

June 6, 2017

Dear Administrator/Testing Coordinator,

God's peace to you! I am sharing information with you today regarding our Fall ITBS testing through Riverside Publishing.

You will find all the forms (ITBS & CogAT) necessary for ordering attached to this email. Orders can be submitted to Riverside either via email or fax. All orders are due back to Riverside no later than **September 8, 2017.**

Fall testing dates for 2017 are October 30 – November 10, 2017. All answer documents **must** be mailed no later than November 15, 2017. You may mail them prior to the due date. Test results may be expected within 15 working days of receipt by Riverside Publishing. **PLEASE NOTE:** No one will receive any data (schools or district office) until every school's testing documents have arrived at Riverside's scoring center. If a school is late or closed for break then everyone is held up and will not receive DataManager or paper reporting. Please make it a priority to submit your documents by November 15<sup>th</sup>!

#### **Preparation for testing**

We highly recommend that all answer document preparation and practice tests be completed the week **prior** to testing.

#### **Absences during Testing**

In the event that your school has a considerable number of students absent during part of the testing process, it is recommended that you focus on the core battery of Reading, Math, and Language.

#### **Testing Accommodations**

Please check the School Ministries website ([www.pswcic.org](http://www.pswcic.org) under Resources/Testing) for information on appropriate and acceptable testing accommodations. You will also find there the testing dates for 2018.

#### **Scoring Data**

All schools will now be utilizing **Data Manager** as part of the per student package.

Schools that do not follow the fall testing cycle are not entitled to the group discount negotiated through the Pacific Southwest District. If you would like to begin testing with the consortium in the fall please contact Barbara Mills directly and ask to be added to the **PSD Fall Testing Consortium**.

Questions regarding the ordering of testing materials should be addressed to Barbara Mills via email at [Barbara.Mills@hmhpub.com](mailto:Barbara.Mills@hmhpub.com).

Connected in Christ, in His service,



Rachel Klitzing  
Executive Director of School Ministries