

Triangle Education Assessments, LLC

TerraNova/CAT PACKING SLIP

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TerraNova/CAT PACKING SLIP:

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

The TerraNova/CAT6 Tests® , (Gr K - 12)
Cognitive Abilities Test®, (CogAT®), Form 6, (Gr 2 - 12)

Fall = Aug—Nov

MidYear = Dec—Feb

Spring = Mar—July

TerraNova Grade/Level Complete Plus and Survey Plus	TerraNova Student Book Complete Plus	TerraNova Student Book Survey Plus	TerraNova Student Book Plus	TerraNova Answer Sheet	TerraNova Test Directions	CogAT	CogAT Directions
Gr K/L10		N/A	N/A	N/A		N/A	N/A
Gr 1/L11		N/A	N/A	N/A		N/A	N/A
Gr 2/L12				N/A		(A)	A-H same book
Gr 3/L13				N/A		(A)	
Gr 4/L14					Gr 4-5	(B)	
Gr 5/L15x*	*	*	*			(C)	
Gr 6/L16					Gr 6-8	(D)	
Gr 7/L17						(E)	
Gr 8/L18						(F)	
Gr 9/L19					Gr 9-12	(F)	
Gr 10/L20						(G)	
Gr 11/L21-22						(G)	
Gr 12/L21-22						(H)	

* Gr 5 has to use Complete Plus

Name: _____

Test Date: _____

Return/Postmark these materials by: _____

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.
- SAVE TIME:** For the TerraNova Test you may test these grades together: 4-5, 6-8, and 9-12. All grades for the CogAT can test together.
- Only one Test Directions book was sent per test group, unless you requested others.
- DO NOT write in or damage any of these books** (except consumable student books Levels 10-13), or an additional charge of \$40 per book will be due before you can receive your test results. **Accounts with books more than 60 days past due will be charged \$40 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 sub-tests. For Basic Score, you do not do Science +/- or Social Science.
- Calculator Use:** Calculators are not allowed for TerraNova Levels 10-12. The use of Calculators is allowed for Levels 13-22 only for Mathematics, Part 2. 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.
- Paper rulers are provided for Levels 12-22.

7.25.14

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

HOW TO FILL OUT THE *TerraNova*/CAT TEST ANSWER SHEETS

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

Teacher = the parent's names

School = the parent's address

District = the parent's address, city, state, **and zip code**

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

Gender = Bubble the gender of your child

Grade = the student's grade level. The test will be scored at this level. If testing Aug-Nov put the grade they are going into or that they just started = fall norms. Testing date Dec-Feb put the grade they are currently in = midyear norms. Test date of March-July = spring norms and put the grade they are in or just finished and all materials have to be postmarked back to us by August 15th to have spring norms.

Inview, AA, BB = Leave blank

***TerraNova*/CAT Level** = level of the test the child has taken

Form = Blacken the letter bubble C

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

Special Codes = 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 student books Levels 10-13), and Test Directions books 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 \$40 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 or lost items are your responsibility. Please do not call asking if they have been received but use your tracking number.
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 TerraNova LEVELS 10-13). IF A BOOK GETS DAMAGED, RETURN IT WITH \$40 PER BOOK WHEN YOU RETURN THE OTHER BOOKS AND TESTING MATERIALS.