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

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

School Address: School Roll Number: School Roll Number:	Complete a separate form for e	acii group oi studeiits	o for writeri you	want a separate report.	
School Roll Number: School Roll Number:	Contact Details				
School Telephone Number: School Roll Number:	School Name:				
School Telephone Number: School Roll Number:					
Please write legibly) (If needed) Administration Details Test Administrator: Date of Testing: No. of Students in this group: For example "Room 5" or "2C") Number of Class/Group: No. of Students in this group: (Form A) (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 USB Drive Cost: €5.50 Cost: €6.00 I would like results in: Alphabetical order Order of merit Mount in 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					
Test Administrator:	Email Address:(Please write legibly)				
Name of Class/Group:	Administration Details				
No. of Students in this group: For example "Room 5" or "2C") Number of Answer Sheets in this group:	Test Administrator:		Date of Testing:		
Results in Electronic Format Reading Mathematics Both	Name of Class/Group:			No. of Students in this group:	
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	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)				
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you wish to avail of this service by ticking the box(es) below (a small fee applies.) also wish to receive results by:	Results in Electronic Format				
Cost: €1.00 Cost: €5.50 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		, •		drive. Please indicate whether	
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