

## General Instructions

Scoring Service Instructions are available from Thomson Nelson at no charge: ask for product code TEST04. The packet of information includes a special order form, a specific shipping label, this page of instructions, and other useful information, related to preparing and submitting your answer documents for processing at our central scoring facility.

These instructions refer to “answer sheets” or the generic “answer documents” – substitute “answer booklets” if your students are using consumable test booklets (this is typically the case in lower grades).

## Do Not Mix Tests, or Forms of Tests, Within One Order

Each order must be for one test. For example, if your testing program involves CTBS and CCAT tests, assemble the answer documents in two separate batches, each with its own O.S.S. (Order for Scoring Service).

If more than one Form of a test is used in your testing program, e.g. GMRT Forms 3 and 4, submit each Form as a separate order, with its own O.S.S.

## Identification Sheets

It is the school’s responsibility to complete the associated identification (ID) sheets and insert them into the stack of student documents. The IDs are available from Thomson Nelson for nominal charge (product codes are listed below).

Building ID Sheet, 606027-8, is required to identify each school. (Instructions are on the back of each ID sheet.)

Class/Group ID Sheet, 606028-6, is required for each group of students. Typically one ID for each grade in a classroom – for split grades in one classroom, two Class IDs will be needed (one for each grade in that class).

## Suitable Pencils

A good soft-lead pencil (typically marked “HB”) is required. Without pressing overly hard, you should be able to cover over any printing that is inside the bubble underneath the mark. A second valuable property of the pencil is that good clean erasures can be made easily. NB: “*Dixon Classmate*” pencils are specially-formulated pencils that are “too hard” to leave a suitable mark, and they are not recommended for use with central scoring of Thomson Nelson tests.

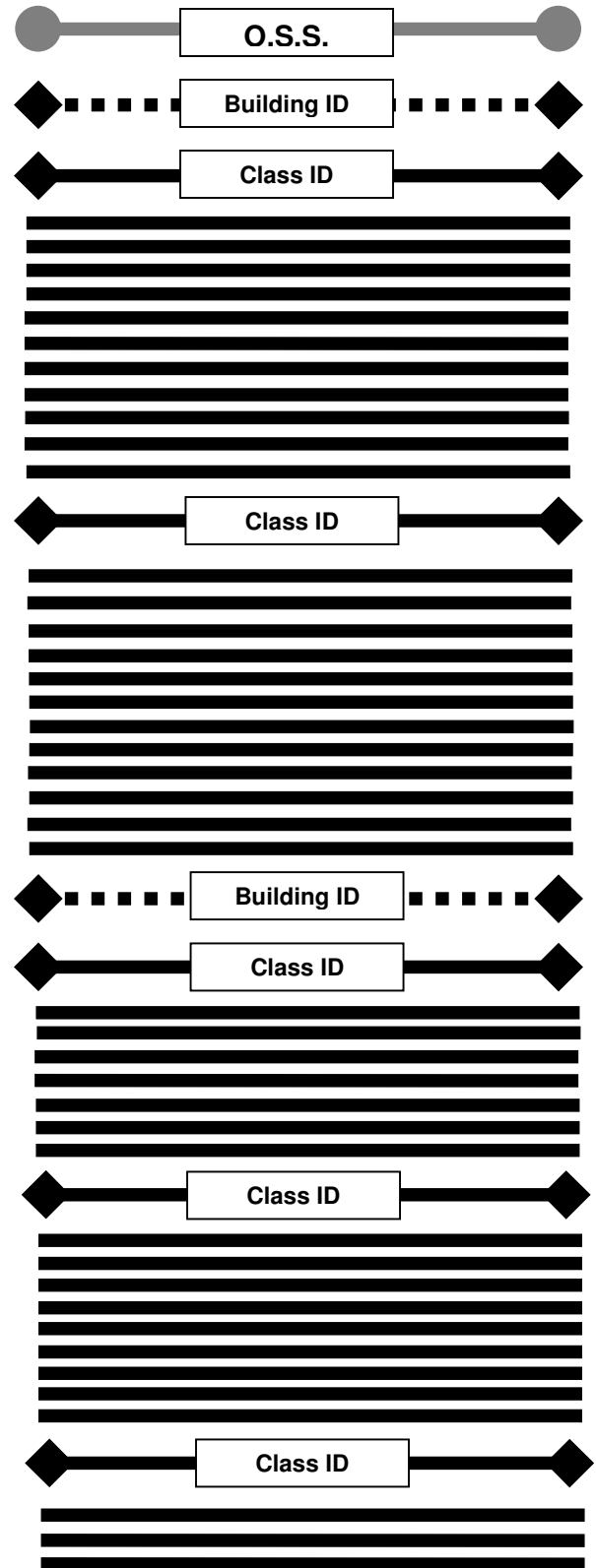
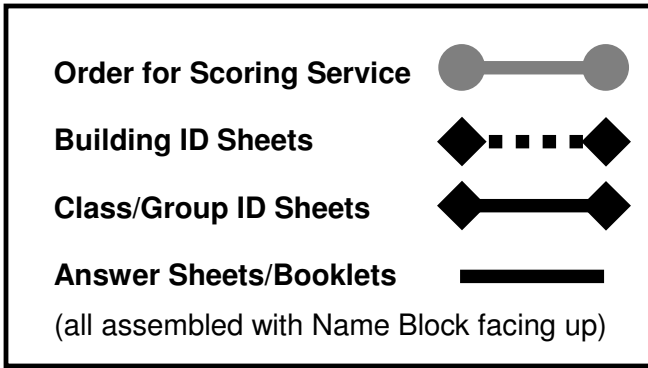
## Proper Marks

All marks should be made according to the directions in the Teacher’s Manual. Students should make each mark to fill in the complete bubble. Stray marks may be picked up as student responses, and marks in reserved areas of the sheet can cause problems when electronically scanning the sheet. If it is necessary to erase a mark, the student must take care to make a “clean” erasure – this will help to ensure accurate scanning. Samples of good and poor marks:



## Organization of the Answer Documents and ID Sheets

- A) Inspect the students’ answer sheets to ensure that all essential information is present, the marks are well-made, and erasures are neat and clean. If the Student ID Grid is being used, ensure that it is complete for all students.
- B) Stack the answer sheets for each class with the students’ Name Block facing up. Sequence the answer sheets in the same order in which you wish the students to appear in the Student List Report (typically alphabetical).
- C) Place a completed Class/Group ID Sheet, with the Name Block facing up, on top of the class of student sheets.
- D) Organize the classes/groups in your preferred sequence, and place a completed Building ID Sheet, with the Name Block facing up, on the top of the stack.
- E) If there are multiple schools in your testing program, repeat steps (A) through (D) for each school.
- F) Fill in an Order for Scoring Service (O.S.S.), both sides, and put it on the top of the stack of documents. Refer to the Teacher’s Handbook and Scoring Service Brochure for information about services. *more ...*



**Packaging**

Package all materials securely so the sheets do not move around during shipping and become damaged or mixed up. Do NOT fold answer sheets. Do NOT use elastics, staples, paper clips or pins (they can damage the sheets).

A good practice is to enclose each school’s answer documents in an envelope, marked “\_\_\_ of \_\_\_”, and pack the envelopes in a sturdy carton.

If more than one carton is required, label each carton “box \_\_\_ of \_\_\_” Ensure that the O.S.S. is in box number 1.

**Shipping Method**

To avoid lost shipments, Thomson Nelson recommends shipping your carton(s) by a method that is traceable, e.g. by courier service or priority post. In any case, use the fastest method of transport. Our published turnaround time for scoring service does not include transportation.

**Shipping Address**

Thomson Nelson Scoring Service  
 1120 Birchmount Road  
 Toronto, Ontario M1K 5G4

**Questions? Need more ID Sheets? Contact:**

Eileen Coleman, Scoring Service Coordinator  
 Phone: (416) 752-9100, ext. 2222  
 Toll-Free: 1-800-914-7776, ext. 2222  
 Fax: (416) 752-9646

**Additional Labour Charges May be Applied**

If these directions are not followed, additional labour may be required for services that would be needed to “fix up” the answer documents. Most often, labour charges would be associated with:

- a) Locating missing or improper birthdates (especially CCAT), phoning for clarification, updating the database.
- b) Inserting identification (ID) sheets that were missing from the stack of documents.
- c) Transcribing information from photocopied ID sheets onto the correct forms, to permit electronic scanning.
- d) Repairing answer sheets that have been damaged due to folding, paper clips, elastics, staples, etc.
- e) Cleaning up students’ stray marks, particularly those near the black marks that are pre-printed on the sheet.