

STUDENT INSTRUCTIONAL REPORT II (SIR II™) PROCESSING REQUEST FORM

(THIS FORM IS TO BE COMPLETED BY THE INSTITUTIONAL COORDINATOR AND INCLUDED WITH ALL SIR II™ QUESTIONNAIRES RETURNED TO ETS® FOR PROCESSING.)

SIR II Administration Date: _____ Month _____ Year
 Institution Name: _____
 Subdivision or Department: _____
 (if more than one form is used for an institution)

Type of Institution:
 Four-year college/university
 Two-year college, community college or technical school
 Graduate school
 Other

QUESTIONNAIRE INSTRUCTIONS

SIR II results are reported by class. Each group of questionnaires for a class must be accompanied by a cover sheet that has been filled out by the instructor. **Questionnaires for all classes must be returned at one time.** Address all questions to: Student Instructional Report II, ETS, MS 57L, Princeton, NJ 08541-0001. Call 800-745-0269. Fax 973-735-1903 or 973-735-1904.

Before returning questionnaires, be sure that:

- All questionnaires are gridded in **pencil only**.
- All groups are removed from individual envelopes.
- No staples, paper clips or rubber bands are attached.
- There are no blank or unused questionnaires.
- There are no reversed questionnaires.
- There are no extraneous marks on the questionnaires.

Pack questionnaires securely and **put this form on top of the questionnaires in Box #1.** Keep a copy of this form for your records.

_____ Total number of questionnaires returned for processing
 _____ Number of classes (cover sheets) included
 _____ Number of packages used to mail questionnaires

Mail completed questionnaires to: SIR II Scoring Department, ETS, MS 13Q, 1425 Lower Ferry Road, Ewing, NJ 08618

ORDERING REPORTS/PRICING

Standard: SIR II results are reported by class. Three copies of each report are provided.

Cost: \$.50 per questionnaire. Batches over 10,000 – 5% discount.

Cost : \$.10 per questionnaire. Additional fourth-class report Check

Optional: Order any of the optional reports available for SIR II by indicating in the appropriate space(s) below.

Institutional Summary Report (combines all classes included with this Processing Request Form) Cost: \$.60 per class included.

Yes No Summary Report Requested

Combined Reports (allow institutions to combine classes as specified on the SIR II Combined Report Request Form; one request form required for each report ordered) Cost: \$.60 per class included.

_____ Number of Combined Reports Requested

CD Reporting (reporting of data, including Mean, for all classes included with this Processing Request Form) Cost: \$75

Yes No Class-Level CD Report

SIR II Detail Report CD (allows institutions to view item-level responses for all classes processed) Cost: \$150

Yes No Item-Level Analysis CD

PAYMENT

Purchase Order (payment in full is due within 30 days) Purchase Order Number _____ Check (payable to **ETS**)

Credit Card (indicate which credit card is being used and enter card number and expiration date)

American Express® Discover® JCB® MasterCard® VISA®

Credit Card Number

Expiration Date

/

Month Year

Cardholder Name (Please print) _____

Cardholder Signature _____ Date _____

SHIPPING (Processing occurs weekly beginning at the first of each month. Reports are mailed 15 business days after the start of processing.)

SHIP TO (provide street address)	BILL TO (if different from SHIP TO address)
Name	Name
Institution	Institution
Address	Address
City/State/ZIP	City/State/ZIP
Phone	Phone
Fax	Fax

ETS USE ONLY	Batch #:	# of Questionnaires:	Date Received:
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