

Triangle Education Assessments, LLC

The Iowa Tests[®], Stanford[®], TerraNova2[®], Woodcock-Johnson^{® III},
 BASI[®], Brigance[®], CogAT[®], OLSAT[®], Career and Practice Tests
 5512 Merion Station Dr * Apex, NC 27539

Ph: 919-387-7004 * 877-843-8837 * Email: orders@triangleed.com * www.TriangleEd.com



Name: _____

Test Date: _____

Return/Postmark these materials by: _____

ORDER/PACKING SLIP:

After testing, return this packing slip to us with the following test/materials:

*The Iowa Assessments[®] Form E (Gr K-12)
 Cognitive Abilities Test[®], (CogAT[®]), Form 7, (Gr K - 12)*

Iowa E Grade/Level	ITBS/ ITED Test Book	ITBS/ ITED Answer Sheet	ITBS/ ITED Directions	CogAT	CogAT Directions
Gr. K-1/L 5/6 (K.8-1.9)			(5/6)	N/A	N/A
Gr. 1-2/L 7 (1.7-2.5)		N/A	(7)	N/A	N/A
Gr. 2/L 8 (2.5-3.5)		N/A	(8)	(A)	(8)
Gr 3/L 9			L 9-14	(A)	L 9-14
Gr 4/L 10				(B)	
Gr 5/L 11				(C)	
Gr 6/L 12				(D)	
Gr 7/L 13				(E)	
Gr 8/L 14				(F)	
Gr 9/L 15			L15-17/18	(F)	L15-17/18
Gr 10/L 16				(G)	
Gr 11/L 17-18				(G)	
Gr 12/L 17-18				(H)	

HOW TO GET STARTED TESTING:

1. Count and make sure the materials match your needs. Contact us immediately if they do not. (Ordering mistakes result in an additional \$15 shipping and restocking charge.) Materials are copyrighted. They may not be reproduced in any form. Keep the materials secured until you are ready to use them. **You can test whenever you get these materials.**
2. Read the Directions for Administration or give them to your test administrator. **SAVE TIME:** You may test Grades 3 - 8 together and Grades 9 - 12 together. Only one Directions for Administration was sent per test group, unless you requested others. All grades for CogAT can be given together.
3. **DO NOT write in or damage any of these books** (except consumable student books Levels 5 - 8), or an additional charge of \$30 per book will be due before you can receive your test results. **Accounts with books more than 60 days past due will be charged \$30 per book.**
4. Use instructions on the back of this sheet for filling in information on the answer sheets.

HOW TO RETURN MATERIALS AND GET YOUR TEST RESULTS:

1. Review forms to make sure the teacher box, name, date of birth, gender, and Form type "E" (Levels 9 - 18) are correct for each student, or else forms could be unprocessed or lost.
2. Make sure that all test booklets and answer sheets have no extra pencil marks (except consumable student books), or damages, or else answers might be scored incorrect by the scanner.
3. **Sort answer sheets by grade and alphabetize them within each grade.**
4. Use the return address label provided and return all materials sent to you within two weeks of completing the tests. (Refer to the ORDER/PACKING SLIP at the left for the quantities of each item needing to be returned and the Return date at the top left. You keep practice tests. All other materials remain the property of Triangle Education Assessments and must be returned.)
5. Tape boxes securely and ship insured with a tracking number and insurance. **Please do not call asking if they have been received.** Damaged items are your responsibility.

*Every child is uniquely and wonderfully made.
 Thank you for using Triangle Education Assessments.*

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How to Fill Out The Iowa Assessments Answer Sheets

Level 9 Test (Only) - Do not give the Word Analysis or Listening sections (pages 57-70).

Calculator Use: The Directions of Administration booklet will tell you when calculators are allowed. We recommend that a child use a calculator only if they regularly use one currently in their math curriculum.

Other Information & Optional Questions 1 - 60: Leave blank

Test Administrator Use Only section: Leave blank

Box in the top right corner that says "Please bar code label in the space above": Leave blank

Teacher Box:

"Teacher" = the parent's names

"Grade" = the student's grade level. The test will be scored at this level. Be careful! Data changes are very expensive after the test has been scored. If testing Aug 1—Dec 1 put the grade they are going into or that they just started = fall norms. If the testing date is Dec 1—Feb 29 put the grade they are currently in = midyear norms. If the test date is March 1—Aug 1 = spring norms and put the grade they are in or just finished and all materials have to be post- marked back to us by August 15th.

"School" = the parent's address

"System/District" and "State" = Leave blank

"City/State" = the parent's city, state, and zip code

Last Name, First Name, and Middle Initial boxes = Write the student's last and first names in the squares at the top.

Blacken the letter circles below their name as written in the squares. This information will be used for the names on the score report and is very expensive to get changed!

I.D. Number = Bubble student's phone number

Date of Birth = Blacken the bubbles of your child's birth month, day, and year they were born.

Race/Ethnicity = Blacken the bubble(s) that apply (Optional)

Gender = Bubble the gender of your child

IA Form (only levels 9 - 17/18) = Blacken the "E" bubble

All other sections = Leave blank

Cognitive Abilities Test (inside right side of Levels 9 - 17/18 score cards = Leave blank unless you purchased the additional CogAT test

Return All Testing Materials

Please make sure all answers are completely bubbled and that no extraneous marks are on the answer sheet, test booklet, or Directions manual, (except consumable student books Levels 5 - 8). Double-check the Order/Packing slip for all documents that need to be returned. Return the Order/Packing slip with your documents to Triangle Education Assessments, 5512 Merion Station Dr., Apex, NC 27539

Scores – They will be emailed to you as soon as they are ready. It can take 4 or 5 weeks depending on the central scoring agency. Please do not call us unless it has been at least 5 weeks.

BE CAREFUL!

DO NOT DAMAGE THE BOOKS BY PLACING WET CUPS ON THEM, LAYING THEM ON DIRTY TABLES, WRITING IN THEM (except for consumable books Levels 5 - 8), ETC. IF A BOOK GETS DAMAGED, RETURN IT WITH \$30 PER BOOK WHEN YOU RETURN THE OTHER BOOKS AND TESTING MATERIALS.

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