

INSTRUCTIONS:

- Fill out the required fields of this form COMPLETELY to guarantee report accuracy and timely delivery.
- For help filling out this form, contact our data department at 847-299-2930 ext. 375 and/or Data@CambridgeEd.com.

YOU MUST:

- Use the Scantron sheet that matches your test
- Use the enclosed Cambridge pre-addressed, pre-paid FedEx Airbill
- Send Scantrons to:
AMARK Technology Services, LLC
507 Hickory Ridge Trail Suite 140
Woodstock, GA 30188

FOR CAMBRIDGE OFFICE USE ONLY

Site ID: _____

Enclosed Test (check one):

- Pre-Test
 Midterm 1
 Midterm 2
 Post-Test

Type of Test

(check one):

- Leased**
 Purchased
 Provided

Form Code (Check all that apply):

ACT

- 0556 A 0556 B
 0861 B 0861 D
 1163 E 1460 E
 1467 F 1572 C
 1874F 16MC1
 16MC2 16MC3
 18MC4 19MC5

LSAT

- 7LSN126 (83) 0LSN86 (61)
 0LSN87 (57) 8LSN78 (56)
 2LSS53 (38) 9LSS43 (30)

Cambridge PreACT PrepTest 10

- Form B

GMAT

- Test B+IR Test C+IR

EXPLORE

- 01 A 02 B

GRE

- 12-10 8-12

PLAN

- 26 D 29 A

GED

- 14GA CES WKE
 CES WKF

WorkKeys

SAT

- CB SAT01 CB SAT02
 CB SAT03 CB SAT04
 CB SAT05 CB SAT06
 CES SATA CES SATB
 CES SATC

HiSET

- 14HA

Career Exploration Inventory

- Career Exploration

PSAT

- CB 15PS01 CB 16PS02
 CES 15A CES 15B

LSP

- Pre-Test

Cambridge 8/9 PrepTest

- Form A Form B
 Form C Form D

ITBS

- A 5 6 7 8 9 10 11 12 13 14
 C 5 6 7 8 9 10 11 12 13 14

* Available for scoring, but additional form codes not available for purchase.

** Leased tests must be returned to Cambridge Educational Services at 2860 S River Rd Ste. 400 Des Plaines, IL 60018.

PROVIDE YOUR REPORT PROCESSING INFORMATION

School Name: _____

Address (absolutely no P.O. Boxes): _____

City: _____ State: _____ Zip: _____

Program Coordinator Name: _____

Program Coordinator Phone: ____ - ____ - ____ ext. ____

Proctor's Name: _____

Email address you would like the reports sent to: _____

Number of Scantrons enclosed: _____

Date test was given: _____

THE PACKAGE YOU PURCHASED IS CIRCLED BELOW.
 READ THE DESCRIPTION AND PROVIDE ANY ADDITIONAL
 REQUIRED INFORMATION.

DIGITAL NOW

You have purchased Cambridge's **Digital Now** data package. You will receive your reports electronically within 72 hours of receipt. **You will NOT receive printed reports.** Your reports will include a student summary and item analysis, instructor summary, error analysis, and content distribution.

► **Continue to the next page.**

PREMIUM

You have purchased Cambridge's **Premium** data package. You will receive electronic copies of your reports within 72 hours and you have the option of receiving print reports within 5 business days of receipt.

Check if you would only like electronic copies emailed to you:

- Electronic copies emailed ONLY

Your reports will include a student summary and item analysis, instructor summary, instructor summary in Excel, error analysis, content distribution, scaled score distribution, and formative connection (for groups of 100 students or more). Several additional bonus reports are explained below.

Bonus Reports (select reports you would like to receive at no charge)

Group By Reports

- Data file required; call 847-299-2930 ext. 375 for details
- Indicate up to 2 ways you would like your reports grouped (course/period, teacher, ethnicity, gender, etc.):

Lesson Plans (check the book, course length, and edition below)

<input type="radio"/> Victory for the ACT Test	<input type="radio"/> 12 hours	Current Cambridge textbook edition (circle one):
<input type="radio"/> Victory for the ACT & SAT Tests	<input type="radio"/> 30 hours	
<input type="radio"/> Non-Negotiable Skills Level 1	<input type="radio"/> 60 hours	
<input type="radio"/> Non-Negotiable Skills Level 2		
<input type="radio"/> Non-Negotiable Skills Level 3		
<input type="radio"/> Victory for the PSAT Tests	<input type="radio"/> 12 hours	
	<input type="radio"/> 36 hours	
	<input type="radio"/> 48 hours	
<input type="radio"/> Victory for the SAT Test	<input type="radio"/> 24 hours	
	<input type="radio"/> 36 hours	
	<input type="radio"/> 60 hours	
<input type="radio"/> AccelePrep for the ACT Test	<input type="radio"/> 4 hours	
<input type="radio"/> AccelePrep for the SAT Test	<input type="radio"/> 8 hours	
<input type="radio"/> AccelePrep for the PSAT Test	<input type="radio"/> 12 hours	
<input type="radio"/> TSI	<input type="radio"/> 18 hours	
<input type="radio"/> GRE	<input type="radio"/> 36 hours	
<input type="radio"/> GMAT		
<input type="radio"/> LSAT		
<input type="radio"/> Other _____		

► **Continue to the next page.**

PLEASE REVIEW THE GUIDELINES

1. Mail in Your Original Scantron Forms

You must use official Cambridge Scantron forms—photocopies will NOT work.

2. Correctly Fill Out Scantrons to Prevent Data Delay

Students must use the same Student ID on each test in order to compile the summary of pre- and post-test scores. We suggest that students use their student ID number. A student's ID number must be unique and no longer than nine digits. Students must use the same Student ID on each test in order for test comparisons. Scantrons requiring hand entering are \$5 per sheet additional charge.

3. Package Your Scantons Carefully to Avoid Damage

Forms must be securely packed so that they cannot be bent, crumpled, torn, mused, or otherwise damaged by the carrier. Placing them between two pieces of card stock (cut up file folders) or cardboard will help ensure that they arrive in scannable form. We cannot guarantee report accuracy or timely delivery if Scantrons are damaged.

4. About Your Shipping Charges

Airbill charges are based on number of Scantrons processed.

5. Drop Off Scantrons at the Right Place

Drop off your pre-paid FedEx envelope and airbill with your Scantrons at a FedEx store, FedEx box, or FedEx/Kinkos. Make sure that you drop off your FedEx envelope in time for pickup the same day. If necessary, call FedEx at 1-800-GO-FEDEX to arrange for a pickup.

Do NOT drop off your pre-paid FedEx envelope at a Walgreens/FedEx counter, as they do NOT accept pre-paid airbills.

6. Use Pre-Paid Airbills to Ensure Quick Delivery

We have absolutely no guarantees on any delivery time of any of your data if you do not use our FedEx tracking system. It is your responsibility to notify Cambridge if you are using the U.S. Postal Service or other service. If you choose to use regular mail, you must include a self-addressed stamped envelope for the return of your reports. Otherwise, you will incur the \$19.50 shipping charge. Once we are notified of this, we will delete the FedEx shipping charges from your account.

Reports arrive via FedEx next day delivery (not including weekends/holidays).

Reports are delayed if schools do not accept delivery.