

# NCEA IFG: ACRE Assessment Return Cover Sheet

**This Cover Sheet MUST be completed when returning IFG: ACRE Assessments for scoring.**

Instructions: Place this sheet on top of your NCEA ACRE Assessment Answer Sheets when returning them for scoring. A live orange **HEADER SHEET** (copies NOT allowed) is to separate each grade/class/group, dependent upon how you want the results reported. If you are returning more than one group, please make sure the correct header is on top of the answer sheets that it corresponds to.

Diocese Name: \_\_\_\_\_

**Please return the IFG: ACRE 2013 edition results to:**

School/Parish Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Street Address (NO PO BOXES): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**RECEIVING YOUR RESULTS:** Reports are automatically sent via email, for free. You may choose to receive hard copies of your results for an additional fee. To have results printed & shipped, please indicate so below. **The cost of printing is \$10.00 for the 1st report and \$5.00 for each additional report.** [1st grade/class/group, \$10.00. Each additional grade/class/group is \$5.00. Individual Student Reports (if requested, see below) are an additional \$5.00 each for printing each grade/class/group.])

Electronic Reports sent via email (*Free*) \_\_\_\_\_ (Be sure to include a valid email address above)

**OR (will not send both)**

I would like my reports printed & shipped to me (*Additional fee*) \_\_\_\_\_

**Individual Student Reports: (DO NOT MARK IN THIS AREA unless you want to receive & be billed for the optional student reports.)** Please indicate below if you would like to receive individual student reports. **NOTE: THERE IS AN ADDITIONAL CHARGE** of \$0.90 per student for NCEA Members & \$1.10 for Non-Members. (You will be charged this whether you request your results via email or printed & shipped, in the box above.) Please indicate the grade(s) & total number below. **An invoice will be sent with the results.**

NCEA Member # \_\_\_\_\_ Grade(s) \_\_\_\_\_ Total Number Students \_\_\_\_\_

**BEFORE RETURNING ANSWER SHEETS, PLEASE DOUBLE CHECK:**

- The live, orange header sheet is completed, FRONT & BACK, & all information is bubbled **IN PENCIL**.
- Students have correctly completed their answer sheet, **IN PENCIL**.
- Package is being sent in a sturdy envelope/box via a traceable shipping service, i.e. USPS certified return receipt requested, UPS, Federal Express, etc.
- Return this cover sheet, **orange header sheets**, & answer sheets to: **Educational Testing Service, 1202 East 23rd Street, Suite D Lawrence, KS 66046**

PLEASE NOTE: Company name change to **Educational Testing Service**. Please update your records and correspondence accordingly.