

American Association of Christian Schools

2018–19 Test Materials Order Form Instructions

Iowa Assessment, Form E (Complete Battery)
Cognitive Abilities Test (CogAT), Form 7



For AACCS member schools interested in participating in the AACCS Testing Program using the paper/pencil administration option:

1. Complete the *Spring 2018–19 Test Materials Order Form*, and return the form to the AACCS office. No other forms need to be completed.
2. A late order fee of 3% will be added to all orders received after November 1, 2018.
3. No payment is due at this time. Payment is due within thirty days of the date of the invoice.

For AACCS member schools interested in participating in the AACCS Testing Program using the online administration option:

1. Complete **only** page 1 of the *Spring 2018–19 Test Materials Order Form* and return the form to the AACCS office. Do **not** complete pages 2–5 of this form since you will not be ordering hard copies of the test materials.
2. If your school will be doing online testing using the Iowa Assessment, complete the *2018 Iowa Online Testing Order Form* and return the form to the AACCS Office.
3. If your school will be doing online testing using the CogAT Test, complete the *2018 CogAT Online Testing Order Form*, and return it to the AACCS office.
4. No payment is due at this time. There is a \$600 one-time training fee for schools choosing the online administration option. The \$600 training fee will be assessed by HMH and is payable to HMH (not to AACCS). HMH requires a school to test at least 50 students in order to use the online administration option.

For AACCS member homeschool groups/cooperatives interesting in participating in the AACCS Testing Program:

1. Complete the *Spring 2018–19 Test Materials Order Form* and return the form to the AACCS office.
2. Complete the *2018–19 Test Purchaser Qualification Form* and return it to the AACCS office.
3. No payment is due at this time. Payment is due within thirty days of the date of the invoice.

Important Dates Concerning the AACCS Testing Program:

1. November 1, 2018—Order by this date to avoid a 3% late order fee.
2. Testing Window: March 18, 2019 to April 26, 2019—All testing must be done within this range.
3. Return Deadline: May 15, 2019—All materials for scoring must be returned to AACCS to avoid the 5% late fee (\$25 minimum).

**We've moved! Our offices are now located
at the address below. Please update your files.**

AACCS
6170 Shallowford Road, Suite 103
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