

Bill to:

Name _____
 School _____
 District _____
 Address _____
 City _____ Province _____ Postal Code _____

Ship to: (if different from Billing address)

Name _____
 School _____
 District _____
 Address _____
 City _____ Province _____ Postal Code _____

Follow steps (1-10) below to complete your order:

- 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? Yes No
 (shipping charges apply)
- 5** Contact person for this order _____
 Phone: _____ Email: _____
- 6** P.O. # _____
(required if your district is paying)
- 7** Authorized Signature _____
(The Authorized Signature above approves payment of a minimum of \$50.)

8 Choose your *Insight* PDF Reports (without *Insight* logo):

For more information about *Insight* reports, please visit:
www.canadiantestcentre.com/INSIGHT or call 1-800-668-1006.

- PDF Interpretive Report for only top/bottom _____ % of students
- PDF District List Report with students sorted: alphabetically or high to low
- PDF School Summary Report
- PDF School List Report with students sorted: alphabetically or high to low
- PDF Class Summary Report
- Student Data CD

Select index scores to report:

- IAS gI ITI IMPI All Scores

Insight Paper Reports (Optional):

Fill in this section **ONLY** if you would like to receive a paper version of your *Insight* Reports. Additional charges will apply.

- Paper Interpretive Report
- Paper District List Report
- Paper School Summary Report
- Paper School List Report
- Paper Class Summary Report
- Student Sticky Labels

9 Email or Fax a copy of the SSOF to:

Email: info@canadiantestcentre.com
 Fax: 1-905-513-6639

10 Ship your order along with the SSOF to:

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

If you administered both *Insight* and CAT4 to the same students, and coded Student ID Numbers on all the answer documents, you can also receive the Ability-Achievement Discrepancy Report. However, to receive this report, you must order the CAT4 Data CD.

Ability-Achievement Discrepancy Report

Choose your CAT4 Reports:

CAT4 reports can be ordered either as

- PDF **OR** as hardcopies

For more information about CAT4 reports, please visit:
www.canadiantestcentre.com/CAT4 or call 1-800-668-1006.

- Student Test Report (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)**
- Excel (additional charges)**

* Order these reports only when the number of students by grade and level exceeds 10.

Select scores to report:

If the scores vary by report, please give special instructions below.

- All Scores except Scale Scores (default)

The following scores only (no additional charges)

- NP National Percentile
- NS National Stanine
- RP Regional Percentile (new to CAT4)
- RS Regional Stanine (new to CAT4)
- GE Grade Equivalent
- NCS Number-Correct Score
- SS Scale Score
- LP Local Percentile (additional charges)[†]
- LS Local Stanine (additional charges)[†]

[†] Local Scores are not recommended when a group has fewer than 100 Students.

Special Instructions