



ORDER FORM FOR HMH® SCORING SERVICE

Iowa Assessments™ Forms E and F and CogAT® Form 7

Expedited Scoring Service

See information on page 3 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.

Basic Information (♦♦ Fields marked with a double diamond are required.)

Location Name(s) For Reports

_____ Are you part of a Public School System or Private School Group? Then enter your System or Group Name in the spaces provided below.

_____ Are you an Independent School? Then enter your city name in the spaces provided below.

(This is represented on the score reports as the default for your system name).

NOTE: Your building name(s) will need to be entered on page 2.

Test Date♦♦		
Month	Day	Year

Ship To♦♦	Bill To	Other Information
Do not use a P.O. box.		
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 or online test administrations 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? Yes____ No____
Additional fee plus shipping and handling.

Ship answer documents to HMH® SCORING SERVICE, Forms E, F and 7, 761 District Drive, Itasca IL 60143-1319

HMH CUSTOMER EXPERIENCE (800) 323-9540

Answer documents for Iowa Tests Forms A, B, and C, and CogAT Form 6, must be packed separately from answer documents for Iowa Assessments Forms E and F and CogAT 7.

*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/classroom/classroom-solutions/assessment/scoring-services>.

Revised 9/1/2016

IMPORTANT: Enter the names of buildings and the number of answer documents per grade in the double diamond (♦♦) rows below. These are REQUIRED fields.

Check the test(s) administered for each grade. Building Name♦♦	<input type="checkbox"/> Iowa	<input type="checkbox"/> Iowa	<input type="checkbox"/> Iowa	<input type="checkbox"/> Iowa	<input type="checkbox"/> Iowa	<input type="checkbox"/> Iowa	<input type="checkbox"/> Iowa	<input type="checkbox"/> Iowa	<input type="checkbox"/> Iowa	<input type="checkbox"/> Iowa	<input type="checkbox"/> Iowa	<input type="checkbox"/> Iowa	<input type="checkbox"/> Iowa	<input type="checkbox"/> Iowa
	<input type="checkbox"/> CogAT	<input type="checkbox"/> CogAT	<input type="checkbox"/> CogAT	<input type="checkbox"/> CogAT	<input type="checkbox"/> CogAT	<input type="checkbox"/> CogAT	<input type="checkbox"/> CogAT	<input type="checkbox"/> CogAT	<input type="checkbox"/> CogAT	<input type="checkbox"/> CogAT	<input type="checkbox"/> CogAT	<input type="checkbox"/> CogAT	<input type="checkbox"/> CogAT	<input type="checkbox"/> CogAT
	Answer Document Count by Grade													
	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
♦♦														
HMH Scoring Service use only														
♦♦														
HMH Scoring Service use only														
♦♦														
HMH Scoring Service use only														
♦♦														
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HMH Scoring Service use only														
Total Answer Document Count by Grade for This Page														

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

APR: Age Percentile Rank	NPR: National Percentile Rank
AS: Age Stanine	NS: National Stanine
GE: Grade Equivalent	PGE: Predicted Grade Equivalent
GPR: Grade Percentile Rank	PNPR: Predicted National Percentile Rank
GS: Grade Stanine	PRIVPR: Private/Catholic Percentile Rank
HSES: High Socioeconomic Status	PSS: Predicted Standard Score
LPR: Local Percentile Rank	RS: Raw Score
LS: Local Stanine	SAS: Standard Age Score
LSSES: Low Socioeconomic Status	SS: Developmental Standard Score
NCE: Normal Curve Equivalent	USS: Universal Scale Score

EXPEDITED SCORING SERVICE

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

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 9 of your *HMH Scoring Service Ordering Instructions* for more information.

STEP 1 NORM PERIOD

Norm Year for Iowa Assessments is 2011.

Norm Period for Iowa Assessments:

- 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.

Note: Forms E, F and 7 default to 2011 norms.
2005 Norms available upon special request for specific scores.

Please note, Fall norms are not available for grade K for the *Iowa Assessments*. 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 of the *Iowa Assessments*.

CogAT reports Fall, Midyear, and Spring grade norms.

Norm Year for CogAT is 2011.

Norm Period for CogAT:

- 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”

STEP 3 SELECT IOWA ASSESSMENTS/COGAT COMBINED OPTIONS

If your school administers both the *Iowa Assessments* and *CogAT*, combined scoring and reporting options are available to you. To receive combined reporting, Iowa and *CogAT* answer documents may be submitted together as part of the same scoring order, or HMH can automatically combine data from a current Iowa order with data from a previously submitted *CogAT* order, up to 2 years in the past. Please refer to page 4 of your *HMH Scoring Service® Ordering Instructions* for more information.

• **Combined Reports**

Report Iowa/*CogAT* scores on a combined reporting template for the following grades (circle any/all that apply). K 1 2 3 4 5 6 7 8 9 10 11 12

• **Reporting Predicted Scores**

If Predicted Scores are selected on reports, the Standard Age Score (SAS) from a student’s most recent *CogAT* 7 is used to calculate predictions for all Iowa tests, for the grades circled above. *CogAT* Composite (VQN) scores only.

• **Displaying Actual/Predicted Scores**

Difference between predicted and actual scores are reported. You may not want to report all differences. If so, check only one range to suppress:

- Suppress Middle 68% **Suppress Middle 80%** Suppress Middle 90%

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 ELA 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 report ACT®/SAT® predicted scores on List of Student Scores (Levels 15, 16 and 17/18)
- Do not report School Norms
- Do not print Program Descriptions (for example, Free/Reduced Lunch) on List of Student Scores and Student Score Labels

Alternate Verbal Score for CogAT

- Exclude the Sentence Completion subtest from Verbal score calculation for students coded ELL (levels 5/6-8, *CogAT* only)
- Exclude the Sentence Completion subtest from Verbal score calculation for students coded ‘S’ in the ‘Office Use Only’ section (levels 5/6–8, *CogAT* only)
- Exclude the Verbal Analogies test from Total Score calculation for students coded ELL (levels 9 and above, *CogAT* Screening Test only)
- Exclude the Verbal Analogies test from Total Score calculation for students coded ‘V’ in the ‘Office Use Only’ section (levels 9 and above, *CogAT* Screening Test only)

STEP 4 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 (*Iowa Assessments* only). 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.

- Iowa (achievement) CogAT (ability) Combined

Circle Iowa Scores to Report on List of Student Scores
 Circle up to 9 achievement scores. **SS GE NPR NS** RS NCE PRIVPR LPR LS HSES LSES (Student List Only) (Must select both LPR and LS for Local Stanines (LS) to appear).

- 2005 Norms (Available with *Iowa Assessments* Levels 5/6–14 Core or Complete Battery only.) Circle up to 4 normative scores. 05SS 05GE 05NPR 05NS
 Predicted Scores (optional) PSS/SS/DIFF* PGE/GE/DIFF* PNPR/NPR/DIFF*

• **Check Lexile® and Quantile measures (optional)**
 Lexiles and Quantiles Lexiles Quantiles
 Additional per student fees apply. For pricing refer to:
<http://www.hmhco.com/classroom/classroom-solutions/assessment/scoring-services>.

Circle CogAT Scores to Report on List of Student Scores
RS USS SAS APR AS GPR GS ability scores are always reported.
 Circle up to 2 additional CogAT scores. LPR LS (Student List Only)

- **Check CogAT Composite Type(s) to Report (Complete only)** (select up to 4)
 Composite VQN VQ VN QN
 • **Check CogAT Graphing Options to Report** (select one)
 Confidence Bands Single Data Points

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	9	10	11	12

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/Ability Scores to Report in DataManager Web Reporting (optional) PRIVPR LPR LS HSES LSES (Must select both LPR and LS for Local Stanines (LS) to appear).

- 2005 Norms (Available with *Iowa Assessments* Levels 5/6–14 Core or Complete Battery only.)

Lexile and Quantile measures are provided for no additional charge in web reporting.

OR

* Predicted Scores: Achievement and Ability data must be available for all students. Predicted Scores count as 2 achievement scores for total scores available on each report. There is no additional fee for this service.
 Lexile® and The Lexile Framework® for Reading are registered trademarks of MetaMetrics, Inc.

STEP 5

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	9	10		11	12	
<input type="checkbox"/> Paper <input type="checkbox"/> PDF		<input type="checkbox"/> List of Student Scores (if different from Basic Data Package)—Iowa and CogAT <input type="checkbox"/> Iowa (achievement) <input type="checkbox"/> CogAT (ability) <input type="checkbox"/> Combined <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 (Iowa Assessments only.) Check CogAT Composite Type(s) to Report (Complete only) (select up to 4) <input type="checkbox"/> Composite VQN <input type="checkbox"/> VQ <input type="checkbox"/> VN <input type="checkbox"/> QN Check CogAT Graphing Options to Report (select one) <input type="checkbox"/> Confidence Bands <input type="checkbox"/> Single Data Points																Circle up to 9 achievement scores. SS GE NPR NS RS NCE PRIVPR LPR LS (Student List Only) HSES LSES <input type="checkbox"/> 2005 Norms (Available with Iowa Assessments Levels 5/6–14 Core or Complete Battery only.) Circle up to 4 normative scores. 05SS 05GE 05NPR 05NS <input type="checkbox"/> Predicted Scores (optional) PSS/SS/DIFF* PGE/GE/DIFF* PNPR/NPR/DIFF* Check Lexile® and Quantile measures (optional) <input type="checkbox"/> Lexiles and Quantiles <input type="checkbox"/> Lexiles <input type="checkbox"/> Quantiles Additional per student fees apply. For pricing refer to: http://www.hmco.com/classroom/classroom-solutions/assessment/scoring-services . RS USS SAS APR AS GPR GS ability scores are always reported. Circle up to 2 additional CogAT scores. LPR LS (Student List Only)
<input type="checkbox"/> Paper <input type="checkbox"/> PDF		<input type="checkbox"/> Profile Narrative—Iowa <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 2 additional scores. SS GE NCE NS LPR LS <input type="checkbox"/> Predicted Scores (optional) PNPR/NPR*	
<input type="checkbox"/> Paper <input type="checkbox"/> PDF		<input type="checkbox"/> Profile Narrative—CogAT <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"/> Confidence Bands <input type="checkbox"/> Bar Graph APR is always graphed for either option. <input type="checkbox"/> Check to suppress the CogAT Ability Profile Score (Complete only)															RS APR AS GPR GS are always reported. Circle up to 2 additional CogAT scores. SAS LPR LS	
<input type="checkbox"/> Paper <input type="checkbox"/> PDF		<input type="checkbox"/> Profile Narrative—Iowa and CogAT (Combined) <input type="checkbox"/> Bar Graph <input type="checkbox"/> Confidence Bands NPR is always graphed for either option, unless LPR is selected. <input type="checkbox"/> Check to suppress the CogAT Ability Profile Score (Complete only)															NPR is always reported. Circle up to 2 additional scores. SS GE NCE NS LPR LS <input type="checkbox"/> Predicted Scores (optional) PNPR/NPR* RS APR AS GPR GS are always reported. Circle up to 2 additional CogAT scores. SAS LPR LS	

* Predicted Scores: Achievement and Ability data must be available for all students. Predicted Scores count as 2 achievement scores for total scores available on each report. There is no additional fee for this service.

STEP 5 – 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	9	10		11	12
<input type="checkbox"/> Paper <input type="checkbox"/> PDF		<input type="checkbox"/> Individual Performance Profile—Iowa <input type="checkbox"/> Bar Graph <input type="checkbox"/> NPR <input type="checkbox"/> LPR <input type="checkbox"/> NPR and 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 and/or LPR are reported. Circle up to 4 additional scores. SS GE NPR NS NCE LPR LS <input type="checkbox"/> Report ACT®/SAT® predicted scores and grade-level college readiness benchmarks, grades 6–11 (Levels 12–17/18)
<input type="checkbox"/> Paper <input type="checkbox"/> PDF		<input type="checkbox"/> Group Performance Profile—Iowa 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. SS GE NS NCE Includes percentages of students by grade-level college readiness benchmarks, grades 6–11 (Levels 12–17/18)
Label		<input type="checkbox"/> Student Score Label—Iowa 9" wide x 1" high label size.															Circle up to 8 scores. SS GE NPR NS NCE PRIVPR LPR LS HSES LSES <input type="checkbox"/> Predicted Scores (optional) PSS/SS* PGE/GE* PNPR/NPR*
Label		<input type="checkbox"/> Student Score Label—CogAT 9" wide x 1" high label size. Includes CogAT Ability Profile Score and Narrative <input type="checkbox"/> Check to suppress the CogAT Ability Profile Score (Complete only)															USS RS SAS APR AS GPR GS are reported. Circle up to 2 additional scores. LPR LS
<input type="checkbox"/> Paper <input type="checkbox"/> PDF		<input type="checkbox"/> Individual Common Core Domain Report—Iowa Core or Complete Battery only. <input type="checkbox"/> Include the Math Computation test in score calculations <input type="checkbox"/> Do NOT include the Math Computation test in score calculations															Percent Correct is reported for Common Core Standard Domains. Choose up to 4 normative scores. SS PR NS GE
<input type="checkbox"/> Paper <input type="checkbox"/> PDF		<input type="checkbox"/> Group Common Core Domain Report—Iowa Core or Complete Battery only. <input type="checkbox"/> Include the Math Computation test in score calculations <input type="checkbox"/> Do NOT include the Math Computation test in score calculations															Percent Correct is reported for Common Core Standard Domains. Choose up to 4 normative scores. SS PR NS GE

* Predicted Scores: Achievement and Ability data must be available for all students. Predicted Scores count as 2 achievement scores for total scores available on each report. There is no additional fee for this service.

STEP 5 – 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	9	10		11	12
<input type="checkbox"/> Paper <input type="checkbox"/> PDF	 	<input type="checkbox"/> Group Item Analysis—Iowa 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"/> Paper <input type="checkbox"/> PDF	 	<input type="checkbox"/> Group Diagnostic Report—Iowa Grouped by: <input type="checkbox"/> Class <input type="checkbox"/> Building <input type="checkbox"/> System															Percent Correct is reported.
<input type="checkbox"/> Paper <input type="checkbox"/> PDF		<input type="checkbox"/> Class Item Response Record—Iowa															Percent Correct is reported.
<input type="checkbox"/> Paper <input type="checkbox"/> PDF	 	<input type="checkbox"/> Student Snapshot—CogAT (Complete only) Includes CogAT Ability Profile Score and Narrative Check 1 composite type. <input type="checkbox"/> Composite VQN <input type="checkbox"/> VQ <input type="checkbox"/> VN <input type="checkbox"/> QN Check 1 graph type for APR. <input type="checkbox"/> Confidence Band <input type="checkbox"/> Bar Graph <input type="checkbox"/> Single Data Points															APR and GPR are always reported. LPR
<input type="checkbox"/> Paper <input type="checkbox"/> PDF		<input type="checkbox"/> Class Snapshot—CogAT (Complete only) Includes Ability Profile Distribution for Class Check 1 composite type. <input type="checkbox"/> Composite VQN <input type="checkbox"/> VQ <input type="checkbox"/> VN <input type="checkbox"/> QN Bar Graphs are reported.															APR and GPR are always reported. LPR
<input type="checkbox"/> Paper <input type="checkbox"/> PDF		<input type="checkbox"/> Building and System Snapshot—CogAT (Complete only) Includes Building and System Summaries. Check 1 composite type. <input type="checkbox"/> Composite VQN <input type="checkbox"/> VQ <input type="checkbox"/> VN <input type="checkbox"/> QN Bar Graphs are reported.															APR and GPR are always reported. LPR
<input type="checkbox"/> Paper <input type="checkbox"/> PDF	 	<input type="checkbox"/> Group List Ranked by Test—CogAT Check 1 composite type. (Complete only) <input type="checkbox"/> Composite VQN <input type="checkbox"/> VQ <input type="checkbox"/> VN <input type="checkbox"/> QN CogAT Screening Test reports Total Score only. Grouped by: <input type="checkbox"/> Class <input type="checkbox"/> Building <input type="checkbox"/> System															Circle up to 3 scores. SAS APR GPR USS AS GS LPR LS

* Predicted Scores: Achievement and Ability data must be available for all students. Predicted Scores count as 2 achievement scores for total scores available on each report. There is no additional fee for this service.

STEP 5 – 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	9	10		11	12
<input type="checkbox"/> Paper <input type="checkbox"/> PDF		<input type="checkbox"/> Group List of Summaries—Iowa and CogAT <input type="checkbox"/> Iowa (achievement) <input type="checkbox"/> CogAT (ability) <input type="checkbox"/> Combined <input type="checkbox"/> List of Class Summaries (for Building-Level Administrators) <input type="checkbox"/> List of Building Summaries (for System-Level Administrators)															Circle up to 9 achievement scores. SS GE NPR NS RS NCE PRIVPR HSES LSES <input type="checkbox"/> 2005 Norms (Available with Iowa Assessments Levels 5/6–14 Core or Complete Battery only.) Circle up to 4 normative scores. 05SS 05GE 05NPR 05NS <input type="checkbox"/> Predicted Scores (optional) <u>PSS/SS/DIFF*</u> <u>PGE/GE/DIFF*</u> <u>PNPR/NPR/DIFF*</u> USS SAS APR AS GPR GS ability scores are reported.
<input type="checkbox"/> Paper <input type="checkbox"/> PDF		<input type="checkbox"/> Group Narrative Summary—Iowa Includes Class, Building and System Summaries. Available beginning Midyear Grade K (Level 5/6).															GE is reported.
<input type="checkbox"/> Paper <input type="checkbox"/> PDF	 	<input type="checkbox"/> Individual Longitudinal Report—Iowa 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"/> Paper <input type="checkbox"/> PDF	 	<input type="checkbox"/> Group Longitudinal Report—Iowa 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"/> Paper <input type="checkbox"/> PDF		<input type="checkbox"/> Administrator's Summary Report—Iowa 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 Includes percentages of students by grade-level college readiness benchmarks, grades 6-11 (Levels 12-17/18)

* Predicted Scores: Achievement and Ability data must be available for all students. Predicted Scores count as 2 achievement scores for total scores available on each report. There is no additional fee for this service. Allow 10 business days from receipt of your document shipment for processing. Paper reports are shipped 2-day UPS.

STEP 5 – 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	9	10	11		12		
CD-ROM		<input type="checkbox"/> Student Data on CD-ROM—Iowa and CogAT Windows®/Macintosh® <input type="checkbox"/> For Iowa only <input type="checkbox"/> For CogAT only																	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 <input type="checkbox"/> 2005 Norms (Available with <i>Iowa Assessments</i> Levels 5/6–14 Core or Complete Battery only.) Circle up to 2 additional scores. PRIVPR LPR LS HSES LSES

Ship answer documents to:

HMH® SCORING SERVICE
Forms E, F and 7
761 District Drive
Itasca IL 60143-1319

HMH CUSTOMER EXPERIENCE - Support
Phone: (800) 323-9540
Email: assessmentscs@hnhco.com

* Predicted Scores: Achievement and Ability data must be available for all students. Predicted Scores count as 2 achievement scores for total scores available on each report. There is no additional fee for this service. Allow 10 business days from receipt of your document shipment for processing. Paper reports are shipped 2-day UPS.

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 9 of your *HMH Scoring Service Ordering Instructions* for more information.