KNOWLEDGE
STANFORD
ACHIEVEMENT TEST SERIES TENTH EDITION
EXCELLENCE • POWER
Version 6

# INSTRUCTIONS FOR PREPARING AND SHIPPING DOCUMENTS FOR:
# 1. CENTRAL SCORING WITH PAPER REPORTING
# 2. MIXED MODE ONLINE SCORING AND ONLINE REPORTING

## To the Supervisor of the Testing Program

These instructions cover multiple options based on your test administration type and reporting choices. To ensure that the completed answer documents arrive in good condition at Pearson Scoring Center, please organize and package your documents according to the instructions below. Also, be sure to include the appropriate Stanford 10 **Order for Scoring Services (OSS)** or SAT1M **Virtual Order for Scoring Services (VOSS)** form in box 1 of the shipment. It is imperative that the correct **OSS** or **VOSS** form be used as Reporting options are not transferable.

### FOR SAT10 CENTRAL SCORING PAPER REPORTING

If administering **ONLY PAPER Tests,** you will receive **PAPER REPORTS ONLY.**

**NOTE:** You **must** include your completed SAT10 OSS (received with your Test Coordinator Kit) with your scorable documents shipment.

### FOR SAT1M MIXED MODE ONLINE SCORING & ONLINE REPORTING

If administering **ONLINE and PAPER Tests (Mixed Mode),** you will receive **ONLINE REPORTS ONLY.**

1. Contact Pearson Customer Service at 800-328-5999 if you have not yet established your SAT1M Online Account.
2. Log on to: Pearson.programworkshop.com.
3. Select "Mixed Mode Reporting" (under Pearson - Catalog) from the menu on the left.
4. Select the "Click Here" button to create a SAT1M VOSS.

**NOTE:** You **must** include a copy of your completed SAT1M VOSS with your scorable documents shipment.

## Inspecting the Completed Documents

Before returning the test materials, inspect each document carefully, paying particular attention to the following points:

- ❒ Check answer documents that require identification of the test level. It is essential that the appropriate circle is completely darkened.
- ❒ Inspect all answer documents for improper marks. Darken all light marks with a soft (No. 2) black lead pencil, and make sure all erasures are complete. Marks made with ballpoint pen, felt tip pen, or hard or colored pencils cannot be properly scored.
- ❒ Be sure that only one bubble is marked in each alphabetic column on the NAME GRID.
- ❒ Check to see that the DATE OF BIRTH section is complete and accurate. This is particularly important when testing with the *Otis-Lennon School Ability Test*®, Eighth Edition (OLSAT®8) because age-based derived scores cannot be determined without exact birth dates.
- ❒ All other demographic fields (e.g. Student Number, Other Information, Gender, Ethnicity, Special Services, etc.) should be gridded only if the school or district has elected to use any of these features. If any are used, be sure the codes are completely darkened.

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Ver. 6

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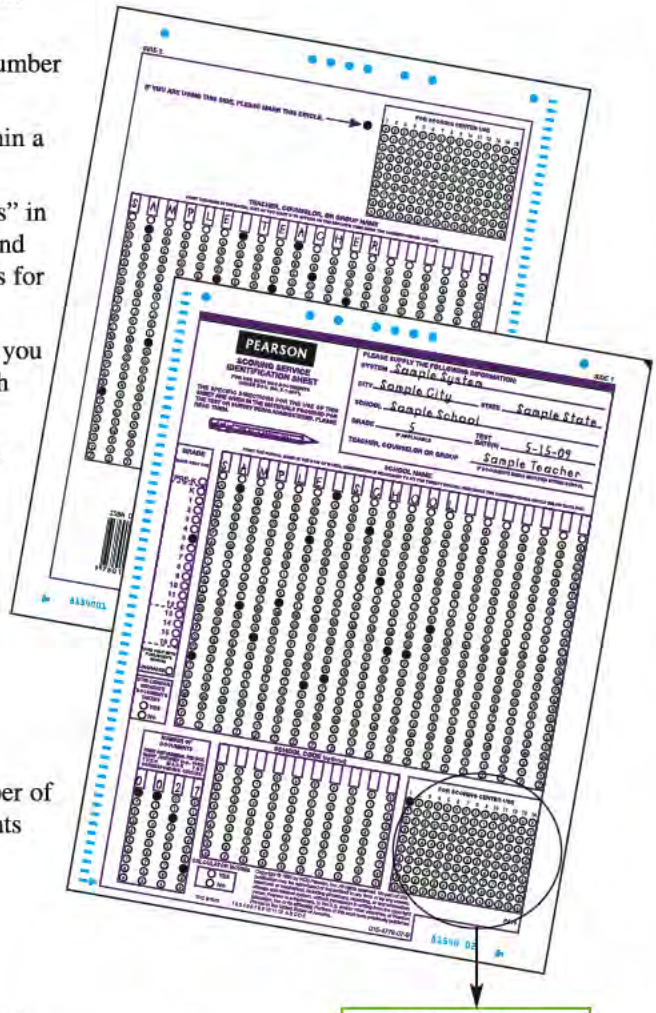
## Organizing the Answer Documents

### Scoring Service Identification (SSID) Sheet

- ❒ An SSID Sheet must be completed and placed on top of the documents from each class (or grade if organizing by grade). The placement of this document identifies the Basic Reporting Unit, establishing the groupings of the reports.
- ❒ Different levels may **not** be mixed in a Basic Reporting Unit.
- ❒ Grades may **not** be mixed within a Basic Reporting Unit.
- ❒ The answer documents need not be alphabetized within the Basic Reporting Units. Enter and grid the Number of Documents.

  **NOTE:** The "Number of Documents" **must** reflect the exact number of answer documents behind the SSID Sheet.
- ❒ Stanford 10 full-length and abbreviated may **not** be mixed within a grade, or within a Basic Reporting Unit.
- ❒ If OLSAT®8 was administered in a separate booklet, mark "Yes" in the section titled "Otis-Lennon Separate Documents Taken?" and place the OLSAT®8 booklets on top of the Stanford 10 booklets for each Basic Reporting Unit.
- ❒ If you are testing OLSAT®8 stand alone (without Stanford 10) you must send the OLSAT®8 documents in a separate shipment with an OLSAT®8 OSS.
- ❒ Organize the answer documents either by CLASS within grade in each school or by GRADE for each school.




### Organization by Class Within Grade in School

Complete SIDE 1 and SIDE 2 of the SSID Sheet

**SIDE 1**

- ❒ Enter the information in the upper-right corner.
- ❒ Enter and grid the Grade.
- ❒ Enter and grid the School Name.
- ❒ Enter and grid the Number of Documents. **NOTE:** The "Number of Documents" **must** reflect the exact number of answer documents stacked behind the SSID Sheet.

> ***NOTE:** If the gridded entry does not match the number of documents behind the SSID sheet, an alert will be generated and processing of your order will be delayed until the alert is resolved.*

- ❒ Enter and grid the School Code only if instructed to do so locally.

**SIDE 2**

- ❒ Completely darken the circle at the top of the page.
- ❒ Enter and grid the Group Name.
- ❒ The Group Code section should be gridded only if instructed to do so locally.

### Organization by Grade in School

Complete only SIDE 1 of the SSID Sheet following the instructions for completing SIDE 1 above.

REMEMBER: For each building, the School Name must be entered and gridded uniformly on all SSID Sheets. Grades and/or different levels may **not** be mixed under an SSID Sheet.

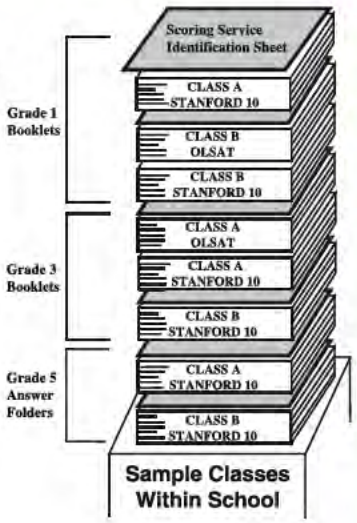
## Stacking the Answer Documents

### Basic Reporting Unit is by CLASS:

- ❒ Arrange the class stacks into grade stacks keeping the SSID Sheet in place for each class.
- ❒ Arrange the stacks so that the answer document page containing the Name Grid is facing up and the margin containing the black horizontal bars is on the left.
- ❒ Next, organize these grade stacks into a school stack so that the lowest grade for the school is at the top of the stack.

### Basic Reporting Unit is by GRADE:

- ❒ Place the grade stacks in order so that the lowest grade for the school is on top of the stack keeping the SSID Sheets in place for each grade.
- ❒ Arrange the stacks so that the answer document page with the Name Grid is facing up and the margin containing the black horizontal bars is on the left.

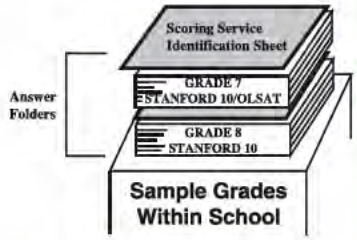



## Packing the Answer Documents

- ❒ Pack the answer documents in the same order–by school across grades–as you arranged them according to the instructions listed above. You must list them in the same order on the SAT10 OSS or the SAT1M VOSS form.

*NOTE: If more than one school is involved in the testing program, the organized documents for each school should be collected for one shipment from a central office.*

- ❒ Place the documents in very sturdy boxes/cartons to protect them in transit. Answer documents for each Basic Reporting Unit may be loosely banded with paper strips to keep them intact. Please do **not** use rubber bands.




## SHIPPING THE ANSWER DOCUMENTS

**PAPER Tests ONLY = PAPER Reporting ONLY**

**SAT10 CENTRAL SCORING PAPER REPORTING OSS** process is as follows:

You **MUST** include your completed OSS (received with your Test Coordinator Kit) with your scorable documents shipment.

**ONLINE and PAPER Tests** (Mixed Mode) = **ONLINE Reporting ONLY**

**SAT1M MIXED MODE ONLINE SCORING & ONLINE REPORTING VOSS** process is as follows:

You **MUST** include a copy of your completed VOSS with your scorable documents shipment by logging on to the Pearson.programworkshop.com site to obtain the SAT1M Mixed Mode online VOSS.

- ❒ Include the completed appropriate OSS or VOSS form in the FIRST box of your shipment.
- ❒ Fill any empty spaces in the box(es) with paper to keep the documents from shifting during shipment. Seal the box(es) with reinforced tape.
- ❒ Affix a Mailing Label (these were provided in your scoring materials packet) to each box. Be sure to enter the following information on each label used.
  - If one box suffices, label it "Box 1 of 1."
  - If multiple boxes are needed, label them serially. For example, a shipment of four boxes would be labeled "Box 1 of 4," "Box 2 of 4," and so on. (Space is provided for this information.)
  - Write a return address in the space provided on each label.
- ❒ If you do not have Mailing Labels, be sure to write the information described in the previous section on each box in your shipment. In addition, you must write the shipping address listed below:

  Pearson
  Central Scoring Services
  9200 Earhart Lane SW
  Cedar Rapids, IA 52404

- ❒ Send your shipment by the method most consistent with your desire for prompt service and within your postage budget. Some recommended methods for shipping include:
  - ❒ Single-carton shipments: UPS, Air Freight, Federal Express, UPS Blue Label (2nd day) and UPS Red Label (overnight).
  - ❒ Multiple-carton shipments: UPS, Air Freight, UPS Blue Label, and Federal Express.

**NOTE: We strongly recommend a carrier that provides shipment tracking.**

**PAPER Tests ONLY = PAPER Reporting ONLY**

## SAT10 CENTRAL SCORING PAPER REPORTING

SPECIAL NOTES and SUGGESTIONS:

- ☐ Be sure your answer documents are in good condition (no staples or bent corners). Use paper bands to group documents.
- ☐ Be sure the "Number of Documents" recorded on each SSID Sheet is accurate and matches the number of docments specified for each grade and school on the OSS.
- ☐ Assemble and package your answer documents in the same order as they are listed on the OSS.
- ☐ Place the OSS as the top item in Box 1 of your shipment.
- ☐ Remember to use the OSS form that was included in your Test Coordinator Kit shipped with your test booklets.
- ☐ Complete the pre-addressed mailing label or envelope. Fill any empty space in the boxes with paper.
- ☐ Hold your shipment until all make-up testing is completed.
- ☐ Send purchase orders covering our scoring services to the following address. Note that your costs are derived from the services ordered on the OSS, not from the purchase order.

  Pearson
  Revenue Accounting
  19500 Bulverde Road
  San Antonio, TX 78259-3701
- ☐ If you have any questions about the information in this document, or about any other aspect of our scoring services, call Customer Service at 1-800-328-5999.

**ONLINE and PAPER Tests** (Mixed Mode) = **ONLINE Reporting ONLY**

## SAT1M MIXED MODE ONLINE SCORING & ONLINE REPORTING

SPECIAL NOTES and SUGGESTIONS:

- ☐ Be sure your answer documents are in good condition (no staples or bent corners). Use paper bands to group documents.
- ☐ Be sure the "Number of Documents" recorded on each SSID Sheet is accurate and matches the number of documents specified for each grade and school on the VOSS.
- ☐ Assemble and package your answer documents in the same order as they are listed on the VOSS.
- ☐ Place the SAT1M VOSS as the top item in Box 1 of your shipment. Remember to go to Pearson.programworkshop.com and complete and print your completed VOSS to include with your shipment.
- ☐ Complete the pre-addressed mailing label or envelope. Fill any empty space in the boxes with paper.
- ☐ Hold your shipment until all make-up testing is completed.
- ☐ Send purchase orders covering our scoring services to the following address. Note that your costs are derived from the services ordered on the VOSS, not from the purchase order.

  Pearson
  Revenue Accounting
  19500 Bulverde Road
  San Antonio, TX 78259-3701
- ☐ If you have any questions about the information in this document, or about any other aspect of our scoring services, call Customer Service at 1-800-328-5999.

## IMPORTANT REMINDERS

Please note that your order for scoring can and will be delayed if the following conditions are not applied:

- ☐ Grades and/or different levels may **not** be mixed under an SSID Sheet.
- ☐ Testing OLSAT®8 in combination with your Stanford 10 order requires that all students' documents MUST have the Date of Birth (DOB) section gridded and written in the appropriate columns on each document.
- ☐ Your OSS MUST be completely filled out, signed and/or contain a Purchase Order (PO), and returned with your scorable materials order in Box 1.
- ☐ Use sturdy boxes to minimize damage/loss during transit.



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