

# How to Order

## School Ordering Worksheet



Test ordering can be confusing at times. This form is intended to simplify the process by using the most common grade/level options.

Enter the number of students per grade below and use the totals per level to determine what you need to order from Catforms and CLE on the right. Transfer that information to the respective order forms.

Most schools use Form A tests on even numbered years, and Form B tests on odd-numbered years, such as 2019.

For more information and options, see our order form.

### NUMBER OF STUDENTS

#### Level 1

Grade 1 \_\_\_\_\_

#### Level 2

Grade 2 \_\_\_\_\_

Grade 3 \_\_\_\_\_

**Level 2 Total** \_\_\_\_\_

#### Level 3

Grade 4 \_\_\_\_\_

Grade 5 \_\_\_\_\_

**Level 3 Total** \_\_\_\_\_

#### Level 4

Grade 6 \_\_\_\_\_

Grade 7 \_\_\_\_\_

Grade 8 \_\_\_\_\_

**Level 4 Total** \_\_\_\_\_

#### Level 5

Grade 9 \_\_\_\_\_

Grade 10 \_\_\_\_\_

Grade 11 \_\_\_\_\_

Grade 12 \_\_\_\_\_

**Level 5 Total** \_\_\_\_\_

### ORDER FROM CLE: TEST BOOKLETS & MANUALS

#### Level 1

\_\_\_ Level 1A (or 1B) Student's Booklet (1 per student —Use once)

\_\_\_ Level 1A (or 1B) Examiner's Manual (1 per class —Reusable)

#### Level 2

\_\_\_ Level 2A (or 2B) Student's Booklet (1 per student —Use once)

\_\_\_ Level 2A (or 2B) Examiner's Manual (1 per class —Reusable)

#### Level 3

\_\_\_ Level 3A (or 3B) Student's Booklet (1 per student —Reusable)

\_\_\_ Level 3A (or 3B) Examiner's Manual (1 per class —Reusable)

#### Level 4

\_\_\_ Level 4A (or 4B) Student's Booklet (1 per student —Reusable)

\_\_\_ Level 4A (or 4B) Examiner's Manual (1 per class —Reusable)

#### Level 5

\_\_\_ Level 5A (or 5B) Student's Booklet (1 per student —Reusable)

\_\_\_ Level 5A (or 5B) Examiner's Manual (1 per class —Reusable)

### ORDER FROM CATFORMS: RESPONSE SHEETS & SCORING

#### Level 1 & 2

Level 1 & 2 booklets are scored by hand, and do not use a Student Response Sheet. After hand scoring, fill out the Raw Scores Form (each sheet has room for up to 20 students). Do *not* send us the booklets. Order for the total number of students in Level 1 & 2, unless using computer scoring of Level 2 booklets below.

\_\_\_ Recording from raw scores, per student (Line 1a of the order form)

\_\_\_ **OR**, Online raw scores entry, per student (Line 1b, see order form for details)

#### Alternative for Level 2 only

Level 2 booklets can now be scored by computer. Attach the information label we send you to the front of each Level 2 booklet and send us the entire booklet. Do NOT order recording from raw scores for these tests.

\_\_\_ Computer scoring of Level 2 test booklets, per student (Line 2)

#### Level 3

\_\_\_ Student Response Sheet (same for Form A or B), 1 per student (Line 3)

Scoring ordered separately, see below

#### Level 4

\_\_\_ Student Response Sheet (same for Form A or B), 1 per student (Line 4)

Scoring ordered separately, see below

#### Level 5

\_\_\_ Student Response Sheet (same for Form A or B), 1 per student (Line 5)

Scoring ordered separately, see below

#### Level 3-5 Scoring

\_\_\_ Scoring, combine total number of students in Levels 3-5 (Line 6a)

\_\_\_ **OR**, Scoring, using preprinted student labels (Line 6b, see order form)