ | | ⑫ | | ⑬ | | ⑭ | ⑮ | ⑯ | ⑰ | ⑱ | ⑲ | | ○ 20 to 22 |

MC	CR (marked by you)	MC	CR (marked by you)	MC	CR (marked by you)
○ Reading	○ Spelling	○ Reading	○ Response to Text	○ Informational Reading	○ Response to Text
○ Word Analysis	○ Response to Text	○ Vocabulary	○ Writing	○ Literary Reading	○ Writing
○ Vocabulary	○ Writing	○ Writing Conventions	○ Math Processes	○ Vocabulary	
○ Writing Conventions	○ Math Processes	○ Spelling		○ Writing Conventions	
○ Mathematics		○ Mathematics		○ Spelling	
○ Computation		○ Computation		○ Pre-Algebra	
				○ Algebra	
				○ Computation	

Insight

Level

| ① | ② | ③ |

○ Long-Term Storage and Retrieval	○ Auditory Processing
○ Fluid Reasoning	○ Visual Processing
○ Crystallized Knowledge	○ Short-Term Memory
○ Long-Term Storage and Retrieval Part 2	○ Processing Speed

CAT·3

Level

| ⑪ | | ⑫ | | ⑬ | | ⑭ | ⑮ | ⑯ | ⑰ | ⑱ | | ○ 19/20 |

MC	CR (marked by you)	MC	CR (marked by you)	MC	CR (marked by you)
○ Reading/Language	○ Dictation	○ Reading/Language	○ Dictation	○ Reading	○ Writing
○ Mathematics	○ Writing	○ Mathematics	○ Writing	○ Language	
○ Word Analysis	○ Math	○ Vocabulary	○ Math	○ Mathematics 19	
○ Vocabulary		○ Spelling		○ Mathematics 20	
○ Language/Writing Conventions		○ Language/Writing Conventions		○ Vocabulary	
○ Computation		○ Computation		○ Spelling	
				○ Language/Writing Conventions	
				○ Computation	

CTCS

Level

| ① | ② | ③ | ④ | ⑤ |

○ Sequences
○ Analogies
○ Memory
○ Verbal Reasoning

Figure 3: School/Group List

SCHOOL / GROUP LIST
(Please photocopy and distribute as needed)

District Name: _____

School Name: _____

Contact Person: _____

Address: _____

Town/Province: _____

Postal Code: _____

Telephone: _____

Testing Completed: _____ / _____ / _____
month   day   year

Please check the appropriate box:
- ☐ CAT·4
- ☐ CAT·3
- ☐ CTCS
- ☐ Other (please specify) _____

Please return completed test documents to:

CTC/Canadian Test Centre
80 Citizen Court, Suite 10
Markham, ON L6G 1A7
1-800-668-1006

Teacher Name (or Group Designation)	Grade	Test Level	# of Students Tested	Comments
Total				

CTC use only. Please do not write below this line.

Special Information	Order Number
	School Number

Photocopy completed form and send one copy with order and keep one for your files.

ISBN 1-55124-087-4

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

Scoring Services Order Form (SSOF)

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 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 $50.)

8 CAT-4 reports are available in either pdf ☐ **OR** hard copy ☐.
If you are unsure which reports/scores to order,
See reverse for descriptions or call CTC at **1-800-668-1006.**

☐ Student Test Record (STR)
☐ Parent Report (PR)
☐ Canstik Label (CANSTIK)
☐ Class Record Sheet (CRS)
☐ Objective Competency Report (OCR)
☐ School Administrator's Summary (SADSUM)*
☐ School Item Analysis Report (SIAR)*
☐ School Trend Analysis Report (STAR)*
    with data from (years: _____)
☐ District Administrator's Summary (DADSUM)
☐ District Item Analysis Report (DIAR)
☐ District Trend Analysis Report (DTAR)
    with data from (years: _____)
☐ Data CD (DCD) text file
☐ Data CD converted to CSV/Excel (additional charge)
* Order these reports only when the number of students
  by grade and level exceeds 10.

9 Select scores to be included in your reports. (See reverse for descriptions.)
If the scores vary by report, please give special instructions below.

☐ **Defult Scores** (no additional charge):
    - NP National Percentile
    - NS National Stanine
    - RP Regional Percentile (new to CAT-4)
    - RS Regional Stanine (new to CAT-4)
    - GE Grade Equivalent
    - NCS Number-Correct Score

☐ SS Scale Score

† Local Scores are not recommended when a group has fewer than 100 students.

☐ LP Local Percentile (additional charge)†
☐ LS Local Stanine (additional charge)†

10 Email or Fax a copy of the SSOF to CTC at
Email: info@canadiantestcentre.com
Fax: 1-905-513-6639
Keep a copy of the SSOF for your records.

11 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.

12 Select method for shipment of reports:
☐ **Expedited Canada Post**   (least expensive)
☐ **Express Canada Post**   (moderate)
☐ **Purolator (Ground/Air)** (most expensive)

Give special instructions, if any:

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Educational Assessment Services

CAT·4

SSOF-CAT-4 JAN 2014

Figure 5: CAT·3 Scoring Services Order Form (SSOF) Front

Scoring Services Order Form (SSOF)

CAT·3   CTCS

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 $100.)

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.

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SSOF-CAT-3 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 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: