

TTCT

Torrance® Tests of Creative Thinking

Order for Scoring Services

SCHOLASTIC TESTING SERVICE, INC.

1. **Separate booklets by GRADE for each TYPE & FORM** of the test administered (Verbal Form A, Verbal Form B, Figural Form A, Figural Form B). This is required for scoring. If reports are to be developed by section, teacher, etc., further separate booklets into desired subgroupings. **NOTE: Districts/School Systems** - If sending booklets from multiple schools at one time *AND* you would like your score reports developed by each school, you must further separate the groups *by grade, within each school*.
2. **Complete one Group Identification Form for each GROUPING**. Place the ID sheet on top of the corresponding grouping of booklets. Only one grade/type/form should be represented under each ID sheet. Use a clip, rubber or paper band around each bundle.
3. **Complete this order form** and include with your shipment of test booklets for scoring. Send to:



STS Scoring Center – TTCT
4320 Green Ash Drive
Earth City, MO 63045

A detailed set of instructions for organizing and sending booklets for scoring is included in the provided Return Kit.
If you need help with completing your order form or grouping your booklets, contact STS at 1-800-642-6787.

SEND REPORTS TO:

School or District _____
Address _____
City/State/Zip _____
Attention _____
Phone No. _____
Email Address _____

BILL TO or CREDIT CARD BILLING INFORMATION

School/Cardholder Name _____
Address _____
City/State/Zip _____
Attention _____
Phone No. _____
Email Address _____

METHOD OF PAYMENT - Refer to the current STS catalog or www.ststesting.com for scoring service prices and minimum scoring fee.

Purchase Order – Attach PO and any special billing forms that may be needed.

Enter PO number here _____

Check – If you do not have a purchase order and do not wish to pay by credit card, a check may accompany your test booklets to be scored.

Credit Card – Enter the credit card information below. You may also call STS directly with this information. MasterCard, Visa, or American Express are accepted.

Card Number

Exp. Date

Security Code

Signature _____

STANDARD SCORING INFORMATION

Enter total number of booklets to be scored for each type/form:

Thinking Creatively with Pictures: **Figural Form A** _____

Thinking Creatively with Pictures: **Figural Form B** _____

Thinking Creatively with Words: **Verbal Form A** _____

Thinking Creatively with Words: **Verbal Form B** _____

Select one report format for your score reports:

- Paper – shipped via UPS †
 PDF – posted in Online Report Center*
 PDF – emailed

ELECTRONIC DATA SERVICES - additional fees apply

Check the box to order a student data file (choose which delivery)

- Student Data File (CSV)** – posted in Online Report Center*
 Student Data File (CSV) – emailed

Reporting Options for Districts/School Systems:

STUDENT DATA FILE: For districts/systems who are sending booklets from multiple schools at one time *AND* separating them by school for reporting purposes, please check the box by which you would like to receive the Student Data File (if ordering):

- one file for the total group one file for each school

RETURN OF BOOKLETS

If neither is selected, booklets will not be returned.

- Yes – return my TTCT booklets †
 No – do not return my TTCT booklets

†Shipping fees apply for the return of test booklets and for shipping paper reports.
*STS will supply the *username* and *password* for login access to the Report Center.