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. Before returning questionnaires, be sure that:

- 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

**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 _______ / _______

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.)

<table>
<thead>
<tr>
<th>SHIP TO (provide street address)</th>
<th>BILL TO (if different from SHIP TO address)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name</td>
</tr>
<tr>
<td>Institution</td>
<td>Institution</td>
</tr>
<tr>
<td>Address</td>
<td>Address</td>
</tr>
<tr>
<td>City/State/ZIP</td>
<td>City/State/ZIP</td>
</tr>
<tr>
<td>Phone</td>
<td>Phone</td>
</tr>
<tr>
<td>Fax</td>
<td>Fax</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>ETS USE ONLY</th>
<th>Batch #:</th>
<th># of Questionnaires</th>
<th>Date Received:</th>
</tr>
</thead>
</table>

Copyright © 2011 by Educational Testing Service. All rights reserved. ETS, the ETS logo and LISTENING. LEARNING. LEADING. are registered trademarks of Educational Testing Service. SIR II is a trademark of ETS. All other trademarks are property of their respective owners.

www.ets.org/sirii