

Triangle Education Assessments, LLC

Achievement, Cognitive, Career, and Practice Tests

5512 Merion Station Dr * Apex, NC 27539

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Name: _____

Test Date: _____

Return/Postmark these materials by: _____

STANFORD PACKING SLIP:

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

The Stanford Achievement Tests® (SAT-10®), (Gr K - 12)

and Otis-Lennon® (OLSAT®), (Gr 2 - 12) (OLSAT must be done with Stanford)

Fall = Aug—Jan

Spring = Feb—July

*Gr 9 can use Advanced 2 (usually for Fall testing) or TASK1 (usually for Spring testing)

SAT-10 Grade/Level	SAT-10 Student Book	SAT-10/ OLSAT Answer Sheet	SAT-10 Directions	OLSAT Grade/Level Only With SAT-10	OLSAT Directions
Gr. K Spring/Gr 1 Fall (K.5-1.5) SESAT 2		N/A		N/A	N/A
Gr. 1 Spring/Gr 2 Fall (1.5-2.5) Primary 1		N/A		N/A	N/A
Gr. 2 Spring (2.5-2.9) Primary 2		N/A		C	
Gr. 3 Fall (3.0-3.5) Primary 2		N/A		D	
Gr. 3 Spring (3.5-3.9) Primary 3				D	
Gr 4 Fall (4.0-4.5) Primary 3				E	E-G same book
Gr 4 Spring/Gr 5 Fall (4.5-5.5) Intermediate 1				E	
Gr 5 Spring (5.5-5.9) Intermediate 2				E	
Gr 6 Fall (6.0-6.5) Intermediate 2				F	
Gr 6 Spring/Gr 7 Fall (6.5-7.5) Intermediate 3				F	
Gr 7 Spring/Gr 8 Fall (7.5-8.5) Advanced 1				F	
Gr 8 Spring (8.5-8.9) Advanced 2				F	
Gr 9* Fall (9.0-9.7) Advanced 2				G	
Gr 9* Spring (9.0-9.9) TASK 1			TASK 1-3 same book	G	
Gr 10 (10.0-10.9) TASK 2				G	
Gr 11-12 (11.0-12.9) TASK 3				G	

HOW TO GET STARTED TESTING:

- 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.**
- Read the Directions for Administration or give them to your test administrator. The SESAT 2—Primary 3 must be tested separately. **SAVE TIME:** Intermediate 1-3 (4-6 grades); Advanced 1-2 (7-8 grades); and Task 1-3 (9-12 grades) can test together. **Exceptions are** the Intermediate 1 (4th grade) *Word Study Skills* and the Intermediate 1 through Advance 2 (4-8 grades) *Listening* which must be administered separately at each level. OLSAT levels E/F/G can test together.
- Only one Directions for Administration was sent per test group, unless you requested others. **DO NOT write in or damage any of these books** (except consumable books: SESAT 2, Primary 1, and Primary 2), 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.**
- Use instructions on the back of this sheet for filling in information on the answer sheets.
- TESTING:** For Complete Battery Score, do all subtests. For Basic Score, you do not do Environment (SESAT-Primary 2), Science +/-or Social Science (Primary 3-TASK 3). Listening is required for both batteries.
- Calculator Use:** For *Math Problem Solving*, calculators are allowed. For *Math Procedures*, calculators are NOT allowed. The norms do not change if a calculator is used. We recommend that a child use a calculator only if they regularly use one currently in their math curriculum.
- Book markers for SESAT 1-Primary 2; Math Reference Sheets for Advance 1-TASK 3; and Rulers for Primary 1-TASK 3 are provided.

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

HOW TO FILL OUT THE STANFORD TEST ANSWER SHEETS

For Teacher Use Only Box: Leave blank

*Student information for SESAT 2 and Primary 1 and 2 should be completed by the teachers.

Other Boxes:

“**Teacher**” = the parent’s names

“**School**” = the parent’s address

“**School District**” = the parent’s city, state, **and zip code**

“**Grade**” = the student’s grade level. The test will be scored at this level. If testing Aug 1—Dec 1 put the grade they are going into or that they just started = fall norms. Testing date Dec 1—Feb 29 put the grade they are currently in = midyear norms. Test date of March 1—Aug 1 = spring norms and put the grade they are in or just finished and all materials have to be postmarked back to us by 8/15 to have spring norms.

Last Name and First Name boxes = Write the student’s last and first names in the name squares and in the grid square. Blacken the letter circles below their name as written in the squares. Blacken the blank circles above unneeded squares at the end of their name. This information will be used for the names on the score report.

Date of Birth = Blacken the bubbles of your student’s birth month, day and year they were born. Write in the squares the day and last 2 digits of the year.

Gender = Bubble the gender of your student

Grade = Mark the Grade in which student is currently enrolled and with which he/she will be compared.

Race/Ethnicity (optional) = Blacken the bubble(s) that apply or optional.

Office Use = Leave blank

Student I.D. Number = Bubble student’s phone number

Other Information box = Leave blank

HOW TO RETURN MATERIALS AND GET YOUR TEST RESULTS:

1. **Use the return address label provided and return this Packing Slip with your documents to: Triangle Education Assessments, 5512 Merion Station Dr, Apex, NC 27539 by the return date posted on the front of this Packing Slip.**
2. **Please make sure all answers are completely bubbled; and that no extraneous marks or damages are on the answer sheet, test booklets (except consumable SESAT 2, Primary 1-2 and OLSAT C and D), and Directions manual or answers might be scored incorrect by the scanner.**
3. Review forms to make sure the teacher box, name, date of birth, gender, and grade bubbles are correct for each student, or else forms could be unprocessed or lost. Data changes are very expensive.
4. **Sort answer sheets by grade and alphabetize them within each grade.**
5. Refer to the front side of this PACKING SLIP 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. Accounts with unreturned books will be charged \$30 a book and could be reported to authorities.
6. Tape boxes securely and ship insured with a tracking number and insurance. FedEx or UPS are best shipping methods. **Damaged items are your responsibility. Please do not call asking if they have been received.**
7. Expect results in 4 to 5 weeks.

PLEASE BE CAREFUL WITH THE BOOKS!

DO NOT DAMAGE THE BOOKS BY PLACING WET CUPS ON THEM, LAYING THEM ON DIRTY TABLES, WRITING IN THEM (except consumable SESAT 2, Primary 1 and 2) 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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