

# Test Correction Form

Thank you for your business this year! We hope that you find the test results clear and accurate. If not, please fill out any mistakes or misprints you may find, and return this form to us. **Also check to see if there are any issues noted on the back of this form.** Make copies if you need more room.

Information as printed...

but should read...

First Name	M. I.	Last Name	Birthdate

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First Name	M. I.	Last Name	Birthdate

Note: Students who use their middle name should be entered as follows:

John	M	Smith	1/1/08
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J. Mark		Smith	1/1/08
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Comments \_\_\_\_\_  
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Corrections Policy: Incorrect first or last names will be updated in our files, and, on your request, a corrected reprint of this year's test results will be sent at no charge, if the error was ours. Missing or incorrect middle initials and incorrect birth dates will be updated in our files and reflected on next year's test results.

School Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_



# Help Us Serve You Better

When we processed your tests, there may have been issues that affected your students' scores. We want to see you get the most accurate results possible. Please note whether any of the following items have been checked:

\_\_\_ Birth dates were missing on some new students. To give each student a unique ID, we include the birth date, and, if none is given, we use January 1 of an appropriate year. To have a student's birth date or other information corrected on future test results, please fill out the Test Correction Form on the other side of this paper and return it to us.

\_\_\_ One or more students were assigned grades not compatible with the level in which they were tested. When that happens, we have to score the student(s) as being in a grade that is actually tested in that level. *For example, if a student is tested in Level 2, but marked as a 5<sup>th</sup> grader, we have to change the grade to 4<sup>th</sup>, since Level 2 covers Grades 2-4.*

\_\_\_ A section of the test was blank. A missing section must be recorded as a zero score, and hurts the scores for the whole subject (Reading, Math, or Language) and the overall test score.

\_\_\_ Some of the hand scoring may have been done incorrectly, or raw scores counted incorrectly. Be sure to follow the instructions on the back of the Raw Scores Form. *(for schools only)*

\_\_\_ In Language Punctuation, *both* parts of the problem must be correct for the sentence to count as one point.

\_\_\_ Some of the markings on the Level 3, 4 or 5 response sheets were too light for the scanner to read, requiring manual corrections. Markings should be dark enough that the letter or number in the oval is difficult to read.

\_\_\_ Some of the markings on the Level 3, 4 or 5 response sheets went outside the ovals and confused the scanner, requiring manual corrections.

\_\_\_ Incorrect answers must be completely erased, NOT marked out with an X

\_\_\_ The tests were sent to us folded in a small envelope. Folding, creasing, or other damage to tests makes it much harder for the scanner to read. Please send tests flat in a large envelope.

Note: \_\_\_\_\_  
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