

1. Collect and group booklets for scoring. Booklets must be separated by **type, form** and **grade**. (First, separate Figural booklets from Verbal booklets and Form A from Form B. Then further separate by grade.) There is no need to alphabetize the booklets.

Districts/Organizations: If you are sending booklets from multiple schools and would like reports developed at the *school* level, further separate the groups of booklets by school. Booklets must be separated by grade within each school in order for reports to be developed this way. If booklets are not grouped by school, reports will be developed by *grade* level for the total group.

Individual Schools: If reports are to be developed by section, teacher, etc., further separate booklets into desired subgroupings.

Your score reports will be developed in the way booklets are received.

2. Complete the STS Torrance Group Identification Form for each group of TTCT booklets and place on top of each grouping.
3. Send test booklets for scoring, with Torrance Group Identification Forms, and this completed order form to the address below.

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

SEND REPORTS TO:

School or District _____ Attention _____

Address _____ Phone No. _____

City/State/Zip _____ Email Address _____

BILL TO or CREDIT CARD BILLING INFORMATION:

School/Cardholder Name _____ Attention _____

Address _____ Phone No. _____

City/State/Zip _____ 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 _____

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

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.

Signature _____

STANDARD SCORING & REPORTING SERVICES	
<i>Indicate the type and number of booklets to be scored.</i>	
Type and Form	# of Booklets
<input type="checkbox"/> Verbal Form A – Thinking Creatively with Words	
<input type="checkbox"/> Verbal Form B – Thinking Creatively with Words	
<input type="checkbox"/> Figural Form A – Thinking Creatively with Pictures	
<input type="checkbox"/> Figural Form B – Thinking Creatively with Pictures	
Send my reports as: (select one)	
<input type="checkbox"/> Paper – shipped via UPS †	
<input type="checkbox"/> PDF – posted in Online Report Center*	
<input type="checkbox"/> PDF – emailed	

ADDITIONAL SERVICE - additional fees apply
<input type="checkbox"/> Yes, I would like to order a Student Data File (CSV)
Send my Student Data File via: (select one)
<input type="checkbox"/> Email
<input type="checkbox"/> Posted in Online Report Center*

RETURN OF BOOKLETS
<i>If neither is selected, booklets will not be returned.</i>
<input type="checkbox"/> Yes – return my TTCT booklets †
<input type="checkbox"/> 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.