



ACER Test Scoring and Analysis **School Order Form** **(Year Level)**

A completed order form must accompany every batch of answer sheets submitted for processing.

Forward answer sheets to:

Test Scoring and Analysis (TSA)
Australian Council for Educational Research
750 Springvale Road
Mulgrave, Victoria 3170

Telephone: (03) 9277 5536
Fax: (03) 9560 5198
Email: tsa@acer.edu.au
Web address: www.acer.edu.au/tsa

School Details

Attention:

School Name:

Address:

.....

State: Postcode:

Telephone: (.....).....

Email Address(es):

.....

Invoicing Details (If different from School Details)

Attention:

School Name:

Address:

.....

State: Postcode:

Telephone: (.....).....

Email Address(es):

.....

School purchase order number (if applicable): _____

- ☐ The tests have been normed at the end of an academic year. Please tick the box if you have tested your candidates at the beginning of a school year and/or wish to have your candidates normed against the previous year level.

NOTE: The national norming data has been collected towards the end of the year, therefore it is advisable for students who are being tested early in the year to be normed against the previous year level norms.

Name of Test	Booklet Number	Year Level(s)	Number of candidate(s)

Special Scoring Instructions: _____

Signature: _____ Date: _____

- ❖ Please ensure that responses are recorded in the correct manner and the answer sheets are not damaged.
- ❖ Incorrectly filled, damaged or photocopied answer sheets will incur an additional cost for processing.
- ❖ Please ensure that the answer sheets are returned in the manner you require them to be reported in.
(For example: separated by class group and in different tests, indicating where appropriate)
- ❖ If you require candidates to have identification numbers assigned, these should be filled in the Office Use Only section on the answer sheets. Please do not affix labels to the answer sheets.

SCHEDULE OF FEES - All prices are GST inclusive

Setup Charge		
Batch Charge per test *	\$130	
Student Processing fee	\$1.30 per candidate	
Reports	Hardcopy	Electronic Copy
Alphabetical Report	\$26.50 <input type="checkbox"/>	\$21.00 <input type="checkbox"/>
Order of Merit Report	\$26.50 <input type="checkbox"/>	\$21.00 <input type="checkbox"/>
Group Diagnostic / Individual Responses Report	\$26.50 <input type="checkbox"/>	\$21.00 <input type="checkbox"/>
Percentage Responses / Answer Patterns Report	\$26.50 <input type="checkbox"/>	\$21.00 <input type="checkbox"/>
Rank Diagnostic Report	N/A	\$35 <input type="checkbox"/>
Summary Report	\$12 <input type="checkbox"/>	\$9.50 <input type="checkbox"/>
Individual Profiles Report	\$1.70 per candidate <input type="checkbox"/>	\$1.30 per candidate <input type="checkbox"/>
Individual Profiles Report for Parent(s) (Available only for APTS and MYAT)	\$6.00 per candidate <input type="checkbox"/>	\$3.50 per candidate <input type="checkbox"/>
I Can Do Maths / TORCH Test Reports (Hand scoring fee applicable)	Hardcopy	Electronic Copy
Alphabetical Report	<input type="checkbox"/>	<input type="checkbox"/>
Order of Merit Report	<input type="checkbox"/>	<input type="checkbox"/>
Individual Profiles Report	\$1.70 per candidate <input type="checkbox"/>	\$1.30 per candidate <input type="checkbox"/>
Delivery Options (Please tick)		
Return student answer sheets	Yes (\$20)*** <input type="checkbox"/>	No ** <input type="checkbox"/>
CD of results	Yes (\$18)*** <input type="checkbox"/>	No <input type="checkbox"/>

Additional cost information

- ❖ Hand scoring charge is an additional \$88.00 per hour (applicable for marking of Spelling and processing of non-scannable answer sheets and booklets e.g. ICDM, TORCH, PAT-R Comp, PAT Maths and PAT-R Spelling).
- ❖ Please note that return delivery of the answer sheets is optional when you want the reports electronically. However the return delivery fee will apply when you require the reports in hardcopy format and the answer sheets will then be automatically returned to you.
- ❖ For more information on the prices and sample reports, please refer to www.acer.edu.au/tsa/tests
- * The setup fee is dependent on the number of tests and is not by the number of year/class levels
- ** The answer sheets will be stored for up to 3 months and then destroyed.
- *** Prices quoted are GST inclusive.