

# Scoring Services Order Form (SSOF)



**Bill to:** (please print or type)

**Ship to:** (if different from billing address)

Name \_\_\_\_\_

School \_\_\_\_\_

District \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Province \_\_\_\_\_ Postal Code \_\_\_\_\_

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.

- Student Test Record (STR)
- Parent Report (PR)
- Canstik Label (CANSTIK)
- Class Record Sheet (CRS)
- Objective Competency Report (OCR)
- School Administrator's Summary (SADSUM)\*
- Gender School Administrator's Summary (GSADSUM)\*
- School Item Analysis Report (SIAR)\*
- School Trend Analysis Report (STAR)\*  
with data from (years: \_\_\_\_\_)
- District Administrator's Summary (DADSUM)
- Gender District Administrator's Summary (GDADSUM)
- 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)

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

- Default 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@canadianestcentre.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 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.

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:

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

	REPORTING LEVEL				TYPES OF SCORES	
	Individual Student Scores	Class Summary Scores	School Summary Scores	District Summary Scores	Norm - Referenced Information	Criterion - Referenced Information
STR	•				•	•
PR	•				•	•
CANSTIK	•				•	
CRS	•	•			•	
OCR	•	•				•
SADSUM			•		•	•
SIAR			•		•	
STAR			•		•	
DADSUM				•	•	•
DIAR				•	•	
DTAR				•	•	
DCD	•				•	•

### Norm-Referenced Information

	PERCENTILE	STANINE	GRADE EQUIVALENT
WHAT IT IS	How student's score compares to the scores of other students in the same reference group	Each percentile rank is placed in one of nine categories	Estimate of student's grade-level functioning on a given test
REFERENCE GROUPS	National (NP) Regional (RP)* District (LP)	National (NS) Regional (RS)* District (LS)	National (GE)
POSSIBLE SCORES	(low) 1 to 99 (high)	(low) 1 to 9 (high)	K to 12
WHY IT IS USEFUL	Shows precisely how a student is performing in comparison with others at the same grade	Provides quick and simple information	Shows a student's progress from year to year
WHY IT CAN BE CONFUSING	It is so precise that variations are bound to occur, partly from chance	Is only sensitive to very large changes in student performance	Grade equivalent does not indicate that the student should be moved up or down to another grade

\* available for Western Canada, Ontario, and Atlantic Canada

### Criterion-Referenced Information

	OBJECTIVE SCORE
WHAT IT IS	Indication of whether a student's score for a test objective meets grade-level expectations
WHY IT IS USEFUL	Classifies student performance independently of how other students did on the test objective
WHY IT CAN BE CONFUSING	Student performance classification for an objective is based on only a subset of test items, so classification will be influenced by chance to some degree. However, summary information at the class, school, district levels are much more stable.