

Logramos Paper/Pencil Checklist

- 1) Complete the Logramos [Order Form](#)
- 2) Determine if you are self-scoring or machine scoring and mark your decision on the order form.

Schools Who Machine Score

- 1) Order Directions for Administration for all student groups.
- 2) Order Logramos test books. These are sold in single quantities.
 - a. Grades K – 3 are consumable test books.
 - b. Grades 4 – 8 are non-consumable test books
- 3) For grades 4 – 8, order the Scorable Answer Sheets. These are sold in packages of 25.
- 4) Complete the Logramos Registration for Machine Scoring section of the order form.

Machine Scoring Packaging Instructions

- 1) You will receive a Scoring Services Packet with the following:
 - a. Logramos Checklist
 - b. UPS Shipping Labels
 - c. Order for Scoring Services form
 - d. Building ID Sheets
 - e. Class ID Sheets
- 2) On the Order for Scoring Services form, you will fill out the following:
 - a. School Name for Reports
 - b. ACSI Account Number
 - c. Test Date
 - d. Ship to
 - e. Other information box to include # of packages shipped and email address
 - f. In the Enter Answer Document Count by Grade section, write in your school name and the number of documents being submitted per grade.
- 3) On the Building ID Sheet – write/bubble the following:
 - a. Building name (school name)
 - b. Building code (ACSI account number)



Student Assessment Program



- 4) On the Class ID Sheet, for each reporting group, write/bubble in the following:
 - a. Class name
 - b. Grade
 - c. Answer document count
 - d. Fill in the information box
- 5) These should be packed in the following order: OSS, Building ID Sheet, Class ID Sheet with answer documents, then the next Class ID Sheet, etc.
- 6) Use the UPS labels provided in your Scoring Services Package to ship your materials to the scoring center.
- 7) Score results will be shipped to your school in approximately ten business days after the scoring center receives your materials.

Schools Who Self-Score

- 1) Order Directions for Administration for all student groups.
- 2) Order Logramos test books. These are sold in single quantities.
 - a. Grades K – 3 are consumable test books.
 - b. Grades 4 – 8 are non-consumable test books
- 3) For grades 4 – 8, order the Scorable Answer Sheets. These are sold in packages of 25.
- 4) Order the Logramos Scoring Keys. These come in grade bands of K (Level 5), K – 2 (Levels 5/6 – 8), and 3 – 8 (Levels 9 – 14)
- 5) Order the Logramos Norms and Score Conversions Guide. This is also available digitally for schools who also machine-score and have access to DataManager.