bju press

Iowa Assessments™ Scoring Worksheet

> ## ***RETURN YOUR COMPLETED WORKSHEET FOR SCORING.***

School Name:

School Account #_____**Materials Order #**_____

Reports Manager* Information:

Phone Number† _____

First Name† _____**Last Name†** _____

Email Address† _____

Answer Documents/Write-In Booklets

> **STUDENT ID PREFIX:**

Required Bubbling

☐ Student ID under <u>ID Number</u>
  o Create a unique ten-digit Student ID for each student by starting with the five-digit Student ID Prefix assigned by BJU Press Testing and adding five digits that are unique to each student in your school.
    ▪ For example, a school with a prefix of 11111 might determine that their first Student ID will be 1111100001, then 1111100002, then 1111100003, and so on.
    ▪ *These unique student IDs **cannot** be exchanged between students or reused for future students, even after a student graduates.*
    ▪ See our webpage for more details.
☐ Student Name in the "Last, First" format.
☐ Gender
☐ Under <u>Date of Birth</u>, bubble birthdate (Month/DD/20YY).
☐ Under <u>IA Form</u>, bubble the form the student is using.

Optional Bubbling

☐ Aggregate reporting for scholarships: Under <u>Programs</u>, bubble "Other 1" on each test.
☐ Exclusions from group reporting: Under <u>Office Use Only</u>, bubble "Z" on each excluded test.
☐ IEPs: Under <u>Programs</u>, bubble IEP.
☐ Ethnicity

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* The Reports Manager is responsible to create reports for the school in *DataManager*.
† Required field

Continues on page 2

Building Sheet

☐ Under <u>Building Name</u>, bubble the **School Name** as written above, including spaces.

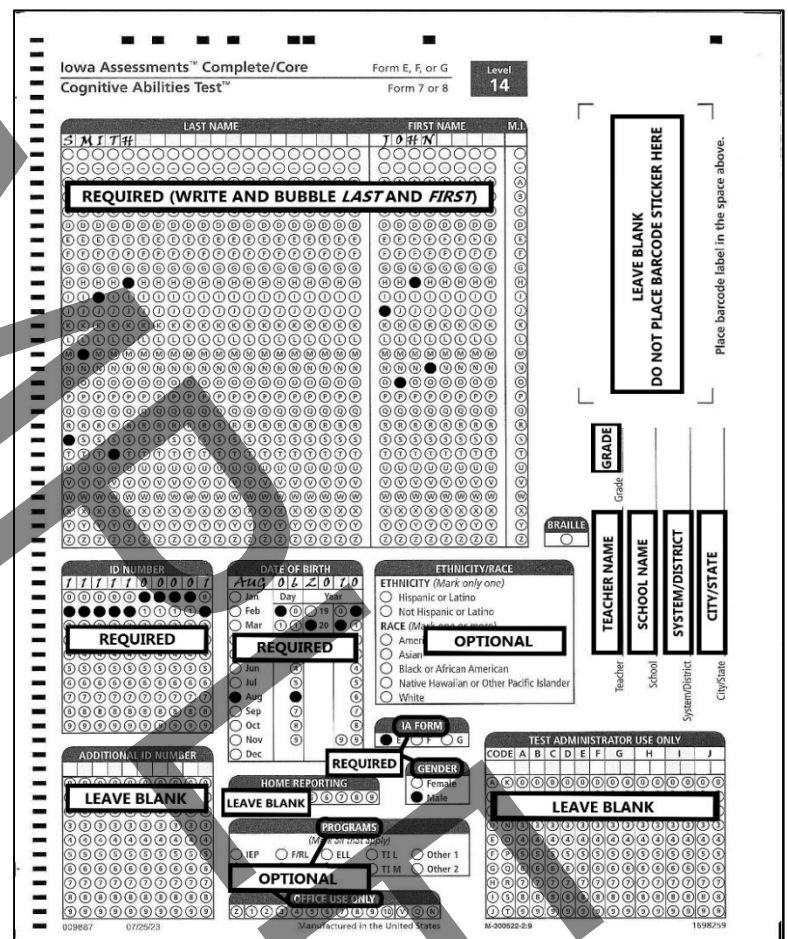☐ Under <u>Building Code</u>, bubble the **School Account #** stated on page 1.

Class Sheets

☐ Bubble sections 1, 2, and 4–6. Leave 3 and 7 blank.

  ▪ Section 5 uses 0–9 for *CogAT* and A–Z for *Iowa Assessments*. If using both test types, mark **both** the letter and number, despite the word "OR."

☐ Organize by grade. Multiple classes within a grade will have separate Class Sheets.

☐ *Call us if testing any out-of-level students.*

Test Review

☐ Check that names, birthdates, IDs, and answers are darkly bubbled with a No. 2 pencil.

☐ Erase writing/debris from Timing Marks (black rectangles along the top and side edges).

☐ Expect the student's name to appear on the report as it was bubbled.

☐ Write students' names in all spaces provided on the inside and outside of the test.

☐ Ensure students attempt all desired sections. Contact testing@bjupress.com with questions regarding minimum answer requirements.

Scoring

☐ For purchased materials: go to *bjupress.com/testing/scoring* to place scoring order.

Scoring continues on page 3

Fill in the number of write-in booklets/documents used on the table below.

Answer Document Scoring—Order one scoring service per answer document, even if both *Iowa Assessments* and *CogAT®* are taken.

Write-In Booklet Scoring— Order one scoring service per booklet. Note that *Iowa Assessments* and *CogAT* use separate booklets.

Iowa Assessments Answer Documents/Write-In Booklets													
Level 5	Level 6	Level 7	Level 8	Level 9	Level 10	Level 11	Level 12	Level 13	Level 14	Level 15	Level 16	Level 17/18	

CogAT Write-In Booklets					
	Level 5/6	Level 7	Level 8	Level 9	**Scoring/Service Package Order#**_____
					Total Booklets/Documents: _____

Reports

BJU Press Testing and Evaluation will notify the email address on this worksheet when reports can be created. This notification should be sent within 20 business days after materials arrive in our office, provided everything is in order. **The Reports Manager your school has chosen above is responsible for creating these reports in *DataManager*.**

Shipping Tests to Score

When shipping tests to score, fill out the label on this page and place on the outside of the box(es). Insure your package(s) and obtain a tracking number for security purposes.

✄

BJU Press Testing & Evaluation

1430 Wade Hampton Blvd, Ste 210

Greenville, SC 29609-5066

Iowa/*CogAT* Scoring Order #_____

Box _____ of _____