

From: BIETechSupport <BIETechSupport@cognia.org>

Sent: Wednesday, January 22, 2025 5:49 PM

To: BIE CCC Reps <biecccreps@cognia.org>

Subject: Spring 2025 BIE Science Additional Ordering Window & Online Student Enrollment Reminder



Spring 2025

BIE Science Additional Ordering Window

February 24 – April 11, 2025

cognia

Greetings,

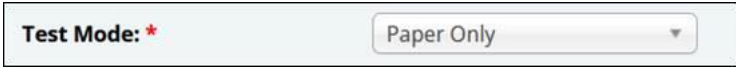

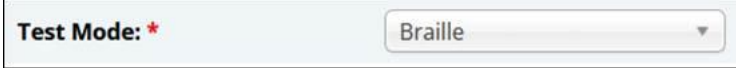
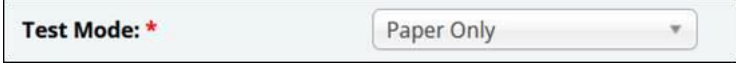
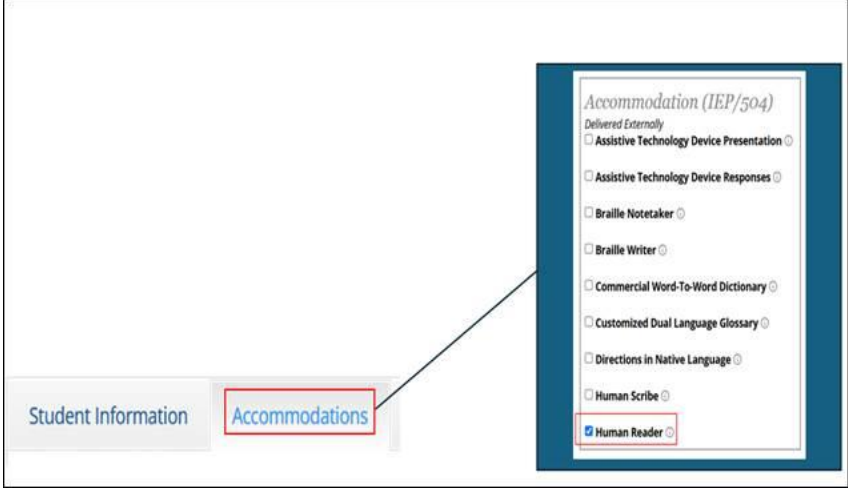
This is a reminder that for the Spring 2025 BIE Science administration, School Test Coordinators (STCs) are required to determine each student's testing mode through the [Portal](#). All students in Grades 5, 8, and 11 have been identified by the Bureau of Indian Education and are already loaded into the Portal. Initially, these students are set to take the test online by default.

There was a designated **student registration window from December 9, 2024, to January 14, 2025**. During this time, STCs were expected to log in to the Portal to verify their rosters, add necessary accommodations, and update students' test mode if printed paper test materials were required. If you missed that window, you still have the opportunity to make updates in the portal for both online and paper testers to ensure your student data is accurate.

If you require a paper test form (i.e., regular paper test, large print, braille or human reader kits), you will need to place an additional materials order through the Portal (*Administration > Materials Management*) or [iServices](#). **The window for Additional Materials Ordering opens on February 24, 2025, and will remain available until April 11, 2025.** To order additional materials, you will need the MP Ship Code from your initial shipment. If you did not receive an initial shipment, contact the BIE Science Help Desk to obtain a ship code.

In addition, as the STC, you will need to update your students' profiles to identify their material needs. To do so, please follow the instructions below:

1. Login to the Portal (<https://bie.cognia.org/>).
2. Click on **Administration** from the Welcome page.
3. Click on **Students**, and search for the respective student(s) on your roster, either by using the organization filters or by entering students' NASIS IDs.
4. Click the **Edit** link associated to the student(s) you wish to receive printed materials for.
5. Update students' **Student Information** and **Accommodations** tabs as follows:

Material:	Portal Update:
Paper Based Test (Standard Paper Test Form)	Edit Student Information tab by choosing <i>Paper Only</i> for Test Mode value and click Save . 
Large Print (Accommodated Paper Test Form)	Edit Student Information tab by choosing <i>Large Print</i> for Test Mode value and click Save . 
Braille (Accommodated Paper Test Form)	Edit Student Information tab by choosing <i>Braille</i> for Test Mode value and click Save . 
Human Reader (Accommodated Paper Test Form)	Edit Student Information tab by choosing <i>Paper Only</i> for Test Mode value and click Save . Additionally, you will need to identify (by selecting) <i>Human Reader</i> option under the student's Accommodations tab (requires IEP/504) and click Save .  AND 

As a reminder, training recordings and presentations are posted to the [Training page](#) of the BIE Science Help & Support site for your reference.

For any questions, please contact the BIE Science Help Desk by phone at 800-887-7027, by email at BIETechSupport@cognia.org, or by using the [Live Chat Link](#) available on the [BIE Help & Support Site](#).

- Standard hours: Monday–Friday, from 9:00 a.m.–6:00 p.m. (ET)
 - 8:00 a.m.–5:00 p.m. (CT)
 - 7:00 a.m.–4:00 p.m. (MT)
 - 6:00 a.m.–3:00 p.m. (PT)