STANFORD 10
O·N·L·I·N·E

OLSAT®8
Otis-Lennon School Ability Test®
Eighth Edition

STANFORD
Aprenda Tercera edición
LA PRUEBA DE LOGROS EN ESPAÑOL

Program Workshop
New Customer Setup Form

Paper Processing Services
Packing & Shipping Instructions

PearsonAssessments.com

Pearson

Program Workshop New Customer Setup Form

DATE _____

IMPORTANT NOTE : - DO NOT SEND to Pearson for Processing

SAT10 Form D - Hand Score Only
Aprenda 3 - Form B Hand Score Only

Do you already have a login for Pearson's Program Workshop?

⇨ **Complete the form below and provide to customer service when you place your order. Upload to Customer Service at the link below to place your order.**
Upload this form to https://support.pearson.com/usclinical/s/contactsupport to place your order.
Include your purchase order information.

Tel: 800-328-5999
Fax to 888-556-2103

Monday – Friday, 7 A.M. – 6 P.M. Central Time
Please have your purchase order information ready.

District/Organization Information

District / Organization
As it will appear on your reports, up to 50 characters)

Title _____

Primary Contact Name _____

Email _____

Address _____

City _____ **State** _____ **ZIP** _____

Day Phone (____ **)** _____   **Fax (** ____ **)** _____

Billing Information

☐ **Bill** School (Complete information if school is to be billed.)

School _____

Title _____

Primary Contact Name _____

Email _____

City _____ **State** _____ **ZIP** _____

Day Phone (____ **)** _____   **Fax (** ____ **)** _____

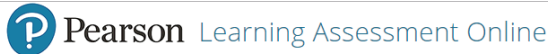# Complete the table if your account has multiple schools

	School / Building Name (20 characters)	Building Code (10 digits max) * Refer to NCES.com if you do not know your school code(s)	City	State
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

Paper Processing Services

AFTER TESTING:

• Login to your Program Workshop account:

• Find "Paper Processing Services" along the black ribbon at the top of the page and click the link, then click the "Click Here" button in the middle of the page. This will take you to Pearson's Catalog Orders Processing System (COPS).
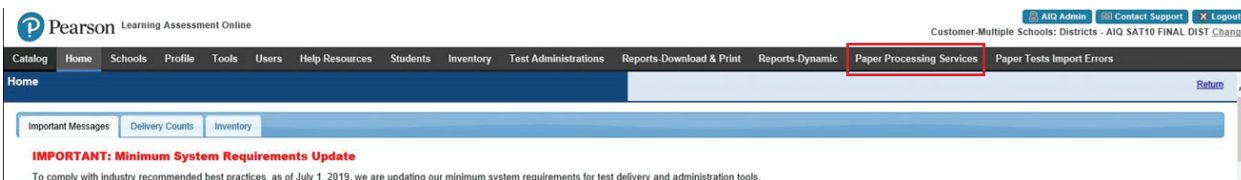
• The COPS page will open (no additional login is required)
• In COPS, click "Create Order" to access the Order for Scoring (OSS) form.

- Required fields are marked with a red asterisk *
- District Code is NOT an editable field
- Select Test Product and click "Continue"

District / Organization Name: *   AIQ SAT10 FINAL DIST

District Code: *   88888888

Test Product: *   Select ▼

• Complete your selections for ALL fields, then click "Save."

Create Order   Cancel Save

Test Product:	SAT10		
Order Number:	New	Order Status:	Draft
District / Organization Name:	AIQ SAT10 FINAL DIST	District Code:	88888888

Testing Start Date: *	mm/dd/yyyy 📅	Testing End Date: *	mm/dd/yyyy 📅
Excluded Groups? *	○ Yes ◉ No		
Norm Year: *	Select ▼	Norm Period: *	--- ▼
Lexiles? *	○ Yes ◉ No	Grade Equivalent? *	○ Yes ◉ No
Secondary Norm Year:	Select ▼	Secondary Norms: *	None ▼
Purchase Order: *	Purchase Order Number		
Special Instructions: (Optional)			

• After you click Save, additional organization and test administration specific fields will appear at the bottom of the screen
• Complete all required fields and click "Submit" - - *if changes are needed after clicking "Submit," you will need to contact Pearson Customer Support*
• Print a copy to include with the materials shipping to Pearson for scoring/reporting - - *if a printed copy is not included in your box of materials, processing will be delayed*

PACKING & SHIPPING INSTRUCTIONS

INSTRUCTIONS FOR PREPARING AND SHIPPING DOCUMENTS FOR SCORING AND ONLINE REPORTING

To the Supervisor of the Testing Program

These instructions are applicable for multiple Pearson assessments. To ensure that the completed answer documents arrive in good condition at our Pearson Scoring Center, please organize and package your documents according to the instructions below. Also, be sure to include the **Order for Scoring Services (OSS)** form in box 1 of the shipment. It is imperative that the **OSS** form be completed online and provided with your returned scorable order.

You will receive **ONLINE REPORTS ONLY**.

1. Log on to: Pearson.programworkshop.com.
2. Select Paper Processing Services from the menu on the black menu bar across the top of the page.
3. Select the "Click Here" button to create a OSS.

NOTE: You **must** include a copy of your completed OSS with your scorable documents shipment.

Inspecting the Completed Documents

Before returning the test materials, inspect each document carefully, paying particular attention to the following points:

❒ Check answer documents that require identification of the test level. It is essential that the appropriate circle is completely darkened.

❒ Inspect all answer documents for improper marks. Darken all light marks with a soft (No. 2) black lead pencil, and make sure all erasures are complete. Marks made with ballpoint pen, felt tip pen, or hard or colored pencils cannot be properly scored.

❒ Be sure that only one bubble is marked in each alphabetic column on the NAME GRID.

❒ Check to see that the DATE OF BIRTH section is complete and accurate. This is particularly important when testing with the Otis-Lennon School Ability Test˚, Eighth Edition (OLSAT˚8) because age-based derived scores cannot be determined without exact birth dates.

❒ All other demographic fields (e.g. Student Number, Other Information, Gender, Ethnicity, Special Services, etc.) should be gridded only if the school or district has elected to use any of these features. If any are used, be sure the codes are completely darkened.

Organizing the Answer Documents

Scoring Service Identification (SSID) Sheet

❒ An SSID Sheet must be completed and placed on top of the documents from each class (or grade if organizing by grade). The placement of this document establishes the groupings of your reports.

❒ Different levels may **not** be mixed in a under an SSID sheet.

❒ Grades may **not** be mixed under an SSID sheet.

❒ The answer documents need **not** be alphabetized under an SSID sheet. Enter and grid the Number of Documents in the lower left corner of the SSID sheets.

❒ Stanford 10 full-length and abbreviated may **not** be mixed within an order. If you tested both Complete and Abbreviated Battery, please complete a separate OSS and ship the documents in separate shipments.

❒ If OLSAT˚8 was administered in a separate booklet, mark "Yes" in the section titled "Otis-Lennon Separate Documents Taken?" and place the OLSAT˚8 booklets on top of the Stanford 10 booklets and under the SSID sheet(s) for each grade.

❒ Organize the answer documents either by CLASS within grade in each school or by GRADE for each school.

❒ If you are testing OLSAT˚8 stand alone (without Stanford 10) you must send the OLSAT˚8 documents in a separate shipment with an OLSAT˚8 OSS.

Organization by Class Within Grade in School

Complete SIDE 1 and SIDE 2 of the SSID Sheet

SIDE 1

❐ Enter the information in the upper-right corner.

❐ Enter and grid the Grade.

❐ Enter and grid the School Name.

❐ Enter and grid the Number of Documents.

❐ Enter and grid the School Code only if instructed to do so locally.

> **NOTE:** *The "Number of Documents" must reflect the exact number of answer documents stacked behind the SSID Sheet. If the gridded entry does not match the number of documents behind the SSID sheet, an alert will be generated and processing of your order will be delayed until the alert is resolved.*

SIDE 2

❐ Completely darken the circle at the top of the page.

❐ Enter and grid the Group Name.

❐ The Group Code section should be gridded only if instructed to do so locally.

Organization by Grade in School

Complete only SIDE 1 of the SSID Sheet following the instructions for completing SIDE 1 above.

REMEMBER: For each building, the School Name must be entered and gridded uniformly on all SSID Sheets. Grades and/or different levels may not be mixed under an SSID Sheet.

Stacking the Answer Documents

Basic Reporting Unit is by CLASS:

❐ Arrange the class stacks into grade stacks keeping the SSID Sheet in place for each class.

❐ Arrange the stacks so that the answer document page containing the Name Grid is facing up and the margin containing the black horizontal bars is on the left.

❐ Next, organize these grade stacks into a school stack so that the lowest grade for the school is at the top of the stack

Basic Reporting Unit is by GRADE:

❐ Place the grade stacks in order so that the lowest grade for the school is on top of the stack keeping the SSID Sheets in place for each grade.

❐ Arrange the stacks so that the answer document page with the Name Grid is facing up and the margin containing the black horizontal bars is on the left.
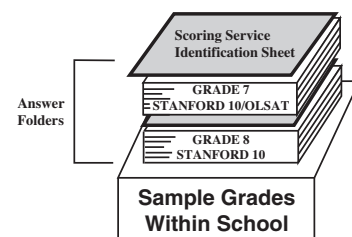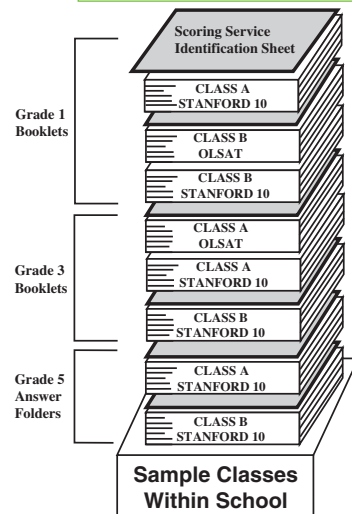
Packing the Answer Documents

❐ Pack the answer documents in the same order–by school across grades–as you arranged them according to the instructions listed above. You must list them in the same order on the OSS form.

> **NOTE:** *If more than one school is involved in the testing program, the organized documents for each school should be collected for one shipment from a central office.*

❐ Place the documents in very sturdy boxes/cartons to protect them in transit. Answer documents for each Basic Reporting Unit may be loosely banded with paper strips to keep them intact. Please do not use rubber bands.

> *EXCLUDED GROUPS*
> *To exclude a group of students' documents behind the SSID Sheet, grid the Bubble 0 in Column 1 of the FOR SCORING CENTER USE section located on SIDE 1.*

Sample Classes Within School

Sample Grades Within School

SHIPPING THE ANSWER DOCUMENTS

REPORTING OSS process is as follows:

☐ **You MUST include a copy of your completed OSS with your scorable documents shipment by logging on to the Pearson.programworkshop.com site to create and submit your online OSS.**

☐ Include the completed OSS form in the FIRST box of your shipment.

☐ Fill any empty spaces in the box(es) with paper to keep the documents from shifting during shipment. Seal the box(es) with reinforced tape.

☐ Affix a Mailing Label (you may have received in your scoring materials packet or you can download one from the COPS support page) to each box. Be sure to enter the following information on each label used.

• If one box suffices, label it "Box 1 of 1."

• If multiple boxes are needed, label them serially. For example, a shipment of four boxes would be labeled "Box 1 of 4," "Box 2 of 4," and so on. (Space is provided for this information.)

• Write a return address in the space provided on each label.

☐ If you do not have Mailing Labels, be sure to write the information described in the previous section on each box in your shipment. In addition, you must write the shipping address listed below:

> **Pearson**
> **Central Scoring Services**
> **9200 Earhart Lane SW**
> **Cedar Rapids, IA 52404**

☐ Send your shipment by the method most consistent with your desire for prompt service and within your postage budget. Some recommended methods for shipping include:

  ☐ Single-carton shipments: UPS, Air Freight, Federal Express, UPS Blue Label (2nd day) and UPS Red Label (overnight).

  ☐ Multiple-carton shipments: UPS, Air Freight, UPS Blue Label, and Federal Express.

NOTE: We strongly recommend a carrier that provides shipment tracking.

SPECIAL NOTES and SUGGESTIONS:

☐ Be sure your answer documents are in good condition (no staples or bent corners). Use paper bands to group documents.

☐ Be sure the "Number of Documents" recorded on each SSID Sheet is accurate and matches the number of documents specified for each grade and school on the OSS.

☐ Assemble and package your answer documents in the same order as they are listed on the OSS.

☐ Place the OSS as the top item in Box 1 of your shipment. Remember to go to Pearson.programworkshop.com and complete and print your completed OSS to include with your shipment.

☐ Complete the pre-addressed mailing label or envelope. Fill any empty space in the boxes with paper.

☐ Hold your shipment until all make-up testing is completed.

☐ If you have any questions about the information in this document, or any aspect of our scoring services, call Customer Service at 800-328-5999.

IMPORTANT REMINDERS

Please note that your order for scoring will be delayed if the following conditions are present:

☐ If grades and/or different levels are mixed under an SSID Sheet.

☐ If testing OLSAT ®8 in combination with your Stanford 10, all students' documents MUST have the Date of Birth (DOB) section gridded and written in the appropriate columns on each document. A missing DOB for one student will delay scoring of the ENTIRE order.

☐ If you OSS is NOT completely filled our OR NOT returned with your scorable materials.

☐ If you did not use sturdy boxes to minimize damage, or partial shipment loss during transit.