

A cover sheet **MUST** be completed when returning your IFG surveys for processing.

NCEA IFG Adult Survey Return Cover Sheet

Instructions: Place this sheet on top of your NCEA IFG Survey answer sheets when returning them for scoring. A header sheet is to be completed for each group you are surveying. Please make sure the header is on top of the answer sheets.

Diocese Name: _____

Send Group Summary Results to: (Individual reports will be mailed to participants address that is collected on their individual answer sheet)

School/Parish Name: _____

****E-mail Address: _____ ****

Contact Name: _____ Phone: _____

Street Address (NO PO BOXES) _____

City: _____ State: _____ Zip Code: _____

RECEIVING YOUR RESULTS: Reports are now automatically sent via email for free. You may choose to receive hard copies of your reports for an additional fee. To have reports printed & shipped, please indicate so below. **The cost of printing is \$10.00 for the 1st report and \$5.00 for each additional report.**

Electronic Reports (*Free*) _____ (Be sure to include a valid email address above)

OR (cannot have both)

I would like my reports printed (**Additional fee**) _____

Double Check:

- Participants have correctly bubbled their name and address on the answer sheet.
- The live orange header sheet is completed, **front and back**, and all information is bubbled **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 and answer sheets to:

Educational Testing Service
Attn: NCEA IFG MATERIALS
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.