

# EXPLORE<sup>®</sup> 2009-2010 District Order Form - AVID California

Call EXPLORE<sup>®</sup> Customer Services at 800/553-6244, ext.1892 for a different order form if your order is not part of AVID California Program.

Orders must be placed 4 weeks in advance of your need for testing materials to avoid expedited shipping and handling charges.

**FAX BOTH SIDES OF THIS COMPLETED ORDER FORM TO 319/337-1578.**

## Enhanced Reporting Package

In addition to test materials and administrator's support, includes:

- Student Score Reports and Labels
- Student List Report
- Profile Summary Report\* (includes a Presentation Packet, Intervention Rosters, and College Readiness Standards data)
- Item-Response Summary Report\*
- School Norms on Student Score Reports\*
- Data File with School and District Norms on CD\*

*\*Districts will receive district-level reports and copies of school-level reports. District-level reports will not be created until the answer document return deadline provided in Step 4.*

## EXPLORE Pricing

**Enhanced Reporting Package  
\$6.84 per student**

All orders for the schools in your district must be placed at the same time. Only schools listed on this order form will receive this price and be included in district aggregate reporting.

*Your invoice will be based on the number of answer documents returned and scored.*

2009-2010 EXPLORE testing materials are valid only between August 15, 2009 and June 15, 2010.

## Step 1 of 6: District Information

District Name \_\_\_\_\_

**District Contact:** Person receiving and responsible for **district-level reports**

Name \_\_\_\_\_

**Street** Address (no PO Boxes) \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

**US Mail** Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ FAX (optional) \_\_\_\_\_

Email \_\_\_\_\_

## Step 2 of 6: Rush Shipping Charge Agreement (where applicable)

Ship my Materials using:

Standard Shipping – included - requires 10 working days for ACT to process and ship these materials

2-day shipping – district pays expense

Overnight shipping – district pays expense

*\*\*Contact Customer Service for expedited shipping pricing*

*If nothing is checked ACT will ship using Standard Shipping*

**Testing Material will be delivered directly to the schools.**

**Student Score Reports and School-Level Reports will be delivered directly to the schools.**

## District Billing Address

Contact Person \_\_\_\_\_

U.S. Mail Address \_\_\_\_\_

City \_\_\_\_\_ ST \_\_\_\_\_ ZIP \_\_\_\_\_

Telephone \_\_\_\_\_ FAX \_\_\_\_\_

Email \_\_\_\_\_

## Payment

The District will receive an invoice after answer documents have been scored.

Taxes will be charged when required.

My Purchase Order Number (if known) is \_\_\_\_\_

### Internal Use Only

AVID Student Orders – 004

Non-AVID Student Orders - 605

### Step 3 of 6: School Information–Order Quantities

Call EXPLORE® Customer Services at 800/553-6244, ext. 1892 for a different order form if your order is not part of AVID California Program.

Order for the number you plan to test. ACT will add a test materials overage at no charge. If ordering for AVID and non-AVID students, please use a separate line for each group (AVID, Non-AVID) and grade level (7, 8, 9).

If your district has more than two schools, please copy this page.

For each school testing, please provide the following: School Name School Contact Person Street/Shipping Address (physical location, not PO Box) City, State ZIP Email address	EXPLORE Site Code (if known)	Grade(s) Testing (e.g., 8, 9)	Date Materials Needed (typically 1 - 2 weeks before your test date) mm/dd/yyyy	Total Number of Students Testing	Number of Students Testing with Accommodated Materials	Materials needed for students testing with ACCOMMODATIONS <sup>1</sup>					¿Por qué presentar el examen EXPLORE? <sup>4</sup>  No Charge	Optional Class/ Group Headers  No Charge
						Large Print <sup>2</sup> \$3.50	Reader's Script \$3.50	Braille <sup>3</sup> \$94.00	Audio CD \$10.00	Audio Cassette \$20.00		
<input type="checkbox"/> AVID (004) <input type="checkbox"/> Non-AVID (605)												
<input type="checkbox"/> AVID (004) <input type="checkbox"/> Non-AVID (605)												

<sup>1</sup>Materials may be reused during this testing year.

<sup>2</sup>Large Print is not reusable

<sup>3</sup>Only Braille test booklets may be returned for a refund.

<sup>4</sup>Why Take EXPLORE?, Spanish version

### Step 4 of 6: Answer Document Return Deadline: \_\_\_\_\_ (mm/dd/yyyy)

Please specify the date by which ACT will receive all answer documents for all schools. Student and school reports will be processed as answer documents are received, but district reports will be generated **no earlier than** the date you specify above. Answer documents received after this date will not be included in district reports.

### Step 5 of 6: FAX this order form to Customer Services at 319/337-1578.

Only schools listed in this order that return their answer documents by the deadline in Step 6 will be included in district reports.

### Step 6 of 6: Pre-ID Student Identification Labels

Pre-ID Labels improve the accuracy of student data and reduce administration time. This service is available **free of charge**. Labels will be produced from a file your district or school(s) provides to ACT. We will ship labels within three weeks (15 working days) of the date we receive and verify the correct formatting of your file. Labels will be printed in the order provided in your file. To order Pre-ID Labels or for more information, go [www.act.org/education/order/preid](http://www.act.org/education/order/preid) or call Customer Services.

**EXPLORE Customer Services: 800/553-6244, ext. 1892**

