



ORDER FORM FOR HMH[®] SCORING SERVICE

Gates-MacGinitie Reading Tests[®], Fourth Edition, Forms S and T

HMH Use Only

Data Set ID

System Name for Reports*

Missing system name defaults to city name.

Test Date*

Month Day Year

Date Received

Attachments Yes

Ship to*

Bill to*

Other Information*

Name
Title
System
Address
City State Zip
Country

Name
Title
System
Address
City State Zip
Country

No. of Packages Shipped
Phone No.
System / School
Fax No.
***E-mail (required)**
Purchase Order No.
By signing, I agree to Houghton Mifflin Harcourt's Privacy Policy, Terms of Use and Terms & Conditions.*

Do any of your documents have bar codes? Yes ___ No ___

Do you want your documents returned? Yes ___ No ___

Signature

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

Answer Document Count by Grade

Building Name*	K	1	2	3	4	5	6	7	8	9	10	11	12	Post-High School	Total
Riverside use only															
Riverside use only															
Riverside use only															
Riverside use only															
Riverside use only															
Total Answer Document Count by Grade for This Page															

Ship answer documents to HMH[®] SCORING SERVICE, 761 District Drive, Itasca, IL 60143-1319.

Do not use a P.O. box for your "Ship to" address.

*Indicates a required field

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

By signing, I accept the base price per student and additional options as per my elections. For pricing information refer to: <http://www.hmhco.com/hmh-assessments/reading/gmrt#scoring>.

Test results will be delivered via *Interactive Results Manager*[™] (iRM[™]), a web-based reporting service. E-mail address is required to receive results.

ORDERING INSTRUCTIONS

Managing assessment results to inform classroom instruction is by far the most beneficial aspect of an effective assessment program. Riverside Scoring Service provides a number of results-management tools to help your school system get the most out of its assessment program.

Using this Order Form for HMH Scoring Service (OSS), you can customize score reports to best meet the needs of your school system. Follow the step-by-step instructions to fill out your order form completely. Your local Assessment Consultant can 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.

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.

STEP 1: Select One Norm Year and Period.

Normative data represents thousands of students tested across the nation. Scores from the *Gates-MacGinitie Reading Tests* are based on either 1999 or 2006 norms. You can select norms for either year.

STEP 2: Enter Date of School Opening.

STEP 3: Select Universal Reporting Options.

STEP 4: Select Basic Service Plan Options.

STEP 5: Select Additional Reports and Options.

STEP 1

SELECT ONE NORM YEAR AND PERIOD.

- **Norm Year**
 1999
- **Norm Period**
 Fall (Before Jan. 1)
 Winter (Jan. 1 to Feb. 29)
 Spring (March 1 or later)
 Quarter-month (interpolated: interpolates the NPR, NS, and NCE, if ordered)

Level AR will be processed using community college norms.

- **Norm Year**
 2006
- **Norm Period**
 Fall (Before Jan. 1)
 Winter (Jan. 1 to Feb. 29)
 Spring (March 1 or later)
 Quarter-month (interpolated: interpolates the NPR, NS, and NCE, if ordered)

Level AR will be processed using community college norms.

STEP 2

ENTER DATE OF SCHOOL OPENING.

* / /

Month Day Year

*Required only if requesting quarter-month norms

STEP 3

SELECT UNIVERSAL REPORTING OPTIONS.

- Exclude students coded in Column Z of the "Office Use" grid.

STEP 4

SELECT BASIC SERVICE iRM™ PLAN OPTIONS.

Your basic service plan includes passwords for the *Interactive Results Manager™ (iRM™)*, the HMH secure web-based reporting service for *GMRT*, which is automatically included with your scoring and reporting order. It includes summary reports, individual student reports, roster reports, decoding skills data, and more. **Passwords will be sent to the e-mail address indicated on page one of this OSS.** Passwords are provided for system-level, building-level, and class-level access.





Select up to two (2) options for your basic service iRM plan by checking the boxes below:

- Include Local Percentile Ranks and Local Stanines.
- Include Lexile® measures (available at an extra per-student price for Levels 1 through 10/12 and requires completion of the Comprehension Test).

Lexile® is a registered trademark of MetaMetrics, Inc.

STEP 5

SELECT ADDITIONAL REPORTS AND OPTIONS.

CUSTOM SERVICES AND OPTIONS Order additional services by checking the box in front of each service you want and writing the desired number of copies per grade.	TYPE	INDICATE NUMBER OF COPIES PER GRADE														PHS	SCORES TO REPORT Check the scores you would like reported. If no scores are checked, only underlined scores in bold will be reported. If any scores are checked, only those checked scores will be reported.	
		All	K	1	2	3	4	5	6	7	8	9	10	11	12			
<input type="checkbox"/> Class Roster Report with Class Averages <input type="checkbox"/> Building Roster Report with Building Averages <input type="checkbox"/> System Roster Report with System Averages																		<p>Check one (1) score.</p> <p>NPR is always reported. Additional options are also available if selected in Step 4.</p> <p><input type="checkbox"/> NPR <input type="checkbox"/> LPR <input type="checkbox"/> NS <input type="checkbox"/> LS <input type="checkbox"/> NCE <input type="checkbox"/> RS <input type="checkbox"/> GE <input type="checkbox"/> ESS</p>
<input type="checkbox"/> Family Report																		<p>NPR, NS, NCE, GE, and RS are provided.</p> <p><input type="checkbox"/> Replace GE and NS with LPR and LS</p>
<input type="checkbox"/> Student Label Report																		<p>Check up to seven (7) scores.</p> <p><input type="checkbox"/> NPR <input type="checkbox"/> LPR <input type="checkbox"/> NS <input type="checkbox"/> LS <input type="checkbox"/> NCE <input type="checkbox"/> GE <input type="checkbox"/> ESS</p>
<input type="checkbox"/> Student Data on CD-ROM for Windows®/Macintosh®																		<p>NPR, RS, ESS, GE, NCE, NS, LPR, LS are always reported. LPR and LS are also reported if selected in Step 4.</p> <p>Check one (1) file format.</p> <p><input type="checkbox"/> ASCII fixed-width <input type="checkbox"/> ASCII comma-delimited <input type="checkbox"/> ASCII tab-delimited <input type="checkbox"/> ASCII pipe-delimited</p>