2016 Cognitive Abilities Test™ (CogAT®) Screening Form Order Form

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, hmhco.com/HMHAssessment, or by phone at 800.323.9540. Customers wishing to remit payment by credit card will be contacted by HMH Customer Experience 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: (See note above)

Name _____

Position _____

Organization _____

Billing Address _____

City _____ State _____ Zip _____

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

Email address _____

Ship to: (if different from billing address)

Name _____

Position _____

Organization _____

Shipping Address _____

City _____ State _____ Zip _____

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

Email address _____

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

Please describe yourself:

☐ System/District ☐ Diocese/Archdiocese

☐ Building/School CHECK ONE: __Public School __Catholic School __Private School

Administration Mode:

☐ Hand Scoring ☐ Machine Scoring (scores supplied by HMH)

For information and pricing on the Online Administration option of the CogAT Screening Form, please contact your Assessment Account Executive or HMH Customer Service.

Pre-ID Barcode Labels

☐ Check here if you wish to purchase Pre-ID Barcode Labels
  (HMH or customer applied)
  Grade levels: _____
  Additional fees will apply. Prices start at .75 per student.

Answer documents needed (check all that apply):

☐ HMH consumable test booklets (must be shipped to HMH for scoring) Grade levels: _____

☐ HMH answer sheets (must be shipped to HMH for scoring) Grade levels: _____

Anticipated Testing Date: _____

Reporting options (check all that apply): ☐ Paper reports ☐ Web reports

Will you combine testing for Iowa Assessments™ and CogAT? ☐ Yes ☐ No

Do you plan on using the free practice tests? ☐ Yes ☐ No
If so, which levels? _____

Prices are valid until December 31, 2016 and are subject to change without notice.

Test Administrator: (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.

Name _____ Position _____

Organization _____

Shipping Address _____

City _____ State _____ Zip _____

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

Email address _____

Data Contact: Note: this person typically handles barcodes and rostering needs.

Name _____ Position _____

Organization _____

Shipping Address _____

City _____ State _____ Zip _____

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

Email address _____

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2016 Cognitive Abilities Test (CogAT) Screening Form Order Form, Continued

Item and Packaging	Code Number	Quantity	Catalog Price	Total Price
Test Materials				
Machine-Scorable Test Booklets				
RightSize Pkg. 5, includes Directions for Administration				
Level 5/6	1473599	_____	$29.50	_____
Level 7	1473601	_____	$29.50	_____
Level 8	1473603	_____	$29.50	_____
Pkg. 25, includes materials needed for machine scoring and Directions for Administration				
Level 5/6	1473600	_____	$126.85	_____
Level 7	1473602	_____	$126.85	_____
Level 8	1473604	_____	$126.85	_____
Reusable Test Booklets				
RightSize Pkg. 5, includes Directions for Administration				
Level 9	1473605	_____	$23.15	_____
Level 10	1473607	_____	$23.15	_____
Level 11	1473609	_____	$23.15	_____
Level 12	1473611	_____	$23.15	_____
Level 13/14	1473613	_____	$23.15	_____
Level 15/16	1473615	_____	$23.15	_____
Level 17/18	1473617	_____	$23.15	_____
Pkg. 25, includes Directions for Administration				
Level 9	1473606	_____	$99.60	_____
Level 10	1473608	_____	$99.60	_____
Level 11	1473610	_____	$99.60	_____
Level 12	1473612	_____	$99.60	_____
Level 13/14	1473614	_____	$99.60	_____
Level 15/16	1473616	_____	$99.60	_____
Level 17/18	1473618	_____	$99.60	_____
Directions for Administration				
Single copy				
Level 5/6	1482744	_____	$18.50	_____
Level 7	1482745	_____	$18.50	_____
Level 8	1482746	_____	$18.50	_____
Level 9	1482747	_____	$18.50	_____
Levels 10–17/18	1482749	_____	$18.50	_____
Level 5/6 - Spanish Edition	1482750	_____	$18.50	_____
Level 7 - Spanish Edition	1482751	_____	$18.50	_____
Level 8 - Spanish Edition	1482752	_____	$18.50	_____
Level 9 - Spanish Edition	1482753	_____	$18.50	_____
Levels 10–17/18 - Spanish Edition	1482754	_____	$18.50	_____
Large-Print Edition				
Level 5/6	1482812	_____	$61.90	_____
Level 7	1482813	_____	$61.90	_____
Level 8	1482814	_____	$61.90	_____
Level 9	1482815	_____	$61.90	_____
Level 10	1482816	_____	$61.90	_____
Level 11	1482817	_____	$61.90	_____
Level 12	1482818	_____	$61.90	_____
Level 13/14	1482819	_____	$61.90	_____
Level 15/16	1482820	_____	$61.90	_____
Level 17/18	1482821	_____	$61.90	_____

Subtotal for this page _____

Prices are valid until December 31, 2016 and are subject to change without notice.

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2016 Cognitive Abilities Test (CogAT) Screening Form Order Form, Continued

Item and Packaging	Code Number	Quantity	Catalog Price	Total Price

Answer Documents

Note: Answer documents may be scored by the HMH Scoring Service® or scanned locally with reflective scanning equipment.

Answer Sheets

RightSize, Pkg. 15, includes materials needed for machine scoring

Level 9	1473625	_____	$20.15	_____
Levels 10–17/18	1473628	_____	$20.15	_____

Pkg. 50, includes materials needed for machine scoring

Level 9	1473626	_____	$50.35	_____
Levels 10–17/18	1473629	_____	$50.35	_____

Pkg. 100, includes materials needed for machine scoring

Level 9	1473627	_____	$95.10	_____
Levels 10–17/18	1473630	_____	$95.10	_____

Scoring and Reporting Materials

Scoring Key

Single copy

Levels 5/6–8	1485873	_____	$18.50	_____
Levels 9–17/18	1486086	_____	$34.00	_____

CogAT Screening Form Norms and Score Conversions Guide

Single copy

Includes levels 5/6–8 and 9–17/18	1482827	_____	$61.90	_____

DataManager Access for Hand-Scoring Customers**

(Price listed is for one building/site only. Please order one DataManager Ancillary Access License for each site, as needed.)

Hand-Scoring DataManager Ancillary Access - Initial	1497434	_____	$85.00	_____
Hand-Scoring DataManager Ancillary Access - Renewal	1497435	_____	$28.40	_____

Must order Scoring Keys separately. See above for codes and prices.

Subtotal _____

Continued, next page

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2016 Cognitive Abilities Test (CogAT) Screening Form Order Form, Continued

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

TRAINING OPTIONS AND RECOMMENDATIONS:

All **onsite** 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 Training Includes:

- Test administration and general test use
- Technical readiness for online testing

For Customers Testing Online with DataManager

Item	Code Number	Quantity	Price	Total
	1618275	_____	no charge	_____

DataManager Technical Readiness Webinar—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. Required training in year one for online testing in DataManager.

Web-based: (3 Courses Required):

	Code Number	Quantity	Price	Total
Course 1:	1591194	_____	$200.00	_____

DataManager Introductory and Data Set-Up Training Webinar—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 online testing in DataManager.

	Code Number	Quantity	Price	Total
Course 2:	1591195	_____	$200.00	_____

DataManager Set-Up and Test Administration Training Webinar—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. Required training for online testing in DataManager.

	Code Number	Quantity	Price	Total
Course 3:	1591196	_____	$200.00	_____

DataManager Proctor Training Webinar—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 online testing in DataManager.

	Code Number	Quantity	Price	Total
Onsite: OPTIONAL	1591202	_____	$2,950.00	_____

DataManager System Training—This six hour onsite 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.

Training Requirements Subtotal _____

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

Call **800.323.9540 if you have any questions.**

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2016 Cognitive Abilities Test (CogAT) Screening Form Order Form, Continued

For HMH Central Scanning and Scoring with Web Reporting Customers

Training is required for new/first time purchases of DataManager covering activating web reporting key to access reports and basic report navigation.

Item	Code Number	Quantity	Price	Total
Web-based:	1591201	_____	$200.00	_____

DataManager Webkey Training Webinar—This one hour web-based session teaches the Account Holder the options for Webkey distribution. It also includes an overview of the DataManager reports and best use cases. Required Training for Districts who are paper testing and receiving their reports through DataManager.

Onsite: OPTIONAL	1591202	_____	$2,950.00	_____

DataManager System Training—This six hour onsite 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 Training Offerings

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.

	1591206	_____	$800.00	_____

CogAT 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 CogAT assessments.

Onsite:	1591210	_____	$2,950.00	_____

DataManager CogAT Post Assessment Professional Development—This six hour onsite 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.

Training Requirements Subtotal _____

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Phase III: Advanced Implementation Training Offerings (Optional)

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.

	1591213	_____	$2,950.00	_____
Onsite:				

DataManager Customized Professional Development—This six hour onsite session will be developed based on customer's individual requests.

	Beyond the Basics and Advanced Implementation Training Subtotal			_____

For additional available training options, please contact your Assessment Account Executive or visit http://www.hmhco.com/HMHAssessment.

Product Order Subtotal	_____
State Sales Tax*	_____
Shipping Service Fee**	_____
Training Requirements Subtotal	_____
Order Total	_____

How to Place Your Order:

Via email: riversideorders@hmhpub.com
Via fax: 630.467.7192
Via phone: 800.323.9540

Via mail: HMH Customer Experience
3800 Golf Road, Suite 200
Rolling Meadows, IL 60008

Inquiries may be directed to: rpc_customer_service@hmhco.com
For more information, please visit: hmhco.com/HMHAssessment

*Sales tax and shipping fee not charged for training.

** A shipping service fee is prepaid and added to the invoice. Estimate 10% ($10.00 minimum) for ground shipping; 15% ($10.00 minimum) for Second Day Air and shipping to AK and HI; 17% ($20.00 minimum) for Next Day Air shipping; and 25% for international shipments. Ground transportation available for AK and HI upon request.

Internal Use Only:
RPCGR21PB

Prices quoted are subject to change without notice and do not include transportation charges unless otherwise stated. All orders will be filled at prices in effect upon receipt of your order. To obtain the most up to date pricing please call Houghton Mifflin Harcourt at 800.323.9540 or visit us online at hmhco.com.

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