



**Logramos**  
Tercera Edición

**ORDER FORM FOR RIVERSIDE SCORING SERVICE**

**Logramos® Third Edition**

**Expedited Scoring Service**

See information on page 3 to request 5-day expedited scoring turnaround.

Request is at an additional cost and must be prescheduled.

If request for expedited scoring has been scheduled and approved by Riverside Insights® Customer Service, check box here.

**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.

\_\_\_\_\_  
(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

<b>Ship To**</b> Do not use a P.O. box.	<b>Bill To</b>	<b>Other Information</b>
Contact Name	Contact Name	# of Packages Shipped
Title	Title	Phone #
System/School	System/School	<b>E-mail**</b>
Address	Address**	<b>Purchase Order #**</b>
City State Zip	City State Zip	By signing, I agree to Riverside Insights' Privacy Policy, Terms of Use and Terms & Conditions.*
Country	Country	Signature
		<b>Minimum charge of \$150 per scoring order.</b>

**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.**

RIVERSIDE INSIGHTS CUSTOMER SERVICE  
Phone: (800) 323-9540 Email: inquiry@riversideinsights.com

\*Terms and Conditions located at [www.riversideinsights.com/support/policies](http://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](http://www.riversideinsights.com).

**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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*** Riverside Scoring Service use only														
<b>Total Answer Document Count by Grade for This Page</b>														

**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.

**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](mailto: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.**

**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

**SELECT DATAPLUS PACKAGE OPTIONS**



**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.)

**OR**

**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	 	<input type="checkbox"/> <b>List of Student Scores (if different from Basic Data Package)</b> <input type="checkbox"/> <b>Grouped by CLASS with Class, Building, and System Summaries.</b> <input type="checkbox"/> Grouped by BUILDING with Building and System Summaries. <input type="checkbox"/> Grouped by SYSTEM with System Summaries. Includes Quartile Information											Circle up to 8 achievement scores. <b><u>SS</u> <u>GE</u> <u>NPR</u> <u>NS</u></b> RS NCE LPR LS (Student List Only)
Paper	 	<input type="checkbox"/> <b>Profile Narrative</b> <input type="checkbox"/> All English <input type="checkbox"/> <b>All Spanish</b> <input type="checkbox"/> English for students coded 1, Spanish for students coded 2 <input type="checkbox"/> <b>Bar Graph</b> <input type="checkbox"/> <b>NPR</b> <input type="checkbox"/> LPR <input type="checkbox"/> Confidence Bands <input type="checkbox"/> Show Reading Total										<b>NPR</b> is always reported. Circle up to 4 additional scores. SS GE NCE NS LPR LS	
Paper	 	<input type="checkbox"/> <b>Individual Performance Profile</b> <input type="checkbox"/> <b>Bar Graph</b> <input type="checkbox"/> <b>NPR</b> <input type="checkbox"/> LPR <input type="checkbox"/> Confidence Bands Lower graph reports performance by Skill Domains/Cognitive Levels. <b>Difference Graph</b> comparing <b>Percent Correct</b> achieved between Group and Nation										<b>NPR</b> or LPR are reported. Circle up to 4 additional scores. <b><u>SS</u> <u>GE</u> <u>NPR</u> <u>NS</u></b> NCE LPR LS	
Paper	 	<input type="checkbox"/> <b>Group Performance Profile</b> Includes Class, Building, and System Summaries. Upper <b>Bar Graph</b> reports <b>NPR</b> of Average SS for Tests. Lower graph reports performance by Skill Domains/Cognitive Levels. <input type="checkbox"/> <b>Difference Graph</b> comparing <b>Percent Correct</b> achieved between Group and Nation <input type="checkbox"/> Percent of Students in Group in Low, Medium, and High <b>Percent Correct</b> scoring ranges										<b>NPR</b> and <b>Percent Correct</b> are reported. Circle up to 4 additional scores. <b><u>SS</u> <u>GE</u> <u>NS</u></b> 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		<input type="checkbox"/> <b>Student Score Label</b> 9" wide x 1" high label size.											Circle up to 7 scores. <b>SS GE NPR NS</b> NCE LPR LS
Paper	 	<input type="checkbox"/> <b>Group Item Analysis</b> Includes <b>Class</b> Item Analysis. <input type="checkbox"/> Also include the Building Item Analysis. <input type="checkbox"/> Also include the System Item Analysis.											<b>Percent Correct</b> is reported.
Paper		<input type="checkbox"/> <b>Class Item Response Record</b>											<b>Percent Correct</b> is reported.
Paper	 	<input type="checkbox"/> <b>Individual Longitudinal Report</b> Minimum of 2 test administrations required. Up to 5 historical test administrations are automatically reported. <b>NPR</b> with <b>Longitudinal Line Graph</b> 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.											<b>NPR</b> or SS/Estimated SS are reported. Select 1 additional score (to be reported with NPR, and plotted on the Longitudinal Line Graph): <b>GE</b> SS NCE
Paper	 	<input type="checkbox"/> <b>Group Longitudinal Report</b> Minimum of 2 test administrations required. Up to 5 historical test administrations are automatically reported. <b>NPR</b> with <b>Longitudinal Line Graph</b> is reported. Check 1 Longitudinal Type. <input type="checkbox"/> <b>Consecutive Grades, All Students</b> <input type="checkbox"/> Same Grade, All Students											<b>NPR</b> is always reported. Select 1 additional score (to be reported with NPR, and plotted on the Longitudinal Line Graph): <b>GE</b> SS NCE
Paper		<input type="checkbox"/> <b>Administrator's Summary Report</b> Minimum of 100 students recommended for optimal report interpretation. <input type="checkbox"/> Grouped by BUILDING with Building and System Summaries. <input type="checkbox"/> <b>Grouped by SYSTEM with System Summaries.</b>											<b>NPR</b> and <b>SS</b> are reported. Circle up to 4 additional scores. RS GE NCE NS
Data File		<input type="checkbox"/> <b>Student Data File for Download</b>											Circle up to 2 additional scores. LPR LS

In submitting an Order for Scoring Service, you are granting Riverside Assessments, LLC permission to use and disclose assessment results data for research purposes, in an aggregate format where data concerning individual students, teachers, schools or districts will not be identified or derived. Please refer to page 8 of your *Riverside Scoring Service Ordering Instructions* for more information.