



Accountability Reports on CD

| | Code No. | Unit Price |
|---|----------|------------|
| Compact Disk: 1999-2000 North Carolina Test Performance (2 CDs) | 7512 | \$70.00 |
| Compact Disk: 1998-1999 North Carolina Test Performance (2 CDs) | 6821 | \$70.00 |
| Compact Disk: 1997-1998 North Carolina Test Performance | 6187 | \$60.00 |
| Compact Disk: 1995-1997 North Carolina Test Performance | 6083 | \$60.00 |
| Compact Disk: 1994-1996 North Carolina Test Performance* | 6082 | \$60.00 |
| Compact Disk: 1993-1995 North Carolina Test Performance | 6081 | \$60.00 |

These compact disks contain data on the performance of North Carolina's students on the various end of course, end of grade tests, writing, English, SAT, and competency tests. No information is included that will allow the identification of any individual student or teacher. All CD's are formatted to be PC compatible using Windows 9x or NT.

The following pages contain an order form and instructions for ordering these materials.

*With *Report Card Developer* Software

Completing the Test Materials Order Form

To order test materials and services for 2000-2001, you will need to provide the following information (please

print or type the requested information):

- Print or type your "Ship To" information. **Be sure to include a street address (cannot be a P. O. Box).**
- Print or type your "Bill To" information. Check the box in the upper right hand corner if the "Bill To" address is the same as the "Ship To" address.
- Print or type your school's or school system's "Federal ID #" or, if you are purchasing materials as an individual, your "Social Security #."
- Print or type your "Purchase Order #," the signature of an authorized official of your educational institution, and the "Order Date." Your federal ID number can be used in lieu of a purchase order number if no purchase order is available. If you are purchasing materials as an individual, your social security number can be used in lieu of a purchase order.
- Print or type the names of the products or services you are ordering in the column labeled "Product/Service."
- Print or type the code numbers of the products or services you are ordering in the column labeled "Code #."
- Print or type the number of copies of each item you are ordering in the column labeled "Quantity."
- Print or type the unit prices of the products or services you are ordering in the column labeled "Unit Price."
- Multiply the "Quantity" ordered by the "Unit Price" and print or type the total in the column labeled "Amount."
- Sum the totals listed in the column labeled "Amount." Write the sum in the row labeled "Subtotal."
- Calculate the amount of NC sales tax by multiplying the "Subtotal" by 6% and enter this number in the row labeled "NC Sales Tax."
- If the "Subtotal" is less than \$100.00, enter "\$15.00" in the row labeled "Minimum Shipping and Handling;" otherwise enter "0." If your order is less than \$100.00, and you plan to have the order picked up from the Local Option Testing Service, you need not add the \$15.00 minimum shipping and handling charge.
- If you would like a rush order (shipment before three weeks), multiply the "Subtotal" by 5% and add \$20.00. Write this number in the row labeled "Rush Order (Optional)."
- Add the amounts you entered in the "Subtotal," "NC Sales Tax," "Minimum Shipping and Handling," and "Rush Order (Optional)" rows and enter the total in the row labeled "Total."
- A copy of the official purchase order **MUST** accompany the order form, and/or your organization's federal

ID number or your social security number **MUST** be entered in the appropriate space.

The completed order form and accompanying purchase order can be faxed or mailed to "Local Option Testing

Service" at the fax number and address listed on the Local Option Testing Service order form.