## **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.

| Pill to:   |  |
|--|--|
| Bill to: (please print or type)  | Ship to: (if different from billing address)   |
| Name   | -  |
|  | Name   |
| School   | Cabasi   |
| District   | School   |
| ÷  | District   |
| Address  | Address  |
| City Province Postal Code  |  |
|  | City Province Postal Code  |
| ollow the steps below:   |  |
| 2 Date testing was completed://  | and scores to be included.  Please contact CTC for reporting options if any of the Constructed-Response tasks in Writing   |
| 6 Contact person for this order  | Fax a copy of the SSOF to CTC at   |
| Telephone Number ()  | 1-905-513-6639  Keep a copy of the SSOF for your records.  |
| E-mail   |  |
|  | Ship your order along with the original SSOF to:   |
| P.O. # (required if your district is paying)                                 | CTC Data Centre  |
|  | 100 Leek Crescent, Unit 10<br>Richmond Hill, ON L4B 3E6  |
| 8 Authorized Signature (The Authorized Signature above approves payment of a | minimum of \$50.)  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. |

| CAT-3 Reports Please check the reports you want printe  | d  |   |
|---|--|---|
| □ 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  | 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)  CAT-3 & CTCS Combined Reports Ple                                    | 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  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 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  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:   |  |   |