

## Nelson Scoring Services

We have updated our policies for scoring services. Below applies to both CCAT 7 and CTBS R scoring.

- 1) What do I include in the package?
  - a. All answer documents
  - b. If answer sheets do not include barcode labels, include class and building ID sheets
  - c. A cover letter indicating who to contact with questions, number of sheets included, and testing window dates
  
- 2) What should not be included in the package?
  - a. Class lists
  - b. Class dividers, envelopes, paper clips or elastic bands
  - c. Non scannable test booklets (level 9 and up)
  - d. Torn or damaged answer sheets (these cannot be scored and need to be reproduced at the school prior to submission)
  
- 3) How do I send in the answer documents?
  - a. Documents should be shipped via secure carrier and be traceable (Please note Canada Post packages requiring a signature may be returned as undeliverable due to increased pandemic protocols)
  - b. Package should be addressed to **Nelson Scoring Services**
  - c. We **do not** accept hand delivered packages
  
- 4) Where do I send the package?
  - a. Packages should be sent to:  
**Nelson Scoring Services**  
195 Harry Walker Parkway North  
Newmarket, ON L3Y 7B3

### Hints to expedite scoring

- 1) Send answer documents in cardboard envelope or with cardboard inserts to keep them flat
- 2) Do not fold answer documents
- 3) Review instructions in the Directions for Administration regarding quality review of answer documents (there is a labour charge for reproducing answer sheets during scoring)
- 4) Ensure package is addressed properly (Nelson Scoring Services)
- 5) Keep a scan of all answer documents in case package gets lost by courier