

PACKAGING AND RETURNING MATERIALS FOR SCORING

Inspect the completed documents

1. Inspect all documents for improper marks. All marks should be very dark. Marks made with ballpoint pen, felt-tip pen, or hard or colored pencils will not be scored properly.
2. Darken all light marks with a soft-lead (No. 2) pencil.
3. Also, make sure all erasures are complete.
4. 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.
5. Be sure all items on the return authorization list are included in your package when you ship back your tests for scoring. Also, place the return authorization list in your return package.

The Iowa Tests®/CogAT®

If you are returning the Iowa, and/or CogAT®, please follow these directions for packaging and returning materials for scoring.

1. Include the directions for administering in the bottom of the original box.
2. Next, include the test booklets. To prevent the book spines from bending, please stack the test booklets in groups of 5. 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 5.
3. For **each** class, place the answer documents with the demographic pages facing up to form a stack. Place the completed GRADE/CLASS IDENTIFICATION SHEET on top of each stack.
4. Organize the answer documents by building. Then place a completed BUILDING ID SHEET on top of the stack.
5. Place the return authorization list on top.
6. Please be sure to pack them tightly in the box to prevent damage/shifting when they are returned.
7. Return items by a **traceable** method to
Abeka Testing
240 Waveland Street
Suite E
Pensacola, Florida 32503

Tests that are already taken by students are irreplaceable. Please be sure to use a shipping method that can be tracked if it does not arrive to Abeka Testing in a timely manner.

Note: It is not necessary to return any practice tests, practice test directions, or support materials (e.g., guides).

Iowa Algebra Aptitude Test™

If you are returning the *IAAT™*, please follow these directions for packaging and returning materials.

1. Include the directions for administering in the bottom of the box.
2. Next, include the test booklets. To prevent the book spines from bending, please stack the test booklets in groups of 5. 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 5.
3. Place the return authorization list on top.
4. Please be sure to pack them tightly in the box to prevent damage/shifting when they are returned.
5. Return items by a **traceable** method to
Abeka Testing
240 Waveland Street
Suite E
Pensacola, Florida 32503

Since the *IAAT™* is self-scoring, please **keep** all answer documents. Tests that are used cannot be returned.

Note: It is not necessary to return any practice tests, practice test directions, or support materials (e.g., guides).

SCORING/REPORTING PACKAGES

Basic Package for Schools (included in test price—no additional charge)

1. Student Report: Administrator can pick the Student Profile with Narrative or Individual Performance Profile—1 copy per student (see pages 22–23 for examples)
2. Class List: list of student scores by teacher—1 copy per teacher (see page 24 for example)
3. Class Summary: average percentile rank of students for each teacher—1 copy (see page 25 for example)

Basic Package for Homeschoolers (included in test price—no additional charge)

Student Report: Administrator can pick the Student Profile with Letter or Student Profile with Objectives—1 copy per student (see pages 22–23 for examples)

Optional Reports (additional charges apply)

1. Student Report (\$15): additional copies of Student Profile with Narrative or Individual Performance Profile (see pages 22–23 for examples)
2. Student Labels (\$15): label to attach to student’s cumulative folder
3. Administrator Reports (\$15): item analysis per teacher

**Please call Customer Service at 1-888-722-0044 to order additional reports.
Or you can include the next page with your return materials.**

Paper materials returned to Abeka for scoring will be kept for 90 days.

