ORDER FORM FOR RIVERSIDE SCORING SERVICE
Logramos® Third Edition

Logramos Tercera Edición

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.

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(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❖❖ 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	**E-mail❖❖**
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 $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 Riverside Scoring Service, Logramos Third Edition
9200 Earhart Lane SW, Cedar Rapids, IA 52404-9078

Scoring for *Logramos* Form A and Second Edition Levels 5–12 is not available.

*Terms and Conditions located at www.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.

Revised 01/08/2021

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.

Building Name⬥⬥	Answer Document Count by Grade													
	K	1	2	3	4	5	6	7	8	9	10	11	12	Total
⬥⬥														
Riverside Scoring Service use only														
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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 Consultant will 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.

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SCORE ABBREVIATIONS

GE: Grade Equivalent	**NS:** National Stanine
LPR: Local Percentile Rank	**RS:** Raw Score
LS: Local Stanine	**SS:** Developmental Standard Score
NCE: Normal Curve Equivalent	**USS:** Universal Scale Score
NPR: National Percentile Rank	

EXPEDITED SCORING SERVICE

Expedited processing may be requested for a 5-day turnaround (5 business days) from receipt of your scoring order at Riverside 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 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 e-mail it to Riverside Insights Customer Service (inquiry@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 Riverside Insights Customer Service and scheduled prior to shipping materials to Riverside Scoring Service.

SYSTEM _____ CITY _____ STATE _____ ZIP_____ **4**

STEP 1 — NORM PERIOD

Norm Year for *Logramos* is 2014.

Norm Period for *Logramos*:

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.

Please note, Fall norms are not available for grade K. Midyear norms for K will be reported only for Level 5. Spring grade norms for K are reported for Level 5 and for Level 5/6.

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 LA 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 print Program Descriptions (for example, Free/Reduced Lunch) on List of Student Scores and Student Score Labels

STEP 3 — 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. 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.

Circle Logramos Scores to Report on List of Student Scores

Circle up to 8 achievement scores. **SS GE NPR NS** RS NCE LPR LS (Student List Only) (Must select both LPR and LS for Local Stanines (LS) to appear.)

☐ **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

OR

SELECT DATAPLUS PACKAGE OPTIONS — *Default Option*

☐ **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*™ interactive web reporting, including the ability to print or download results directly from *DataManager* as:

- PDF/RTF or Excel files;
- Print-style List of Student Scores, Profile Narrative, and Individual Performance Profile reports in PDF format; and
- Full data and customizable data file exports.

Circle Additional Achievement Scores to Report in *DataManager* Web Reporting (optional) LPR LS (Must select both LPR and LS for Local Stanines (LS) to appear.)

STEP 4 SELECT ADDITIONAL REPORTS (2 or more per grade indicates extra copies desired)

OUTPUT	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	
Paper		☐ **List of Student Scores (if different from Basic Data Package)** ☐ **Grouped by CLASS with Class, Building, and System Summaries.** ☐ Grouped by BUILDING with Building and System Summaries. ☐ Grouped by SYSTEM with System Summaries. Includes Quartile Information											Circle up to 8 achievement scores. **SS GE NPR NS** RS NCE LPR LS (Student List Only)
Paper		☐ **Profile Narrative** ☐ All English ☐ **All Spanish** ☐ English for students coded 1, Spanish for students coded 2 ☐ **Bar Graph** ☐ **NPR** ☐ LPR ☐ Confidence Bands ☐ Show Reading Total											**NPR** is always reported. Circle up to 4 additional scores. SS GE NCE NS LPR LS
Paper		☐ **Individual Performance Profile** ☐ **Bar Graph** ☐ **NPR** ☐ LPR ☐ Confidence Bands Lower graph reports performance by Skill Domains/Cognitive Levels. **Difference Graph** comparing **Percent Correct** achieved between Group and Nation											**NPR** or LPR are reported. Circle up to 4 additional scores. **SS GE NPR NS** NCE **LPR** LS
Paper		☐ **Group Performance Profile** 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. ☐ **Difference Graph** comparing **Percent Correct** achieved between Group and Nation ☐ 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

STEP 4 – CONT'D **SELECT ADDITIONAL REPORTS**

OUTPUT	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	
Label	🍎	☐ **Student Score Label** 9″ wide x 1″ high label size.											Circle up to 7 scores. **SS GE NPR NS** NCE LPR LS
Paper	🍎 ▦	☐ **Group Item Analysis** Includes **Class** Item Analysis. ☐ Also include the Building Item Analysis. ☐ Also include the System Item Analysis.											**Percent Correct** is reported.
Paper	🍎	☐ **Class Item Response Record**											**Percent Correct** is reported.
Paper	🍎 🏠	☐ **Individual Longitudinal Report** 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
Paper	▦ 🍎	☐ **Group Longitudinal Report** 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. ☐ **Consecutive Grades, All Students** ☐ 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
Paper	▦	☐ **Administrator's Summary Report** Minimum of 100 students recommended for optimal report interpretation. ☐ Grouped by BUILDING with Building and System Summaries. ☐ **Grouped by SYSTEM with System Summaries.**											**NPR** and **SS** are reported. Circle up to 4 additional scores. RS GE NCE NS
Data File	▦	**Student Data File for Download**											Circle up to 2 additional scores. LPR LS