



RIVERSIDE SCORING SERVICE

Order Form for Riverside Scoring Service (OSS)

- *Gates-MacGinitie Reading Tests*® (GMRT®), Fourth Edition, Forms S and T
- 2017 & 2006 Norms



Order Form for
Riverside Scoring Service



ORDER FORM FOR RIVERSIDE SCORING SERVICE

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

Riverside Insights® Use Only

Data Set ID

System Name for Reports*
Missing system name defaults to city name.

Test Date*

Month	Day	Year
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Date Received

Attachments Yes

Ship to* (Do not use a P.O. Box)

Bill to*

Other Information*

Name	Name	No. of Packages Shipped
Title	Title	Phone No.
System	System	System / School
Address	Address	Fax No.
City State Zip	City State Zip	*E-mail (required)
Country	Country	Purchase Order No.
Do any of your documents have bar codes? Yes ___ No ___		By signing, I agree to Riverside Assessments, LLC's Privacy Policy, Terms of Use and Terms & Conditions.**
Do you want your documents returned? Yes ___ No ___ Additional fee plus shipping and handling.		
		Signature

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

Answer Document Count by Grade

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

Ship answer documents to Riverside Scoring Service
9200 Earhart Lane SW, Cedar Rapids, IA 52404-9078

RIVERSIDE INSIGHTS CUSTOMER SERVICE

Phone: (800) 323-9540

Email: inquiry@riversideinsights.com

*Indicates a required field

**Terms and Conditions located at www.riversideinsights.com. By signing, I accept the base price per student and additional options as per my elections. For pricing information refer to: www.riversideinsights.com/support/order-forms.

ORDERING INSTRUCTIONS

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

Using this Order Form for Riverside Scoring Service (OSS), you can customize score reports to best meet the needs of your school system. Follow the step-by-step instructions to fill out your order form completely. Your local Assessment Consultant can work with you to determine the best results-management program for your school system. If you have any questions, contact your local Assessment Consultant or Riverside Insights Customer Service at 800.323.9540.

As you look through the list of available reporting options on this OSS, please refer to the helpful icons next to each option:



= indicates that this reporting option is primarily for home.



= indicates that this reporting option is primarily for teachers.



= indicates that this reporting option is primarily for administrators.

STEP 1: Select One Norm Year and Period.

Normative data represents thousands of students tested across the nation. Scores from the *Gates-MacGinitie Reading Tests* are based on either 2006 norms or 2017 norms. You can select norms for either year.

STEP 2: Enter Date of School Opening.

STEP 3: Select Universal Reporting Options.

STEP 4: Select DataPlus Package Options.

STEP 5: Select Additional Reports and Options.

STEP 1

SELECT ONE NORM YEAR AND PERIOD.

Default Norm Year for GMRT is 2006. 2006 norms will be provided to you unless 2017 is selected in this step (STEP 1).

<ul style="list-style-type: none"> Norm Year <input type="checkbox"/> 2006 Norm Period <input type="checkbox"/> Fall (Before Jan. 1) <input type="checkbox"/> Winter (Jan. 1 to Feb. 29) <input type="checkbox"/> Spring (March 1 or later) <input type="checkbox"/> Quarter-month (interpolated: interpolates the NPR, NS, and NCE, if ordered) Level AR will be processed using community college norms. 	<ul style="list-style-type: none"> Norm Year <input type="checkbox"/> 2017 NEW Norm Period <input type="checkbox"/> Fall (Before Jan. 1) <input type="checkbox"/> Winter (Jan. 1 to Feb. 29) <input type="checkbox"/> Spring (March 1 or later) Level AR will be processed using community college norms.
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Note: As of September 2018, GMRT web-based reports are accessed in DataManager. Previous GMRT administrations can be trended with new administrations and viewed in longitudinal reports in DataManager, as long as the same normative year was used in scoring. To maintain the longitudinal trend in DataManager, select 2006 norms for scoring.

STEP 2

ENTER DATE OF SCHOOL OPENING.

* / /
 Month Day Year

*Required only if requesting quarter-month norms. Quarter-month norms only available for 2006 norms.

STEP 3

SELECT UNIVERSAL REPORTING OPTIONS.

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

STEP 4

SELECT DataPlus PLAN OPTIONS.

Your DataPlus package includes access to *DataManager*[™], the Riverside Insights secure web-based reporting service for GMRT, which is automatically included with your scoring and reporting order. It includes summary reports, individual student reports, roster reports, decoding skills data, and more. When testing with GMRT, web reporting keys are generated when the tests are scored which allow you to access your data in *DataManager*. A *DataManager* system email with information on activating and distributing web reporting keys will be sent to the Account Holder that was listed on the GMRT Material Order when your order was placed.

IMPORTANT: If you ordered GMRT materials prior to September 1, 2018 contact Customer Service to designate the primary contact who will be the GMRT test administrator owner and DataManager Account Holder.




Select up to two (2) options for your DataPlus Package by checking the boxes below:

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

Lexile[®] is a registered trademark of MetaMetrics, Inc.

STEP 5

SELECT ADDITIONAL REPORTS AND OPTIONS.

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