

PO Box 3508
JOONDALUP WA 6027
T 1300 855 293
F 1300 855 294
E manager@easymark.com.au



ABN 47 142 145 613

MARKING ORDER FORM

PLEASE INCLUDE WITH COMPLETED TEST PAPERS

School Name	
Order Number	
School Accounts Email Address	
Signature	
** EMAIL ADDRESS for delivery of test reports (please print clearly)	

Please list the details of tests in your parcel:

Name of Tests <i>eg EMTS or Persuasive writing or EMLC etc</i>	Completed by: Year Levels <i>eg Yr 1,2,4,6</i>

Other special requests:

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See over for further assistance

Important Hints To Assist Test Coordinators

1. Complete the **Marking Order Form** making sure to clearly write the email address for the delivery of results. Include a school Purchase Order Number.
2. **Spelling of student names and gender box:** Diagnostic reports list students with surname first. Ask class teachers to check that all papers have first name and last name and the gender box is clearly marked. This will also help when comparing results in the future. **Please enclose class lists with names and gender to assist with processing, or email an electronic copy of your class lists to manager@easymark.com.au.**
3. Please **do not** mark tests before submitting. **There will be an extra charge for all tests that have been pre-marked.**
4. Clearly **separate class bundles** with an elastic band or folded paper.
5. A **split class** is counted as two groups.
6. Put **class name** on front of each bundle.
7. **Postage and packaging** for return of test papers is charged at Australia Post rates.
8. **Special requests** can be easily accommodated. Please include a note with your requests even if you have spoken to us on the phone.

You do not need to notify us before sending tests for marking.

Please call if you have any questions or if you need to give us special information about your tests or if you would like an obligation free quote for the total charges.

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Please call to obtain a street address for COURIER OR PERSONAL DELIVERIES