

TERRA NOVA[©]

TCS/2[©]

TEST COORDINATOR'S MANUAL

ESPW WESTERN TESTING CENTER

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The *Standards for Educational and Psychological Testing* describes the serious responsibilities of test users in applying standards in test situations¹. The *Standards* publication is a guide for evaluating the technical quality of testing practices as they effect test developers, test users, test takers, test sponsors, test administrators, and test reviewers. CTB fully subscribes to the position of the American Educational Research Association, American Psychological Association, and National Council on Measurement in qualifications set out for each test. CTB recommends that test purchasers and users should become familiar with the contents of the *Standards*. For a copy, please write to the American Psychological Association, Order Department, 1200 Seventeenth Street, N.W., Washington, D.C. 20036. Relevant standards for test users have also been published by the American Association for Counseling and Development² and the National Association of School Psychologists³.

Users are urged to keep all testing materials secure, releasing them only for appropriate use and returning components to a secure area. The *Standards* specifically states:

TERRA NOVA & TCS/2 ADMINISTRATION CHART

Functional Grade Level¹

C ² H R O N O L O G I C A L G R A D E L E V E L	Functional Grade Level ¹												
	K	1	2	3	4	5	6	7	8	9	10	11	12
K	TN-10 GIS-K												
1	TN-11 GIS-1	TN-11 GIS-1	TN-11 GIS-1										
2	TN-11 No TCS GIS-2	TN-12 TCS-1 GIS-2	TN-12 TCS-1 GIS-2	TN-12 TCS-1 GIS-2									
3	TN-10 No TCS Ungraded	TN-12 No TCS GIS-3	TN-13 TCS-1 GIS-3	TN-13 TCS-1 GIS-3	TN-13 TCS-1 GIS-3								
4		TN-11 No TCS Ungraded	TN-13 No TCS GIS-4	TN-14 TCS-2 GIS-4	TN-14 TCS-2 GIS-4	TN-14 TCS-2 GIS-4							
5			TN-12 No TCS Ungraded	TN-14 TCS-2 GIS-5	TN-15 TCS-2 GIS-5	TN-15 TCS-2 GIS-5	TN-15 TCS-2 GIS-5						
6				TN-13 No TCS Ungraded	TN-15 No TCS GIS-6	TN-16 TCS-3 GIS-6	TN-16 TCS-3 GIS-6	TN-16 TCS-3 GIS-6					
7					TN-14 No TCS Ungraded	TN-16 TCS-3 GIS-7	TN-17 TCS-3 GIS-7	TN-17 TCS-3 GIS-7	TN-17 TCS-3 GIS-7				
8						TN-15 No TCS Ungraded	TN-17 No TCS GIS-8	TN-18 TCS-4 GIS-8	TN-18 TCS-4 GIS-8	TN-18 TCS-4 GIS-8			
9							TN-16 No TCS Ungraded	TN-18 No TCS GIS-8	TN-19 TCS-4 GIS-9	TN-19 TCS-4 GIS-9	TN-19 TCS-4 GIS-9		
10								TN-17 No TCS Ungraded	TN-19 No TCS GIS-10	TN-20 TCS-5 GIS-10	TN-20 TCS-5 GIS-10	TN-20 TCS-5 GIS-10	
11									TN-18 No TCS Ungraded	TN-20 No TCS GIS-11	TN-21/22 TCS-5 GIS-11	TN-21/22 TCS-5 GIS-11	TN-21/22 TCS-5 GIS-11
12										TN-19 No TCS Ungraded	TN-20 No TCS GIS-12	TN-21/22 TCS-6 GIS-12	TN-21/22 TCS-6 GIS-12



Ideal testing—Functional Grade Level equals Chronological Grade Level.



Students functioning above grade level should be tested at Chronological Level;
Students functioning more than three levels below Chronological Level—DO NOT TEST!

¹Functional Grade Level = grade level which is equivalent to the average curriculum level where the student is currently functioning.

²Chronological Grade Level = grade level a student would normally be in based on his date of birth and number of years in school.

KEYS FOR SUCCESSFUL TERRA NOVA AND TCS2 TESTING

- Assign one person as test coordinator. This person is responsible for ordering, storing and distributing all testing materials. He or she will also prepare all documentation necessary for correct scoring.
- **Order tests by chronological grade level as much as possible—limit off-level testing to students functioning more than one grade level below chronological grade.**
- **Refer to the conversion chart on the next page for determining theoretical grade and work level for students not prescribed to curriculum at their chronological grade.**
- Inventory orders upon receipt. Immediately report all claims.
- Administer Terra Nova and TCS/2 tests in combination as stated later in this Test Coordinator’s Manual or in the Teacher’s Management Manual.
- TCS/2 tests will be scored only when sent in with a compatible level Terra Nova test.
- **Tests are scored by chronological grade levels. Follow instructions in the Test Coordinator’s Manual for completing Group Information Sheets (GIS).**
- Grade levels bubbled on answer documents and on Group Information Sheets must match each other, and match the School/Group List.
- **Create a new grade level for off-level testing and title it “ungraded” on the School/Group List and the Group Information Sheet.**
- Be sure the School/Group List agrees with the Group Information Sheets as to grade level, test levels being scored, and number of students at each grade level.
- **If your school provides testing for home school students in addition to regular students and wants separate score summaries for the two groups, the school and home school tests must be sent in for scoring about 3 weeks apart.**
- **KEEP** this Test Coordinator’s Manual with your Teacher’s Management Manual. **IT WILL BE NEEDED NEXT YEAR.**
- **Tests remitted without properly documented forms will be charged a \$1.00 administrative fee per student tested. All scoring and administrative fees must be paid in full before tests are sent to CTB for scoring service.**

12 UNIT CURRICULUM NUMBER CONVERSION CHART

FOR DETERMINING THEORETICAL GRADE AND WORK LEVEL

UNITS	1's	2's	3's	4's	5's	6's	7's	8's	9's	10's	11's	12's
MONTH	SEP	OCT		NOV	DEC	JAN	FEB	MAR		APR	MAY	JUN
GRADE 1	1	2	3	4	5	6	7	8	9	10	11	12
WORK LEVEL	1.0	1.1	1.15	1.2	1.3	1.4	1.5	1.6	1.65	1.7	1.8	1.9
GRADE 2	13	14	15	16	17	18	19	20	21	22	23	24
WORK LEVEL	2.0	2.1	2.15	2.2	2.3	2.4	2.5	2.6	2.65	2.7	2.8	2.9
GRADE 3	25	26	27	28	29	30	31	32	33	34	35	36
WORK LEVEL	3.0	3.1	3.15	3.2	3.3	3.4	3.5	3.6	3.65	3.7	3.8	3.9
GRADE 4	37	38	39	40	41	42	43	44	45	46	47	48
WORK LEVEL	4.0	4.1	4.15	4.2	4.3	4.4	4.5	4.6	4.65	4.7	4.8	4.9
GRADE 5	49	50	51	52	53	54	55	56	57	58	59	60
WORK LEVEL	5.0	5.1	5.15	5.2	5.3	5.4	5.5	5.6	5.65	5.7	5.8	5.9
GRADE 6	61	62	63	64	65	66	67	68	69	70	71	72
WORK LEVEL	6.0	6.1	6.15	6.2	6.3	6.4	6.5	6.6	6.65	6.7	6.8	6.9
GRADE 7	73	74	75	76	77	78	79	80	81	82	83	84
WORK LEVEL	7.0	7.1	7.15	7.2	7.3	7.4	7.5	7.6	7.65	7.7	7.8	7.9
GRADE 8	85	86	87	88	89	90	91	92	93	94	95	96
WORK LEVEL	8.0	8.1	8.15	8.2	8.3	8.4	8.5	8.6	8.65	8.7	8.8	8.9
GRADE 9	97	98	99	100	101	102	103	104	105	106	107	108
WORK LEVEL	9.0	9.1	9.15	9.2	9.3	9.4	9.5	9.6	9.65	9.7	9.8	9.9
GRADE 10	109	110	111	112	113	114	115	116	117	118	119	120
WORK LEVEL	10.0	10.1	10.15	10.2	10.3	10.4	10.5	10.6	10.65	10.7	10.8	10.9
GRADE 11	121	122	123	124	125	126	127	128	129	130	131	132
WORK LEVEL	11.0	11.1	11.15	11.2	11.3	11.4	11.5	11.6	11.65	11.7	11.8	11.9
GRADE 12	133	134	135	136	137	138	139	140	141	142	143	144
WORK LEVEL	12.0	12.1	12.15	12.2	12.3	12.4	12.5	12.6	12.65	12.7	12.8	12.9

10 UNIT CURRICULUM NUMBER CONVERSION CHART

FOR DETERMINING THEORETICAL GRADE AND WORK LEVEL

UNITS	1's	2's	3's	4's	5's	6's	7's	8's	9's	10's
MONTH	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN
GRADE 1	101	102	103	104	105	106	107	108	109	110
WORK LEVEL	1.0	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9
GRADE 2	201	202	203	204	205	206	207	208	209	210
WORK LEVEL	2.0	2.1	2.2	2.3	2.4	2.5	2.6	2.7	2.8	2.9
GRADE 3	301	302	303	304	305	306	307	308	309	310
WORK LEVEL	3.0	3.1	3.2	3.3	3.4	3.5	3.6	3.7	3.8	3.9
GRADE 4	401	402	403	404	405	406	407	408	409	410
WORK LEVEL	4.0	4.1	4.2	4.3	4.4	4.5	4.6	4.7	4.8	4.9
GRADE 5	501	502	503	504	505	506	507	508	509	510
WORK LEVEL	5.0	5.1	5.2	5.3	5.4	5.5	5.6	5.7	5.8	5.9
GRADE 6	601	602	603	604	605	606	607	608	609	610
WORK LEVEL	6.0	6.1	6.2	6.3	6.4	6.5	6.6	6.7	6.8	6.9
GRADE 7	701	702	703	704	705	706	707	708	709	710
WORK LEVEL	7.0	7.1	7.2	7.3	7.4	7.5	7.6	7.7	7.8	7.9
GRADE 8	801	802	803	804	805	806	807	808	809	810
WORK LEVEL	8.0	8.1	8.2	8.3	8.4	8.5	8.6	8.7	8.8	8.9
GRADE 9	901	902	903	904	905	906	907	908	909	910
WORK LEVEL	9.0	9.1	9.2	9.3	9.4	9.5	9.6	9.7	9.8	9.9
GRADE 10	1001	1002	1003	1004	1005	1006	1007	1008	1009	1010
WORK LEVEL	10.0	10.1	10.2	10.3	10.4	10.5	10.6	10.7	10.8	10.9
GRADE 11	1101	1102	1103	1104	1105	1106	1107	1108	1109	1110
WORK LEVEL	11.0	11.1	11.2	11.3	11.4	11.5	11.6	11.7	11.8	11.9
GRADE 12	1201	1202	1203	1204	1205	1206	1207	1208	1209	1210
WORK LEVEL	12.0	12.1	12.2	12.3	12.4	12.5	12.6	12.7	12.8	12.9

TESTING

The following checklists have been prepared to assist the Test Coordinator and the examiners who will be administering the testing to the students. Familiarize all testing personnel ahead of time with the following procedures to make your testing day go more smoothly.

Before Testing

Announce test dates in advance. Prepare students by explaining the purpose of the tests.

Read through the Examiner’s Manual (s) to familiarize yourself with the testing procedures.

Prepare the testing schedule. Tests should be administered in the predetermined order. TCS/2 should be given one day and Terra Nova the next. Early morning testing is recommended so students are less fatigued. Pace the schedule so that you avoid rushed sessions and fatigue.

Gather your material:

- Several No. 2 pencils with erasers, per student. Make sure pencils are sharpened prior to testing.
- A “Do Not Disturb” sign.
- A watch or clock with second hand (a stopwatch is recommended).
- Plenty of scratch paper for students to use while testing.
- Correct combinations of booklets, answer sheets, practice tests and examiner’s manuals needed for testing.

Administer the appropriate practice test(s) prior to the actual testing. Careful checking of the practice test results will identify students who may need extra help with the mechanics of taking tests.

Complete the identifying information inside the front cover of the test booklets for levels K-13 and on the front of the answer sheets for levels 14-21/22. Be sure to fill in the correct grade and test levels. (See example and instructions on page 5). The Test Coordinator may want the examiners to assist with this portion of the preparation.

For levels 14 through 21/22, place the answer sheet inside the corresponding Terra Nova or TCS/2 test booklet for each student. For levels K through 13, write the student’s name on the outside front cover of the booklet.

On Testing Day

Prepare a quiet environment with proper lighting and good ventilation.

Distribute test booklets to the examiners for the groups of students they will be testing.

Ensure a smooth method for distributing and collecting test materials.

Have extra pencils and scratch paper available in an accessible place.

Have your Examiner's Manual open and ready.

Be sure that each student has:

- The appropriate test booklet (with answer sheet for levels 14-21/22).
- Two sharpened No. 2 pencils with erasers
- Scratch paper

Place the Do Not Disturb sign outside the closed door of the testing room.

Review the rules for using machine-scorable forms:

- Marks must be made in pencil.
- Marks must be dark and fill the circles completely.
- Erasures must be clean so that no extra marks are visible.

Administer the tests as directed in the Examiner's Manuals.

Make sure students are marking the correct places on the answer documents.

After Testing

Collect all testing materials.

Check the condition of the answer documents:

- Marks are dark and completely fill the circles.
- There are no accidental or extra marks.
- Erasures are clean.
- Test books and answer sheets are flat and straight.
- **Student-identifying information is complete and correctly filled in.** If this information is coded incorrectly, student may be scored at the wrong grade or test level resulting in inaccurate test results. Be sure to check for no more than one bubble coded in a column.

File all reusable test booklets for subsequent test sessions.

Make a list of all Terra Nova & TCS/2 supplies on hand to keep for future reference.

COMPLETING IDENTIFYING DATA ON ANSWER DOCUMENTS

When filling in the identifying information for each student, it is very important to fill in all the bubbles accurately. **Incomplete or incorrect information often accounts for the greatest delay in the scoring process.**

For students in grades K through 3, write the student's name on the outside of the booklet for easy identification when testing. **However, remember that you must complete the student identifying information on the inside front cover.** Without this information, the booklet cannot be scored. If a booklet is received without this information, all the answer documents for that school are put on hold while staff attempt to reach the school to get the necessary information. If the school's answer documents have already entered the scoring process, this will significantly delay all other schools' answer documents being processed on the same job with that school.

When completing forms requiring coding, print the information in the blocks above the circles, and then fill in the appropriate circle under each letter. **Make sure that the grade level and the test level(s) coded are correct. Incorrect coding in either of these fields will result in incorrect scores.** TCS2 scores will not be received if there is no birth date coded on the answer document.

- **Student's Name:** Print the student's name in the blocks above the circles. Find the circle that contains the same letter as the one in the box above it; darken the circle. Repeat until the appropriate circle is darkened in each column of the grid.
- **Teacher:** Print the teacher's name.
- **District:** Print **East** or **West**
- **Birth date:** Print the month, day and year of the student's birth date. Darken the circles that correspond to what you have printed. **Note:** Pay particular attention to make sure the **year is coded correctly.**
- Code the correct **GENDER** for the student.
- **Terra Nova Form:** Code the form indicated on the front of the test booklet.
- **Terra Nova Level:** Code the **test level actually administered to the student.** **Note: Be sure that the circle coded matches the test level indicated on the test booklet used by the student. Incorrect coding of the test level will result in incorrect scores.**
- **Grade:** Code the student's **chronological** grade level.
- **TCS/2 Level:** Code the test level indicated on the test booklet used by the student. If the TCS/2 Test was not administered, leave this section blank. **Note: TCS/2 tests will only be scored when administered with the Terra Nova in the compatible combinations indicated on the chart; "Valid Test Combinations."** (See page 1)

It is not necessary to code the Student ID Number or Special Codes sections.

PREPARING DOCUMENTS FOR SCORING

In this section, you will find some of the most important information in this manual. Please follow these instructions very closely.

Failure to send in the necessary paperwork filled out correctly, or improper organization of answer documents, will result in their being returned to the school for correction at the school's expense. If completed by your regional office an additional \$1.00 administrative fee per student will be assessed.

Forms necessary for processing:

- **School/Group List (SGL)**
- **Group Information Sheets (GIS)**
- **Group Information Envelopes (GIE)** one for test booklets and one for compu-scans

In addition to properly completing the necessary paperwork, it is very important that the answer documents being sent are properly coded. For example, if a student takes a Terra Nova level 17, but his answer document is coded level 18, his answers will be compared to a score key for level 18. Clearly, the student will not have very many correct answers, which will result in very low scores. The scores are not an accurate reflection of how well the student did on the test because his answers were compared to the wrong key. The same is true for the TCS/2, which is also impacted by the birth date coded on the answer document. If a student takes the TCS/2 but no birth date is coded, no scores will be received for that test.

Likewise, it is important that the chronological grade level be coded. This is the grade level at which the student will be reported.

Step One: Preparing the Documents

- All reusable or unused test materials should be separated from the completed answer documents.
- Remove any photocopied answer sheets. They cannot be scored.
- Be sure the documents are free of bent corners, folds, creases, paper clips, staples, and tape. If an answer sheet is damaged, transfer the student's answers to a new sheet.
- Completely erase rejected responses and any stray marks with a soft eraser that does not damage the paper.
- Be sure all responses completely fill the circle; no white should remain within the circle.

Step Two: Organizing the Documents

- Separate the answer documents into **grade level groups**. Every answer document within a group must have the **same grade level** coded on it. Each group should correspond to the TERRA NOVA worksheet for that chronological grade. **Mixed test levels** within a grade level are acceptable as long as they are not more than one test level away from the grade bubbled on the Group Information Sheet. **Note: If a 4th grader takes a Terra Nova Level 13; it is permissible to put his answer booklet in with the rest of the grade (4) answer sheets.**
- Separate the answer documents for any students testing more than one test level away from their chronological grade level into a group to be processed as “ungraded”. **Only in this case may multiple grade levels be mixed together in one grade level group. (Labeled “ungraded”)**
- If you have administered the Terra Nova and TCS/2 combination testing to grades 2 or 3, each student’s answer booklets should be collated with the Terra Nova on top. For example, Suzy’s Terra Nova booklet, then her TCS/2 booklet; Frank’s Terra Nova booklet, then his TCS/2 booklet, etc.
- Alphabetize the answer documents within each grade level group.

Step Three: Preparing the Group Information Sheets

You must complete **one Group Information Sheet (GIS) for each grade level** group of answer documents. You will need one GIS filled out for your ungraded grade level group. When completing forms requiring coding, print the information in the blocks above the circles, and then fill in the appropriate circle under each letter.

- **School Name:** Your school name needs to be spelled the same as on the GIS.
- **Teacher Name:** is the name of the teacher for that grade. Print the last name, followed by a space and the first initial.
- **Number of Students:** is equal to the number of students whose answer documents are in each grade level group (i.e., behind each Group Information Sheet).
- **Grade** is the grade level coded on the group of answer documents for that GIS. This should agree with the chronological grade on the Terra Nova worksheet for that group. Ungraded is coded **ONLY** for the group of answer documents for students testing more than one test level away from their chronological grade level and included on a separate GIS.

Note: The GIS goes into the scanner on top of the group of answer documents and sets up the scanner to score that grade level. Therefore, the grade level coded on the GIS will override the grade level coded on the answer documents. **For this reason, all the grade levels on the answer documents must be the same as the grade level coded on the GIS.**

- It is not necessary to complete the Special Codes and Population Category sections.
- **When completed, place each GIS with the grade level group of answer documents to which it belongs.**

Step Four: Preparing the School/Group List

The School/Group List (SGL) provides a system of checks and balances for CTB. When the information on the SGL agrees with the information on the GIS's, CTB can be assured that they are processing your answer documents the way you intended.

- **District Name:** East or West
- **School Name and Address:** information must include a physical address for delivery of reports. P.O. boxes are not accepted.
- **Telephone Number:** should be one where someone will be able to be reached. This is especially critical when sending in answer documents from spring testing. As school will most likely be dismissed before the processing is complete, it is best to provide an alternate telephone number. In the event that there is a problem in processing and no one can be reached, answer documents will be returned at the school's expense.
- **Testing Date:** The last date test given.
- **School Number:** Your customer number. Answer documents cannot be scored without your customer number.
- **Area or Region:** May be ignored.
- **Abbreviated School Name:** The way your school name will appear on your reports. If nothing is provided in this space, CTB will abbreviate the school name to fit the available space.

Now refer to the GIS's that have been completed.

- Using the information filled in on the GIS's, list grade level and teacher's name on the SGL.
- **Number of Students tested:** should be the same number as shown on the GIS. The total count should equal the total number of students whose answer documents are in all envelopes.
- **Form(s)/Level(s):** indicate the form (normally A) and the test levels taken by the students within a grade level group. Multiple test levels may be listed here, extending into the Comments section, if necessary. **Note Regarding Ungraded GIS:** Write "ungraded" in the grade level column after all other levels are listed. Then follow the same instructions as for all other grade levels.
- **Comments:** may be added

PACKAGING DOCUMENTS FOR CTB SCORING

Much time and preparation has gone into your testing program at this point by both staff and students, making this last step worthy of equal attention to detail. Following these simple instructions will assure that you receive your test results in a timely manner.

1. Place each grade level with the Group Information Sheet (GIS) into the corresponding Group Information Envelope (GIE).
2. Using a very sturdy box, stack Grade 12 on the bottom and working up to Grade K (or the lowest grade level tested) on top.
3. Place your completed School Group List (SGL) on top of the last envelope.
4. Place your school identification form in an envelope on top of the SGL. Note: If you will be using more than one box to ship answer documents to your regional office for scoring, grade level groups of answer booklets should be kept together in one box. The SGL should still be placed on top of the group of booklets for the lowest grade level tested and placed in box #1.
5. Tape and seal the box(es).
6. Ship the documents to:

ESPW WESTERN TESTING CENTER
(UPS) 30128 Auberry Rd., Prather, CA 93651
(Postal) P.O. Box 566, Auberry, CA 93602

ESPS EASTERN TESTING CENTER
137 Palmer Ave
Saltville, VA 24370

Note: The method of shipment is at your discretion; however, we recommend that you use a carrier that is traceable. In this way you will be able to know that your documents were received.

Thank you for using ESPI Testing Services, a partner with AOP.

TERRA NOVA COMPLETE BATTERY PLUS	2005 SCHOOL PRICE LIST			
ITEM	QTY	COST	SUB-TOTAL	TOTAL
EXAMINER'S MANUAL				
LEVEL 10 (GR. K.6-1.2) 53610		26.00		
LEVEL 11 (GR.1.6 - 2.2) 53620		26.00		
LEVEL 12 (GR. 1.6 - 3.2) 53622		26.00		
LEVEL 13 (GR. 2.6 - 4.2) 53624		26.00		
LEVEL 14-22 (GR. 3.6 - 12.9) 53618		26.00		
TEST BOOKS				
LEVEL 10 (GR. K.6 - 1.6) 53000		11.50		
*LEVEL 11 (GR.1.6 - 2.2) 53044		11.50		
*LEVEL 12 (GR. 1.6 - 3.2) 53048		11.50		
*LEVEL 13 (GR. 2.6 - 4.2) 53052		11.50		
LEVEL 14 (GR. 3.6 - 5.2) 53056		11.50		
LEVEL 15 (GR. 4.6 - 6.2) 53058		11.50		
LEVEL 16 (GR. 5.6 - 7.2) 53060		11.50		
LEVEL 17 (GR. 6.6 - 8.2) 53062		11.50		
LEVEL 18 (GR. 7.6 - 9.2) 53064		11.50		
LEVEL 19 (GR. 8.6 - 10.2) 53066		11.50		
LEVEL 20 (GR. 9.6 - 11.2) 53068		11.50		
LEVEL 21/22 (GR. 10.6 - 12.9) 53070		11.50		
COMPUSCAN ANS. SHEETS				
LEVEL 14-22 53407		2.85		
PRACTICE TESTS				
LEVEL 10		1.00/7.00		
LEVEL 11 53756		1.00/7.00		
LEVEL 12 53757		1.00/7.00		
LEVEL 13 53758		1.00/7.00		
LEVEL 14-15 53759		1.00/7.00		
*Directions \$7.00 per level				
MACHINE SCORING				
TERRA NOVA		16.00		
TERRA NOVA & TCS/2		18.00		
TOTALS		\$	\$	\$

***TBK 11, 12, 13 WILL HAVE TWO TESTBOOKS: ONE COMPLETE BATTERY, ONE PLUS
Fill in Account Information on the back of order.**

PAGE 1 SUB-TOTAL	\$
TOTAL	\$
TAX 7.25% (CA Res. ONLY)	\$
SHIPPING 16% (MIN \$6.50)	\$
C.O.D. \$10.00	\$
TOTAL	\$
Ck? Debit? MC? Visa?	\$
THANK YOU	

NAME _____
STREET _____
CITY _____ ST _____ ZIP _____
CUSTOMER # _____ DATE _____
PHONE # (_____) _____

CREDIT CARD # _____ - _____ - _____ - _____ **EXP. DATE** _____
CARD HOLDER NAME _____ **CVC #** _____

INSTRUCTIONS:

1. Complete battery includes Reading/Study Skills, Language/Spelling, Math, Social Studies, and Science. (SS and SC at level 11 and above)
2. Level K is a *readiness* rather than an achievement test. Norms are available for Level K at kindergarten only.
3. Machine Scoring Reports include Cal-Stick label, Individual Test Record, Home/Parent Report and Class Record Sheet.
4. Order Student Test Booklets corresponding to grade level of each student.
5. Test Booklets Level K -13 are consumable.
6. Test Booklets Level 14-22 are non-consumable. For Machine Scoring, order **1** Compuscan Answer Sheet per student.
7. Order one Examiner's Manual for each Test Level. Levels 14-22 may be tested together.
8. Practice Tests are optional but highly recommended for Levels K-13. You will need to purchase a copy of Practice Test Directions for each level.

TCS/2		2005 SCHOOL PRICE LIST		
ITEM	QTY	COST	SUB-TOTAL	TOTAL
EXAMINER'S MANUAL				
LEVEL 1 (Gr 2-3)	91564	26.00		
LEVEL 2-6 (Gr 4-12)	91565	26.00		
TEST BOOKS				
LEVEL 1 (Gr 2-3)	10392	7.50		
LEVEL 2 (Gr 4-5)	10394	6.50		
LEVEL 3 (Gr 6-7)	10395	6.50		
LEVEL 4 (Gr 8-9)	10396	6.50		
LEVEL 5 (Gr 10-11)	10397	6.50		
LEVEL 6 (Gr 11-12)	10398	6.50		
NORMS BOOKS				
LEVEL 1 (Gr 2-3)	91571	26.00		
LEVEL 2 (Gr 4-5)	91572	26.00		
LEVEL 3 (Gr 6-7)	91573	26.00		
LEVEL 4 (Gr 8-9)	91574	26.00		
LEVEL 5 (Gr 10-11)	91575	26.00		
LEVEL 6 (Gr 11-12)	91571	26.00		
PRACTICE TESTS				
LEVEL 1	10193	1.00		
LEVEL 2-6	10195	1.00		
MACHINE SCORING (per student)				
Terra Nova & TCS/2		18.00		

NAME _____

STREET _____

CITY _____ ST _____ ZIP _____

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PHONE #(_____) _____

Totals Page 1	
TOTAL	
TAX 7.25% (CA RES.ONLY)	
SHIPPING (min. \$6.50)	
C.O.D. \$10.00	
CK <input type="checkbox"/> Debit <input type="checkbox"/> MC <input type="checkbox"/> VISA <input type="checkbox"/>	

CREDIT CARD # _____ - _____ - _____ - _____ **EXP. DATE** _____
CARD HOLDER NAME _____ **CVC #** _ _ _