

# ACER Test Scoring Services School Order Form 2012

A completed order form must accompany every batch of answer sheets submitted for processing.

## Instructions

- 1 Complete pages 2 – 4 if you require scoring and reporting of tests which include a TSS Writing Test.
- 2 Complete pages 2 and 3 if you have no TSS Writing Test to be marked.
- 3 Complete pages 2 and 4 if you require marking and reporting of TSS Writing Test only.

## Forward answer sheets to:

Test Scoring Services (TSS)  
Australian Council for Educational Research  
750 Springvale Road  
Mulgrave, Victoria 3170

Telephone: (03) 9277 5559  
Fax: (03) 9560 5198  
Email: [tss@acer.edu.au](mailto:tss@acer.edu.au)  
Web address: [www.acer.edu.au/tss](http://www.acer.edu.au/tss)

Address to which results to be sent:	Address to which invoice to be sent (if different)
Attention: .....	Attention: .....
School/Organisation: .....	School/Organisation: .....
Address: .....	Address: .....
.....	.....
State: ..... Postcode: .....	State: ..... Postcode: .....
Telephone: (.....) .....	Telephone: (.....) .....
.....	Email: .....
Email Address(es): .....	.....
.....	.....

**School purchase order number:** \_\_\_\_\_  
(if applicable)

**Media Copy of Results**

All results are emailed and hard copies sent if requested.  
Please indicate below if another media type is required.

Media Type (tick where appropriate, else leave blank if not required)	Charge
3.5" Floppy Disk <input type="checkbox"/> Compact Disc <input type="checkbox"/>	<b>\$16</b>

**Please note: All completed orders are returned to the school at a fee of \$18 to cover postage.**

Please ensure that responses are recorded in the correct manner and the answer sheets are not damaged.  
**Data from incorrectly filled, damaged or photocopied answer sheets will incur an additional cost to retrieve.**

Please ensure that the answer sheets are returned in the manner you require them to be reported in.  
(For example: separated by class group or by year level and in different tests, indicating where appropriate)

If you require candidates to have identification numbers assigned, these should be filled in the  
**Office Use Only** section on the answer sheets. Please do not affix labels to the answer sheets.

Special Scoring Instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Name of Test	Year Level(s)	Test Form(s)	Number of Candidate(s)

## Reports

Please tick the reports required for each group

- The Tests have been normed at the end of an academic year. Please tick the box if you have tested your candidates at the beginning of a school year and wish to have your candidates normed against the previous year level.

Reports	Class / Year	*H	*E	Comments
Alphabetical Report (raw scores with mean, standard deviation and national year level, percentiles and stanines)		<input type="checkbox"/>	<input type="checkbox"/>	An electronic excel copy of Alphabetical Report will be provided upon request. Local Group Norms will be provided complementary when the group size is larger than 100.
Order of Merit Report (Alphabetical Report sorted by level of performance)		<input type="checkbox"/>	<input type="checkbox"/>	Local Group Norms will be provided free of charge when the group size is larger than 100.
Percentage Responses Report (Answer Patterns Report)		<input type="checkbox"/>	<input type="checkbox"/>	
Group Diagnostic Report (Individual Responses)		<input type="checkbox"/>	<input type="checkbox"/>	
Individual Profiles Report		<input type="checkbox"/>	<input type="checkbox"/>	
Individual Profiles Report for Parent(s) <b>(available only for APTS and MYAT)</b>		<input type="checkbox"/>	<input type="checkbox"/>	Please email <a href="mailto:tss@acer.edu.au">tss@acer.edu.au</a> a jpeg image of school logo. Hard copy reports printed on 100g paper. Please tick preferred colour of paper for parent reports. <input type="checkbox"/> Cream <input type="checkbox"/> Light coffee <input type="checkbox"/> White (leathergrain finish) <input type="checkbox"/> Natural (leathergrain finish)
TORCH Test Reports	Class / Year	*H	*E	Comments
Alphabetical Report		<input type="checkbox"/>	<input type="checkbox"/>	
Order of Merit Report		<input type="checkbox"/>	<input type="checkbox"/>	
Individual Profiles Report		<input type="checkbox"/>	<input type="checkbox"/>	

\*H – Hard copy                      \*E – Electronic copy

## Charges

**Set up fees:** \$121\*\* per test plus \$1.21 per candidate (additional charges for APTS)

**Report fees:** Hard copy - \$25.30; Electronic copy - \$19.80 (additional charges for PAT Maths Revised)

Individual Profiles Report: Hard copy - \$1.60 per candidate; Electronic copy - \$1.21 per candidate

Individual Profiles Report for Parent(s): Hard copy - \$5.50 per candidate; Electronic copy - \$3.30 per candidate. **Hand Scoring** charge is \$72.60 per hour.

\*\* Set up fee covers all year levels. Fees include GST.

## TSS Writing Tests

To complement the Literacy, Numeracy and General Ability tests that are scored by ACER's Test Scoring Service (TSS) the TSS also offers schools writing tests. Once completed, these tests are marked by ACER's independent and professional markers.

For more information go to <http://www.acer.edu.au/tss/edu.html>

### Prompt

Please tick prompt(s) required

Creative Prompts	
Photo of Child	<input type="checkbox"/>
Quote on 'Truth'	<input type="checkbox"/>
Cartoon of pet animal	<input type="checkbox"/>
Argumentative Prompts	
Alternative statements – Computer use	<input type="checkbox"/>
Cartoon – Dangers of the internet	<input type="checkbox"/>

Email address: \_\_\_\_\_

(This **must** be provided as prompt(s), administrative guidelines and answer booklet are emailed to school)

Proposed test date: \_\_\_\_\_

Date of delivery of scripts to ACER: \_\_\_\_\_

Year Level(s): \_\_\_\_\_

Anticipated number of candidates: \_\_\_\_\_

### Charge

\$11.00 per candidate per prompt.

This fee covers:

- electronic provision of prompt(s)
- electronic provision of instructions
- electronic provision of answer booklet
- electronic provision of results – excel spreadsheet