



# 2018 Online Testing Order Form Form E

**Before submitting this order form 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 *Iowa Assessments* Form E 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 in the trainings section on this order form.

**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 Iowa Assessments™ Form E Online Order Form for AACS Schools

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](http://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:**  
Iowa 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/iowa-assessments/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

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Item	Code #	# of Students	\$ per Student*	Total Price
<b>Iowa Assessments Online, Form E Complete:</b>				
<b>Price per level per student, annually</b>				
Iowa Assessments Form E Complete L5/6 – Online Grades K.8–1.9	1525773	_____	\$12.00	_____
Iowa Assessments Form E Complete L7 – Online Grades 1.7–2.5	1525775	_____	\$12.00	_____
Iowa Assessments Form E Complete L8 – Online Grades 2.5–3.5	1525777	_____	\$12.00	_____
Iowa Assessments Form E Complete L9 – Online Grade 3.0–3.9	1525779	_____	\$12.00	_____
Iowa Assessments Form E Complete L10 – Online Grade 4.0–4.9	1525781	_____	\$12.00	_____
Iowa Assessments Form E Complete L11 – Online Grade 5.0–5.9	1527097	_____	\$12.00	_____
Iowa Assessments Form E Complete L12 – Online Grade 6.0–6.9	1525783	_____	\$12.00	_____
Iowa Assessments Form E Complete L13 – Online Grade 7.0–7.9	1525785	_____	\$12.00	_____
Iowa Assessments Form E Complete L14 – Online Grade 8.0–8.9	1525787	_____	\$12.00	_____
Iowa Assessments Form E Complete L15 – Online Grade 9.0–9.9	1525789	_____	\$12.00	_____
Iowa Assessments Form E Complete L16 – Online Grade 10.0–10.9	1525791	_____	\$12.00	_____
Iowa Assessments Form E Complete L17/18 – Online Grade 11.0–12.9	1525793	_____	\$12.00	_____
			<b>Subtotal</b>	_____
			<b>State Sales Tax</b>	_____

**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 must 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
<b>DataManager Technical Readiness Webinar (Required)</b> —This 30 minute 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.	1618275	_____	no charge	_____
<b>Web-based (3 Courses Required; 1 Hour Each)</b>				
<b>Required Course 1:</b> DataManager <b>Introductory and Data Set-Up Training Webinar</b> —This one hour 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.	1591194	_____	\$200.00	_____
<b>Required Course 2:</b> DataManager <b>Set-Up and Test Administration Training Webinar</b> —This one hour 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.	1591195	_____	\$200.00	_____
<b>Required Course 3:</b> DataManager <b>Proctor Training Webinar</b> —This one hour 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.	1591196	_____	\$200.00	_____

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

**Training Requirements Subtotal** \_\_\_\_\_  
Continued, next page

\*Special Contract Pricing per AACSS Contract — customer #658115



2018 Iowa Assessments Online Order Form for AACCS Schools, Continued

Item	Code Number	Quantity	Price	Total
<b>On-site Training (Optional):</b>	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
<b>Web-based:</b>	1618275	_____	no charge	_____

**DataManager Technical Readiness Webinar (Recommended – year 2+)**—This 30 minute 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	_____
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**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.

1591205	_____	\$800.00	_____
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**Iowa Post Assessment Reporting Overview Webinar**—This two hour web-based session focuses on DataManager report navigation and hands-on generation of assessment reports for the Iowa assessments.

<b>On-site Training (Optional):</b>	1591209	_____	\$2,950.00	_____
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**DataManager Iowa Post Assessment Professional Development**—This six hour onsite session focuses on the reasons for test administration, how the DataManager reports support educators and includes details on the different scores, such as NPR, GE, Stanine and how the various score types relate to each other. Recommendations for utilizing the score reports data for the Iowa assessments are shared by the different audience attendees: teachers, administrators, special needs programs and parents.

<b>On-site Training (Optional):</b>	1591213	_____	\$2,950.00	_____
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**Customized Professional Development**—This six hour on-site session will be developed based on customer’s individual requests.

**Phase III: Advanced Implementation**

Item	Code Number	Quantity	Price	Total
<b>Web-based:</b>	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	_____
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**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.

<b>On-site Training (Optional):</b>	1591213	_____	\$2,950.00	_____
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**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** \_\_\_\_\_

**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](mailto:gpeltier@aaccs.org)  
Via fax: 423.622.7461

<b>Order Subtotal</b>	_____
<b>State Sales Tax*</b>	_____
<b>Training Requirements Subtotal</b>	_____
<b>Order Total</b>	_____

\*Sales tax and shipping fee not charged for training.

Schools will be responsible for any overages and will be billed accordingly.

Special Contract Pricing per AACCS Contract — customer #658115  
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