



Logramos
TERCERA EDICIÓN

ORDER FORM FOR RIVERSIDE SCORING SERVICE

Logramos® Third Edition

Expedited Scoring Service

See information on page 2 to request 5-day expedited scoring turnaround.

Request is at an additional cost and must be prescheduled.

If request for expedited scoring has been scheduled and approved by HMH Customer Experience, check box here.

Location Name(s) For Reports

Test Date**

_____ Are you part of a Public School System or Private School Group?
 _____ System or Group Name _____
 _____ Are you an Independent School? Please enter your building name in the **Building Name** section below.

Month	Day	Year

Ship To** Do not use a P.O. box.	Bill To	Other Information
Contact Name	Contact Name	# of Packages Shipped
Title	Title	Phone #
System/School	System/School	E-mail**
Address	Address*	Purchase Order #
By signing, I agree to Houghton Mifflin Harcourt's Privacy Policy, Terms of Use and Terms & Conditions. *		
City State Zip	City State Zip	Signature
Country	Country	Minimum charge of \$150 per scoring order.
Do these scores need to be merged into a previous order with the same Test Date? If yes, please indicate Order Number: _____	Do locally scanned answer documents need to be merged and reported? Yes _____ No _____	If yes, please indicate your DataManager Test Event Name (only 1 per OSS): _____
		Do you want your documents returned? Additional fee plus shipping and handling. Yes _____ No _____

Enter the names of buildings and the number of answer documents per grade in the double diamond rows below.

Answer Document Count by Grade

Building Name**	K	1	2	3	4	5	6	7	8	Total
◆◆										
Riverside Scoring Service use only										
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Riverside Scoring Service use only										
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Riverside Scoring Service use only										
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Riverside Scoring Service use only										
◆◆										
Riverside Scoring Service use only										
Total Answer Document Count by Grade for This Page										

Ship answer documents to HMH SCORING SERVICE®, Logramos, Third Edition, 761 District Drive, Itasca IL 60143-1319

HMH CUSTOMER EXPERIENCE (800) 323-9540

◆◆ Fields marked with a double diamond are required.

Answer documents for Logramos® Form A or Second Edition must be packed separately from answer documents for Logramos® Third Edition.

*Terms and Conditions located at <http://www.hmhco.com/common/terms-conditions>

ORDERING

As you look through the list of available reporting options on this OSS, please refer to the helpful icons next to each option:



= indicates that this reporting option is primarily for home.



= indicates that this reporting option is primarily for teachers.



= indicates that this reporting option is primarily for administrators.

Be sure you select a combination of reporting options that meet the needs of all the key stakeholders at your institution. **Please note that the minimum charge for processing Scoring Service orders is \$150.00 per order form.** If your school or district requires a P.O., please attach it to this form.

Your local Assessment Account Executive will work with you to determine the best results-management program for your school system. If you have any questions, contact your local Assessment Account Executive or HMH Customer Experience at 800.323.9540.

SCORE ABBREVIATIONS

- | | |
|--------------------------------------|---|
| GE: Grade Equivalent | NS: National Stanine |
| LPR: Local Percentile Rank | RS: Raw Score |
| LS: Local Stanine | SS: Developmental Standard Score |
| NCE: Normal Curve Equivalent | USS: Universal Scale Score |
| NPR: National Percentile Rank | |

EXPEDITED SCORING SERVICE

Expedited processing may be requested for a 5-day turnaround (5 business days) from receipt of your scoring order at HMH's Riverside Scoring Center. Expedited processing is at an additional cost for your scoring order. Advanced scheduling for this special service is necessary.

- Basic scoring service including paper reports may be expedited for 5-day turnaround from receipt of materials at our facility to shipment of reports from our facility for a 10% surcharge.
- Paperless scoring plans, including web-based DataPlus with reporting in *DataManager*, may be expedited for 5-day turnaround from receipt of materials at our facility to web-based publishing of reports for a 15% surcharge.

Contact HMH Customer Experience at 800.323.9540 for more information and to schedule your expedited order.

Please follow these processing prioritization procedures when submitting your request.

- Contact Customer Experience to obtain the Customer Approved Priority Expedite (CAPE) form.
- Complete the CAPE form and e-mail it to HMH Customer Experience (RPC_Customer_Service@hnhco.com) to schedule expedited processing for your scoring order.
- Your Customer Experience Representative will return the CAPE form to you with scheduling confirmation.
- Include a copy of the completed, HMH approved, Customer Approved Priority Expedite (CAPE) form with your Order for Scoring Service (OSS) in Box 1 of your shipment.

Expedited orders must be confirmed with HMH Customer Experience and scheduled prior to shipping materials to Riverside Scoring Service.

STEP 1 NORM PERIOD

Norm Year for *Logramos* is 2014.
Norm Period for Logramos:
 Test dates 3/1–7/31 use “**Spring**”
 Test dates 8/1–11/30 use “**Fall**”
 Test dates 12/1–2/28 or 2/29 use “**Midyear**”

Interpolated (to week of testing): Interpolates the NPR, NS, and NCE if ordered.

Please note, Fall norms are not available for grade K. Midyear norms for K will be reported only for Level 5. Spring norms for K are reported for Level 5 and for Level 5/6.

STEP 2 SELECT GLOBAL OPTIONS FOR REPORTING

Composite Options

Exclude Math Computation when calculating Math Total in Core Composite and Complete Composite calculations (optional)

Include Extended LA Total (Word Analysis and Listening) in Core Composite and Complete Composite calculations (optional)

Report Groups and/or Total Exclusions

Exclude students coded in the ‘Office Use Only’ section (including students coded Z) from group averages

Do not print Program Descriptions (for example, Free/Reduced Lunch) on List of Student Scores and Student Score Labels

STEP 3 SELECT BASIC DATA PACKAGE OPTIONS

Basic Data Package (Paper Reporting as primary plan)
 Check the box above to receive the Basic Data Package as your primary reporting plan. Basic Data includes processing of answer documents and one copy of the List of Student Scores with Class, Building, and System Summaries, with Quartiles. You can customize your Basic Data reports by circling scores below. If no scores are circled, only the default scores (shown underlined and in bold) will be provided to you. If you circle any scores, only those scores will be reported.

Circle Logramos Scores to Report on List of Student Scores
 Circle up to 8 achievement scores. SS GE NPR NS RS NCE LPR LS (Student List Only)

Please check this box if you would like your Basic Data reports delivered as PDF files on a CD-ROM rather than on paper.

Additional copies of the List of Student Scores with Class, Building, and System Summaries (Scores reported will be the same as those selected above.)
 Write the number of additional copies by grade below:

All	K	1	2	3	4	5	6	7	8

SELECT DATAPLUS PACKAGE OPTIONS









DataPlus Package (Web Reporting as primary plan)
 Check the box above to receive the DataPlus Package as your primary reporting plan. DataPlus includes processing of answer documents and access to *DataManager*™ web reporting, including the Profile Narrative for each student tested. Profile Narrative reports are now available to you in *DataManager* as PDF files.

Circle Additional Achievement Scores to Report in *DataManager* Web Reporting (optional) LPR LS

OR

STEP 4

SELECT ADDITIONAL REPORTS (2 or more per grade indicates extra copies desired)

OUTPUT Select Paper or PDF	TYPE	CUSTOM SERVICES AND OPTIONS Order services by checking the box in front of the service and writing the desired number of copies per grade. Check boxes of all appropriate options and circle scores to report. Additional costs apply.	INDICATE NUMBER OF COPIES PER GRADE									CIRCLE SCORES TO REPORT Circle the scores you would like reported. If no scores are circled, only the default scores (shown underlined and in bold) will be provided to you. If you circle any scores, only those scores will be reported.	
			All	K	1	2	3	4	5	6	7		8
<input type="checkbox"/> Paper <input type="checkbox"/> PDF	 	<input type="checkbox"/> List of Student Scores (if different from Basic Data Package) <input type="checkbox"/> Grouped by CLASS with Class, Building, and System Summaries. <input type="checkbox"/> Grouped by BUILDING with Building and System Summaries. <input type="checkbox"/> Grouped by SYSTEM with System Summaries. Includes Quartile Information											Circle up to 8 achievement scores. <u>SS</u> <u>GE</u> <u>NPR</u> <u>NS</u> RS NCE LPR LS (Student List Only)
<input type="checkbox"/> Paper <input type="checkbox"/> PDF	 	<input type="checkbox"/> Profile Narrative <input type="checkbox"/> All English <input type="checkbox"/> All Spanish <input type="checkbox"/> English for students coded 1, Spanish for students coded 2 <input type="checkbox"/> Bar Graph <input type="checkbox"/> NPR <input type="checkbox"/> LPR <input type="checkbox"/> Confidence Bands <input type="checkbox"/> Show Reading Total											NPR is always reported. Circle up to 4 additional scores. SS GE NCE NS LPR LS
<input type="checkbox"/> Paper <input type="checkbox"/> PDF	 	<input type="checkbox"/> Individual Performance Profile <input type="checkbox"/> Bar Graph <input type="checkbox"/> NPR <input type="checkbox"/> LPR <input type="checkbox"/> Confidence Bands Lower graph reports performance by Skill Domains/Cognitive Levels. Difference Graph comparing Percent Correct achieved between Group and Nation											NPR or LPR are reported. Circle up to 4 additional scores. <u>SS</u> <u>GE</u> <u>NPR</u> <u>NS</u> NCE LPR LS
<input type="checkbox"/> Paper <input type="checkbox"/> PDF	 	<input type="checkbox"/> Group Performance Profile Includes Class, Building, and System Summaries. Upper Bar Graph reports NPR of Average SS for Tests. Lower graph reports performance by Skill Domains/Cognitive Levels. <input type="checkbox"/> Difference Graph comparing Percent Correct achieved between Group and Nation <input type="checkbox"/> Percent of Students in Group in Low, Medium, and High Percent Correct scoring ranges											NPR and Percent Correct are reported. Circle up to 4 additional scores. <u>SS</u> <u>GE</u> <u>NS</u> NCE

STEP 4 – CONT'D

SELECT ADDITIONAL REPORTS

OUTPUT Select Paper or PDF	TYPE	CUSTOM SERVICES AND OPTIONS Order services by checking the box in front of the service and writing the desired number of copies per grade. Check boxes of all appropriate options and circle scores to report. Additional costs apply.	INDICATE NUMBER OF COPIES PER GRADE									CIRCLE SCORES TO REPORT Circle the scores you would like reported. If no scores are circled, only the default scores (shown underlined and in bold) will be provided to you. If you circle any scores, only those scores will be reported.	
			All	K	1	2	3	4	5	6	7		8
<u>Label</u>		<input type="checkbox"/> Student Score Label 9" wide x 1" high label size.											Circle up to 7 scores. SS GE NPR NS NCE LPR LS
<input type="checkbox"/> <u>Paper</u> <input type="checkbox"/> PDF	 	<input type="checkbox"/> Group Item Analysis Includes Class Item Analysis. <input type="checkbox"/> Also include the Building Item Analysis. <input type="checkbox"/> Also include the System Item Analysis.											Percent Correct is reported.
<input type="checkbox"/> <u>Paper</u> <input type="checkbox"/> PDF		<input type="checkbox"/> Class Item Response Record											Percent Correct is reported.
<input type="checkbox"/> <u>Paper</u> <input type="checkbox"/> PDF	 	<input type="checkbox"/> Individual Longitudinal Report Minimum of 2 test administrations required. Up to 5 historical test administrations are automatically reported. NPR with Longitudinal Line Graph is reported, unless SS/Estimated SS is selected. SS/Estimated SS is plotted on an Estimated Growth Line Graph. Estimated growth line is determined from the first reported administration to the most recent administration.											NPR or SS/Estimated SS are reported. Select 1 additional score (to be reported with NPR, and plotted on the Longitudinal Line Graph): GE SS NCE
<input type="checkbox"/> <u>Paper</u> <input type="checkbox"/> PDF	 	<input type="checkbox"/> Group Longitudinal Report Minimum of 2 test administrations required. Up to 5 historical test administrations are automatically reported. NPR with Longitudinal Line Graph is reported. Check 1 Longitudinal Type. <input type="checkbox"/> Consecutive Grades, All Students <input type="checkbox"/> Same Grade, All Students											NPR is always reported. Select 1 additional score (to be reported with NPR, and plotted on the Longitudinal Line Graph): GE SS NCE
<input type="checkbox"/> <u>Paper</u> <input type="checkbox"/> PDF		<input type="checkbox"/> Administrator's Summary Report Minimum of 100 students recommended for optimal report interpretation. <input type="checkbox"/> Grouped by BUILDING with Building and System Summaries. <input type="checkbox"/> Grouped by SYSTEM with System Summaries.											NPR and SS are reported. Circle up to 4 additional scores. RS GE NCE NS
<u>CD-ROM</u>		<input type="checkbox"/> Student Data on CD-ROM Windows®/Macintosh®											Check 1 file format. <input type="checkbox"/> ASCII Fixed-width <input type="checkbox"/> ASCII Comma-delimited <input type="checkbox"/> ASCII Tab-delimited <input type="checkbox"/> ASCII Pipe-delimited Circle up to 2 additional scores. LPR LS

In submitting an Order for Scoring Service, you are granting Houghton Mifflin Harcourt permission to use and disclose assessment results data for research purposes, in an aggregate format where data concerning individual students, teachers, schools or districts will not be identified or derived. Please refer to page 8 of your *Riverside Scoring Service Ordering Instructions* for more information.