Mathematics Test (NDPMT) – Processing Form 2024/2025
Complete a separate form for each group of students for which you want a separate report.

Contact Details

School Roll Number: _____

School Name: _____

Email Address: _____

School Telephone Number: _____ **Order Number** (If required)**:** _____

For Non-ETB schools only:
Have you completed a data processing form in the 2024/25 school year?   Yes ☐   No ☐

Please complete the data processing form on www.tests.erc.ie/machine-scoring-service

The data processing form only needs to be completed once for the school for the academic year 2024/2025.

Administration Details

Name of Teacher: _____   **Date of Testing:** _____

Name of Class/Group to be listed on report: _____
(For example "Sixth Class" or "Room 5")

Number of Answer Sheets in this group: _____ **(Form A)** _____ **(Form B)**
(**Important**: If you used a mixture of Forms A and B, please ensure that the students fill in the relevant box on the answer sheet)

Level administered: 3 ☐   4 ☐   5 ☐   6 ☐

Next Steps

Put this completed form on top of the answer sheets. Repeat for each class/group.

Send the answer sheets to: **Test Department, Educational Research Centre, 66 Richmond Road, Dublin D03 E702**.

Results will be available within 8-12 working days from receipt of the answer sheets at the Test Department.

Results in Electronic Format

Once scored, your results will be available to view and download from your account on the **Drumcondra Online Testing System (DOTS)**. We will email the school when your results are available to view and download. Please download the results immediately and store a copy safely on your school's network.

After scoring, answer sheets will be retained by the ERC for 6–12 months, and will then be **securely shredded**. Data stored on the DOTS site is deleted in December of the subsequent school year.

Important: Please check all answer sheets **before** posting to ensure they have been completed in accordance with the guidelines in the Administration Manual. Erase any stray marks. Where an answer has been changed, the unwanted answer should be **erased**, not crossed out. Rejected answer sheets may be returned unscored.