Riverside Insights®

ORDER FORM FOR RIVERSIDE SCORING SERVICE
Logramos®

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 school name in the spaces below and in line 1 on page 2.

__ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __ __

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

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

Test Date♦♦

Month	Day	Year

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 Riverside Insights Customer Service, check box here.

Ship To♦♦ Do not use a P.O. box.	Bill To	Other Information
Contact Name	Contact Name	# of Packages Shipped
Title	Title	Phone #
System/School	System/School	**Email♦♦**
Address	Address♦♦	**Purchase Order #♦♦**
		By signing, I agree to Riverside Insights' Privacy Policy, Terms of Use, and Terms & Conditions.*
City State Zip	City State Zip	Signature
Country	Country	**Minimum charge of $173.25 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 merging paper testing with online, enter Test Event names below. Merged testing results will appear under the Iowa Test Event in *DataManager*™.

NOTE: Online test events must be closed __prior__ to merging with paper tests.

If yes, please indicate your *DataManager* Test Event Name: _____

Do you want your documents returned?   Yes____   No____   Additional fee plus shipping and handling.

Ship answer documents to Riverside Scoring Service, Iowa EFG, CogAT 7/8, & Logramos
9200 Earhart Lane SW, Cedar Rapids, IA 52404–9078

RIVERSIDE INSIGHTS® CUSTOMER SERVICE   Phone: 800.323.9540   Email: inquiry@service.riversideinsights.com

*Terms and Conditions located at https://riversideinsights.com/support/policies

By signing, I accept the base price per student and additional options as per my elections. For pricing information refer to: www.riversideinsights.com.

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Revised 08/07/2024

SYSTEM _____ CITY _____ STATE _____ ZIP_____

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.	☐ Logramos	☐ Logramos	☐ Logramos	☐ Logramos	☐ Logramos	☐ Logramos	☐ Logramos	☐ Logramos	☐ Logramos	☐ Logramos	☐ Logramos	☐ Logramos	☐ Logramos	☐ Logramos
Building Name⬩⬩	**Answer Document Count by Grade**													
	K	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**Total**
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Total Answer Document Count by Grade for This Page														

REPORTING INCLUDED WITH YOUR SCORING ORDER

Your scoring order includes processing of answer documents and access to *DataManager* interactive web reporting, including the ability to print or download results directly from *DataManager* as:

- Excel or .csv files;
- List of Student Scores, Profile Narrative, Group Summary, Individual Performance Profile, and Group Performance Profile reports in PDF format.

Local Percentile Rank, Private School Percentile Rank, Local Stanine, Lexile, and Quantile are automatically provided for no additional charge with web reporting.

EXPEDITED SCORING SERVICE

Expedited processing may be requested for a 5-day turnaround (5 business days) from receipt of your scoring order at the Riverside Scoring Service. Expedited processing is at an additional cost for your scoring order. Advanced scheduling for this special service is necessary. 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 Riverside Insights Customer Service 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 Service to obtain the Customer Approved Priority Expedite (CAPE) form.
- Complete the CAPE form and email it to Riverside Insights Customer Service (inquiry@service.riversideinsights.com) to schedule expedited processing for your scoring order.
- Your Customer Service Representative will return the CAPE form to you with scheduling confirmation.
- Include a copy of the completed, Riverside Insights 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 Service and scheduled prior to shipping materials to Riverside Scoring Service.

STEP 1 SELECT NORM PERIOD

Norm Year for Logramos is 2014.

Norm Periods are:

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 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)