



# Seton Testing Services

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Dear Seton Testing Customer,

At Seton, we understand how tedious and overwhelming the testing process can be and aim to make this process easier for you. So in an effort to help you expedite this process, we ask that you fill out the spreadsheet with the students who will be testing. **You will not need to enter the students or the tests into your Seton Testing account. Seton will do it for you.** Each of the answer documents that you receive will be barcoded with each student's name and identifying information.

If you already possess a spreadsheet with this information on it, please submit it to us in a typed form, preferably in Excel. If you do not have Excel, please use Word. Please **do not** send a PDF. The spreadsheet form should be emailed to us at [grouporders@setontesting.com](mailto:grouporders@setontesting.com) and make the subject line group or school order. Make sure all the information from each column listed below is included on the sheet.

Please enter the information on the spreadsheet grade by grade. Start with your Pre- K or Grade K students and move to the next grade. The grade level is the grade level the student will be testing. Please enter the following information in each column of the spread sheet. **The stock number column is for Seton to fill out.**

## Example: Spreadsheet

First Name	Last Name	Gender	Birthday	Grade Level	Race/Ethnicity (optional)	Stock Number
Susie	Smith	Female	10/11/10	Grade 1	Other	
Daniel	Jones	Male	10/11/09	Grade 2	Other	
Samuel	Smart	Male	6/8/09	Grade 2	Other	
Jenney	Jones	Female	8/16/08	Grade 3	Other	

**If you are testing students off grade level, please put a red \* asterisk after their names. We will have to contact you to get further information for each of the students testing off grade level.**

1. Enter student first name as you want it to appear on test scores.
2. Enter student last name as you want it to appear on test scores.
3. Enter the student gender as Male or Female. ex: Female
4. Enter the birth date as month/day/year. ex: 05/01/99
5. Enter the grade level as Grade and the number. ex: Grade 1
6. Race and ethnicity are optional with the IOWA and TerraNova tests. The Stanford 10 requires it. If you do not wish to enter it on the Stanford, please enter “Other” for that column.
7. The column for Stock number is for Seton use only.
8. Once the spreadsheet is finished, please email it to [grouporders@setontesting.com](mailto:grouporders@setontesting.com) with the email address your testing account was created under and any contact information should we need to contact you. **Also include in the email, which type of test you are ordering: IOWA, IOWA with CogAT, TerraNova Complete Battery, TerraNova Survey, Stanford Complete Battery or Stanford Abbreviated Battery.**

Once the order is in your account, Seton will contact you and ask you to review the order. If changes need to be made, a Seton Customer Service Representative will make them for you.

If you want to pay online, we will email you and let you know that your order is ready for payment and all you need to do is finish the check-out process and pay online through your account. Remember to select your testing week at check-out.

If you want to send a Purchase Order to pay by check, please fill-out the credit application and call us with your credit card information to keep on file.

We request that March 1-July 31<sup>st</sup> you order testing materials at least 6 weeks ahead of your testing week.

We hope to provide you with an easy, stress free testing experience. Please contact us if there is anything we can do to make this process easier for you.

Again, thank you for choosing Seton as your testing provider.

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