

# ASSESSMENT TIMELINE

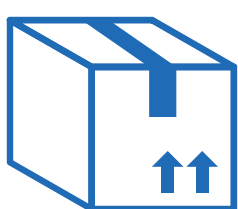


## Step 1: Order Assessments

Assessments are priced per student and include copies of the exam questions, customized student answer sheets, printing, electronic reporting, and shipping.

To order, contact your sales representative to request a quote. Bulk discounts are available!

Assessments may be ordered anytime throughout the school year.



## Step 2: Receive Assessment Materials

A box containing copies of the exam questions, personalized student answer sheets, and a return shipping label will arrive at your school 2-3 weeks after registration has been completed.

Keep the box! It will be used to return ship your student answer sheets for scoring.



## Step 3: Administer Assessments

You determine when to administer assessments to your students.

Once the administration is complete, return the student answer sheets for scoring and reporting.



## Step 4: Return Ship Answer Sheets

Put the student answer sheets in the original box, affix the shipping label to the box, and drop the box off at any UPS location.

Only return ship the student answer sheets!  
Assessment questions do not need to be returned.



## Step 5: Receive Assessment Reports

Reports are emailed within 2 weeks of the return shipment. You will receive your Free Response student answer sheets by mail after the reports are issued.

Following the receipt of your reports, you can utilize the data to provide focused instruction.