

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 905.513.6636.

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

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 905.513.6636.

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