

Educational Research Centre Test Department 66 Richmond Road Dublin 3	Phone: 01 837 7614 / 837 7380 Email: tests@erc.ie Fax: 01 837 6287 Web: www.erc.ie/tests	Foras Taighde as Oideachas Rannóg na dTrialacha 66 Bothar Risteamain Baile Átha Cliath 3
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Processing Form for Drumcondra Post-Primary (DPPT) English Reading Literacy and Mathematics

Complete a separate form for each group of students for which you want a separate report.

Contact Details

School Name: _____

School Address: _____

School Telephone Number: _____ School Roll Number: _____

Email Address: _____ Order Number: _____
(Please write legibly) (If needed)

Administration Details

Test Administrator: _____ Date of Testing: _____

Name of Class/Group: _____ No. of Students in this group: _____
(For example "Room 5" or "2C")

Number of Answer Sheets in this group: _____ (Form A) _____ (Form B)
(Important: If you used a mixture of Forms A and B, please ensure that the students fill in the relevant box on the answer sheet)

Test(s) Administered: Reading Mathematics Both

Results in Electronic Format

We can also supply results (as an Excel spreadsheet) by email, on CD-R or USB thumb drive. Please indicate whether you wish to avail of this service by ticking the box(es) below (a small fee applies.)

I also wish to receive results by: Email Cost: €1.00 USB Drive Cost: €5.50 CD-R Cost: €6.00

I would like results in: Alphabetical order Order of merit

Next Steps

Put this completed form on top of the answer sheets. Repeat for each class / group. Re-use the padded envelope in which the answer sheets arrived to post them back to. Once scored, the answer sheets will be posted back to you along with a printed report for each class or group. Please allow up to 10 working days for the return of results.

Important: Please check all answer sheets **before** posting to ensure they have been completed in accordance with the guidelines in the Administration Manual. Erase any stray marks. Where an answer has been changed, the unwanted answer should be **erased**, not crossed out. Rejected answer sheets will be returned unscored.

Computer Section Use Only	
OMR Number	
No. Forms Received	
No. Forms Scored	
No. Forms Rejected	
Date Scanned	

Test Department Use Only		
Total Scanned		
Email <input type="checkbox"/>	USB <input type="checkbox"/>	CD <input type="checkbox"/>
Date returned		
Invoice Number		
Invoice Amount		