



*CogAT*<sup>®</sup>

# Online Testing Order Form

**Before submitting your order form to Riverside Customer Service, check the following:**

- Did you complete all the sections?
- Is the Account Holder identified on the order form the main person who will be responsible for implementing CogAT<sup>®</sup> Online? This person will receive the initial email for account activation and set-up.
- 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: **[riversideonlinetest.com/systemcheck](http://riversideonlinetest.com/systemcheck)**
- If you are a new customer, have you included your completed test purchaser qualifications form?
- Have you requested your training courses?

**Do you have any questions? Contact your Assessment Account Executive or Customer Service.**

# ONLINE TESTING

## 2014 Cognitive Abilities Test™ (CogAT®) Online 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, [riversidepublishing.com](http://riversidepublishing.com), or by phone at 800.323.9540.

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 Riverside

### Charge to:

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

## \* \* \* REQUIRED INFORMATION \* \* \*

### YOUR ORDER CANNOT BE PROCESSED WITHOUT THIS INFORMATION!

Please describe yourself:

- System/District  Diocese/Archdiocese
- Building/School CHECK ONE:  Public School  Catholic School  Private School

**Anticipated Testing Date:** \_\_\_\_\_

Grade levels (circle all that apply):

K 1 2 3 4 5 6 7 8 9 10 11 12

Reporting options:

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

### 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)

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 Consultant.

System Requirements:

1. Do the workstations that will be used for online testing meet the DataManager minimum system requirements listed on page 4 of this order form?  
 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: [riversideonlinetest.com/systemcheck](http://riversideonlinetest.com/systemcheck))  
 Yes  No

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

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email address\* \_\_\_\_\_  
(\*REQUIRED)

Prices are valid until December 31, 2014 and are subject to change without notice.

[hnhco.com](http://hnhco.com) • 800.323.9540

2014 Cognitive Abilities Test (CogAT) Online Order Form, Continued

Item	Code #	# of Students	\$ per Student	Total Price
<b>CogAT Online, Form 7 Complete: Price per level per student, annually</b>				
CogAT Form 7 L5/6 – Online	Y21-1525805	_____	\$10.00	_____
CogAT Form 7 L7 – Online	Y21-1525806	_____	\$10.00	_____
CogAT Form 7 L8 – Online	Y21-1525807	_____	\$10.00	_____
CogAT Form 7 L9 – Online	Y21-1525808	_____	\$10.00	_____
CogAT Form 7 L10 – Online	Y21-1525809	_____	\$10.00	_____
CogAT Form 7 L11 – Online	Y21-1528037	_____	\$10.00	_____
CogAT Form 7 L12 – Online	Y21-1525810	_____	\$10.00	_____
CogAT Form 7 L13/14 – Online	Y21-1525811	_____	\$10.00	_____
CogAT Form 7 L15/16 – Online	Y21-1525813	_____	\$10.00	_____
CogAT Form 7 L17/18 – Online	Y21-1525815	_____	\$10.00	_____
<b>CogAT Online, Screening Form: Price per level per student, annually</b>				
CogAT Screening Form L5/6 – Online	Y21-1525816	_____	\$8.00	_____
CogAT Screening Form L7 – Online	Y21-1525817	_____	\$8.00	_____
CogAT Screening Form L8 – Online	Y21-1525818	_____	\$8.00	_____
CogAT Screening Form L9 – Online	Y21-1525819	_____	\$8.00	_____
CogAT Screening Form L10 – Online	Y21-1525820	_____	\$8.00	_____
CogAT Screening Form L11 – Online	Y21-1528038	_____	\$8.00	_____
CogAT Screening Form L12 – Online	Y21-1525821	_____	\$8.00	_____
CogAT Screening Form L13/14 – Online	Y21-1525822	_____	\$8.00	_____
CogAT Screening Form L15/16 – Online	Y21-1525824	_____	\$8.00	_____
CogAT Screening Form L17/18 – Online	Y21-1525826	_____	\$8.00	_____
<b>CogAT Post-Screener Form*</b>				
<b>(Includes the six remaining subtests for online screener-to-complete CogAT Form 7)</b>				
CogAT Post-Screener Form Level 5/6	Y21-1525826	_____	\$5.00	_____
CogAT Post-Screener Form Level 7	Y21-1525828	_____	\$5.00	_____
CogAT Post-Screener Form Level 8	Y21-1525829	_____	\$5.00	_____
CogAT Post-Screener Form Level 9	Y21-1525830	_____	\$5.00	_____
CogAT Post-Screener Form Level 10	Y21-1525831	_____	\$5.00	_____
CogAT Post-Screener Form Level 11	Y21-1528039	_____	\$5.00	_____
CogAT Post-Screener Form Level 12	Y21-1525832	_____	\$5.00	_____
CogAT Post-Screener Form Level 13/14	Y21-1525833	_____	\$5.00	_____
CogAT Post-Screener Form Level 15/16	Y21-1525835	_____	\$5.00	_____
CogAT Post-Screener Form Level 17/18	Y21-1525837	_____	\$5.00	_____

\*CogAT Post-Screener must be completed within 30 days after online administration of CogAT Screening Form.

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.

**\*Minimum order is \$500.**

**Order Subtotal** \_\_\_\_\_

**State Sales Tax** \_\_\_\_\_

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**Riverside**

2014 Cognitive Abilities Test (CogAT) Online Order Form, Continued

**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 [www.riversidepublishing.com](http://www.riversidepublishing.com).

**Phase I: Initial Launch Training Includes:**

- Taking the Getting Started tutorial
- Test administration and general test use
- Proctoring an online test
- Testing FAQs and best practices

**TRAINING OPTIONS AND RECOMMENDATIONS:**

**On-site** = 10–25 teachers proctors or attendees in a train-the-trainer model

**Web-based** = 20 or less teachers/ proctors or attendees in a train-the-trainer model

**Phase I: Initial Launch**

Item	Code Number	Quantity	Price	Total
<b>On-site:</b>	9780544375604	_____	\$2,800.00	_____
<b>DataManager System Training</b> —This session includes system navigation overview, best practices of Test Event Set Up, Test Assignment, online administration from a Proctor and Student view, 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.				
<b>Web-based: (3 Courses Required)</b>				
<b>Course 1: DataManager Introduction and Data Webinar</b>	9780544375529	_____	\$200.00	_____
<b>Course 2: DataManager Set Up and Test Administration</b>	9780544375536	_____	\$200.00	_____
<b>Course 3: DataManager Proctor Training</b>	9780544375543	_____	\$200.00	_____
<b>Training Requirements Subtotal</b>				_____

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

Continued, next page

2014 Cognitive Abilities Test (CogAT) Online Order Form, Continued

**Phase II: Beyond the Basics**

Item	Code Number	Quantity	Price	Total
<b>Web-based:</b>	9780544375611	_____	\$200.00	_____

**Back-to-School Webinars**—Refresher training for year 2+ clients on DataManager basics, creation of Test Events, Assignments and Sessions. (1 Hour)

<b>On-site:</b>	9780544375796	_____	\$2,800.00	_____
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**DataManager CogAT Post-Testing Workshop**—This 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 are shared by the different audience attendees: teachers, administrators, gifted and talented programs and parents.

<b>On-site:</b>	9780544375826	_____	\$2,800.00	_____
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**Utilizing DataManager for Student Identification in Special Programs**—A hands-on session that will allow participants to more fully utilize the reports within the DataManager system. The session will focus on report generation and discussion based on needs.

<b>On-site:</b>	9780544375826	_____	\$2,800.00	_____
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**Customized Professional Development**—An expert Assessment Implementation Specialists will work with you to determine additional professional development sessions based on district, school, classroom and student needs.

**Phase III: Advanced Implementation**

Item	Code Number	Quantity	Price	Total
<b>Web-based:</b>	9780544375611	_____	\$200.00	_____

**Back-to-School Webinars**—Refresher training for year 2+ clients on DataManager basics, creation of Test Events, Assignments and Sessions. (1 Hour)

<b>On-site:</b>	9780544375826	_____	\$2,800.00	_____
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**Advanced DataManager Reporting**—A hands-on session that will allow participants to more fully utilize the reports within the DataManager system. The session will focus on report generation and discussion based on school needs.

<b>On-site:</b>	9780544375826	_____	\$2,800.00	_____
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**Customized Professional Development**—An expert Assessment Implementation Specialist will work with you to determine additional professional development sessions based on district, school, classroom and student needs.

**Beyond the Basics and Advanced Implementation Training Subtotal** \_\_\_\_\_

**Send Your Order To**

**HMH - Riverside Customer Service**  
 3800 Golf Road, Suite 200  
 Rolling Meadows, IL 60008

**For Phone Orders, Call 800.323.9540**  
**or Fax to 630.467.7192**  
**riversidepublishing.com**

**Order Total** \_\_\_\_\_

3800 Golf Road, Suite 200  
 Rolling Meadows, IL 60008  
 P 800.323.9540  
 F 630.467.7192  
 rpc\_customer\_service@hnhco.com

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