



HMH® SCORING SERVICE

HMH® Scoring Service
Ordering Instructions
2017 & 2011 Norms

- *Iowa Assessments*™ Forms E, F & G
- *Cognitive Abilities Test*™ (*CogAT*®) Forms 7 & 8



CogAT®



Ordering Instructions
HMH Scoring Service

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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 and ability 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

Scoring Service offers a comprehensive portfolio of results–management tools, including paper reports, local scoring solutions, and web-based administration and analysis tools—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. Or, if you would like to hand-pick your reports, our flexible services can be customized to meet your needs. If you would like to create a customized reporting program for your school or district or if you have any questions whatsoever, please contact your local Assessment Account Executive, or HMH Customer Experience. For a listing of Assessment Account Executives in your area, visit <http://hmhco.force.com/relocator>. For HMH Customer Experience, please call 800-323-9540.

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.

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 two options for your primary reporting plan: Basic Data Package or DataPlus Package. Pricing is tiered within these service packages, based upon the assessment type (*Iowa Assessments*[™] or *CogAT*) and the levels: <http://www.hmhco.com/hmh-assessments/achievement/iowa-assessment/scoring-services>.

Basic Data Package (Paper Reporting as primary plan)

The Basic Data Package 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 Data Package is available with *Iowa Assessments* Forms E, F & G, *CogAT*[®] Forms 7 & 8, and combined *Iowa Assessments*/*CogAT* reporting. Basic Data is automatically included and billed with your order unless you indicate you would prefer HMH's DataPlus Package.

DataPlus Package (Web Reporting as primary plan)

For school systems interested in eliminating paper reports, HMH Scoring Service offers the DataPlus Package for *Iowa Assessments* Forms E, F & G, *CogAT* Forms 7 & 8, and combined *Iowa Assessments*/*CogAT* reporting. The DataPlus Package includes processing and scoring of answer documents and access to your assessment results through *DataManager*, HMH's web-based reporting tool suite. **Please note: A Profile Narrative Report for each student tested is now available to you as an Adobe Acrobat PDF file, right from *DataManager*. No separate CD-ROM is shipped.** English and Spanish versions of the Profile Narrative Report are available for the *Iowa Assessments* and *CogAT* in *DataManager*. The Student List Report and Individual and Group Performance Profiles for the *Iowa Assessments* are also available as downloads from *DataManager*.

Whether Basic Data or DataPlus is the best option for your needs, don't forget to also ask your Assessment Account Executive or HMH Customer Experience about access to HMH *DataManager* Digital Resource library, where you'll find important interpretive information and other ancillaries needed for optimal management of your assessment program.

When Using Multiple Test Administration Modes

If in addition to shipping paper answer documents to HMH for central scanning and scoring service, you also scan and score answer documents locally within your school system and/or administer online testing, you will still need to select either the Basic Data Package or DataPlus Package on the OSS for the portion of your paper answer document processing that HMH will be handling in our central scoring facility. For example, your school system may administer *Iowa Assessments* to students in grades K-2 using consumable test booklets, but *Iowa Assessments* online to students in grades 3 and above. To have the consumable test booklets scanned and scored by HMH, an OSS must be submitted with these documents. A choice of Basic Data (paper reports) or DataPlus (web reports) is available for the K-2 student results. **Additionally, to have the K-2 student results merged with the results generated from online testing for the upper grades, additional information will be required from you on the OSS.** Please see Basic Information under Your Order Form for HMH Scoring Service (OSS) on page 4.

It is important that the test type included in the online test event exactly matches the test type included in the central scoring order. For example, if the online test event was for *CogAT*, then the central scoring order must include *CogAT*, to enable the merging of the data. *Iowa Assessments* and *CogAT* data reside in separate online test events, so combined reporting will be merged into a single online Test Event. For *Iowa Assessments* and *CogAT* combined testing, results will be merged under the *Iowa Assessments* Test Event in *DataManager* reporting. Both Test Event names must be listed on the OSS and norms years must match for reporting to be merged.

Combined Reporting

When You Administer Iowa Assessments and CogAT Together

For school systems administering both *Iowa Assessments* Forms E, F & G and *CogAT* Forms 7 & 8, combined paper reporting is available. Combined paper reporting may be ordered in four ways:

1. Submit combined answer documents for achievement (*Iowa Assessments*) and ability (*CogAT*). 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 (*Iowa Assessments*) 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 (*Iowa Assessments*) and an ability answer document (*CogAT*) are matched, the student's demographic data are taken from the achievement document (*Iowa Assessments*). When book 1 and book 2 of the machine-scorable version of the Level 9 *Iowa Assessments* are matched, the student's demographic data are taken from book 1. Please make sure student names, grades, and dates of birth are recorded on both documents and match exactly.

4. Submit combined or separate answer documents for achievement and ability, under separate orders, allowing HMH Scoring Service to automatically pick up the most recent *CogAT* data into a current *Iowa Assessments* order.

When a previously administered *CogAT* is used to produce combined reporting, HMH goes back up to two years for a student's *CogAT* results. No additional coding of answer documents is required. You may not wish to combine Iowa and *CogAT* data for all grades. Indicate the grades for which combined paper reporting service is requested in **Step 3) Select Iowa Assessments/CogAT Combined Options** on the OSS. HMH Scoring Service uses the Standard Age Score (SAS) of a student from *CogAT* to generate a predicted *Iowa Assessments* score on some reports. Although a student's SAS may reflect a Verbal, Quantitative, Nonverbal, or Composite score, predicted *Iowa Assessments* scores are based on *CogAT* Composite (VQN) scores only. To receive predicted *Iowa Assessments* scores based on each student's *CogAT* Composite score, check the "Predicted Scores" check box in the "Circle Iowa Scores to Report (i.e. achievement scores)" section associated with each report for which you would like to receive these predicted scores. There is no additional fee for these services.

Further information on combined reporting and predicted score options is available on page 5 under Selecting Reports and Options, Step 3) Select *Iowa Assessments/CogAT* Combined Options.

Your Order Form for HMH Scoring Service (OSS)

The OSS included in this package is for Scoring Packages for Forms E, F & G of *Iowa Assessments* and Forms 7 & 8 of *CogAT*. It simplifies your ordering process by offering a pre-set grouping of scoring services. If you would like to customize your assessment program with other reports and scores, please contact your local Assessment Account Executive, or HMH Customer Experience. For a listing of Assessment Account Executives in your area, visit <http://hnhco.force.com/relocator>. To contact HMH Customer Experience, please call 800-323-9540.

Basic Information

Page 1 and 2 of the OSS is where you record all of the basic information about your school system or independent school building. Under "Location Name(s) For Reports", indicate with a check whether you are ordering as part of a Public School System or Private School Group or whether you are ordering independently. (This indicates to HMH how your reporting data will need to be aggregated.) If you are ordering as part of a Public School System or Private School Group, please provide your System or Group name in the spaces provided. Independent schools should enter the school name here. (Note: this is the name that will appear on reports. There is a 20-character limit in this field.) Fill in the "Test Date," "Ship To," "Bill To," and "Other Information" fields. **Please be sure to include your e-mail address in this area.** Indicate if you would like your answer documents returned. (Return service requires an additional fee plus shipping and handling. Please check with HMH Customer Experience for current rates.)

If you are sending in "straggler" answer documents and would like to have the data from these documents merged with a previously placed order (i.e. for example, additional documents gathered from make-up testing), provide the previous order number under the section "Do these scores need to be merged into a previous order with the same Test Date?" **Please note: only data that falls within the same testing window (norming period) can be merged and the norms year (2017 or 2011) used in scoring must match.**

If you are a *DataManager* system user who locally scans answer documents or who administers tests online, and thus sends data in to HMH electronically for scoring and reporting, please tell us if locally scanned/online data files will need to be merged with paper answer documents being shipped to HMH for central scanning service prior to reporting by checking "Yes" and providing the *DataManager* Test Event Name(s) under which this electronic data was collected and submitted. (Note: "Test Events" are not the same as "test sessions" when *Iowa Assessments* or *CogAT* are administered online. A Test Event Name is the name applied to your overall test program for the season, i.e. "Iowa Fall 2014", and is found under the 'Assessments' application in *DataManager*.) **Please submit no more than one merge request per OSS.** When merging combined *Iowa Assessments* and *CogAT* paper testing with online testing, include both online Test Event names. Merged reporting will appear in *DataManager* under the *Iowa Assessments* Test Event. Norms years for the Test Event(s) and paper testing must match for results to be merged.

Iowa Assessments • Forms E, F & G / Cognitive Abilities Test • Forms 7 & 8

On page 2, check the tests you have administered for each grade. On page 2, enter building names in the rows marked with a double diamond and indicate the answer document count by grade. Fields marked with a double diamond on pages 1 & 2 are required to process your order completely. The default Norm Year for scoring is 2011. You must select 2017 by checking the box in Step 1 or 2011 norms will be applied. All assessments (e.g., *Iowa Assessments* and *CogAT* combined), grades, and test levels scored in a single order must be scored using the same normative year. If different norms years are desired, test documents must be submitted in different orders using a separate OSS. Combined testing for paper and online must also use the same norms year. Longitudinal reporting requires assessments to be scored using the same norms year over time. Longitudinal reporting to automatically adjust previous test administrations to updated norms will be available in 2018 for DataPlus. For now, choose 2011 norms to maintain longitudinal trend with previous test administrations.

Selecting Reports and Options

Step 1) Select Norm Period

Iowa Assessments Forms E, F & G and *CogAT* Forms 7 & 8 may be scored using a 2017 or a 2011 Norm Year. Additionally, HMH Scoring Service will automatically apply a Norm Period (or Season) of “Spring”, “Fall”, or “Midyear”, based on your provided Test Date.

Comparative scores are available for the *Iowa Assessments* Standard Score (SS), Grade Equivalent (GE), National Percentile Rank (NPR) and National Stanine (NS). Comparative scores allow a side-by-side comparison of the students’ normative scores for the norm year versus the previous norms set. 2005 comparative scores are available for tests scored using 2011 norms. 2011 comparative scores are available for tests scored using 2017 norms.

For *Iowa Assessments*, there is an option to request Interpolated (or, “Quartermonth”) Norms instead of these seasonal ones. Interpolated Norms provide normative data based on the specific week of testing as opposed to the entire fall, midyear, or spring semester/season.

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 6 (formerly Level 5/6) of the *Iowa Assessments*. Fall norms for Grade 1 are based on administration of Level 6 (formerly 5/6); if Level 7 is administered in the Fall of Grade 1, NPRs are not available for Science, Social Studies, or Computation.

CogAT reports Fall, Midyear, and Spring grade norms in addition to age-based scores. Selection of normative period does not affect *CogAT* age scores.

Step 2) Select Global Options for Reporting

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

- Exclude Math Computation when calculating Math Total in Core Composite and Complete Composite calculations for Levels 7-17/18 (optional). *Math Computation is included in all reporting unless excluded with this option.*
- Include Extended ELA Total (Word Analysis and Listening) in Core Composite and Complete Composite calculations for Levels 5-9 (optional). *ELA Total is included in all reporting unless Extended ELA Total is requested with this option.*
- Exclude students coded in the ‘Office Use Only’ section (including students coded Z) from group averages (applies only to those tests coded). *Individual student scores will be provided for all subtests. Students who have subtests coded for exclusion on their answer documents will have those subtests excluded from all group summaries. See the Supplemental Coding Guide for instructions on how to code for subtest exclusion.*
- Do not report ACT®/SAT® predicted scores, grades 6-11, on the List of Student Scores.. *Predicted scores will not be reported at grades 6–11 achievement testing on list reports if this option is selected. There is no extra cost to provide these predicted scores.*
- Do not report School Norms. *School norms will not be reported if this option is selected.*
- Do not print Program Descriptions (for example, Free/Reduced Lunch) on List of Student Scores 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.*
- Exclude the Sentence Completion subtest from Verbal score calculation for students coded ELL (levels 5/6-8, *CogAT* only). *An ‘alternate’ Verbal Score that excludes Sentence Completion will be provided for English Language Learners. Check this box and be sure to mark the ELL circle under Programs on the answer documents of these students.*
- 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). *An ‘alternate’ Verbal Score that excludes Sentence Completion will be provided for English Language Learners. Check this box and be sure to mark the S circle under Office Use Only on the answer documents of these students.*
- Exclude the Verbal Analogies test from Total Score calculation for students coded ELL (levels 9 and above, *CogAT* Screening Test only). *An ‘alternate’ Total Score that excludes Verbal Analogies will be provided for English Language Learners. Check this box and be sure to mark the ELL circle under Programs on the answer documents for these students.*
- 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). *An ‘alternate’ Total Score that excludes Verbal Analogies will be provided for English Language Learners. Check this box and be sure to mark the V circle under Programs on the answer documents for these students.*

Step 3) Select Iowa Assessments/CogAT Combined Options

If your school system has administered both *Iowa Assessments* and *CogAT*, you have the option to receive combined paper reports in your scoring package. Combined reporting is available for *Iowa Assessments* Forms E, F & G and *CogAT* Forms 7 & 8 only (no *Iowa Tests* Forms A, B, or C, or *CogAT* 6). To confirm that you would prefer *Iowa Assessments* and *CogAT* results for your students to be reported together on eligible reports, check the box next to “Report Iowa/CogAT scores on a combined reporting template for the following grades (circle any/all that apply)”, and circle the grades for which combined reporting service is requested. Combined reporting templates are available with the *List of Student Scores, Class, Building and System Summaries, Group List of Summaries*, and the *Profile Narrative*. There is no additional fee for the combined versions of these reports.

If Predicted Scores are requested, the Standard Age Score (SAS) from the *CogAT Composite* (VQN) is used to calculate these predictions. Scoring will use the most recent *CogAT* administration within the past 2 years for the computation of Predicted Scores. The difference between the actual and the predicted scores are also reported. You may wish to see only where the most extreme differences appear. Hence, by default, the middle 80% of scores and differences are suppressed. To see more or less than the default suppression range of the middle 80% reported, select either “Suppress Middle 68%” or “Suppress Middle 90%” to broaden or reduce the range of scores and differences that will be displayed.

Step 4) Select Scoring Package

Select the specific Scoring Package you would like to order. Each Scoring Package includes processing of answer documents. The Basic Data Package provides paper reporting as the primary output. The DataPlus Package provides web reporting as the primary output. *DataManager* local scanning, online testing customers automatically receive online reports but may also choose the Basic Data scoring package as well, depending upon the desired *Iowa Assessments* and/or *CogAT* reporting output – paper, or web-based, through *DataManager*. 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. *Lexiles*[®] and *Quantiles* carry additional per student fees with the Basic Data Package. *Lexiles* and *Quantiles* are included for no additional fees in web reporting, with the DataPlus Package. For more information on these measures, please see www.metametricsinc.com.

If desired, select Comparative Scores for the *Iowa Assessments* Standard Score (SS), Grade Equivalent (GE), National Percentile Rank (NPR) and National Stanine (NS) in Step 4. Comparative scores allow a side-by-side comparison of the students’ normative scores for the norm year versus the previous norms set. 2005 comparative scores are available for tests scored using 2011 norms. 2011 comparative scores are available for tests scored using 2017 norms.

Step 5) Select Additional Services

While the Scoring Packages offer a pre-set bundle of scoring services, you may still elect to add additional optional reports. Do you need to provide diagnostic, skill domain-level information to teachers and administrators? Try the *Individual and Group Performance Profile*. Do you need a self-adhesive label to attach to your students’ cumulative record folders? Try *Student Score Labels*. Do you need metrics to demonstrate the progress of your grade 2-12 students in the transition to the Common Core? Try the *Individual and Group Common Core Domain Reports*. Be aware that additional reports include additional costs. Each additional report in Step 5 contains a menu of options for display including selections such as which scores to display, which groups to summarize (class, building, or system), which *CogAT* composites to display, display of Comparative Scores for Iowa, or display of graphing options. For more information and to view sample reports, consult the Score Interpretation Guides.

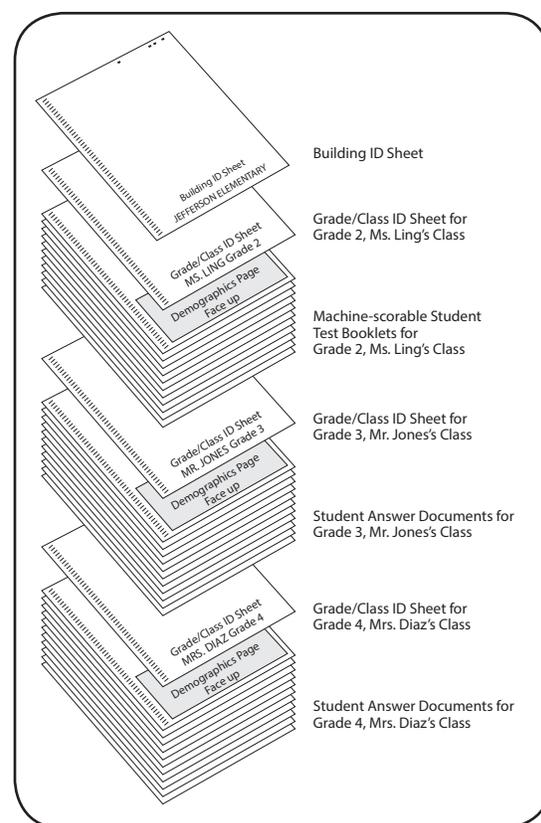
Preparing Answer Documents for Scoring**Before packing materials, check for the following:**

- 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 barcode label must be affixed properly.
- The date of birth must be coded correctly as month, day, and year. This is especially important when *CogAT* documents are used, and when predicted scores are requested.
- The form administered (E, F, or G for the *Iowa Assessments* and 7 or 8 for *CogAT*) is coded correctly on the student answer document and the Grade/Class Identification sheet.
- Home Reporting codes have been marked, where applicable (i.e. for *Iowa Assessments* Profile Narrative reports to be generated in Spanish for those students who are coded with a ‘2’).
- Responses have been marked as prescribed for all tests, and all stray marks have been erased.
- All Grade/Class Identification sheets have been completed correctly, and show the number of documents being submitted, the Grade, and the Form of the test administered. One completed Grade/Class ID sheet should be placed on top of the stack of answer documents for each class group. See page 7 for an example. This information is also found on the back of the Grade/Class Identification Sheet.
- 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 7. This information is also found on the back of the Building Identification Sheet.
- When separate answer documents (e.g., primary grade test booklets for *Iowa Assessments* and *CogAT*) are shipped together in one order and combined reporting service is requested, 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 *Iowa Assessments* 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.
- If submitting more than one data merge request (for example, if combined *Iowa/CogAT* answer documents need to be reported with local scanning and/or online testing *Iowa* and *CogAT* Test Events), record the exact names of the relevant online test events. Combined *Iowa* and *CogAT* paper testing with online testing will be reporting in the *Iowa* test event in *DataManager*. If multiple online *Iowa* and/or *CogAT* test events were used, submit a separate OSS for each Test Event.

Packaging Answer Documents

- Package all answer documents by building. The order of the buildings is unimportant, but 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, package the answer documents in consecutive boxes in your shipment to avoid the risk of the box breaking open while in transit.
- 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.
- **Answer documents for the *Iowa Tests* Forms A, B, and C, and *CogAT* Form 6 must be packed separately from answer documents for *Iowa Assessments* Forms E, F & G and *CogAT* Forms 7 & 8.**
- 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.



Organizing Answer Documents and Identification (ID) Sheets for Shipment

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 Building and Grade/Class 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 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 by 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 EFG 7/8 label. The absence of this label could delay your order. **Do not package answer documents for the Iowa Tests Forms A, B, and C, and CogAT Form 6 with answer documents for Iowa Assessments Forms E, F or G and CogAT Forms 7 or 8.**

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 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, 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 HMH 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.
- Check the box in the upper right hand corner of your Order for Scoring Services (OSS) indicating your expedited service is confirmed and scheduled. 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 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 EFG and CogAT Forms 7/8
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
Phone: 800.323.9540
Email: assessmentscs@hnhco.com

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
Email: AssessmentsOrders@hnhco.com

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 HMH 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 *DataManager* web reporting (including web reporting keys) to the appropriate people is the responsibility of the scoring service purchaser and user (*DataManager* Account Holder). 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.

Data Terms of Use-Updated

HMH may utilize data from HMH-published assessments for research purposes. HMH may conduct research that involves the use of individual and summary institutional assessment data. In all cases, HMH will maintain the confidentiality of data it receives for research purposes. We do not publish reports of research containing identifiable information about individual examinees or institutions **without express written permission**. Generally, research data are grouped so that results do not pertain to a single institution; if they do, we preserve the anonymity of the institution. At no time in our research is individual examinee personally identifiable information shared or disseminated.

Minimum Charges

Minimum charges are applied to some scoring services (e.g., 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. If the submission of separate OSS's cannot be avoided (for example, due to a request for merging of answer documents into more than one Test Event), indicate the same purchase order number on each OSS submitted.

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 paper reports available from HMH Scoring Service for each test.

SERVICES	IOWA	COGAT	IOWA/COGAT
Administrator's Summary Report	✓		
Building and System Snapshot (Complete only)		✓	
Class, Bldg., and System Summaries* (Basic Data Package Report)	✓*	✓*	✓
Class Item Response Record	✓		
Class Snapshot (Complete only)		✓	
Group Common Core Domain Report (Core or Complete Battery only)	✓		
Group Diagnostic Report	✓		
Group List of Summaries	✓	✓	✓
Group Item Analysis	✓		
Group List Ranked by Test		✓	
Group Longitudinal Report	✓		
Group Narrative Summary	✓		
Group Performance Profile*	✓*		
Individual Common Core Domain Report (Core or Complete Battery only)	✓		
Individual Longitudinal Report	✓		
Individual Performance Profile*	✓*		
List of Student Scores* (Basic Data Package Report)	✓*	✓*	✓
Profile Narrative**	✓*	✓*	✓
Student Data on CD-ROM*	✓*	✓*	
Student Score Label	✓	✓	
Student Snapshot (Complete only)		✓	

Quick Reference Chart—Score Reports and Their Users

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

SERVICES	STUDENTS	PARENTS	TEACHERS	ADMINISTRATORS
Administrator's Summary Report				✓
Building and System Snapshot (Complete only)				✓
Class, Bldg., and System Summaries* (Basic Data Package Report)			✓	✓
Class Item Response Record			✓	
Class Snapshot (Complete only)			✓	
Group Common Core Domain Report (Core or Complete Battery only)			✓	✓
Group Diagnostic Report			✓	✓
Group List of Summaries				✓
Group Item Analysis			✓	X
Group List Ranked by Test			✓	✓
Group Longitudinal Report			✓	✓
Group Narrative Summary				✓
Group Performance Profile*			X	✓
Individual Common Core Domain Report (Core or Complete Battery only)	X	✓	✓	
Individual Longitudinal Report	X	✓	✓	
Individual Performance Profile*	X	✓	✓	
List of Student Scores (Basic Data Package Report)			✓	✓
Profile Narrative**	X	✓	✓	
Student Data on CD-ROM*				✓
Student Score Label			✓	X
Student Snapshot (Complete only)	X	✓	✓	

*Available for *Iowa Assessments* or *CogAT* in PDF for print reports or data export through online reporting in *DataManager* (DataPlus) at no additional charge. Combined *Iowa/CogAT* paper reports are not available for printing through *DataManager*. (Standard Student Data Export)

**Available in English or Spanish

Quick Reference Chart—Scores

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

REPORT	ACHIEVEMENT SCORES	ABILITY SCORES	PREDICTED SCORES*
Administrator's Summary Report	<u>NPR, SS</u> , RS, GE, NCE, NS, College Readiness (Grades 6-11, Levels 12-17/18)	N/A	N/A
Building and System Snapshot (Complete only)	N/A	Composite Type: <u>VQN</u> , VQ, VN, QN, <u>APR, GPR</u> , LPR	N/A
Class, Bldg., and System Summaries (Basic Data Package Report)	<u>SS, GE, NPR, NS</u> , RS, NCE, PRIVPR, HSES, LSES, Comparative Scores for 05 or 11 (SS, GE, NPR, NS)	<u>USS, SAS, APR, AS, GPR, GS</u>	PSS/SS/DIFF, PGE/GE/DIFF, PNPR/NPR/DIFF
Class Item Response Record	<u>Percent Correct</u>	N/A	N/A
Class Snapshot (Complete only)	N/A	Ability Profile Distribution for Class , Composite Type: <u>VQN</u> , VQ, VN, QN, <u>APR, GPR</u> , LPR	N/A
Group Common Core Domain Report (Core or Complete Battery only)	<u>Percent Correct, SS, PR, NS, GE</u>	N/A	N/A
Group Diagnostic Report	<u>Percent Correct</u>	N/A	N/A
Group Item Analysis	<u>Percent Correct</u>	N/A	N/A
Group List of Summaries	<u>SS, GE, NPR, NS</u> , RS, NCE, PRIVPR, HSES, LSES, Comparative Scores for 05 or 11 (SS, GE, NPR, NS)	<u>USS, SAS, APR, AS, GPR, GS</u>	PSS/SS/DIFF, PGE/GE/DIFF, PNPR/NPR/DIFF
Group List Ranked by Test	N/A	Composite Type: <u>VQN</u> , VQ, VN, QN, <u>SAS, APR, GPR</u> , USS, AS, GS, LPR, LS	N/A
Group Longitudinal Report	<u>NPR, GE, SS, NCE</u>	N/A	N/A
Group Narrative Summary	<u>GE</u>	N/A	N/A
Group Performance Profile	<u>Percent Correct, NPR, SS, GE, NS, NCE</u> , College Readiness (Grades 6–11, Levels 12–17/18)	N/A	N/A
Individual Common Core Domain Report (Core or Complete Battery only)	<u>Percent Correct, SS, PR, NS, GE</u>	N/A	N/A
Individual Longitudinal Report	<u>NPR, GE, SS, NCE, SS/Estimated SS</u>	N/A	N/A
Individual Performance Profile	<u>Percent Correct, SS, GE, NPR, NS, NCE, LPR, LS, ACT®/SAT® predictions/College Readiness (Grades 6–11, Levels 12–17/18)</u>	N/A	N/A
List of Student Scores (Basic Data Package Report)	<u>SS, GE, NPR, NS</u> , RS, NCE, PRIVPR, LPR, LS, HSES, LSES, ACT®/SAT® predictions (Levels 15, 16 and 17/18), Comparative Scores for 05 or 11 (SS, GE, NPR, NS), Lexiles, Quantiles	Composite Type: <u>VQN</u> , VQ, VN, QN, <u>RS, USS, SAS, APR, AS, GPR, GS</u> , LPR, LS	PSS/SS/DIFF, PGE/GE/DIFF, PNPR/NPR/DIFF
Profile Narrative	<u>NPR, SS, GE, NCE, NS, LPR, LS, Lexiles, Quantiles</u> , Spanish translation available.	Ability Profile Score (Complete only), <u>RS, APR, AS, GPR, GS, SAS, LPR, LS</u>	PNPR/NPR
Student Data on CD-ROM	All (Student Data only), ACT®/SAT® predictions/College Readiness (Grades 6–11, Levels 12–17/18), Comparative Scores for 05 or 11 (SS, GE, NPR, NS), PRIVPR, LPR, LS, HSES, LSES, Lexiles, Quantiles	All (Student Data only), LPR, LS	All (Student Data only)
Student Score Labels	<u>SS, GE, NPR, NS, NCE, PRIVPR, LPR, LS, HSES, LSES, ACT®/SAT® predictions (Levels 15, 16 and 17/18)</u>	Ability Profile Score (Complete only), <u>USS, RS, SAS, APR, AS, GPR, GS, LPR, LS</u>	PSS/SS, PGE/GE, PNPR/NPR
Student Snapshot (Complete only)	N/A	Ability Profile Score and Narrative , Composite Type: <u>VQN</u> , VQ, VN, QN, <u>APR, GPR</u> , LPR	N/A

* Predicted Scores: Achievement and Ability data must be available for all students. Predicted Scores will be provided for all Achievement subtests, regardless of subtests administered.



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