

Pre-Order Planning Worksheet

*NOTE: This document is to be used as a worksheet only and may NOT be submitted as an official order.
Submit this worksheet to your designated site coordinator for order processing.*

Teacher Information

Teacher Name:		
Program Name:		
Testing Date:		

Assessment Order Specifications

Test Type: Pre-Test Post-Test

Delivery Method:	<input type="checkbox"/> Online	<input type="checkbox"/> Paper/Pencil
Test Level:	<input type="checkbox"/> Secondary	<input type="checkbox"/> Secondary
	<input type="checkbox"/> Post-Secondary	<input type="checkbox"/> Post-Secondary
Display Scores:	<input type="checkbox"/> Yes <input type="checkbox"/> No	n/a

Assessments to Order

Test Title - Test Code	Quantity of Multiple Choice Tests	Number of Sessions (Online Only)	Quantity in TTS Format (Online Only)	Quantity of Performance Tests	Quantity of Extra Evaluator Guides *

Study Guides to Order

Title	Quantity of Packages (\$36.00 each pkg)	Quantity of Sets (\$11.00 each set)

Package = 10 study guides and 1 teacher companion
Set = 5 study guides
Online user codes for sample tests are included with each study guide!

Countdown Kits to Order

Title	Quantity of Kits (\$35.00 each kit)	Quantity of Posters (\$15.00 each)

Kit = 1 content-specific poster, 1 set of testing tips posters, and 1 teacher's guide
Content-specific posters may be ordered separately.