HMH SCORING SERVICE®

HMH Scoring Service®
Ordering Instructions

- **The Iowa Tests® Forms A, B, and C**

- *Cognitive Abilities Test™ (CogAT®) Form 6*

THE
IOWA TESTS®
Measurement You Can Trust™

CogAT®

Houghton
Mifflin
Harcourt

Contents

Introduction

Managing assessment results to inform classroom instruction is by far the most beneficial aspect of an effective assessment program. Teachers need information about the relative strengths and weaknesses of their students and classes so that they can select the most appropriate instructional techniques and educational materials, as well as communicate important information to parents. Likewise, students need to understand their own strengths and weaknesses so that they can target skills that may need additional development outside of the classroom. Administrators also benefit from an effective assessment program because achievement data can help identify where they can best support teachers as they help students learn and where professional development resources may be needed.

Getting Started

HMH Scoring Service offers a comprehensive portfolio of results–management tools including paper reports, CD-ROM/web-based analysis tools, and local scoring solutions to help your school system get the most out of its assessment program. Our Scoring Packages streamline your scoring services order by providing you with a pre-set combination of valuable score reporting services. In addition, if you would like to hand-pick your reporting services, our flexible services can be customized to meet your needs. If you need a copy of either order for scoring services (OSS) for the Scoring Packages or to create a customized reporting program, please contact HMH Customer Experience or visit http://www.hmhco.com/hmh-assessments/achievement/itbs#scoring-services.

Now that you have finished testing, carefully review each topic on the next several pages to ensure your scoring order is processed quickly and accurately. If you have any questions, your local Assessment Account Executive will work with you to determine the best results-management program for your school system. For a listing of consultants in your area, visit http://hmhco.force.com/replocator or contact HMH Customer Experience at 800.323.9540.

Selecting Your Primary Reporting Plan

The first step in ordering your score reports is selecting a primary reporting plan. All customers that have their tests scored at HMH Scoring Service must select a primary reporting plan, which covers processing and scoring of answer documents and provides an initial set of reports for you to review your assessment results. You have three options for your primary reporting plan: Basic Service Plan, Paperless Plan, or Scoring Packages Plan.

Scoring Packages Plan - Use Scoring Packages OSS

The Scoring Packages Plan offers a choice of four separate predefined packages, each of which places a special emphasis on reporting data that is most important to certain stakeholders. Each Scoring Package includes processing of answer documents, a copy of the List of Student Scores with Summaries, and access to *Interactive Results Manager*™, the web-based reporting and data analysis tool. Additionally, each Scoring Package contains a specially selected set of score reports and student labels that are most relevant to the stakeholder group (i.e., Classroom or Administrator). In Steps 4 and 5 of the Scoring Packages OSS, select the scoring package scores, and optional reporting services you would like in your scoring order. Default scores are underlined and in bold. Note that some options carry an additional fee.

Basic Service Plan - Use Customized OSS

The Basic Service Plan includes the processing and scoring of answer documents and one paper copy of the List of Student Scores with Class, Building, and System Summaries. The Basic Service Plan is available with The Iowa Tests, *CogAT*, and combined Iowa Tests/*CogAT* reporting. Basic Service is automatically included and billed with your order unless you indicate you would prefer the HMH Paperless Plan or the Scoring Packages Plan.

Paperless Plan - Use Customized OSS

For school systems interested in eliminating paper reports, the HMH Scoring Service offers a Paperless Plan for The Iowa Tests Forms A, B, and C, *CogAT* Form 6, and combined Iowa Tests/*CogAT* reporting. The Paperless Plan includes processing and scoring of answer documents, one copy of the Profile Narrative for each student tested delivered to you on CD-ROM as an Adobe Acrobat PDF file, and access to your assessment results through *Interactive Results Manager* (*iRM*™), HMH's web-based data analysis tool.

Selecting Additional Scoring Services

Each primary reporting plan provides an overview of your students' assessment results, and each of the Scoring Packages Plans includes a pre-selected group of reports, but additional reports are sometimes needed to communicate information to other stakeholders.

Consider these questions when ordering your reports to help you make the most of your assessment program.

1)   Have I selected reports that provide diagnostic, skill-level information to teachers and administrators?
      Try the Individual and Group Performance Profile.

2)   Have I selected a report that will allow me to communicate test scores to parents in a meaningful, easy-to-read format?
      Try the Profile Narrative.

Selecting Additional Scoring Services (cont.)

3) Will I need reports to track students' growth over several years? *Try the Individual and Group Longitudinal Reports.*

4) Do I need reports on special populations or assessment data that can be disaggregated by program, race/ethnicity, or gender? *If you prefer paper reports, try the Coded Summaries. For more flexibility, try our web-based,* Interactive Results Manager.

5) Do I need a self-adhesive label to attach to my students' cumulative record folders? *Try Student Score Labels.*

6) Do I need a report to help school counselors identify potential vocational matches? *If you've administered* Interest Explorer, *the counseling Report is just what you need.*

7) Will I need a data file so that I can import test results into our Student Information System? *Order a copy of Student Data on CD-ROM.*

8) Would my district reading specialist benefit from a report geared specifically toward diagnosing students' strengths and weaknesses in reading? *The Primary Reading Profile was designed just for that purpose.*

While these questions do not cover all the possible scenarios you may encounter, they represent some of the more frequent reasons for ordering additional reports. The chart on page 12 can help you pick additional scoring services. Contact your local Assessment Account Executive or HMH Customer Experience at 800.323.9540 for a copy of the catalog.

Combined Reporting

When You Administer The Iowa Tests and *CogAT* Together

For school systems administering both The Iowa Tests Forms A, B, and C, and *CogAT* Form 6, combined reporting is available. Combined reporting may be ordered in four ways:

1. Submit combined answer documents for achievement and ability. This option does not require matching of answer documents and, thus, produces the most accurate reports.

2. Submit separate answer documents with barcode labels. This option produces accurate matches among the documents with barcodes.

3. Submit separate answer documents for achievement (*ITBS®* or *ITED®*) and ability (*CogAT*) under the same header sheets.

This option requires matching of answer documents. To ensure proper matching, each student's name, birth date, and gender must be gridded identically on both documents. Differences in coding this data may prevent the proper match of some answer documents.

When an achievement answer document (*ITBS* or *ITED*) and an ability answer document (*CogAT*) are matched, the student's demographic data is taken from the achievement document. When book 1 and book 2 of the machine-scorable version of the Level 9 *ITBS* are matched, the student's demographic data is taken from book 1.

4. Code a Standard Age Score (SAS) from a previous testing of *CogAT* into the Coded SAS Score/Field 1 section on the answer document. For example, suppose you have *CogAT* scores obtained in grade 3 for your students who are now in grade 4. To get combined reporting for your grade 4 students after they have taken the *ITBS*, you can code a grade 3 *CogAT* score onto a grade 4 *ITBS* answer document before the latter is sent in for scoring. The Coded SAS Score/Field 1 section may be coded with the student's SAS for either the Verbal, Quantitative, Nonverbal, or Composite SAS. Be sure to note on the OSS which score (Verbal, Quantitative, Nonverbal, or Composite) has been coded on students' answer documents. Also be sure to indicate the Norm Year with which the Coded SAS was scored. The coded score must have three digits. For example, if the student's Verbal SAS was 97, Coded SAS Score/Field 1 would be coded "097."

Your Order Form for HMH Scoring Service (OSS)

Two OSS forms are available. One includes Scoring Packages for Forms A, B and C of The Iowa Tests and Form 6 of *CogAT*. It greatly streamlines your assessment process by offering a pre-set grouping of scoring services. The other customized OSS includes options to customize your assessment program with a variety of reports and scores. Please visit http://www.hmhco.com/hmh-assessments/achievement/itbs#scoring-services or call HMH Customer Experience at 800.323.9540 to obtain a copy of either OSS. If you have any questions about the OSS contact your local Assessment Account Executive, HMH Customer Experience, or visit www.hmhco.com/HMHAssessments.

Basic Information

Page 1 of the OSS is where you record all of the basic information about your school system. Fill in the "System Name for Reports," "Test Date," "Ship To," "Bill To," and "Other Information" fields. Check the tests you have administered for each grade. Enter building names on every other line and indicate the answer document count by grade in the spaces provided. Please be sure to include your e-mail address in this area. Logins and passwords for *Interactive Results Manager* are emailed, and if there is no e-mail address on the OSS, your order could be delayed. **Fields marked with a double diamond on page 1 are required to process your order completely.**

Selecting Reports and Options

Step 1) Select Norm Year and Period

In this section, indicate the norm year and period you would like to use for scoring. With The Iowa Tests Forms A and B, you have two options for norm year, 2000 or 2005. For Form C, select 2005 norms. For *Cognitive Abilities Test*, scores are always based on 2005 norms unless the 2000 norm year is requested. Check the appropriate box on the OSS for the norm you would like to receive; the default is 2005 norms if no box is checked in Step 1. Be sure to check only one box.

Once you have selected a norm year, you will need to select a norm period. Check the appropriate box on the OSS for the norm period you would like to use. Be sure to check only one box. Your choices are:

- Fall (beginning of the school year through November 30)
- Midyear (December 1 through February 28/29)
- Spring (March 1 through the end of the school year)
- Interpolated (interpolated norms for The Iowa Tests provide normative data for the exact week you tested and are available if your score selections are NPR, NS, or NCE)

Step 2) Select Reporting Options

Review each Reporting Option carefully and select those you would like applied to your score reports. Reporting Options are applied to all paper reports you order from HMH Scoring Service. Options include:

- **Do not use Math Computation when calculating Total and Composite Scores.** *Math Computation is included in all reporting unless excluded with this option.*

- **Exclude students coded in Column Z from group averages (applies to all tests).** *Individual student scores will be provided, but these students will be excluded from all group summaries.*

- **Exclude students coded in Office Use from group averages.** *Individual student scores will be provided for all achievement subtests. Students who have subtests coded for exclusion on their answer document will have those subtests excluded from all group summaries. See the* Procedures for Supplemental Coding on Answer Documents *for instructions on how to code for subtest exclusion.*

- **Do not report ACT ®/SAT ® Scores grades 8–11.** *Predicted scores will not be reported at grades 9–11 for ITED and grade 8 of ITBS achievement testing if this option is selected. There is no extra cost to provide these predicted scores.*

- **Do not report Scores for Critical Thinking Skills scores.** *If selected, Critical Thinking Skills Scores will not be reported for achievement tests. These scores can appear on the Individual and Group Performance Profiles.*

- **Do not report School Norms.** *If not selected, school norms will print on the Class, Building, and System Summaries. For a definition of school norms, see your* Interpretive Guide for Teachers and Counselors.

- **Do not print Program Description on Lists of Reports and Student Score Labels.** *If not selected, program information, such as any special programs in which a student is enrolled, will print on the List of Student Scores and Student Score Labels.*

Step 3) Select The Iowa Tests/CogAT Combined Options

If your school system has administered both The Iowa Tests and *CogAT,* you will receive combined reports in your scoring package. Complete this section by selecting which *CogAT* score you would like used for prediction equations, the range you would like to suppress in difference equations, and whether you have coded SAS scores from a previous test administration on your answer documents or bar code file. See page 3 for more details on combined reporting.

FOR SCORING PACKAGES OSS

Step 4) SCORING PACKAGES OSS – Select Options for the List of Student Scores and iRM

Each Scoring Package includes processing of answer documents, a copy of the List of Student Scores with Summaries, and access to Interactive Results Manager. In Step 4 of the OSS, select scores and optional reporting services you would like in your scoring order. Default scores are underlined and bold. Note that some options carry an additional fee.

Step 5) SCORING PACKAGES OSS – Select Scoring Package

Select the specific Scoring Package you would like to order. Each of the four packages places a special emphasis in reporting data that's most important to certain stakeholders. After you have selected a package, please select the scores unique to a specific reporting service in that package. Default scores are underlined and in bold.

Step 6) SCORING PACKAGES OSS – Select Optional Services

While the Scoring Packages are designed to simplify ordering by offering a pre-set bundle of scoring services, you may still elect to add additional optional services. Be aware that additional reports include additional costs. If you would like to select a service not listed on the OSS, please contact HMH Customer Experience or your local Assessment Account Executive.

FOR CUSTOMIZED OSS

Step 4) CUSTOMIZED OSS – Select Basic Service or Paperless Plan

The Basic Service Plan includes processing of answer documents and one copy of the List of Student Scores with Class, Building, and System Summaries. You can customize your Basic Service Plan reports by choosing scores to report, up to 12 achievement scores and up to 2 additional CogAT scores. If no additional scores are circled, only the default scores will be provided to you. If you circle any scores, only those scores will be reported.

The Paperless Plan includes processing of answer documents, one copy of the Profile Narrative for each student tested, and passwords for the web-based data analysis reporting tool, Interactive Results Manager™ (iRM™). Profile Narrative reports will be sent to you on CD-ROM as PDF files. You can customize your Paperless Plan by circling scores and checking graphing options in Step 4 on the OSS. If you wish to customize the iRM in your Paperless Plan, please be sure to also check the options for iRM in Step 5 on the OSS. If no scores are circled, only the default scores will be provided to you. If you circle any scores, only those scores will be reported. Please make sure you include your email address on page 1 of the OSS to receive your IRM login credentials.

Step 5) CUSTOMIZED OSS – Select Additional Score Reports

Additional reports may be ordered for shipment from HMH Scoring Service. Use the grids in Step 5 to indicate which additional paper you need, whether delivered on paper in PDF format, scores to be reported, and numbers of copies needed per grade. A complete list of available score reports, their primary users, score types and default scores are on pages 11–13. Default scores for each report are listed in bold and underlined. If no score types are selected, only the default scores will be provided to you. If you circle any scores for a selected report, only those scores will be reported. Score labels, barcode labels for future testing, student data on CD-ROM, and access to IRM may also be ordered in Step 5. Please be aware that additional reports and options include additional costs to the Basic Service or Paperless plans.

Step 6) CUSTOMIZED OSS – Historical Reporting for Longitudinal Reporting

Be sure to fill out Step 6 if you checked "include longitudinal data" on any reports you selected in Step 5. Once your district has established an annual testing schedule, you can look for achievement patterns over several test administrations using longitudinal reports. If you selected the Student Snapshot, or Building and System Snapshot, you can order data from up to two previous test administrations. If you selected the Individual Longitudinal Report, Group Longitudinal Report, or iRM, you can order data from up to four previous administrations. For any longitudinal matching, it is imperative to keep the same District/Building Name and ID for each year of testing.

Preparing Answer Documents for Scoring

Before packing materials, check for the following

- If local norms are being ordered, all answer documents must be shipped in one order. If answer documents are not shipped in one order, late charges may apply.

- The name grid on each answer document must be marked correctly, or the scannable bar code label must be affixed properly.

- The date of birth must be coded correctly as month and year. This is especially important when *CogAT*, *ITBS/CogAT*, or *ITED/CogAT* documents are used.

- The form administered (A, B, C, or 6) is coded correctly on the student answer document.

- Responses have been marked as prescribed for all tests, and all stray marks have been erased.

- All Grade/Class Identification sheets have been marked correctly and indicating the number of answer documents, the grade for the group, and the form of the test administered. These sheets should be placed on top of each class group's stack of answer documents. This information is also found on the back of the Grade/Class Identification Sheet. See page 9 for an example.

- To prevent the book spines from bending, stack the machine-scorable test booklets in groups of five. Alternate the spines of the booklets, placing the stapled edge of the first group on the right and the stapled edge of the second group on the left. Continue alternating the remaining groups of five.

- Do not use paper clips, string, etc. to bind class or building groups together. Use of these or other devices may tear the edges of your documents or cause them to be unscannable.

- Remove all post-it notes and scratch paper from answer documents. Such items can result in processing delays.

- The Building Identification Sheet must be marked properly and placed on top of the stack for each building. Please refer to the sequence for assembled documents on page 9. This information is also found on the back of the Building Identification Sheet.

- It is possible to receive combined reporting by using separate answer documents (e.g., primary grade test booklets for *ITBS* and *CogAT*). To receive this service, both booklets for each class should be stacked together behind one Grade/Class ID sheet. All *CogAT* booklets should be stacked together, and all the *ITBS* booklets should be stacked on top of the *CogAT* booklets. If two Grade/Class ID sheets are used for a classroom, documents may not be matched properly.

Packaging Answer Documents

- Packaging all answer documents for a building in the same box is best for processing purposes. If this causes the box to become too heavy, rather than risk the box breaking open while in transit package the answer documents in consecutive boxes in your shipment.

- Use rigid, sturdy cartons to ship your materials. If you use two or more envelopes or small cartons, consider consolidating them into one sturdy carton to avoid separation and possible delay of part of your shipment.

- Pack the carton(s) well, using crushed or shredded paper on the sides of and between stacks. Do not leave space for documents to move within the box. If documents shift within the carton, they may be shuffled out of order and become damaged in shipment, possibly causing your order to be delayed.

- If you have one container, mark it "package 1 of 1" and include your OSS in the top of the box. Complete all requested information on the OSS to avoid processing delays.

- If you have more than one container to ship:

  - Identify the sequence of containers by writing "package 1 of _" on the first box, "package 2 of _"on the second box, etc.

  - Include the OSS in the container designated as "package 1 of _".

- Seal the containers securely so that the answer documents will not be lost. If you must split buildings, then use only one Building ID Sheet for this building and be sure the rest of the building's documents are in the next consecutive package.

- Ship your documents prepaid via a traceable carrier.

## Requesting Additional Scoring Service Materials

- The instructions for sending answer documents, the OSS, and the preaddressed mailing labels are all included in this package.

- As soon as you receive your answer documents, remove the identification sheets and put them in a safe place to use later for packaging.

- Check that you have enough of each of the Building and Grade/Class Identification Sheets needed to assemble your materials for shipment to the HMH Scoring Service.

- If you do not have all the necessary materials to package your answer documents and order your scoring services, you may request additional materials from HMH Customer Experience at 800.323.9540. The instruction sheets and OSS may be photocopied as needed. Building and Grade/Class Identification Sheets should not be photocopied because they will be scanned at the HMH Scoring Service.

Shipping Answer Documents

When planning your testing program, schedule enough time between test administration and post-test use of the results for HMH Scoring Service to process your answer documents and ship your reports. Once we receive your shipment, it may take up to 10 business days to process. If answer documents are not in processable condition when they arrive, results may be delayed beyond this time frame. Test results will be shipped to you via 2-day air unless otherwise specified.

Avoiding Processing Delays

- Typical processing time is 10 business days from the day HMH receives your documents.

- To avoid delays, carefully check your OSS and other forms.

- If any information is missing, unclear, or incorrect, HMH Scoring Service reserves the right to process the order using standard processing rules in order to avoid delays. If we must contact you for resolution, we cannot guarantee that reports will be shipped within the allotted time period.

- Ensure that each box has a Forms A, B, C, and/or 6 label. The absence of this label could delay your order.
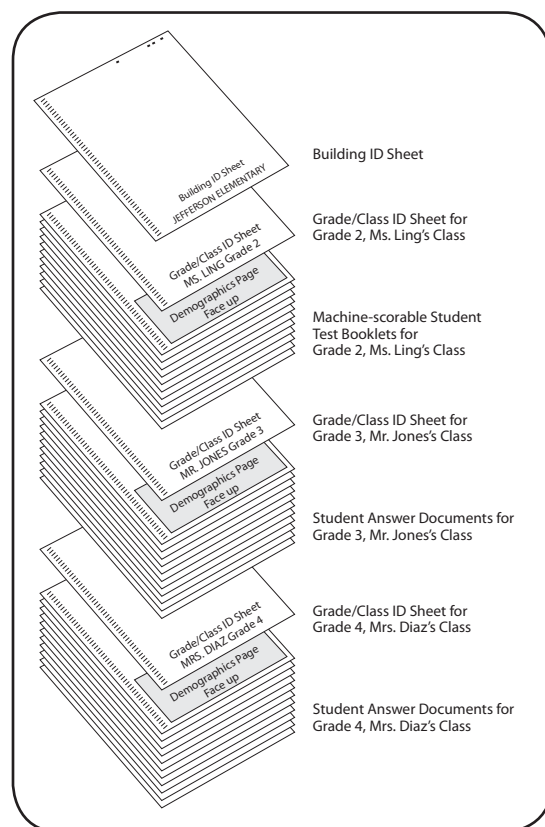
Organizing Answer Documents and Identification (ID) Sheets for Shipment

Expedited Scoring Services

Expedited processing may be requested for a 5-day turnaround (5 business days) from receipt of your scoring order at HMH Scoring Service. 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 with reporting in Interactive results, 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@hmhco.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 Customer Experience and scheduled prior to shipping materials to HMH Scoring Service.

HMH Scoring Service is committed to processing your expedited order to meet the promised 5-day turnaround time so that you can have your reports when they are needed. However, our ability to process your documents quickly is directly impacted by the condition in which they are received. Orders should be complete, properly organized and in good condition. Please carefully follow all of the guidelines outlined in these Ordering Instructions with respect to preparing, organizing, and shipping your documents to ensure maximum efficiency in processing your scoring order.

Unless otherwise instructed, ship answer documents, prepaid, to

HMH Scoring Service
Forms A, B, C, and 6
761 District Drive
Itasca, IL 60143-1319

Purchase Orders

If your school or district requires the use of a purchase order, be certain that the purchase order number is on your OSS under "other information." However, do not send the purchase order with your answer documents. *The purchase order cannot be used as a substitute for the OSS.*

Send the purchase order to:

Customer Experience Support—Assessments
Houghton Mifflin Harcourt
255 38th Avenue, Suite L
St. Charles, IL 60174

Inquiries about Scoring Service Orders

All report shipments should be checked immediately upon receipt. You must report errors within 30 days of receipt and the error must be determined to have resulted from an HMH technical issue to obtain corrections at no charge. If a customer action resulted in the error, there may be billable charges for the correction. To inquire about an order, please be ready with the order number printed on the score report on the top right-hand corner.

Direct requests for information about the status of scoring service orders to:

Customer Experience Support—Assessments
Houghton Mifflin Harcourt
255 38th Avenue, Suite L
St. Charles, IL 60174
Phone: 800.323.9540
Fax: 630.467.7192

Making Payments

Invoices for services and shipping and handling charges are normally mailed two to three weeks after the score reports have been sent to your school. If more rapid billing is required at the end of the budget year, please call Customer Experience with your purchase order and information about your order (e.g., date shipped, grades, services requested, etc.). Indicate when the billing statement must be received. Every effort will be made to fulfill your billing request. However, HMH is not responsible for fulfilling billing requests made on short notice.

Terms are net 30 days.

Send payments to:

> 14046 Collections Center
> Chicago, IL 60693

Copyright Restrictions

To produce score reports, HMH uses copyrighted tables. The provision of the data from these tables does not give or imply permission to replicate norms data listed on the reports or to derive or extract data from the norms or other copyrighted tables. Such replication without prior written permission from an officer of the company is a violation of copyright laws.

Special Scoring Services

In addition to the scoring services listed in the catalog, HMH has developed a variety of special services and special programs. Inquiries about the special scoring services and programs for counties, dioceses, and large-school units must be made at least three months before tests are administered.

Confidentiality of Reports

The distribution of reports or passwords for Internet-based reports to the appropriate people is the responsibility of the scoring service purchaser and user. The facilities used by HMH Scoring Service meet stringent government security regulations. HMH Scoring Service will not send reports or passwords to anyone inside or outside the school district without written authorization from the person to whom original results were sent or the person who signed the OSS.

Minimum Charges

Minimum charges are applied to some scoring services (e.g., disaggregated or system use reports). Minimum charges and prices are listed in the catalog. To avoid paying minimum charges and to obtain maximum data on your reports, do not ship answer documents for individual grades and buildings under separate order forms. Batch all district answer documents requiring the same services. The most common reason for minimum charges is split shipments of documents for classes, grades, or schools.

Return Policy

Scoring service reports, CD-ROMs, and disks are not returnable for credit.

Ordering Additional Reports after Original Processing (Late Service Requests)

Additional scoring services (Late Service Requests) may be requested after you receive your score reports. To obtain additional services after receiving your reports, you must:

- Call HMH Customer Experience at 800.323.9540.
- Provide the order number from your original order, report title(s), number of copies, and options for each grade(s).
- Provide a new purchase order for the services with complete "Ship To" and "Bill To" names and addresses.

Late Service Requests will be processed and shipped within 10 business days.

Quick Reference Chart—Score Report Availability by Product

This Quick Reference Chart helps you identify the scoring services available for each test.

SERVICES	ITBS	ITED	COGAT	ITBS/COGAT	ITED/COGAT
Ability Graphic Comparison			✓		
Achievement/Ability Graphic Comparison				✓	✓
Achievement Graphic Comparison	✓	✓			
Bar Code Labels for Future Testing	✓	✓	✓		
Building/System Comparison	✓	✓			
Building and System Snapshot	✓	✓	✓		
Class, Bldg., and System Summaries (Basic Service Report)	✓	✓	✓	✓	✓
Class Item Response Record	✓	✓			
Class Snapshot	✓	✓	✓		
Coded Summaries	✓	✓	✓		
Comparative Norms Summary	✓	✓			
Counseling Report	✓	✓			
Group Achievement Levels	✓	✓			
Group Diagnostic Report	✓	✓			
Group Evaluator's Summary	✓	✓	✓		
Group Frequency Distribution	✓	✓	✓		
Group Item Analysis	✓	✓			
Group List Ranked by Skill	✓	✓			
Group List Ranked by Test	✓	✓	✓		
Group Longitudinal Report	✓	✓			
Group Narrative Summary	✓	✓	✓		
Group Performance Profile	✓	✓			
Group Primary Reading Profile	✓				
Group Skills Analysis	✓	✓			
Group Summaries with Quartile Information	✓	✓			
Individual Longitudinal Report	✓	✓			
Individual Performance Profile	✓	✓			
Individual Primary Reading Profile	✓				
Interactive Results Manager	✓	✓	✓	✓	✓
List of Student Scores (Basic Service Report)	✓	✓	✓	✓	✓
List of Student Scores with 1992, 1995, or 2000 Norms	✓	✓			
Parent/Student Score Label	✓	✓	✓		
Profile Narrative	✓	✓	✓	✓	✓
Ranked List of Student Scores	✓	✓	✓		
ReportExpress Data File Output	✓	✓	✓		
HMH Assessment Data and Reporting Service	✓	✓	✓	✓	✓
Student Data on CD-ROM	✓	✓	✓		
Student Score Label	✓	✓	✓		
Student Snapshot	✓	✓	✓		

Quick Reference Chart—Score Reports and Their Users

This Quick Reference Chart lists the primary users of score reports with a ✓ and secondary users of the reports with an X.

SERVICES	STUDENTS	PARENTS	TEACHERS	ADMINISTRATORS
Ability Graphic Comparison			✓	✓
Achievement/Ability Graphic Comparison			✓	✓
Achievement Graphic Comparison			✓	✓
Bar Code Labels for Future Testing				✓
Building/System Comparison				✓
Building and System Snapshot				✓
Class, Bldg., and System Summaries (Basic Service Report)			✓	✓
Class Item Response Record			✓	X
Class Snapshot			✓	X
Coded Summaries			X	✓
Comparative Norms Summary			X	✓
Counseling Report	X	X	X	
Group Achievement Levels			✓	✓
Group Diagnostic Report			✓	✓
Group Evaluator's Summary				✓
Group Frequency Distribution				✓
Group Item Analysis			✓	✓
Group List Ranked by Skill			✓	X
Group List Ranked by Test			✓	X
Group Longitudinal Report				X
Group Narrative Summary				✓
Group Performance Profile			X	✓
Group Primary Reading Profile			✓	
Group Skills Analysis			✓	X
Group Summaries with Quartile Information			X	✓
Individual Longitudinal Report		✓	✓	X
Individual Performance Profile	X	✓	✓	
Individual Primary Reading Profile		✓	✓	
Interactive Results Manager			✓	✓
List of Student Scores (Basic Service Report)			✓	✓
List of Student Scores with 1992, 1995, or 2000 Norms			✓	✓
Parent/Student Score Label	✓	✓		
Profile Narrative	X	✓	✓	X
Ranked List of Student Scores			✓	✓
ReportExpress Data File Output				✓
HMH Assessment Data and Reporting Service				✓
Student Data on CD-ROM				✓
Student Score Label			✓	X
Student Snapshot	✓	✓	✓	X

Quick Reference Chart—Default Scores

This Quick Reference Chart identifies the default scores for each report. Default scores are indicated in ***bold underlined*** text on your Order Form for HMH Scoring Service (OSS).

REPORT	ACHIEVEMENT SCORES	ABILITY SCORES	PREDICTED SCORES
Achievement and/or Ability Graphic Comparison	NPR	APR	PNPR & NPR
Building/System Comparison	(Student Norms)	N/A	N/A
Building and System Snapshot	NPR and SS	APR, GPR, SAS	N/A
Class Item Response Record	N/A	N/A	N/A
Class Snapshot	NPR and SS	APR, GPR	N/A
Coded Summaries	SS, GE, NPR, NS, Standard Deviation	USS, SAS, APR, AS, GPR, GS	N/A
Comparative Norms Summary	SS, GE, NPR	N/A	N/A
Counseling Report	SS, NPR	N/A	N/A
Group Achievement Levels	Reports 4 achievement levels. Displays Totals for Reading, Math, and Science	N/A	N/A
Group Diagnostic Report	Percent correct	N/A	N/A
Group Evaluator's Summary	SS, GE, NPR, NS, NCE	USS, SAS, APR, AS, GPR	N/A
Group Frequency Distribution	SS	SAS	N/A
Group Item Analysis	Percent correct	N/A	N/A
Group List Ranked by Skill	Percent correct	N/A	N/A
Group List Ranked by Test	SS, GE, NPR	SAS, APR, GPR	N/A
Group Narrative Summary	GE	SAS	N/A
Group Performance Profile	SS, GE, NPR, NS	N/A	N/A
Group Primary Reading Profile	NPR	N/A	N/A
Group Skills Analysis	Percent correct	N/A	N/A
Group Summaries with Quartile Information	SS, GE, NPR, NS	N/A	PSS/SS/DIFF, PGE/GE/DIFF, PNPR/NPR/DIFF
Individual Performance Profile	SS, GE, NPR, NS	N/A	N/A
Individual Primary Reading Profile	NPR	N/A	N/A
Individual/Group Longitudinal Report	SS	N/A	N/A
List of Student Scores with Class, Building, and System Summaries (Basic Service Report)	SS, GE, NPR, NS	RS, USS, SAS, APR, AS, GPR, GS	PSS/SS/DIFF, PGE/GE/DIFF PNPR/NPR/DIFF
Parent/Student Score Label	NPR	N/A	N/A
Profile Narrative	NPR	APR, AS, GPR, GS	PNPR/NPR
Ranked List of Student Scores	SS, GE, NPR, NS	RE, USS, SAS, APR, AS, GPR, GS	PSS/SS, PGE/GE, PNPR/NPR
Student List with 1992, 1995, or 2000 Norms	SS, GE, NPR, NS	N/A	N/A
Student Score Labels	SS, GE, NPR, NS	RS, USS, SAS, APR, AS, GPR, GS	PSS/SS, PGE/GE, PNPR/NPR
Student Snapshot	NPR and SS	APR, GPR	N/A

Code Titles Form

System/Building Name _____

The primary use of this form is to assign titles to codes from the "Test Administrator Use Only" section of the answer documents in order to disaggregate scores on a Coded Summary report. This form may also be used to assign a title to any score report. You may copy this form as many times as necessary.

For each Coded Summary report, enter a title for the report in the "Title of Score Report" boxes (maximum 30 characters). In the blank to the right of these boxes, write the Service Name of the titled report. Repeat these steps in as many rows as necessary to include all the Code Titles desired for that report. You may want to begin a new form for each Coded Summary report.

Code Titles designate values within one "Test Administrator Use Only" area that will define the subgroups for disaggregation. Enter each Code Title in the boxes under the heading "Title of Code" (maximum 20 characters) below the title of the report on which it should appear. Next, circle the Area in which the value will be coded. Finally, write the assigned value in the blank that follows. You may use the same area/value combination with different Code Titles on different reports.

Example: The first pair of boxes below has been filled in for a school that wants to disaggregate a List of Student Scores with the title "Years in District," using the values 1–5 in Column A. The test administrator will use the same procedures for the values 2–5, remembering to enter the Title of Score Report and Service Name in the row above each of the five Code Titles.

Title of Score Report	Service Name
Y E A R S I N D I S T R I C T	**List of Student Scores**

Title of Code	Area (circle one)	Value
1 S T Y E A R I N D I S T R I C T	Code (A) B C D E F G H I J K L M N O P Z	**1**

Title of Score Report	Service Name

Title of Code	Area (circle one)	Value
	Code A B C D E F G H I J K L M N O P Z	_____

Title of Score Report	Service Name

Title of Code	Area (circle one)	Value
	Code A B C D E F G H I J K L M N O P Z	_____

Title of Score Report	Service Name

Title of Code	Area (circle one)	Value
	Code A B C D E F G H I J K L M N O P Z	_____

Title of Score Report	Service Name

Title of Code	Area (circle one)	Value
	Code A B C D E F G H I J K L M N O P Z	_____

Title of Score Report	Service Name

Title of Code	Area (circle one)	Value
	Code A B C D E F G H I J K L M N O P Z	_____

NOTES:

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