

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
100 Leek Crescent, Unit 10
Richmond Hill, ON L4B 3E6

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.

