



CogAT[®]

2018 Online Testing Order Form

Before submitting this order to the AACCS, please check the following:

- Did you complete all the sections?
- Is the correct Account Holder identified on the order form? This is the main person who is responsible for your *DataManager* account.
- Is the Account Holder identified on the order form the main person who will be responsible for implementing CogAT Online? This person will receive the initial email for account activation and set-up.

If you are new to DataManager and/or online testing:

- Have you worked with an HMH Technical Assessment Specialist to run the *DataManager* online system checker successfully on each workstation that will be used for online testing? The System Check is accessed from the following URL: <http://www.hmhonlinetest.com/systemcheck>
- Have you reviewed the system requirements? They can be downloaded at: <http://downloads.hmlt.hmco.com/Help/DataManagerResources/hmh-assessments/data-and-learning-management/datamanager.html>

If you are a new customer:

- Please make sure your order form includes the three required trainings listed on page 3.

NOTE: If you are using the Iowa Assessments Form E Online in addition to CogAT 7 Online, you only need to purchase one set of trainings.

Contact AACCS if you need additional information.

ONLINE TESTING ORDER FORM-2018

2018 Cognitive Abilities Test™ (CogAT®) Online Order Form for AACs

Date ____ / ____ / ____

Payment Information

Please enclose a check, money order, or valid purchase order with all orders.

- Purchase Order enclosed. Number _____
- Check enclosed. Number _____
- Money Order enclosed.

IMPORTANT NOTE FOR CREDIT CARD USERS: For your security, we can only accept credit card orders through our secure website, hnhco.com/HMHAassessment, or by phone at 800.323.9540. Customers wishing to remit payment by credit card will be contacted by HMH Customer Experience Support—Assessments once their order has been processed.

Exempt from state sales tax. (Please attach copy of certificate)

- Cert. no. _____
- Cert. Expiration Date _____

NOTE: Orders from first time purchasers require a completed Test Purchaser Qualification Form.

- Professional Credentials—Choose One:
- Test Purchaser Qualification Form attached
 - Test Purchaser Qualification Form on file at HMH

Charge to:

Name _____

Position _____

Organization _____

Shipping Address _____

City _____ State _____ Zip _____

Phone: (____) _____ Fax: (____) _____

Email address _____

REQUIRED INFORMATION (YOUR ORDER WILL NOT BE PROCESSED WITHOUT THIS INFORMATION.)

Anticipated Testing Date: _____

Reporting options:
Web Reports ONLY.
Paper Reports are available; for an additional fee they may be ordered separately.

Administration Mode:
CogAT Assessments are available in additional test administration types (i.e. Paper/Pencil). Please see appropriate order form on our website or contact your Assessment Account Executive.

System Requirements:

1. Do the workstations that will be used for online testing meet the DataManager minimum system requirements? See <https://www.hnhco.com/programs/cogat/scoring-services> (click on DataManager under Online testing) for a copy of the revised system requirements or ask your Assessment Account Executive.
 Yes No
2. Have you run the DataManager online system checker successfully on each workstation that will be used for online testing? (The System Check is accessed from the following URL: <http://www.hnhonlinetest.com/systemcheck>)
 Yes No

Account Holder: (Please list the primary contact who will be the test administrator owner and DataManager Account Holder.) Note: this person is the primary test and IT contact and implementation manager.

Name _____

Position _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone: (____) _____ Fax: (____) _____

Email address* _____
(*REQUIRED)

Data Contact: (if different from Account Holder) Note: this person will be responsible for providing school system data files to HMH.

Name _____

Position _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone: (____) _____ Fax: (____) _____

Email address* _____
(*REQUIRED)

Special Contract Pricing per AACs Contract — customer #658115

hnhco.com • 800.323.9540



2018 Cognitive Abilities Test (CogAT) Online Order Form for AACCS, Continued

Item	Code #	# of Students	\$ per Student	Total Price
CogAT Online, Form 7 Complete: Price per level per student, annually				
CogAT Form 7 L5/6 – Online Grades K.8.–1.9	1525805	_____	\$9.00	_____
CogAT Form 7 L7 – Online Grades 1.7–2.5	1525806	_____	\$9.00	_____
CogAT Form 7 L8 – Online Grades 2.5–3.5	1525807	_____	\$9.00	_____
CogAT Form 7 L9 – Online Grades 3.0–3.9	1525808	_____	\$9.00	_____
CogAT Form 7 L10 – Online Grades 4.0–4.9	1525809	_____	\$9.00	_____
CogAT Form 7 L11 – Online Grades 5.0–5.9	1528037	_____	\$9.00	_____
CogAT Form 7 L12 – Online Grades 6.0–6.9	1525810	_____	\$9.00	_____
CogAT Form 7 L13/14 – Online Grades 7.0–8.9	1525811	_____	\$9.00	_____
CogAT Form 7 L15/16 – Online Grades 9.0–10.9	1525813	_____	\$9.00	_____
CogAT Form 7 L17/18 – Online Grades 11.0–12.9	1525815	_____	\$9.00	_____
			Subtotal	_____
			State Sales Tax	_____

Administrations are valid for one school year. Customers are encouraged to use all test administrations during this time. However, unused tests can be rolled over to the following year.

TRAINING REQUIREMENT: Training is required for new/first time purchases of DataManager. Training will target assessment products purchased. For a comprehensive listing of training and professional courses, please visit our website <http://hmhco.com/HMHAssessment>.

TRAINING OPTIONS AND RECOMMENDATIONS:

All **on-site** trainings have a maximum capacity of 25 participants.
 All **web-based** trainings have a maximum capacity of 20 participants. Purchased trainings need to be scheduled and delivered within one year of a signed order form.

Phase I: Initial Launch

- Technical Readiness
- Test administration setup
- Testing FAQs and best practices

Item	Code Number	Quantity	Price	Total
	1618275	_____	no charge	_____
DataManager Technical Readiness Webinar (Required—year 1) —This 30 minute live web-based session outlines the system requirements and technical best practices for administering an on line test in the DataManager platform. A technical readiness questionnaire is sent to the customer prior to the call and helps facilitate the meeting. Required training in year one for on line testing in DataManager.				

Web-based: (3 Courses Required):

Course 1:	1591194	_____	\$200.00	_____
DataManager Introductory and Data Set-Up Training Webinar —This one hour live web-based session defines the implementation and training process, includes an overview of the DataManager site, outlines technical requirements and provides training on submitting data files. Required training for on line testing in DataManager.				
Course 2:	1591195	_____	\$200.00	_____
DataManager Set-Up and Test Administration Training Webinar —This one hour live web-based session includes system navigation overview, best practices of Test Event Set Up, Test Assignment, adding users and locations, adding students, and reports overview. This session also includes best practices for implementing self-paced sessions, proctor led-sessions, proctoring audio testing and student testing.				
Course 3:	1591196	_____	\$200.00	_____
DataManager Proctor Training Webinar —This one hour live web-based session includes best practices for implementing self-paced sessions, proctor led-sessions, proctoring audio testing and student testing. Required training for on line testing in DataManager.				

Training Requirements Subtotal _____
 Continued, next page

Note: Allow 4–12 weeks for set-up and training before testing.

Special Contract Pricing per AACCS Contract — customer #658115



2018 Cognitive Abilities Test (CogAT) Online Order Form for AACCS, Continued

Item	Code Number	Quantity	Price	Total
------	-------------	----------	-------	-------

On-site Training (Optional): 1591202 _____ \$2,950.00 _____

DataManager System Training—This six hour on-site session includes system navigation overview, best practices of Test Event Set Up, Test Assignment, printing test documents and answer sheets, adding users and locations, adding students, and reports overview. This session also includes best practices for implementing self-paced sessions, proctor led-sessions, proctoring audio testing and student testing.

Phase II: Beyond the Basics

Item	Code Number	Quantity	Price	Total
------	-------------	----------	-------	-------

Web-based: 1618275 _____ no charge _____

DataManager Technical Readiness Webinar (Recommended – year 2+)—This 30 minute live web-based session outlines the system requirements and technical best practices for administering an online test in the DataManager platform. A technical readiness questionnaire is sent to the customer prior to the call and helps facilitate the meeting. Recommended session in year two for online testing in DataManager.

1591203 _____ \$200.00 _____

Back to School Refresher Webinar—This one hour live web-based refresher training for year 2+ clients on DataManager basics, creation of Test Events, Assignments and Sessions.

1591206 _____ \$800.00 _____

CogAT Post Assessment Reporting Overview Webinar —This two hour live web-based session focuses on DataManager report navigation and hands-on generation of assessment reports for the CogAT assessments.

On-site: 1591210 _____ \$2,950.00 _____

DataManager CogAT Post Assessment Professional Development—This six hour on-site session includes details on the different score types and focuses on the utilization of the Interactive Ability Profile Interpretation System with recommendations for student instruction. Recommendations for utilizing the score reports data for the CogAT assessments are shared by the different audience attendees: teachers, administrators, gifted and talented programs and parents.

Phase III: Advanced Implementation

Item	Code Number	Quantity	Price	Total
------	-------------	----------	-------	-------

Web-based: 1591203 _____ \$200.00 _____

Back to School Refresher Webinar—This one hour web-based refresher training for year 2+ clients on DataManager basics, creation of Test Events, Assignments and Sessions.

1592109 _____ \$800.00 _____

Utilizing DataManager for Student Identification in Special Programs Webinar—This three hour web-based session will instruct participants on how to utilize DataManager reports to identify students for special programs, including but not limited to GT, 504, Sp Ed.

On-site: 1591213 _____ \$2,950.00 _____

DataManager Customized Professional Development—This six hour on-site session will be developed based on customer’s individual requests.

Beyond the Basics and Advanced Implementation Training Subtotal _____

Order Subtotal _____

State Sales Tax* _____

Training Requirements Subtotal _____

Order Total _____

*Sales tax and shipping fee not charged for training.

Return This Completed Form to the AACCS:

Via mail: American Association of
Christian Schools
6170 Shallowford Road,
Suite #103
Chattanooga, TN 37421

Via email: gpeltier@aaccs.org
Via fax: 423.622.7461

*Sales tax and shipping fee not charged for training.

Special Contract Pricing per AACCS Contract — customer #658115

© Houghton Mifflin Harcourt Publishing Company. All rights reserved. Printed in the U.S.A. 07/18/18

