

Important Hints To Assist Test Coordinators

1. **Spelling of student names and gender box:** Diagnostic reports list students with surname first. Ask class teachers to check that all papers have first name and last name and the gender box is clearly marked. This will also help when comparing results in the future.
2. Please **do not** mark tests before submitting.
3. Clearly **separate class bundles** with an elastic band or folded paper.
4. There is a **maximum of 35 papers** in each class group.
5. A **split class** is counted as two groups.
6. Put **class name** on front of each bundle or we will allocate names such as 3A 3B etc.
7. Enclose a letter or School Purchase Order which has the **name of the school contact**, any special requests or dates that need to be met and a copy of the quote if provided.
8. **Postage and packaging** is charged at Australia Post rates unless the school has a courier account.
9. **Special requests** can be easily accommodated. Please include a note with your requests even if you have spoken to us on the phone.

For an additional charge we can also provide:

- Whole School Summary as an excel file on CD or by email
 - Separate Summary of ATSI or LBOTE student Results
 - Archive retrieval of previous results
 - Presentation to staff on Interpreting and using Results (all tests)
 - Comparison with previous results
- **You do not need to notify us if you are sending in tests for marking as we will arrange to have them as soon as we receive them. We return all test papers back to the school with the results.**
 - **Please phone or email the office if you have any questions or if you need to give us information about your tests.**