TEST COORDINATOR'S MANUAL
for Computer-Based and Paper-Based Tests

BIE SCIENCE ASSESSMENT
Spring 2026 | Grades 5, 8, and 11

BIE and Help Desk Contact Information

General Administration Questions	Policy Questions
Cognia BIE Help Desk	Bureau of Indian Education Helpdesk*
Telephone: 800-887-7027 **Email:** bietechsupport@cognia.org	**Aurelia Shorty:** aurelia.shorty@bie.edu **Telephone:** 505-274-3746

*BIE should only be contacted by the school test coordinator (STC). Test administrators (TAs) should contact their school test coordinator (STC) with any questions or concerns.

Note: This manual is available online at bie.onlinehelp.cognia.org/resources.

Spring 2026 Important Dates

Paper-Based Testing	
Summative test administration window	**March 9–April 17, 2026**
Initial Paper Test Materials Shipment Arrives in Schools	by February 23, 2026
Additional Paper Test Materials Ordering Window	February 23–April 10, 2026
UPS Pickup Window for Paper Test Materials	March 16–April 24, 2026
Computer-Based Testing	
Practice Tests Live (Summative)	All year
STCs' Test Mode Identification in Portal/Online Student Registration Window	December 8, 2025–January 13, 2026
Online Portal Admin Tasks Continue (users inventory, roster inventory, accommodations assignments)	January 14–April 17, 2026
Summative tests available for scheduling in Portal	March 2, 2026
Summative test administration window	**March 9, 2026, 7 a.m. MT–April 17, 2026, 9 p.m. MT**
Post-Online Testing Clean-up Window	April 20–April 22, 2026

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BIE Science Assessment

Suggested Testing Schedule Options

Multiple Day Schedule				
Grade	**Session**	**Duration (Minutes)***	**Day**	**Number of Questions**
Grades 5 and 8	1	50	1	17
	2	50	2	17
	3	50	3	14
Grade 11	1	55	1	18
	2	55	2	17
	3	55	3	16

*This estimated duration does not include the additional 15 minutes per session normally recommended for the TA to distribute materials and read directions to the students.

Single Day Schedule			
Grade	**Session**	**Duration (Minutes)***	**Number of Questions**
Grades 5 and 8	1	50	17
	2	50	17
	3	50	14
Grade 11	1	55	18
	2	55	17
	3	55	16

*This estimated duration does not include the additional 15 minutes per session normally recommended for the TA to distribute materials and read directions to the students.

Table of Contents

1. Overview

1.1   About this Manual

This manual provides instructions for School Test Coordinators (STCs) who are preparing for the spring 2026 Bureau of Indian Education (BIE) assessment. The manual includes the procedures and protocols for test administration as well as the policies related to test security and test administration that all school staff must follow.

Administration instructions for Test Administrators (TAs) are included in the *Test Administrator's Manual* (TAM), which includes administration scripts.

1.2   About the Test

The BIE Science assessment is based on Next Generation Science Standards (NGSS) and is administered to students in grades 5, 8, and 11. The standards focus on important disciplinary core ideas, scientific and engineering practices (e.g., asking questions, developing and using models), and crosscutting concepts (e.g., patterns cause and effect, stability and change) that apply across scientific disciplines.

The assessment will provide information regarding each student's progress toward achievement of essential knowledge and skills that will help them explain and make sense of phenomena in the world around them, solve problems, and apply their scientific literacy to understand that scientific dilemmas they may face as adults.

The BIE Science assessments comprise three sessions. Calculators are not allowed on the BIE Science assessments. Refer to for additional information about the number of sessions for each assessment.

1.3   About Roles

1.3.1 School Test Coordinator

The STC is appointed at the local level. The STC's point of contact for matters relating to assessment is the BIE and must be a certified educator.

1.3.2 Test Administrator

The TA administers the assessment to the students by following the procedures provided in the TAM. The TA must be a certified staff member who has received training from the STC or BIE. In the event that schools require additional staff to administer the BIE Science assessment, other staff members (who have received training and have signed the Confidentiality Agreement) may be used to provide one-on-one accommodations. Please contact BIE with questions.

1.3.3 Proctor

Proctors assist TAs, but may not act as a TA. Proctors are generally Educational Assistants but can be anyone who does not hold a current license. No proctor should assist with a group that has a child who is a close relative (child, grandchild, niece/nephew, etc.).

2. Administration Policies

2.1 Guidelines

Before distributing any test materials to test administrators, STCs must read all the directions in this manual.

The following measures are required to preserve the security of the BIE Science assessment. Education Program Administrators (EPAs), STCs, principals, TAs, and proctors are all charged with following these guidelines to preserve the integrity of the testing program.

2.1.1 Security of Test Materials

The BIE Assessment Program requires that the BIE Science assessment receive the highest level of test security and accountability. The security of BIE Science materials must be maintained before, during, and after the test administration. Please follow the guidelines in this manual for distributing, collecting, and returning these materials. Be sure that all testing personnel have access to a central, locked storage space for safekeeping of test materials until the materials are returned to Cognia.

What Is Considered Secure Material?

For computer-based test (CBT) administration,

- the Student Login Tickets, periodic tables written on by students (if locally printed), scratch paper written on by students, and human-reader scripts (if applicable) are secure.
- students may be provided with scratch paper for their use on the test. All scratch paper must be collected and securely shredded at the school immediately following testing.

For paper-based test (PBT) administration,

- test booklets, answer documents, and periodic tables are secure.
- students may be provided with scratch paper for their use on the test. All scratch paper must be collected and securely shredded at the school immediately following testing.

It is important that students are not provided access to secure test materials except during test administration. Early exposure to secure test materials will invalidate the data results for the student's test.

Reproduction or Unauthorized Distribution of Secure Materials

Unauthorized reproduction of test materials is a violation of the Federal Copyright Act and is a violation of BIE test security policy, which addresses test security and administration of BIE statewide assessments. One requirement of this regulation is that signs be posted near school copy machines prior to and during the test administration window to notify individuals that BIE Science materials may not be reproduced in any fashion, including paraphrasing.

The test materials may not be provided to any persons not coordinating and administering the test or being tested. TAs should not receive a copy of the test booklet unless they are administering the read-aloud accommodation.

Test questions may not be taught in part or in whole prior to, during, or after testing. Test questions may only be presented to students during the test administration period via the standardized procedures described in this manual and the TAM. The answers to questions may not be provided to students by any method (e.g., orally or in writing). Answers to test questions may not be deleted or altered by anyone except the student while taking the test. Reading test questions aloud to students, except in instances specified in this manual, is only permitted if the student qualifies for such an accommodation. Please see the list of prohibited activities in <u>section 2.1.2</u>.

Confidentiality Agreement

All administrations of the tests are to be conducted under the standardized procedures described in this manual for STCs and the TAM provided to TAs. The Confidentiality Agreement, available on the BIE website (see link in <u>Appendix A</u>), must be completed and signed by any person who is likely to come in contact with standardized testing materials, including teachers, educational assistants, volunteers, proctors, and licensed and unlicensed office staff.

Test Security Plan

All materials must be stored in a secure place before testing, at the end of each testing session, and after testing is complete. Materials should not leave the school except to be returned. Test materials should not be taken off campus unless specifically authorized by the BIE.

Test coordinators must use the serial number located on the front cover of each test booklet to keep records of all the test booklets. If a test booklet is missing following test administration, the STC must ensure that a thorough search is undertaken to locate the booklet. If the booklet cannot be located, the STC must report the loss within three business days to the BIE and Cognia. This report must include all pertinent information regarding the incident. If the test booklet remains missing, the school will initiate a formal investigation into the loss and submit a comprehensive report of the incident to the BIE.

2.1.2 Prohibited Activities

It is unethical and shall be viewed as a violation of test security for any person to

- allow students to share information during the test administration;
- provide assessment accommodations that do not have instructional relevance or are not connected to a specific skill deficit determined by the student's educational team;
- give special assistance of any kind that could influence students' responses to test questions;
- direct a student to change responses to test questions or suggest that he or she should;
- allow students access to BIE Science assessment questions prior to testing;
- change a student's response to a test question;
- photocopy, transcribe, or in any way duplicate any part of the BIE Science assessment;
- allow students to have cell phones or electronic devices not medically necessary during test sessions;
- fail to return all used and unused secure test materials;
- review the test questions for any reason;
- discuss the test with students/colleagues during or after the test administration; or
- fail to report any violations of these test administration security measures.

School staff are prohibited from studying or discussing test items in any manner, either among themselves or with students, before, during, or after testing.

2.1.3 Testing Irregularities and Security Breaches

All administrations of the tests are to be conducted under the standardized procedures described in the TAM provided to the STCs, TAs, and proctors. Testing irregularities, such as potential cheating, and any suspected or actual breach of security should be reported immediately by the TA to the STC. Invalidation of tests due to testing irregularities or security breaches shall be determined after a thorough investigation and consultation between the STC, principal, and BIE. As required by BIE regulations, the STC must inform the BIE Chief Academic Office of a testing irregularity or security breach within three business days of the occurrence (see contact information on the inside front cover). Within ten business days, the STC must complete the BIE's Testing Irregularity Reporting Form (see link in Appendix A). The report must detail the allegation(s), finding(s), and corrective action(s). Anonymous reports may be considered if specific factual information is provided that describes the alleged incident in detail, including names of anyone involved or any observer, and dates, times and locations.

2.1.4 Student Confidentiality

The Family Education Rights and Privacy Act requires that access to individual students' information be restricted to the student, his/her parents/guardians, and authorized school personnel. All EPAs, principals, and STCs are responsible for maintaining the privacy and security of all student records.

Individual test scores, as well as all other aspects of a student's record, are confidential. Scores can only be released in instances of school staff having a need to know them, valid requests for transcripts, and the student/parent enforcing his or her right to inspect and request explanations of his or her records. In some instances, a court order or subpoena may require the release of this information; however, the student/parent must be informed of this request before any information is released. Test scores may also be released to parents or guardians of all students enrolled in a BIE school.

Those who work with student test scores are required to withhold confidential information unless proper release is granted by the caretaker of student records. School personnel are also charged with maintaining the results of standardized tests as part of student records.

2.2 Administration Information

2.2.1 Testing Requirements

BIE will administer the BIE Science assessment to all eligible students enrolled in grades 5, 8, and 11. BIE will hold all schools accountable for participation in the BIE Science assessment.

Students participate either under standard testing conditions or with accommodations that do not interfere with the comparability of scores. Exceptions to the requirement for all students to participate are permitted only in the following circumstances:

- Students with significant cognitive disabilities who meet the eligibility criteria established by the BIE and participate in the Multi-State Alternate Assessment are not required to participate.

For additional information about testing requirements, please contact the BIE: Aurelia Shorty, Education Program Specialist, Assessment & Accountability (aurelia.shorty@bie.edu).

2.2.2 Test Design and Durations

Question Types

The BIE Science assessment is composed of a variety of question types. Some questions are grouped together in clusters that correspond to a shared stimulus (e.g., a passage), while other questions are standalones. There are open-ended response questions (OEs), which are human-scored, and one- and two-part, machine-scored questions (MS-1s and MS-2s). The MS-1s are worth one point each, and the MS-2s are worth two points each.

The MS-1s and MS-2s include multiple-choice, multi-select, and various technology-enhanced interaction types, including the following:

- drag-drop
- fill in the blank
- graphing (bar, point/line)
- hot spot
- inline choice
- matching

Administration Times

All test sessions, including make-up testing, must be completed during the test administration window. (Refer to the Important Dates table on the inside front cover of this manual.)

Administration time is the total time that schools should schedule for each test session. It includes the estimated session testing time and the approximate times for administrative tasks such as reading directions, answering questions, and distributing and collecting test materials. See the following tables.

Administration Time: Guidelines for Test Scheduling

Task	Estimated time to be allotted for Test Administration
1. Pre-administration tasks, including reading instructions to students and answering questions.	10 minutes
2. Distribution of test materials to students.	5 minutes
3. Administration of session.	Refer to the session testing time tables
4. End-of-session activities, including collecting test materials.	5–15 minutes

BIE Science Assessment Session Testing Times

While the BIE Science summative assessment has no fixed time limit, estimated testing times are provided to support test scheduling needs.

Subject	Session	Estimated Testing Duration (Minutes)[1]	Number of Questions	Question Types[2]
Science 5 and 8	Session 1	50	17	MS-1, MS-2, OE
	Session 2	50	17	
	Session 3	50	14	
		Total: 150	Total: 48	
Science 11 (HS)	Session 1	55	18	MS-1, MS-2, OE
	Session 2	55	17	
	Session 3	55	16	
		Total: 165	Total: 51	

[1]This estimated duration does not include the additional 15 minutes per session normally recommended for the TA to distribute materials and read directions to the students.

[2]MS-1 = machine-scored, 1-point, multiple-choice; MS-2 = machine-scored, 2-point, two-part (including multi-select and technology-enhanced interaction types); OE = open-ended response

For more information about the test design, refer to the BIE Science test specifications available at https://bie.onlinehelp.cognia.org/resources OR https://bie.onlinehelp.cognia.org/wp-content/uploads/sites/24/2022/01/BIE-Science_SummativeTestSpecifications.pdf.

Practice Tests

Administering the practice tests is an important preparation step for both administration staff and students. The practice tests allow students and staff to become familiar with the format and types of questions they will see on the operational BIE tests. Both computer-based and paper-based practice tests are available.

2.3   Technology Guidelines for Computer-Based Testing

There are two components of the BIE Science assessment online testing platform: the online Portal, used by school, district and state administrators for rostering students, assigning accommodations, creating classes and test sessions, and monitoring test status; and the kiosk, used by students for testing.

2.3.1 Student Kiosk and Online Portal

Also available at bie.onlinehelp.cognia.org/resources are the *Kiosk Installation Guide*, which provides detailed instructions for installing and using the kiosk, and the *Portal User Guide*, which provides instructions for using the online Portal.

3.   Accessibility Features and Accommodations

3.1   Overview and Policies

Accommodations and participation decisions will be made by each student's educational team. The team should have ensured that the student received the agreed-upon, allowable accommodation(s) in instruction and classroom assessments in the content area for a sufficient amount of time prior to BIE Science assessment administration so that the student will be comfortable with using it on the assessment. Unlike accessibility features, the use of each accommodation in daily instruction must have written documentation in the Individualized Education Program (IEP), 504, or English Learner (EL) plan. Only students on IEP, 504, or EL plans are eligible for accommodations. Students who have achieved fluent English proficiency are not eligible for EL accommodations.

For PBT administration, fill in the bubble for each accommodation used for each student in accommodations boxes H and I on the next-to-last page of the PBT answer document, as applicable. See a sample answer document cover in Appendix B.

For CBT administration, select each accommodation used for each student in the accommodations area. **Note:** CBT accommodations should be assigned before CBT sessions are scheduled.

Modifications are changes in test administration that interfere with the comparability of scores. Examples of such modifications include giving students test administration directions that are not included in this manual. **Any assessment in which modifications are provided must be invalidated.**

3.2   Accommodations Guide

Starting in 2026, an accessibility features and accommodation guide will accompany the BIE Science assessment. The *BIE Science Summative Accessibility Features and Accommodations Guide* will provide information regarding policies, universal tools, accessibility features, and accommodations available for students. This guide may be found at https://bie.onlinehelp.cognia.org/accommodations. The following pages are an excerpt from the guide.

3.3   Online Accessibility Features Overview

3.3.1 Universal Tools – Kiosk/Browser

Available in the kiosk and browser.

Table 1: Universal Tools

Name	Icon	Description
Answer Eliminator		Allows the student to cross off an answer option by placing a strike-through over it.
Answer Masking		Allows the student to hide an answer option.
Back Button		Allows the student to move to previous test questions.
Bookmark		Allows the student to bookmark an item as a reminder to return to it later.
Clear Button		Allows the student to clear an entire answer from the screen.

Name	Icon	Description
Constructed Responses Writing Tools (rich-text editor response option)		Allows the student to type in open-ended and short-answer constructed response items using tools such as undo, redo, bold, underline, bullets, and spell checker.
Custom Masking		Allows the student to hide or mask certain parts of the test.
Expand Passage		Allows the student to expand the view of the passage to full screen.
Finish Button	Finish	Allows the student to confirm they have completed the test.
Line Reader	abc	Allows the student to use a guideline tool while reading text.
Notepad		Allows the student to take notes for a question.
Pause and Inactivity Timeout Button	Pause/Exit	Allows the student to pause, return, or exit the test.
Popup Glossary	nited States. Many this ecosystem. Som d surrounding the pond	Allows the student to view definitions of preselected words.
Reference Sheet (Periodic table for Grade 11)	Periodic Table	Allows the student to refer to the Periodic table on the Grade 11 Science assessment.
Reverse Contrast		Allows the student to invert the colors of the test screen.
Sketch		Allows the student to sketch anywhere on the screen.
Text Highlighter	Clear All	Allows the student to highlight text.
Text Toolbar	B I U	Allows the student to format their text response in text entry items.
Turn In Button	Turn In	Allows the student to submit the test.
Zoom		Allows the student to magnify the screen in increments of 100%, 150%, 200%, or 300%.
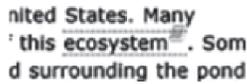
3.3.2 Accommodations (IEP/504) – Kiosk/Browser

Available in the kiosk and browser.

Table 2: Accommodations – Kiosk/Browser

Name	Icon	Description
Allow Accessibility Mode Testing	N/A	Allows assistive technology to run on the student test device concurrently with the student testing kiosk. May be required to support Assistive Technology Device Presentation/ Responses options. Requires proctor password during student log-in.
Color Contrast		Allows the student to select the text and background color of the test screen and content from a list of 12 predefined color combinations.
Text-to-Speech English *		Allows the student to use text-to-speech (TTS). The student can select all or certain text to be read aloud and can set the speed and volume of the read aloud. Available in the kiosk only.
Word Prediction (English / Spanish)		Allows the student to access Co:Writer® word prediction in text entry items. Available in the kiosk only on Windows and MAC operating systems.

* TTS is available for students who are required to use this accommodation based on their IEP. Please follow BIE's policy procedures and guidelines on accommodations.

3.3.3 Accessibility Features – Non-Kiosk/Browser

Available outside the kiosk and browser or delivered externally.

Table 3: Accessibility Features – Non-Kiosk/Browser

Name	Description
Alternate setting	Accessibility option delivered externally. The student is assessed in a non-classroom setting.
Headphones as Noise Buffer	Accessibility option delivered externally. Headphones are used to access audio in CBT or to minimize distraction/filter external noise.
Read Aloud to Self	Accessibility option delivered externally. The student reads aloud to self and may use an external device. Requires a one-on-one administration.

3.3.4 Accommodations (IEP/504) – Non-Kiosk/Browser

Available outside the kiosk and browser or delivered externally.

Table 4: Accommodations – Non-Kiosk/Browser

Name	Description
Assistive Technology Device Presentation	Accommodation delivered externally. Students may use a range of assistive technologies including devices that are compatible with the online testing platform (i.e., JAWS and NVDA (screen readers), Cowriter (Predictive Text), Read&Write (Speech-to-text)), and those that are used externally on a separate computer. Assistive technology devices apply to students with a wide range of disabilities, including those with visual, physical, and cognitive challenges, and use special devices for instruction.
Assistive Technology Device Responses	Accommodation delivered externally. Students may use a range of assistive technologies including devices that are compatible with the online testing platform (i.e., JAWS and NVDA (screen readers), Cowriter (Predictive Text), Read&Write (Speech-to-text)), and those that are used externally on a separate computer. This accommodation applies to students with visual, hearing, fine motor, writing, or motor impairments who use special devices for instruction.
Braille Notetaker	Accommodation delivered externally which students can be assigned per their IEP. A student who is blind or has a visual impairment may use an electronic-braille note-taker.
Braille Writer	Accommodation delivered externally. A student who is blind or has a visual impairment may use a braille writer.
Extended Time	A student may test for an extended period of time.
Human Reader	Accommodation delivered externally. TA reads the content in English. Requires a one-on-one administration or small group with the same test form.
Human Scribe	Accommodation delivered externally. Student's response is captured by a scribe and entered into the online testing platform. Requires a one-on-one administration.
Human Signer	Accommodation delivered externally. TA signs the content. Requires a one-on-one administration or small group with the same test form.
Small Group	Students will test independently in a small group setting. If combined with other accommodations, follow guidelines for administering those accommodations in a small group setting.
Speech-to-Text	Accommodation delivered externally. External device with voice recognition software that converts student responses to printed text. Students speak into the computer microphone, and the computer enters the response. Use with human scribe.

3.3.5 EL Accommodations (IEP/504) – Non-Kiosk/Browser

Available outside the kiosk and browser or delivered externally.

Table 5: EL Accommodations – Non-Kiosk/Browser

Name	Description
Commercial Word-to-Word Dictionary	Accommodation for English Learners delivered externally. Commercially available dictionary gives word in English and desired language. No definitions are provided.
Customized Dual Language Glossary	Accommodation for English Learners delivered externally. Displays pre-identified words, customized for BIE school students, in English and desired language. No definitions are provided.
Directions in Native Language	Accommodation for English Learners delivered externally. TA reads test directions in student's native language.
Picture Dictionary	Accommodation for English Learners (EL). Dictionary that provides picture definitions of English words.
Pocket Word-to-Word Translator	Accommodation for English Learners (EL). Commercially available pocket word-to-word electronic translator allows user to enter word in English and displays corresponding word in desired language.

3.3.6 Assigning Accessibility Features and Accommodations in the Student Online Portal

The STC must assign online accessibility features and accommodations for CBT test takers before the start of testing (TAs cannot perform this task). This is done from the Accommodations tab in a student's Portal account. Accommodations and accessibility features listed as Delivered by the Test Platform must be assigned before a test is scheduled. The accommodations and accessibility features listed as Delivered Externally are used for tracking accommodations and features delivered outside of the kiosk or browser.

**Graphic 2: Student Information Accommodations Tab in the Portal**

Test Administrators should ensure that the appropriate assignment of accessibility features and accommodations are in place *prior* to the student completing a question on the test.

Modifications made *after* the student has already completed a question are considered changes in test administration that interfere with the comparability of scores. Administration modifications or any modifications to the test are NOT allowed. Should this occur, however, you must report it to the BIE on the Testing Irregularity Form found in the help and support site, https://bie.onlinehelp.cognia.org/resources/. Examples of such modifications include giving students test administration directions that are not included in this guide. Any test in which modifications are provided must be invalidated.

For more details on assigning accommodations and accessibility features, please refer to the *BIE Assessments Portal User Guide 2025-2026* available on the BIE Science Help and Support website at https://bie.onlinehelp.cognia.org/resources.

When a student is assigned an accommodation or accessibility feature, these can be adjusted on the Options page after the student has logged in to the test and selected a session.

Graphic 3: Online Portal Options Page Showing Accommodations Available Within the Platform
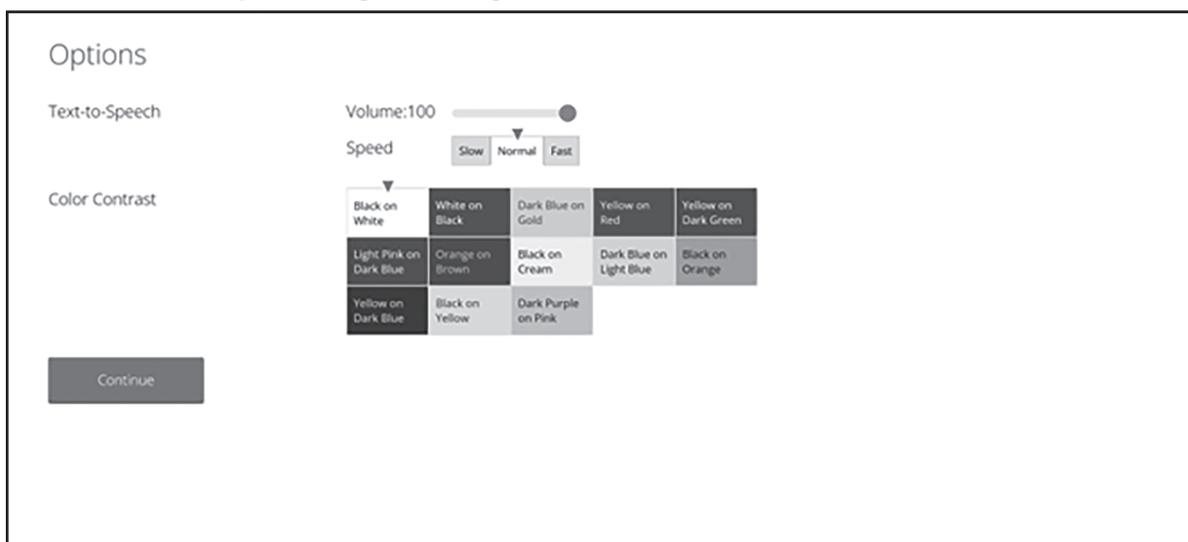
3.4   Paper Based Testing Accommodations

Students taking the paper version of the BIE Science Summative assessments for grades 5, 8, and 11 will have access to the accommodations recorded in their IEP, 504 Plan, or EL Plan.

Below is a list of the paper accommodated test forms available.

3.4.1 Paper Accommodations (IEP/504)

Table 6: IEP/504 Accommodations

Name	Description
Braille	Special paper form accommodation for a student who needs to take the braille version of the test.
Human Reader	TA reads the content in English. Requires a one-on-one administration or small group with the same form.
Human Scribe	Scribe the student's dictation verbatim. The scribe may write the student's dictation and correctly spell and punctuate the document. After the dictation is complete, allow the student to review and edit it further. If needed, rewrite a final version of the dictation. Requires a one-on-one administration or small group with the same test form.

Name	Description
Human Signer	TA signs the content. A student's response is captured by a scribe and entered into the paper answer document. Requires a one-on-one administration or small group with the same test form.
Large Print	Special paper form accommodation for a student who needs to take the large print version of the test.
Read Aloud to self	Students read directions, text, selected responses, and constructed response items aloud to self. May be used individually or in small group testing.

3.4.2 EL Accommodations (IEP/504) for Paper Testers

Used during testing if the student has been using these accommodations throughout the school year during instruction.

Table 7: EL IEP/504 Accommodations

Name	Description
Commercial Word-to-Word Dictionary	Accommodation for English Learners delivered externally. Commercially available dictionary gives word in English and desired language. No definitions are provided.
Directions in Native Language	Accommodation for English Learners delivered externally. TA reads test directions in student's native language.
Picture Dictionary	Accommodation for English Learners (EL). Dictionary that provides picture definitions of English words.
Pocket Word-to-Word Translator	Accommodation for English Learners (EL). Commercially available pocket word-to-word electronic translator allows user to enter word in English and displays corresponding word in desired language.

3.4.3 Special Requirements for Administering the Large-Print, Braille, and Human Reader Accommodations of the BIE Science Summative Assessments

Administering the Large-Print Version of the Assessment

Give students who are administered a large-print version of the BIE Science Summative Assessment a large-print test material packet. The packet includes a large-print instructions sheet, a standard-sized test booklet and answer document for grades 5, 8, and 11. The large-print test material packet for grade 11 only, also includes a large-print Periodic Table Reference Sheet. Please consider the following when administering the large-print test:

- Read the directions and scripts from the *Test Administration Manual (TAM)* the same way as for standard administration.
- The large-print test booklet is 11" x 17". It is recommended that these tests be administered to students at tables (library-sized) to allow for the booklet's size and to ensure student comfort.
- In addition to the materials in the large-print packet, you should also provide students with soft-lead No. 2 pencils.

Student Responses

All responses must be transcribed into an answer document prior to shipping. Only responses bubbled and written inside an answer document or typewritten responses to short-answer and open-ended questions will be scored. All responses to multiple-choice, short-answer, and open-ended questions that are not completed directly in the answer document or typewritten must be transcribed into an answer document before shipping. Consider the following options with the student to determine the best method for recording the student's responses.

- Students may use soft-lead No. 2 pencils to record their responses in the answer document. (Do not allow students to use mechanical pencils.)

- Students may respond to all questions in the large-print test booklet. **Answers in the large-print test booklet will not be scored. Therefore, answers written in the large-print test booklet must be copied into the answer document to be scored and reported. Be sure to transcribe exactly what the student has marked.**

- Students may type their responses with a word processor (without the aid of either a spelling or grammar check). **NOTE: You (or the proctor) must transcribe all multiple-choice answers into the answer document.**

- Students may use a scribe to write oral responses or fill in bubbles for multiple-choice questions in the answer document.

If typewritten responses to short-answer and open-ended questions are permitted as accommodation, follow the instructions in the section of this guide titled *Typed Responses*.

Administering the Braille Version of the Assessment

Give students who are administered a braille version of the BIE Science Summative Assessment a braille test material packet. The packet includes a braille instructions sheet, a Braille test booklet and the associated test administrator notes, a standard test booklet and a standard answer document for grades 5, 8, and 11. The Braille test material packet for Grade 11 also contains a Braille periodic table reference sheet. Please consider the following when administering the braille test:

- Read the directions and scripts from the *Test Administrator's Manual (TAM)* the same way as for standard administration. You may make adjustments to the specific directions for administering a test as needed to ensure the students taking the braille version of the test understand the testing procedures. For example, you should tell students they do not need to read or pay attention to the copyright notice that appears in the braille version of the test.

- Various materials (e.g., Braille writers, slates and styluses, Cranmer modified abacuses, and word processors without the aid of spelling or grammar checks) may be required by the students and must be furnished prior to the appropriate subtest. Additionally, you should have available Braille paper and placeholders.

Student Responses

All responses must be transcribed into an answer document prior to shipping. Only responses bubbled and written inside an answer document or typewritten responses to short-answer and open-ended questions will be scored. All responses to multiple-choice, short-answer, and open-ended questions that are not completed directly in the answer document or typewritten must be transcribed into an answer document before shipping. Consider the following options with the student to determine the best method for recording the student's responses. Students may use any combination of these options to answer test items.

- Students may record their responses using braille on a separate braille sheet of paper.

- Students may record their responses directly in the braille version of the test booklet.

- Students may respond to the short-answer and open-ended questions using a word processor (without a spelling or grammar check) and respond to multiple-choice questions directly in the braille version of the test booklet.

- Students may use a scribe to write oral responses or fill in bubbles for multiple-choice questions in the answer document.

- You must transcribe the students' braille responses and all other responses in the braille test booklet **verbatim** into the student's answer document at the end of each subtest or after testing is completed. **Only answers copied into the answer document will be scored and reported.**

If typewritten responses to short-answer and open-ended questions are permitted as accommodation, follow the instructions in the section of this guide titled *Typed Responses*.

Administering the Human Reader Accommodation of the Assessment

Application

- Schools requiring human reader accommodation for their students, whether they take the test online or on paper.
- For paper testing, schools will place an order for the human reader kit.
- For online testing, the School Test Coordinator will ensure the student is assigned the appropriate test and mark the accommodation in the iTester Portal prior to testing.
- Students who have received instruction throughout the year with human reader accommodation will be eligible to use this accommodation during testing.
- All accommodations must be listed in the student's IEP, 504 Plan, or an EL Plan.

Human Reader Kit

- TA's Special Instructions Sheet
- Human Reader Test Administrator Script
- Two standard test booklets
- One standard answer document

The Human Reader(s) will:

- be trained locally to administer as indicated in BIE Science Test Administrator Manual and sign the Security Agreement.
- read verbatim only what is printed in the test book or on the computer screen without changing, emphasizing, or adding words.
- prevent providing additional information beyond test directions, assisting, or influencing selection of a response.
- speak in a clear and consistent voice throughout the test administration, using correct pronunciation, and without vocal inflections that may provide clues to, or mislead, a student.
- emphasize only the words printed in boldface, italics, or capital letters. No other emphasis or vocal inflection is permitted.
- repeat passages, test items, and response options, as requested, according to the needs of the student.
- maintain a neutral facial expression, so the student does not interpret such expression as approval or disapproval of the response.
- ensure the student receives the proper accommodation per the IEP/504 Plan for a Human Reader.

General Guidelines - Reading a Word, Passages, or Response Items

- When reading a word that is pronounced like another word with a different spelling, the reader may spell the word after pronouncing it if there is any doubt about which word is intended.
- The reader must be aware of punctuation marks and may read the passage, or selected lines, a second time with all punctuation marks indicated.
- When test items refer to a particular line, or lines, of a passage, the reader will reread the lines before reading the question-and-answer choices. For example, the reader should say, "Question X refers to the following lines…," then read the lines to the student, followed by question X and the response options.

3.4.4 Typed Responses

Typed responses to short-answer and open-ended questions may be submitted for those students who qualify for the Assistive Technology Devices Responses accommodation.

Each page of the typed response must contain the following information:

- student's first and last name
- student's NASIS ID number (which also appears on the student's ID label)
- unique answer document number found on each page inside the student's answer document
- district name
- school name
- session name (e.g., Science Session 1)
- question number (e.g., 7)

At the end of the test, staple all sheets of paper containing typewritten responses from an individual student together once in the top left corner and provide them to the STC with the answer document. **Never staple, tape, or glue typed response pages into an answer document.**

NOTE: Transcribe all multiple-choice answers into the answer document.

3.4.5 Assigning Accommodations on the Paper Answer Document

Allowable accommodations need to be recorded on a student's Biogrid on the paper answer document, Section 1, Boxes H, and I, by bubbling the correct IEP/504 and/or EL accommodations used respectively.

Graphic 4: BIE Science Assessment Paper Answer Document Biogrid where to Mark Accommodations

The School Test Coordinator must ensure the student's answer document biogrid is completed correctly based on the testing accommodation needed by the student. Modifications made after the student has already completed a question are considered changes in test administration that interfere with the comparability of scores. Administration modifications or any modifications to the test are NOT allowed. Should this occur, however, you must report it to the Bureau on the Testing Irregularity Form found in the help and support site, https://bie.onlinehelp.cognia.org/resources. Examples of such modifications include giving students test administration directions that are not included in the *Test Administrator's Manual*. Any test in which modifications are provided must be invalidated.

Electronic copies of both the *Test Administrator's Manual* and *Test Coordinator Manual* are available on the BIE Science Help and Support website at https://bie.onlinehelp.cognia.org/resources in the *Manuals* section.

4.   Before Testing

4.1   Test Scheduling

Follow the scheduling guidelines to maintain standardized testing procedures and safeguard against a security breach. It is the STC's responsibility to inform TAs and proctors about the testing schedule established by the school.

4.1.1 Testing Disruptions

TAs must not begin testing if students will not be able to finish the session before their lunch break or the end of the school day. Once a testing session has begun, students must be allowed to finish. Students should be allowed to leave the testing room to use the restroom as needed during the test session, provided they are escorted to the facility. Except in the following circumstances, students are not allowed to stop in the middle of a session and resume at a later point:

- Sudden student illness
- Emergency evacuation
- Fire drill

In these circumstances, students may be allowed to complete the session later, but they **may not** change responses to any test questions already answered.

4.1.2 Absences

Parents and guardians should be urged in advance of testing to avoid making medical appointments or planning trips for their child on a scheduled testing day. If a student is unable to take a test session(s) on the scheduled testing day(s) due to illness, a medical appointment that cannot be rescheduled, or unforeseen circumstances, the student may be administered the test session(s) that was missed on a makeup testing day.

As a TA, you must keep a record of all student absences for each session of the regular and makeup BIE Science assessment sessions that you administer and then forward this record to the STC. In turn, the STC must keep a record of all students who miss both the regular and makeup administrations of any test session.

4.1.3 Makeup Testing

If a student misses a session due to illness or some other legitimate reason, a makeup session must be held before the end of the testing window. Makeup tests may be administered throughout the main testing window except during regular testing. Makeup tests are considered valid so schools and districts are not penalized for legitimate student absences.

4.2   STC Task List

STCs are responsible for the following tasks (**Note:** Please review this list before you distribute any test materials to TAs.):

- Announce the test window in advance. Instruct TAs to prepare students by explaining the purpose of the BIE Science assessment.
- Provide training for all school personnel involved in test administration, preparation, and security in accordance with BIE policy.
- Review the TAM, as applicable.
- Follow the testing schedule selected by the district for your school.
- Gather all the test materials needed for test administration, including the following:
  - › TAM
  - › A "Testing—Do Not Disturb" sign (not included with test materials)

› A Security Checklist or another documentation method for STCs and TAs to use daily during test administration to maintain a tracking log to account for collecting and securely destroying secure test materials, such as Student Login Tickets and scratch paper written on by students.

4.3 Session Access Codes for Computer-Based Testing

STCs schedule tests via the Test Sessions tab in the online Portal. After scheduling the test, STCs will go to the "View Details/Student Logins" page for the applicable class scheduled for the test. On this page STCs will see access codes for each session of the test.

The session access codes also display on the PDF with student test tickets.

5.   During Testing

All TAs and STCs are responsible for knowing and applying the following general testing protocols:

- Minimally, there must be one TA in each testing room at all times.

- When more than 25 students are in one testing room, the ratio of students to TAs must not exceed 25 to 1. For example, when 26 students are in a testing room, there **must** be two TAs or a TA and a proctor.

- TAs and proctors must remain attentive in the room during the entire testing session. They should circulate throughout the room during the testing session. They are **not** to read, grade papers, or do other work.

- Identifying and pointing out test questions students did not complete either during or after the test session is **not** allowed. TAs should remind students as part of the general instructions to complete all of the test questions and to check to be sure they have completed each session.

- The STC must train all TAs and proctors.

- The TA should be a certified staff member who has received training from the BIE/STC. In the event that schools require additional staff to administer the test, other staff members (who have received training and are certified) may be used to provide one-on-one accommodations. Please contact BIE with questions.

- TAs and proctors must **not** be assigned to a room in which a relative is being tested. In small districts, there may be only one teacher in a specified grade (e.g., fourth grade). This teacher may have their own child in the classroom because it is the only grade 4 classroom. In this case, it is important to make other arrangements for test administration to ensure the integrity of the test administration.

- (Specifically for paper-based testing) stray mark cleanup is not permitted. The scripts that are read aloud to students in the TAM include directions for students to avoid making extra marks in the answer document, to erase completely any changes that are made, and to clearly fill in their intended answers.

6. After Testing

6.1 After Computer-Based Testing

6.1.1 Applying Test Report Codes and Invalidating Tests

The assessment **must** be invalidated if there are unusual circumstances that prevent the proper completion of any test sessions or compromise a student's score. Circumstances that require test invalidation include, but are not limited to, students

- cheating,
- taking the test with a modification, and
- making no effort to complete the test.

The TA should consult with the STC and/or BIE to resolve questions about whether a test should be invalidated. To indicate that the assessment should be invalidated for CBT, the STC/BIE will select the appropriate Test Report Code (TRC) from the list located in the Test Sessions details area within the Administration Portal. If a student does not take or complete a scheduled test, **each session** of the test must be invalidated, and a TRC must be added to the student's test. When **both** of these steps have been completed, the student's test will not be scored, and the Student Report to Parents will indicate the proper TRC. Any questions related to invalidating a test should be directed to the BIE.
Note: After the test window ends, BIE will review and make a final decision on all test invalidations.

To add a TRC, locate the student in the list and click the plus sign under the **Test Report Code** field. Select **Withdrew Before Test Completion**, **Non-Allowed Modification**, **Language Exempt for Reading Only**, **Medical Emergency**, **Other Non-Completion**, **Test Irregularities**, **Participating in MSAA**, or **Absent**, if applicable, and then click **Save**. You will be prompted that your changes were saved, then click **Close**. You will see the code you selected reflected in the test session.

To invalidate a test, locate the **Invalidate** link next to each test session for the student and click on it. Once selected, you will be prompted to invalidate the session for the student. Click **Yes** and you will see the session is now invalidated. When you are done, click **Back to Test Sessions**.

For example screenshots of the steps noted above, see the "Add Test Report Codes and Invalidate Test" section of the *Portal User Guide* (available at bie.onlinehelp.cognia.org/resources).

6.1.2 Dispose of Physical Test Materials

All secure materials (including used scratch paper and Student Login Tickets) must be collected and securely shredded at the school immediately following testing.

6.2 After Paper-Based Testing

NOTE: Throughout this section, "answer document" refers to the answer documents for the BIE Science assessment.

6.2.1 Invalidating Tests

The assessment **must** be invalidated if there are unusual circumstances that prevent the proper completion of any test sessions. Circumstances that require test invalidation include, but are not limited to, students

- cheating,
- moving ahead to the next session before being directed to do so,
- taking the test with a modification, and
- making no effort to complete the test.

The TA should consult with the STC to resolve questions about whether a test should be invalidated. The TA will mark the appropriate bubble in the TRC field located on the biogrid on the next-to-last page of the PBT answer document to indicate that the assessment should be invalidated. The invalidated subtest will not be scored, and the Student Report to Parents will indicate the proper TRC. Any questions related to invalidating a test should be directed to the BIE.

6.2.2 Voiding Tests

If student responses have been transcribed to a new answer document, the original document must be voided. To void the PBT document, write VOID in large, dark print on the front cover and **fill in box J** on the biogrid. The voided document must be packed with the **used** test materials. There is no requirement to void a testing record in the online system. If the TA is uncertain whether a test should be voided, please contact the BIE Help Desk at 800-887-7027.

6.2.3 Preparing Paper-Based Materials for Return

Checking Answer Documents

1. **Only responses bubbled and written inside the answer document or typewritten responses to short-answer and open-ended questions will be scored.** After large-print or braille testing is completed, the TA or proctor must confirm that 1) all biogrid information and responses to multiple-choice questions are completed in the answer document, 2) all typewritten responses are clearly labeled and prepared for return with the answer documents in the Special Handling envelope, and 3) any responses that have not been completed directly in the answer document or included on typewritten pages are transcribed exactly into the student's answer document. If responses in test booklets are not transcribed into the student's answer document, they will not be scored.

2. For PBT administration, Pre-ID labels have been provided for most students taking the BIE Science assessment based on identification of paper testers in the portal. Check the Pre-ID labels to ensure the information is accurate. If any of the three essential identifiers (student's name, date of birth, or state identification number) are not accurate or the student did not participate in this administration, shred the label and do not use it. The presence of inaccurate information should indicate to you that the information in NASIS may need to be updated as they are the sources for the demographic information on the labels.

3. For each answer document, match the Pre-ID label with the name the student wrote on the front cover and apply the label to the bottom right corner on the back cover. Remember, if any of the three essential identifiers (student's name, date of birth, or state identification number) on the label is inaccurate, do not use the label. Instead, determine whether NASIS should be updated. **Caution:** Make certain to apply the correct label to each answer document so the correct student will be given credit for participation in the BIE Science assessment.

4. If there is no label for a student, it is critical that a test coordinator verify all the bubbles are filled in accurately in section 2, boxes A–F on the back cover of the answer document. This includes the bubbles for the student's full name, the district code, the school code, the student's birth date, the state student ID number, and the student's gender. Without a Pre-ID label, these pieces of information are the vital link between the student's test scores and his or her demographic information. Ensuring all these fields are bubbled accurately gives the BIE the best opportunity to match the test results to the student demographic information in NASIS and, therefore, give the student credit for passing the BIE Science assessment.

5. Be sure to complete sections 1 and 2 for all students, as applicable, on the inside and outside back covers.

See the Rules for Completing PBT Biogrids section of the TAM for more detailed instructions on completing the biogrid.

Returning Test Materials

1. **Do not** return test materials that are contaminated with biohazardous materials such as blood or vomit. Please contact the BIE Help Desk at Cognia by calling 800-887-7027 or by e-mailing bietechsupport@cognia.org for directions or with any questions.

2. Place **all test booklets**, including English, braille, and large-print versions, **whether used or unused**, in the bottom of the Cognia box(es) in which you received test materials.

3. Review the answer documents carefully, noting any damage such as tears or holes. Make separate piles for used and unused answer documents. Turn every page of the unused answer documents to make sure there is no student work in them. Pack unused answer documents inside the "Unused, Blank Answer Documents" envelope(s). Seal the envelope and pack it in the box on top of the test booklets.

4. Place any **damaged, used** answer documents or answer documents with typed pages in the white plastic envelope labeled "Special Handling." Please include a brief memo on district or school letterhead that explains why each used answer document is included in the Special Handling envelope to ensure that Cognia staff understands the situation and treats the answer document accordingly. (You may have nothing to return in this envelope.) Seal the Special Handling envelope and place it on top of the "Unused, Blank Answer Documents" envelope(s), even if there is nothing in the envelope.

5. Pack all of the **undamaged, used** answer documents in the white plastic envelope labeled "Used, Partially Used, and Voided Answer Documents." Seal the envelope and pack it in the box on top of the Special Handling envelope.

6. The return address will be to a Cognia facility in New Hampshire. Seal the box(es) with packing tape and reinforce the box corners and the bottom seal. Apply the return shipping label provided with the shipment directly on top of the white delivery label. Please stack materials in the box in the following order, starting at the bottom with all test booklets, and working up to used answer documents.

Top of box
Used, Partially Used, and Voided Answer Documents envelope(s)
Special Handling envelope – it may be empty
Unused, Blank Answer Documents envelope(s)
All grades test booklets, including braille, human-reader, and large-print versions
Bottom of box

7. You should not return TAMs, *Test Coordinator's Manuals*, or any ancillary material that accompanied the respective test (e.g., reference sheets), to Cognia. Please recycle these materials at your school or district. Do not save manuals for the next administration as directions may change.

8. UPS has been contracted by Cognia to pick up the BIE Science paper-based test materials. When your materials are ready to be returned to Cognia, you may request a UPS pickup at http://iservices.cognia.org.

    › Select "BIE" from the drop-down menu and click "Enter."

    › Select "UPS Pickup Request" on the left-hand side of the screen.

    › In the "RS Tracking #" box, enter the tracking number printed on the UPS return service label that was included in your shipment of test materials. Then click "Login."

    › Complete your contact information, the date you request UPS to pick up your test materials, the pickup location, and the total number of boxes you are returning.

    › Select "Place Pickup Request" to submit the request.

UPS will not automatically pick up your test materials at the end of the test administration window. **You must submit a request for a UPS pickup during the secure materials pickup window of March 17–April 25, 2026. All secure materials must be picked up for return to Cognia no later than April 25, 2026.** You may also hand your box(es) to your regular UPS driver, if you have a regularly scheduled UPS pickup at your location. If you do not use the iServices link, you will need to notify the Cognia BIE Help Desk by phone or e-mail when boxes have been handed off to a regularly scheduled UPS driver. For assistance with submitting a UPS pickup request online, contact the BIE Help Desk at 800-887-7027 or bietechsupport@cognia.org.

6.3   Final Reminders

Please remember that student information you add or edit in the student tab (for new students or students whose uploaded demographic information is not valid) will not update or be automatically uploaded to NASIS. Corrections to NASIS must be made by school administrators. Be sure to make these corrections or updates before the close of the summative testing window (April 18, 2026) to ensure reporting accuracy.

Personnel at all schools need to conduct a final check of all the students' demographic data in the iTester system to verify that the information has been recorded accurately and the information has been applied before BIE Science assessment student data is transferred from the iTester portal for final scoring and reporting.

Please refer to Appendix B for detailed information on completing the student biogrid. All STCs must verify that the paper testing students have correct information on the answer document biogrids **before** shipping materials back to Cognia.

Appendix A: Important Resources & References

Resource	Location
Forms and Checklists	
Principal's Verification Form	
Staff Confidentiality Agreement Form	bie.onlinehelp.cognia.org/resources
Test Security Checklists	
Testing Irregularities Reporting Form	
Guides and Training	
Browser Testing User Guide	
Kiosk Installation Guide	
Kiosk User Guide	
Online System Tutorials	
Portal User Guide	
Quickstart Guide: Creating Classes	bie.onlinehelp.cognia.org/resources
Quickstart Guide: Printing Student Logins	
Quickstart Guide: Resetting Portal Login Password	
Quickstart Guide: Scheduling Test Sessions	
Quickstart Guide: Student Interface	
Technology Guidelines	
Science Benchmark Scoring Guide	bie.onlinehelp.cognia.org/benchmark-administration/
BIE Reporting User Guide 2025–2026	
BIE Science Report Interpretation Quick Guide	bie.onlinehelp.cognia.org/reporting
Online Reporting Basics	
Other	
Accessibility Features & Accommodations Guide	bie.onlinehelp.cognia.org/accommodations
Human Reader Script	
Test Administrator's Manual	bie.onlinehelp.cognia.org/resources
Test Coordinator Manual	

Appendix B: Completing Student Information on the Biogrid

Note: All STCs must verify that the paper testing students have correct information on the answer document biogrids **before** shipping off the materials back to Cognia.

The biogrid is located on the last two pages of the answer document. A sample biogrid is provided for your reference at the end of this appendix. Please refer to this section when reviewing the rules below for completing the biogrid. **Note:** When using the biogrid, use only the NASIS ID number for the section "state student ID."

Do NOT ALLOW students to fill in any information in sections 1, 2, or 3 of the biogrid.

Please remember that bubbling a field on the biogrid for new students or students whose Pre-ID label is not valid will not update or be automatically uploaded to NASIS. Corrections to NASIS must be made by school administrators. Be sure to make these corrections or updates before the close of the testing window to ensure reporting accuracy. Directions for bubbling each of the boxes on the biogrid are provided on the next page for reference, as needed.

Personnel at all schools—public, charter, state supported, and BIE—need to conduct a final check of all the biogrids to verify that the information has been recorded accurately and the correct label has been applied before the materials are sent for shipping.

Rules for the Use of Pre-ID Labels

Purpose of Pre-ID Labels

Pre-ID labels simplify school personnel's task of completing student identification on the biogrid by eliminating the need to "bubble" all the demographic information for the student that is already stored in BIE's student information system. Bypassing the hand-bubbling step helps ensure the accuracy of the demographic information associated with each student, such as gender, ethnicity, ELL status, etc. School personnel must ensure the NASIS demographic information is accurate and kept up to date.

Pre-ID labels are provided for public schools, charter schools, state educational institutions, and BIE schools.

Valid versus Invalid Pre-ID Labels

Only valid Pre-ID labels may be used. A Pre-ID label is valid only if all three essential identifiers are accurate. These three essential identifiers are

1. Student's last name, first name, and middle initial
2. Student's date of birth
3. Student's state identification number

Valid Pre-ID Labels

If all three essential identifiers are valid, the label may be used. For each answer document, match the Pre-ID label with the name the student wrote on the front cover and apply it to the bottom right corner on the back cover. You do not need to bubble boxes A–F.

Invalid Pre-ID Labels

If any of the three essential identifiers are incorrect, the label is invalid and must be destroyed by shredding. In this case, school staff must hand-bubble boxes A–F of the biogrid and update NASIS with the correct information.

If you did not receive a Pre-ID label for a student, bubble boxes A–F and update NASIS with the correct student information.

Please refer to the Rules for Completing PBT Biogrids table on the next page.

Rules for Completing PBT Biogrids

	Section 1: TESTING	Section 2: IDENTIFICATION
BIE state educational institutions	**Bubble Box(es)**	**Bubble Box(es)**
1. Pre-ID label has 3 correct identifiers.	Any that apply	Leave blank
2. Pre-ID label has 1 or more incorrect identifiers.	Any that apply	A-F
3. Student does not have a Pre-ID label.	Any that apply	A-F
4. Student is new.	Any that apply	A-F

Directions for Each Box

NOTE: The box letters are organized by biogrid section 1 or 2.

Section 1: TESTING (All schools, as needed)

Box G. **Test Report Codes**—Mark the bubble corresponding to the student's test report code indicating the student's test completion status if the student was not tested in all sessions, or if a modification/other testing irregularity occurs.

Box H. **IEP/504 Accommodations**—Mark the bubble(s) that corresponds to the accommodation(s) used for any students who are Special Education and/or have a 504 Plan who participated in any part of this administration with an accommodation.

Box I. **EL Accommodations**—Mark the bubble(s) that corresponds to the accommodation(s) used for any students who are EL and participated in any part of this administration with an accommodation.

Box J. **Void-Do Not Score**—Mark this bubble if the answer document needs to be voided completely and not scored.

Section 2: IDENTIFICATION (All BIE students who attend BIE state educational institutions whose Pre-ID label is not valid)

Box A. **Student Name**—Write in and mark the bubbles for the first 20 characters of the student's last name, the first 16 characters of the first name, and the middle initial (MI).

Box B. **School Code**—Mark the bubbles with the correct school code. You can find the code for your school by logging onto the iTester Portal.

Box C. **District Code**—Mark the bubbles with the correct district code. You can find the code for your district by logging onto the iTester Portal.

Box D. **Birth Date**—Mark the bubble for the month of birth; then write in and mark the bubbles for the day and year of birth.

Box E. **NASIS ID**—Write in and mark the bubbles for the nine-digit state student ID number.

Box F. **Gender**—Mark the bubble corresponding to the student's gender.

Sample BIE Science Biogrid

Back cover of answer document

SECTION 2: IDENTIFICATION: Bubble Boxes **A–F** if this student's Pre-ID label is <u>invalid</u>. (See TAM section "Rules for Completing PBT Biogrids" for clarification.)

A LAST NAME / FIRST NAME / MI

B SCHOOL CODE

C DISTRICT CODE
- ○ BOS
- ○ NAV
- ○ TCS

D BIRTH DATE

MONTH	DAY	YEAR
JAN ○		
FEB ○		
MAR ○		
APR ○		
MAY ○		
JUN ○		
JUL ○		
AUG ○		
SEP ○		
OCT ○		
NOV ○		
DEC ○		

E NASIS ID

F GENDER
- ○ Male
- ○ Female

PLACE LABEL HERE

BIE Science
Spring 2026
Grade
11

16   1234567890

SECTION 1: TESTING: If student did not test all sessions, mark the appropriate Test Report Code indicating the student's test completion status in Box **G**. Bubble accommodations used in Box **H** and Box **I**. Bubbling Box **J** will void the entire answer document. **Caution:** Filling in the bubble in Box **J** will result in all of the answer document not being scored.

G TEST REPORT CODES
(Mark one bubble for each content)

Withdrew Before Test Completion	①
Medical Emergency	③
Other Non-Completion	④
Test Irregularities	⑤
Absent	⑥

H IEP/504 ACCOMMODATIONS	
Assistive Technology Device Presentation	○
Assistive Technology Device Responses	○
Braille	○
Human Reader	○
Human Scribe	○
Human Signer	○
Large Print	○
Read Aloud to Self	○

I EL ACCOMMODATIONS	
Picture Dictionary	○
Directions in Native Language	○
Commercial Word-to-Word Dictionary	○
Pocket Word-to-Word Translator	○

J VOID-DO NOT SCORE
Ⓨ Void this answer document

For Internal Use Only					
A	①	②	③	④	⑤
B	⑥	⑦	⑧	⑨	⑩
C	⑪	⑫	⑬	⑭	⑮
D	⑯	⑰	⑱	⑲	⑳
E	㉑	㉒	㉓	㉔	㉕

15

COGNIA®

Cognia
Login Manager
100 Eileen Dondero Foley Ave
Suite 400
Portsmouth, NH 03801

BIE Science Assessment
Security Checklist

Ship To:

Ship Code:	000000000357225		Date Packed: 2/13/2026
Contract: 800500	Contract Name: BIE Science		Administration: 2025–2026
County Code: 00	County Name:	SU Code:	Superintendent Unit Name:
District Code: BOS	District Name: Bureau Operated Schools		
School Code: DXXXXX	School Name: Demo School		Grade: XX

Use the information in the table below to track the secure test materials. Retain this document for your records after testing has been completed.

Description																				Qty Shipped
Gr XX Test Booklets with ADs inserted																				**77**
CPI	Booklet Numbers	Student name	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN
0505689	1301001733																			
0505689	1303001995																			
0505689	1304002026																			
0505689	1302003921																			
0505689	1301005713																			
0505690	1301001563																			
0505690	1303003756																			
0505690	1304003890																			
0505690	1304003979																			
0505690	1302005764																			
0505692	1303001993																			
0505692	1304002017																			
0505692	1302003932																			
0505692	1302003939																			
0505692	1301005522																			

Ship Code:

000000000357225

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Universal Tools, Accessibility Features, and Accommodations Available on BIE Science Summative Assessments for 2025-2026

Content Area	Feature (Features available in the iTester platform are highlighted blue. All other features are available outside of the testing platform.)	Tool usage			
		Accommodation (IEP, 504)	Accessibility Feature - Delivered Externally	Accessibility Feature (Assigned) - Delivered by the Test Platform	Universal Tool
Science	Allow Accessibility Mode Testing *	x			
Science	Alternative Setting		x		
Science	Answer Eliminator				x
Science	Answer Masking				x
Science	Assistive Technology Device Presentation	x			
Science	Assistive Technology Device Responses	x			
Science	Bookmark				x
Science	Braille Notetaker	x			
Science	Braille Writer	x			
Science	Color Contrast			x	
Science	Commercial Word-to-Word Dictionary	x			
Science	Custom Masking				x
Science	Customized Dual Language Glossary	x			
Science	Directions in Native Language	x			
Science	Expand Passage				x
Science	Extended Time	x			
Science	Headphones as Noise Buffer		x		
Science	Human Reader	x			
Science	Human Scribe	x			
Science	Human Signer	x			

2025-26 BIE Science Assessments Univ.Tools-Accessibility-Accommodations

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Universal Tools, Accessibility Features, and Accommodations Available on BIE Science Summative Assessments for 2025-2026

Content Area	Feature (Features available in the iTester platform are highlighted blue. All other features are available outside of the testing platform.)	Tool usage			
		Universal Tool	Accessibility Feature (Assigned) - Delivered by the Test Platform	Accessibility Feature - Delivered Externally	Accommodation (IEP, 504)
Science	Human Signer for Test Directions				x
Science	Line Reader	x			
Science	Note Pad	x			
Science	Paper form				x
Science	Paper form Braille				x
Science	Paper form Large Print				x
Science	Picture Dictionary				x
Science	Pocket Word-to-Word Translator				x
Science	Pop-up Glossary	x			
Science	Read Aloud to Self			x	
Science	Reference Sheet (periodic table for grade 11)	x			
Science	Reverse Contrast	x			
Science	Sketch Tool (Not available on constructed response items)	x			
Science	Small Group				x
Science	Speech-to-Text				x
Science	Tactile Graphics				x
Science	Highlighter Tool	x			
Science	Text-to-Speech English				x
Science	Word Prediction				x
Science	Word Prediction (Embedded)				x
Science	Zoom view (magnifier)	x			

* These are only relevant for students testing on Kiosk.

2025-26 BIE Science Assessments Univ. Tools–Accessibility–Accommodations

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Spring 2026 BIE Science Assessment
ATTENTION: TEST ADMINISTRATORS

SPECIAL INSTRUCTIONS FOR STUDENTS USING LARGE-PRINT TESTS

This large-print test material packet includes a large-print test booklet; a standard-sized test booklet and answer document for grades 5, 8, and 11. The large-print test material packet for grade 11 only, also includes a large-print Periodic Table Reference Sheet. Please consider the following when administering the large-print test:

- Read the directions and scripts from the *Test Administration Manual (TAM)* the same way as for a standard administration.

- The large-print test booklet is 11"X17". It is recommended that these tests be administered to students at tables (perhaps library-sized) to allow for the booklet's size and to ensure student comfort.

Student Responses

All responses **must** be transcribed into an answer document prior to shipping. Consider the following options with the student to determine the best method for recording the student's responses.

- Students may use soft-lead No. 2 pencils to record their responses in the answer document. (Do not allow students to use mechanical pencils.)

- Students may respond to all questions in the large-print test booklet. **Answers in the large-print test booklet will not be scored. Therefore, answers written in the large-print test booklet must be copied into the answer document to be scored and reported. Be sure to transcribe exactly what the student has marked.**

- Students may type their responses with a word processor (without the aid of either a spelling or grammar check). **NOTE: You (or the proctor) must transcribe all multiple-choice answers into the answer document.**

- Students may use a scribe to write oral responses or fill in bubbles for multiple-choice questions in the answer document.

- If typewritten responses to short-answer and open-ended questions are permitted as an accommodation, each sheet of paper must include the following information:
    - Student's first and last name
    - Student's NASIS ID (which also appears on the student's ID label)
    - Unique answer document number found on each page inside the student's answer document
    - District name (BOS, NAV, TCS)
    - School name
    - Session name (e.g., Science Session 1)
    - Question number (e.g., #6)

At the end of testing, staple all sheets of paper containing typewritten responses from an individual student together once in the top left corner and provide them to the STC with the answer document. Never staple, tape or glue typed response pages into an answer document.

Appendix F: Braille TA Special Instructions

Spring 2026 BIE Science Assessment
ATTENTION: TEST ADMINISTRATORS

SPECIAL INSTRUCTIONS FOR STUDENTS USING BRAILLE TESTS

This Braille test material packet includes a Braille instructions sheet, a Braille test booklet and test administrator notes, a standard test booklet and a standard answer document for grades 5, 8, and 11. The Braille test material packet for Grade 11 also contains a Braille periodic table reference sheet. Please consider the following when administering the Braille test:

- Read the directions and scripts from the *Test Administrator's Manual (TAM)* the same way as for standard administration. You may make adjustments to the specific directions for administering a test as needed to ensure the students taking the Braille version of the test understand the testing procedures. For example, you should tell students they do not need to read or pay attention to the copyright notice that appears in the Braille version.

- Various materials (e.g., Braille writers, slates and styluses, Cranmer modified abacuses, and word processors without the aid of spelling or grammar checks) may be required by the students and must be furnished prior to the appropriate subtest. Additionally, you should have available Braille paper and placeholders.

Student Responses

All responses **must** be transcribed into an answer document prior to shipping. Consider the following options with the student to determine the best method for recording the student's responses. Students may use any combination of these options to answer test items:

- Students may record their responses using Braille on a separate Braille sheet of paper.

- Students may record their responses directly in the Braille version of the test booklet.

- Students may respond to the short-answer and open-ended questions using a word processor (without a spelling or grammar check) and respond to multiple-choice questions directly in the Braille version of the test booklet.

- Students may use a scribe to write oral responses or fill in bubbles for multiple-choice questions in the answer document.

You must transcribe the student's Braille responses and all other responses in the Braille test booklet **verbatim** into the student's answer document at the end of each subtest or after testing is completed. **Only answers copied into the answer document will be scored and reported.**

If typewritten responses to short-answer and open-ended questions are permitted as an accommodation, each sheet of paper must include the following information:

- Student's first and last name

- Student's state student ID number (which also appears on the student's ID label) or NASIS ID

- Unique answer document number found on each page inside the student's answer document

- District name (BOS, NAV, TCS)

- School name

- Session name (e.g., Science Session 1)

- Question number (e.g., #6)

At the end of testing, staple all sheets of paper containing typewritten responses from an individual student together once in the top left corner and provide them to the STC with the answer document at the end of testing. Never staple, tape or glue typed response pages into an answer document.

Appendix G: Human Reader TA Special Instructions

Spring 2026 BIE Science Assessment
ATTENTION: TEST ADMINISTRATORS

SPECIAL INSTRUCTIONS FOR STUDENTS USING HUMAN READER

Human Reader Accommodation Application
➢ Schools requiring human reader accommodation for their students, whether they take the test online or on paper.
➢ For paper testing, schools will place an order for the human reader kit.
➢ For online testing, the School Test Coordinator will ensure the student is assigned the appropriate test and mark the accommodation in the iTester Portal prior to testing.
➢ Students who have received instruction throughout the year with the human reader accommodation will be eligible to use this accommodation during testing.
➢ All accommodations must be listed in the student's IEP, 504 Plan, or an EL Plan.

Human Reader Kit
➢ TA's Special Instructions Sheet
➢ Human Reader Test Administrator Script
➢ 2 standard test booklets
➢ 1 standard answer document

The Human Reader(s) will:
➢ be trained locally to administer as indicated in BIE Science *Test Administrator Manual* and sign the Security Agreement.
➢ read verbatim only what is printed in the test book or on the computer screen without changing, emphasizing, or adding words.
➢ prevent providing additional information beyond test directions, assisting, or influencing selection of a response.
➢ speak in a clear and consistent voice throughout the test administration, using correct pronunciation, and without vocal inflections that may provide clues to, or mislead, a student.
➢ emphasize only the words printed in boldface, italics, or capital letters. No other emphasis or vocal inflection is permitted.
➢ repeat passages, test items, and response options, as requested, according to the needs of the student.
➢ maintain a neutral facial expression, so the student does not interpret such expression as approval or disapproval of the response.
➢ ensure the student receives the proper accommodation per the IEP/504 Plan for a Human Reader.

General Guidelines - Reading a Word, Passages, or Response Items
➢ When reading a word that is pronounced like another word with a different spelling, the reader may spell the word after pronouncing it if there is any doubt about which word is intended.
➢ The reader must be aware of punctuation marks and may read the passage, or selected lines, a second time with all punctuation marks indicated.
➢ When test items refer to a particular line, or lines, of a passage, the reader will reread the lines before reading the question-and-answer choices. For example, the reader should say, "Question X refers to the following lines...," then read the lines to the student, followed by question X and the response options.

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Appendix H: Submitting a Test Offline
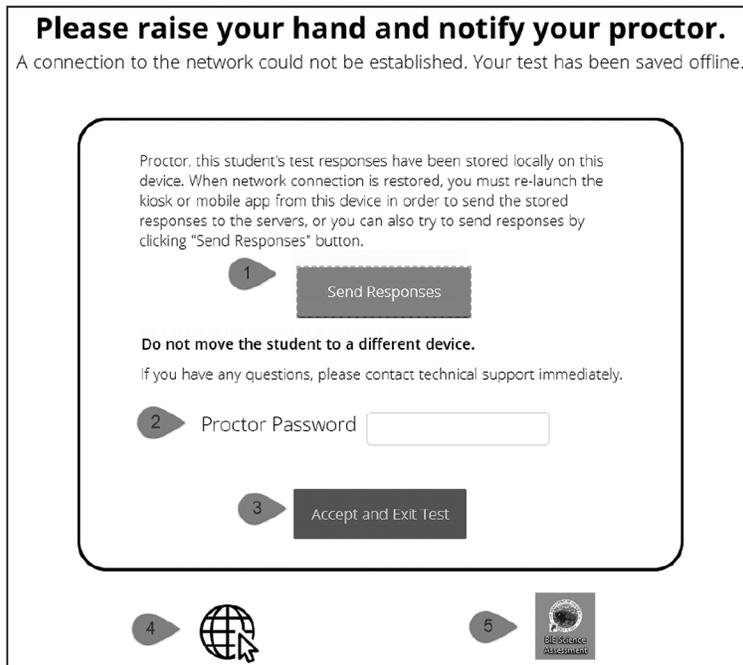
What happened and why did my student receive this message?

Internet connectivity was lost after the student began testing and was not restored by the time the student completed the test. The student completed the test session and clicked "Turn in Test." The student's responses will be saved to the local folder configured when the BIE Science Kiosk was initially installed.

What do I do next?

1. Read the instruction in the message and click *Send Responses*, you will be notified to wait 10 seconds to allow time for the kiosk to check for an internet connection. If internet connectivity was reestablished before clicking Send Responses, the stored responses on this device will be sent to the servers and the kiosk will submit and exit the test. If there is no internet connection, the Send Response button will show up again. From here you can try to establish internet connection and click Send Responses again or move on to step 2.

2. Enter the proctor password to acknowledge that you have read and understand the instructions.

3. Select *Accept and Exit Test*.

4. Reestablish the device's connection to the internet as soon as possible.

5. Relaunch the BIE Science Kiosk from the same device that received the initial error. Student responses will be automatically sent as soon as the BIE Science Kiosk is relaunched and the BIE Science Kiosk will be available for another student's test.

Appendix I: Resetting Portal Login Password

Instructions for Resetting Your Password in the BIE Science Assessments Online Portal

Step 1: Go to the Portal URL: https://bie.cognia.org/ and click on the ==**_Log In_**== button.
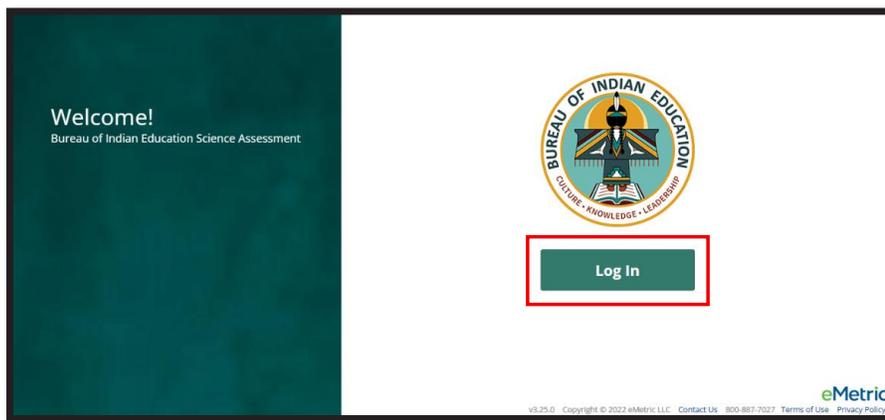
Step 2: Type in your ==**_Username_**== as indicated in the screenshot below.

If you have forgotten your password, select the ==**_Forgot Password?_**== link and enter your ==**_Username_**== as indicated in the screenshot below. Click the ==**_Submit_**== button. The system will send an email to the email address associated with the account, providing instructions to reset your password.

If you forgot your username, please contact the BIE or Cognia BIE Science Helpdesk to request assistance.

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Step 3: When you submit your *Username* into the *Forgot Password* tool, you will be prompted with a green message to check your email for further instructions. Please check your spam or junk email folder if you do not see the email in your inbox.

The email will come from **eMetric Support<support@emetric.net>**
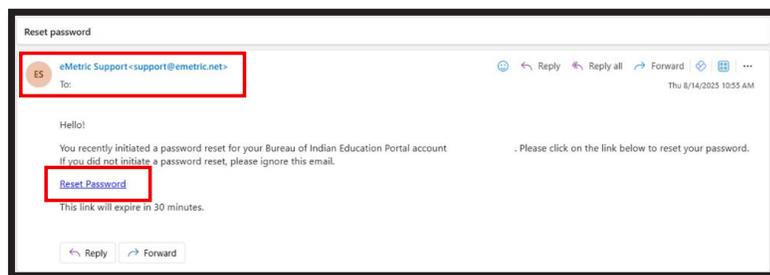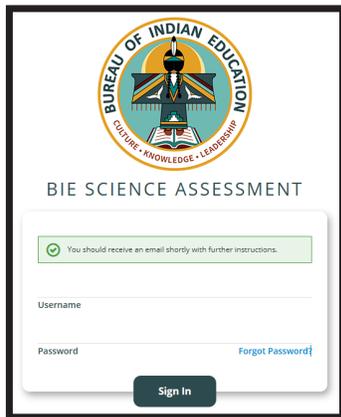
Step 4: When you click the *Reset Password Link* from the email, you will see this screen *to create a New Password* and to *Confirm password*, then click on the *Submit* button.

(Note: This will sign you out of other devices).

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