

cognia™















# Bureau of Indian Education

## Spring 2025 Science Assessment

*Administration Policies & Assessment Overview*

Virtual Session - February 14, 2025

# Agenda

-  Virtual Session Housekeeping
-  Welcome & Introductions
-  BIE Policies
-  Assessment Overview and Key Dates
-  What is new for 2024-2025?
-  Test Security
-  Computer-Based Testing
-  Paper-Based Testing
-  Accommodations for both PBT and CBT
-  Ordering Additional Materials
-  Returning paper test materials
-  Resources

# Virtual Session Housekeeping



All participants should remain on mute with their video off.



Please add your name, email, and school to the chat.



Post all questions to the chat.

Questions will be addressed at each section break.



All slides for this presentation are available at the Help & Support site,  
<https://bie.onlinehelp.cognia.org/training>.



This training will be recorded and available at the [BIE Science Help & Support site](#) by end of next week.



# Welcome & Introductions

# Bureau of Indian Education (BIE)

Aurelia Shorty,  
Education Program  
Specialist, Assessment &  
Accountability

Carmelia Becenti, Chief  
Academic Officer,  
Chief Academic Office

Donald Griffin, Section  
504 Program  
Coordinator, Multi-State  
Alternate Assessment  
(MSAA) Coordinator

# Cognia



MARA ALLAIRE  
PROGRAM MANAGER



SARAH MCCAIN  
IT PROJECT MANAGER II

# eMetric

---

AARTI JAGTAP

PROJECT MANAGER III

---

GERRY RETZLOFF

PROJECT MANAGER

---

KAELEE HARPER

SENIOR SUPPORT CENTER MANAGER



# BIE POLICIES





# BIE Assessments Roles

Role	Licensed Educator	Responsibilities
STC School Test Coordinator	<ul style="list-style-type: none"><li>• Teacher</li><li>• Administrator</li><li>• Counselor</li><li>• Student success advisor</li><li>• STC license or instructional support provider</li></ul>	<ul style="list-style-type: none"><li>• Liaison between BIE and school</li><li>• Literate in BIE requirements, trainings, technology specifications, accommodations</li><li>• School test coordinator security policy, train TA's</li><li>• Secure test materials, testing environment</li><li>• Assign accommodations and accessibility features</li><li>• Reports irregularities to BIE</li></ul>
TA Test Administrator	<ul style="list-style-type: none"><li>• Same as STC</li></ul>	<ul style="list-style-type: none"><li>• Administers tests, following security policy</li><li>• Ensures accommodations and accessibility features are enabled</li></ul>
Proctor	<ul style="list-style-type: none"><li>• Can be EA, administrator, or trained volunteer</li></ul>	<ul style="list-style-type: none"><li>• Assist TA monitoring students</li><li>• Must not be a relative of a student in the classroom proctoring</li></ul>

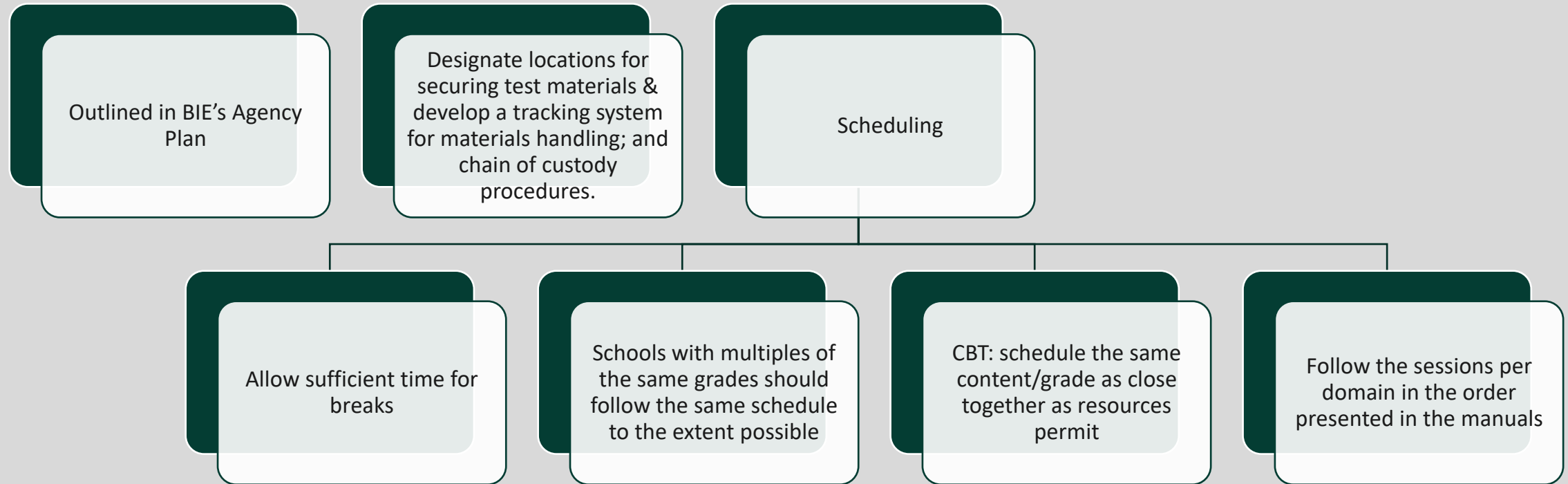


# BIE Assessment Compliance

## Monitoring Areas

- Communication
- Staff training
- Test security
- Test environment
- Participation

# BIE School Policy



# Document Retention

## Keep Secure

- Paper forms and tickets should be locked and secured while in LEA possession

## Keep for 3 years

- Forms related to STC training (e.g., confidentiality, superintendent verification, principal verification, training verification sheets/sign-in documents, medical exemptions, testing irregularity forms, and waivers)

## Destroy After Testing

- Scratch paper, test tickets, formula sheets if they have writing

## Return on Time

- BIE will monitor schools with history of missing materials and provide necessary TA training
- Proper packaging of paper test materials and scorable forms is the responsibility of the school

# Missing Materials

The loss of testing materials is a security breach

- TA must report missing materials to STC.
- STC must also notify the vendor's help desk and BIE Assessment Bureau.
- Missing test materials must be reported as an irregularity.
- Missing test materials are monitored by BIE and schools may be charged for missing materials.

# Key Takeaways



The Bureau of Indian Education Assessment & Accountability Unit communicates with STC in multiple medias:

Develop proficiency navigating the Bureau website and resources

Read BIE newsletters

Visit the Assessment BIE Website

Pay attention to testing vendor communication



BIE will only provide secure vendor access to STCs; STCs bear the responsibility of adding TA's or ITC's to the vendor portals



Required trainings will be provided ensuring STCs accomplish all tasks for a successful testing instance



Prepare for accommodation technical requirements and follow IEP, 504, or EL Plans when assigning accommodations



Developing proficiency in BIE state procedures take time; the Bureau is here to assist you in your role

The image features a dense field of 3D question marks. Most are dark grey and recede into the background, creating a sense of depth. In the center, a single, bright yellow question mark stands out prominently. The lighting is dramatic, casting shadows and highlighting the three-dimensional nature of the symbols.

Questions?



# Assessment Overview & Key Dates

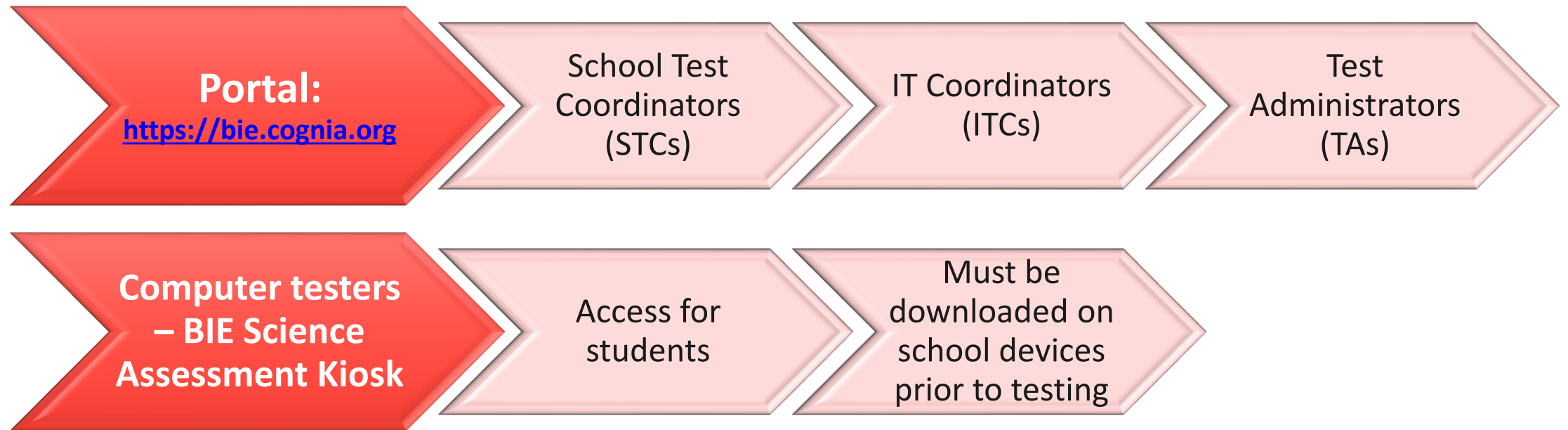


# Science Summative Assessment Overview

Grades	Test Mode	Number of Test Sessions	Accommodated Test Forms	Required for all BIE schools
<ul style="list-style-type: none"><li>• Grade 5</li><li>• Grade 8</li><li>• Grade 11</li></ul>	<ul style="list-style-type: none"><li>• Computer-based tests</li><li>• Paper-based tests</li></ul>	<ul style="list-style-type: none"><li>• 3 test sessions per grade</li></ul>	<ul style="list-style-type: none"><li>• Online: Text-to-Speech</li><li>• Paper: Standard print, Large print, braille, human reader</li></ul>	<ul style="list-style-type: none"><li>• <b>With a few exceptions</b><ul style="list-style-type: none"><li>• A signed waiver has been obtained by BIE and USDE</li><li>• Permission has been obtained to participate in your local state assessment</li></ul></li></ul>

# Overview

## Accessing the Online Assessment



Portal URL Link: <https://bie.cognia.org>

# Key Dates

## Spring 2025 Summative Science Assessment

Task	Dates
Kiosk Available for Download	September 9, 2024
Science Benchmark Administration Window	September 23, 2024–March 7, 2025
Printed Testing Materials Arrive in Schools	February 24, 2025
Online Student Registration	December 9, 2024 – January 14, 2025
Additional Paper Materials Ordering Window	February 24–April 11, 2025
Online Tests Available for Scheduling in the Portal	March 3, 2025
<b>Testing Administration Window</b>	<b>March 10 – April 18, 2025</b>
STC Post Online Testing Clean-up Window	April 21 – April 23, 2025
UPS Pickup Window for Paper Test Materials	March 10 – April 25, 2025
Return of Secure Paper Test Materials	No later than April 25, 2025
Final Reports Available in Data Interaction (DI)	June 27, 2025
Final Reports Static ISRs Download Available in DI	July 16, 2025
Printed Reports Delivered in Schools	August 6, 2025



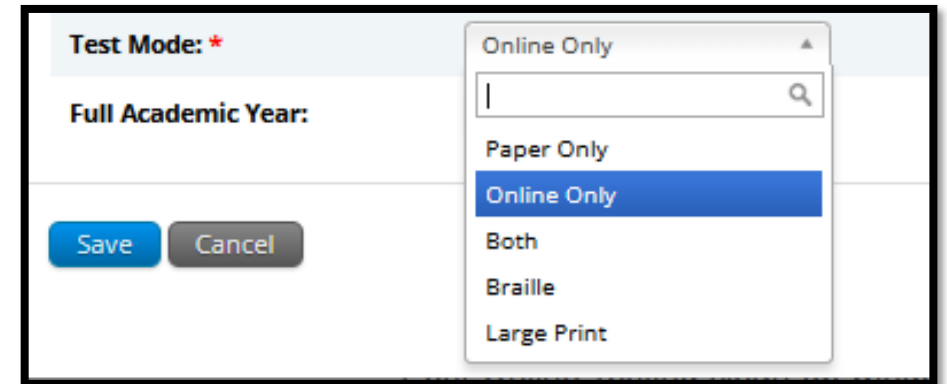
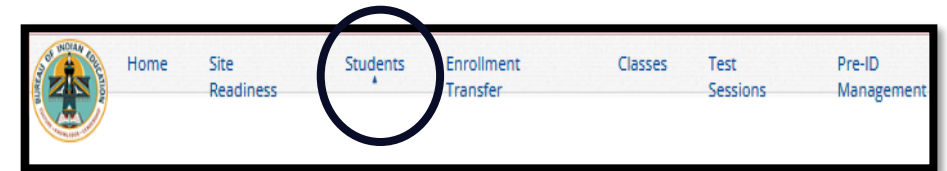
# What is new for 2024-2025?

School Test Coordinators will assign the “Test Mode” on the “Student Information Tab” in the online portal

STCs will be able to accomplish this task between December 9, 2024, and January 14, 2025

If you miss this assignment, all students within your school will be defaulted to test online

You will also have the additional ordering window to place any paper test materials needed



Portal URL Link: <https://bie.cognia.org>



# Test Security Forms

## Principal's Verification Form

- Completed by the school principal
- Used as a checklist and signed at the end of the administration

## Staff Confidentiality Form

- Completed by all staff handling secure materials

## Testing Irregularity Reporting Form

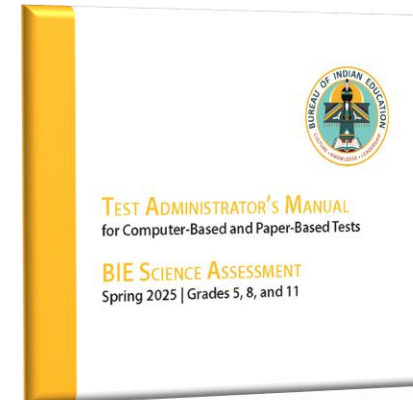
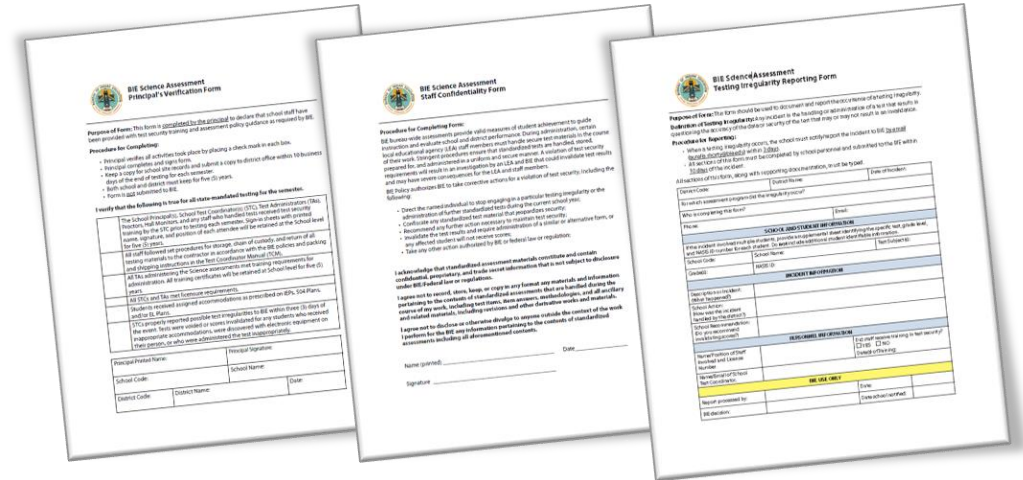
- Completed to document and report the occurrence of a testing irregularity.

## Appendix E of TAM: Forms & Signs

- Both the TAM and the forms are available to download from the Help & Support site, resources section
- URL Link: <https://bie.onlinehelp.cognia.org/resources>

## Security Checklist

- Used to track materials in/out
- Appendix C of TCM



Description		Qty Shipped
Gr 5, 8, 11 Test Booklets with AEs inserted		??
010569P	1301001713	
010569P	1303001865	
010569P	1304002026	
010569P	1302002921	



# Test Security

## Secure Materials

**Security of test materials must be maintained before, during, and after administration.**

### **Secure CBT test materials**

- Student login tickets
- Periodic tables written on by students
- Scratch paper written on by students
- Human reader scripts written on by students (if applicable)

### **Secure PBT test materials**

- Test booklets (standard print and accommodated test forms (braille, large print, human reader))
- Answer documents
- Periodic tables written on by students
- Scratch paper written on by students
- Human reader scripts written on by students (if applicable)

# Test Security

## Test Administrators

### TAs must:

- Be certified educators
- Receive training on test security and administration
- Complete the Confidentiality Agreement
- Follow their school's test schedule
- Carry out standard examination procedures
- Ensure test materials are returned to a secure location each day
- Report any possible security breaches

### TAs must not:

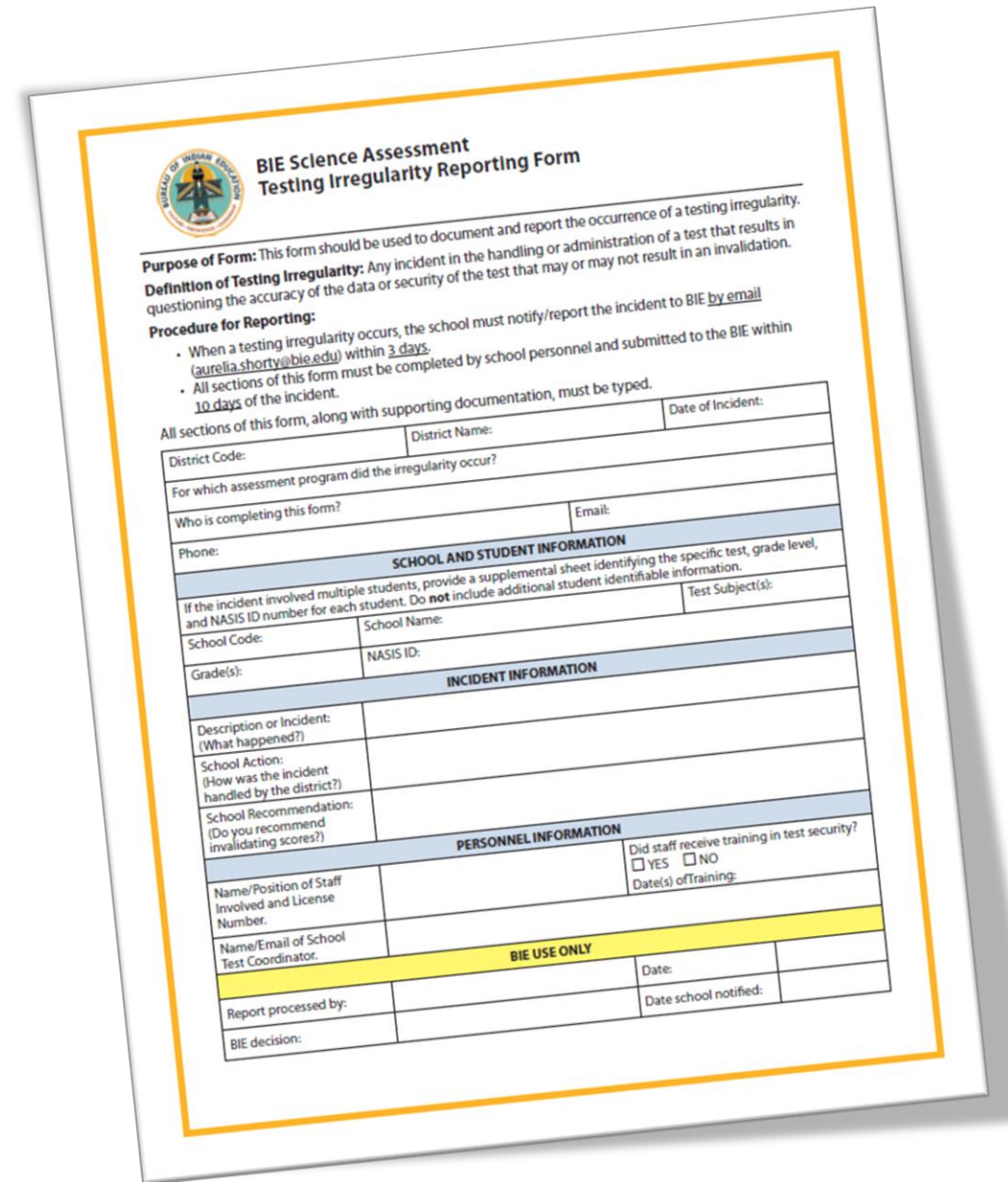
- Administer the assessment to a family member
- Allow students to use electronic devices

# Test Security Testing Irregularities

Testing irregularities, such as potential cheating, and any suspected or actual breach of security must be reported immediately by the TA to the STC.

The STC must notify the BIE of a testing irregularity within three business days of the incident.

A Testing Irregularity Reporting Form must be submitted to the BIE within ten business days.



**BIE Science Assessment  
Testing Irregularity Reporting Form**

**Purpose of Form:** This form should be used to document and report the occurrence of a testing irregularity.

**Definition of Testing Irregularity:** Any incident in the handling or administration of a test that results in questioning the accuracy of the data or security of the test that may or may not result in an invalidation.

**Procedure for Reporting:**

- When a testing irregularity occurs, the school must notify/report the incident to BIE by email ([aurelia.shorty@bie.edu](mailto:aurelia.shorty@bie.edu)) within **3 days**.
- All sections of this form must be completed by school personnel and submitted to the BIE within **10 days** of the incident.

All sections of this form, along with supporting documentation, must be typed.

District Code:	District Name:	Date of Incident:
For which assessment program did the irregularity occur?		
Who is completing this form?	Email:	
Phone:	Test Subject(s):	
<b>SCHOOL AND STUDENT INFORMATION</b>		
If the incident involved multiple students, provide a supplemental sheet identifying the specific test, grade level, and NASIS ID number for each student. Do <b>not</b> include additional student identifiable information.		
School Code:	School Name:	Grade(s):
NASIS ID:		
<b>INCIDENT INFORMATION</b>		
Description or Incident: (What happened?)		
School Action: (How was the incident handled by the district?)		
School Recommendation: (Do you recommend invalidating scores?)		
<b>PERSONNEL INFORMATION</b>		
Name/Position of Staff Involved and License Number.	Did staff receive training in test security? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Name/Email of School Test Coordinator.	Date(s) of Training:	
<b>BIE USE ONLY</b>		
Report processed by:	Date:	
BIE decision:	Date school notified:	

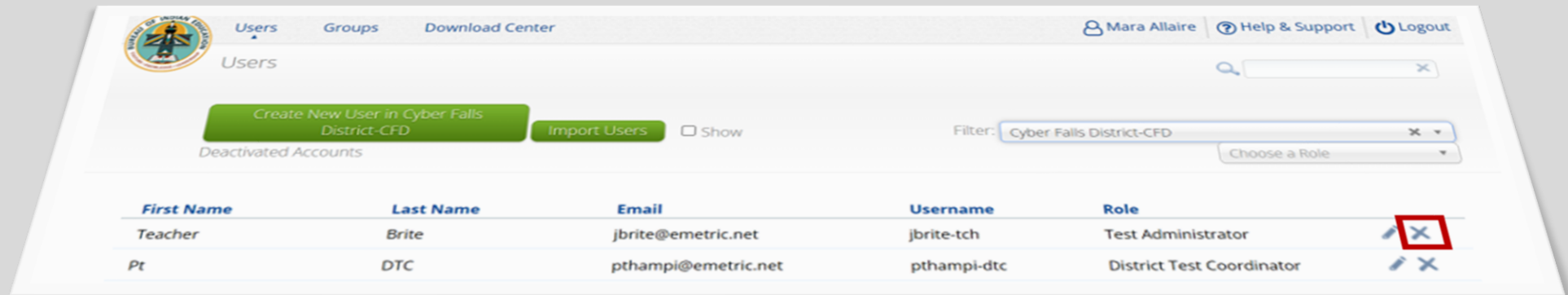


# Test Security Users



Portal URL Link: <https://bie.cognia.org>

If an educator no longer works at your school or will no longer be involved in the science assessment administration, be sure to deactivate their account in the portal.

- Locate the user and click the “X” to the right to deactivate.




The screenshot displays the 'Users' management interface. At the top, there are navigation tabs for 'Users', 'Groups', and 'Download Center'. The user 'Mara Allaire' is logged in, with links for 'Help & Support' and 'Logout'. Below the navigation, there are buttons for 'Create New User in Cyber Falls District-CFD' and 'Import Users', along with a 'Show' checkbox. A search bar and a filter dropdown set to 'Cyber Falls District-CFD' are also visible. The main content is a table of users:

First Name	Last Name	Email	Username	Role	
Teacher	Brite	jbrite@emetric.net	jbrite-tch	Test Administrator	
Pt	DTC	pthampi@emetric.net	pthampi-dtc	District Test Coordinator	

# Questions?





# Before, During and After Testing Administration

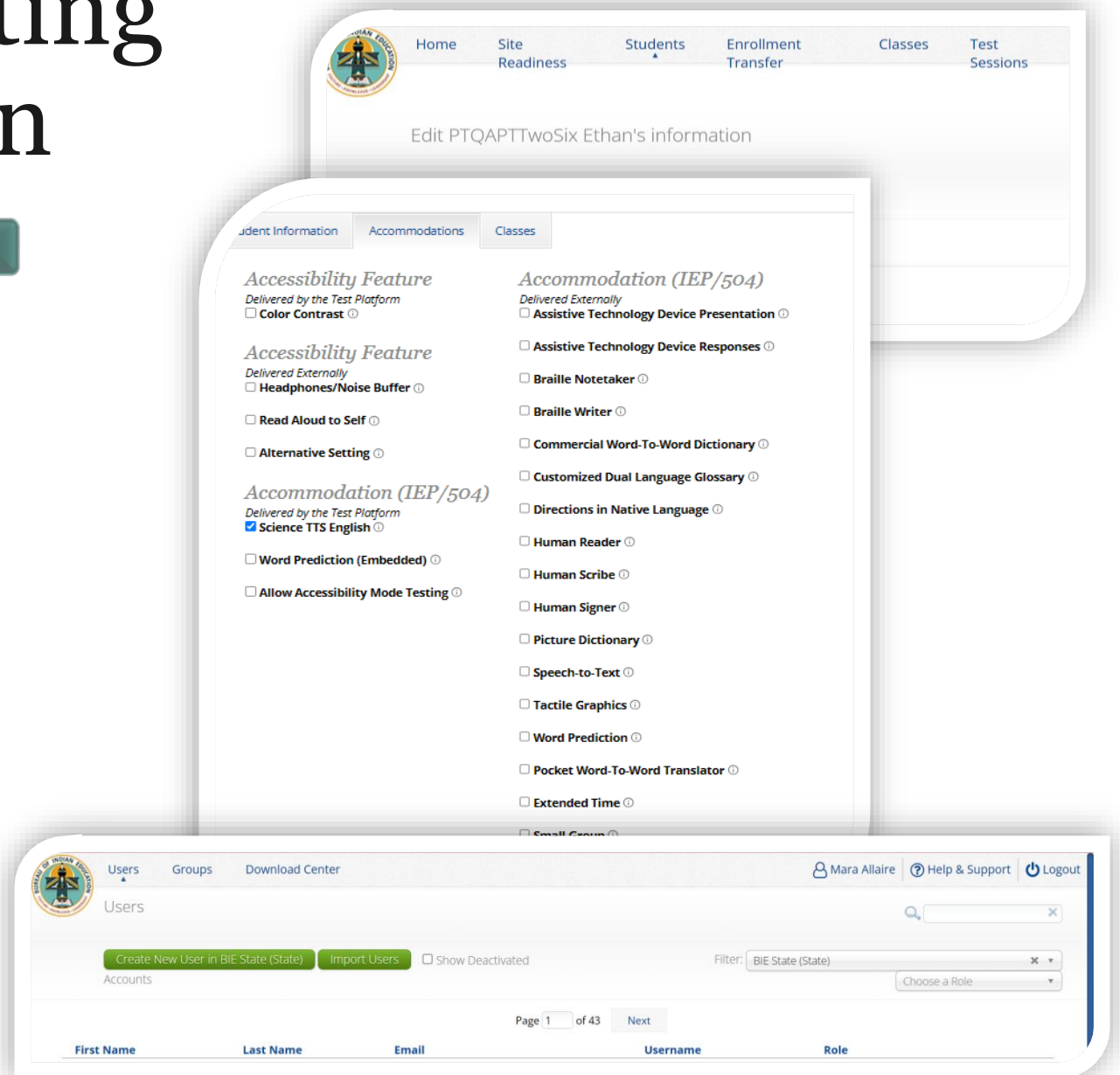
Computer-Based Testing and Paper-Based Testing

# Computer-Based Testing Before Administration

Portal URL Link: <https://bie.cognia.org>

**Before the testing window, STCs should:**

- Assign test mode to students
- Assign accommodations and accessibility features to students
- Create TA accounts
- Create classes
- Establish a testing schedule
- Train all staff that will be involved in test administration



# Computer-Based Testing Accessibility Features

## Accessibility Features

- Must be assigned to student

## In platform:

- Color contrast

## Outside of platform:

- Headphones/Noise Buffer
- Read aloud to self
- Alternative setting

Full list of accommodations and  
accessibility features in Portal  
User Guide

- Page 25 of the Guide
- Guide found in the Help & Support site:  
<https://bie.onlinehelp.cognia.org/resources>

Portal URL Link: <https://bie.cognia.org>

# Computer-Based Testing Accommodations

## Accommodations

Must be assigned to student  
Only for students with IEP/504

## In platform:

Science TTS English (*Text-to-Speech*)  
Allow accessibility mode testing  
Word prediction (*embedded*)

## Outside of platform:

Assistive Technology device  
Word-to-word dictionary  
Dual language glossary  
Directions in native language  
Extended time  
Human reader  
Human scribe  
Human signer  
Picture dictionary  
Word-to-word translator  
Small group  
Speech-to-text  
Tactile graphics

# Computer-Based Testing During Administration

## During the testing window, STCs should:

- Ensure there is at least one trained TA for every 25 students in a testing room
- Ensure any TA or proctor is not assigned to a testing room in which a relative is being tested
- Track all secure materials and ensure they are returned to a central, secure location each day
- Monitor testing progress and completion

# Computer-Based Testing After Administration

After the computer-based testing administration window ends, STCs should:

**Invalidate test sessions and assign Test Report Codes as needed**

**Collect all secure materials (including used scratch paper and student login tickets) and securely destroy them at the school**





# Test Report Codes - Invalidating Tests

If a test session is invalidated, a Test Report Code must be assigned

- Absent
- Medical Emergency
- Non-Allowed Modification
- Other Non-Completion
- Participating in MSAA
- Test Irregularities
- Withdrew Before Test Completion

The image shows two screenshots of test report code displays. The top screenshot is titled "Test Report Codes (Clear)" and lists six options with radio buttons: "Withdrew Before Test Completion", "Non-Allowed Modification", "Medical Emergency", "Other Non-Completion", "Absent", and "Participating in MSAA". A "Close" button is at the bottom. A dark green callout box to the right is labeled "Online Test Report Codes Display". The bottom screenshot is titled "G TEST REPORT CODES" and includes the instruction "(Mark one bubble for each content)". It lists the same six categories with corresponding numbered bubbles (1-6). A dark purple callout box to the left is labeled "Paper Test Report Codes Display".

# Paper-Based Testing Before Administration

Before the testing  
administration window  
starts, STCs should:

Establish a testing  
schedule

Train all staff that will  
be involved in test  
administration

Gather all test  
materials needed for  
administration

- Test Administrator's Manual (TAM)
- Testing signs
- Security checklist
- Secure test materials



# Paper-Based Testing During Administration

During the  
testing  
administration  
window, STCs  
should:

- Ensure there is at least one trained TA for every 25 students in a testing room
- Ensure any TA or proctor is not assigned to a testing room in which a relative is being tested
- Track all secure materials and ensure they are returned to a central, secure location each day
- Monitor testing progress and completion

# Paper-Based Testing After Administration

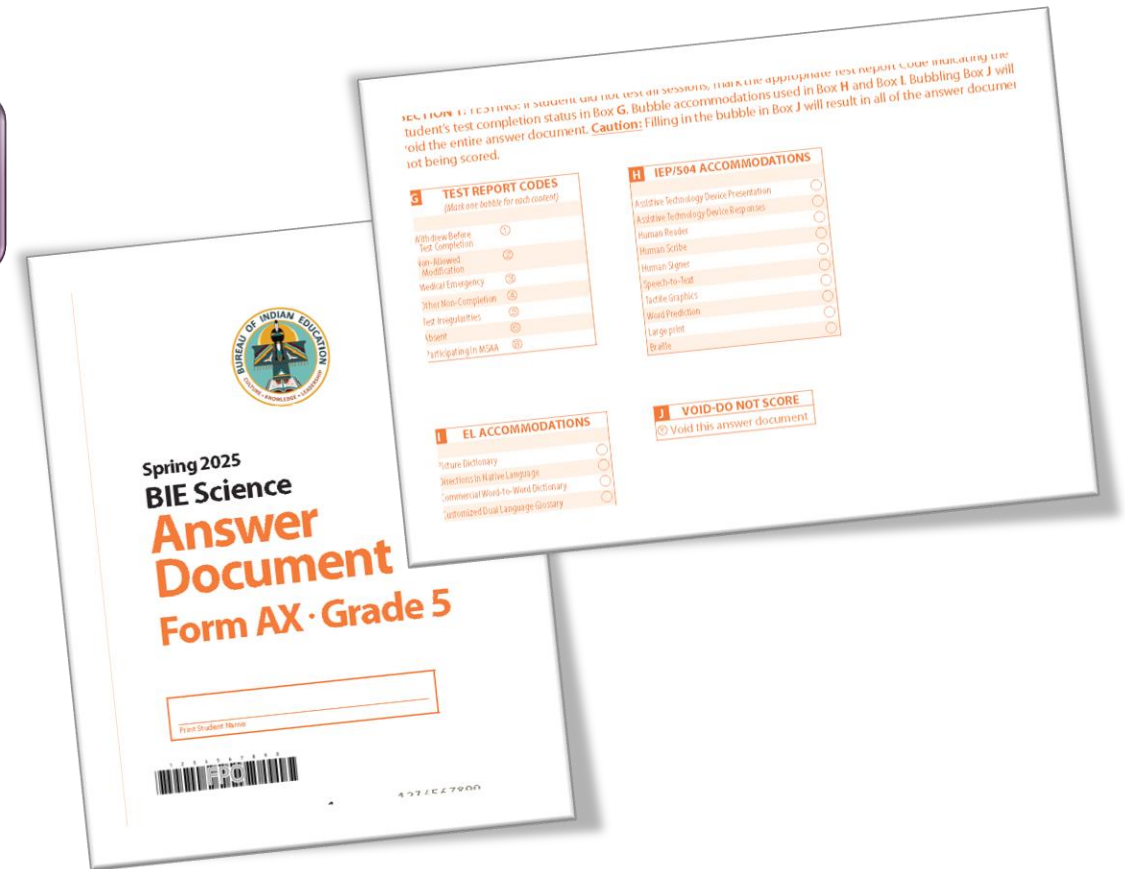
After the paper-based testing administration window ends, STCs should:

Invalidate test sessions and assign a Test Report Code as needed

- Displayed on the next-to-last page of the PBT answer document

Void tests as needed (If student responses have been transcribed to a new answer document, the original document must be voided)

- Write VOID in large, dark print on the front cover
- Fill in box J of the biogrid
- Pack the voided document with the used test materials



**J** VOID-DO NOT SCORE  
Ⓧ Void this answer document

# Questions?





# Accommodated Forms for Both Paper- Based and Computer- Based Testing



# Computer-Based Testing

## Accommodations and Accessibility Features Overview

Accommodations are NOT included in BIE roster upload

- Accommodations need to be assigned in the portal BEFORE scheduling the test

Use Upload Accommodations to edit accommodations on multiple student records at one time

Use *the Export Accommodations button* to download list of all students and their currently assigned accommodations, edit that file and re-upload it using the *Upload Accommodations menu*

Refer to the training video available in the Help & Support site for step-by-step instructions:  
<https://bie.onlinehelp.cognia.org/resources/>

Online Testing Portal URL Link: <https://bie.cognia.org/>

# Computer-Based Testing Accessibility Features

## Delivered by the Test Platform

### Color Contrast

- Provides a choice of colors for text and background from a set of 12 predefined color combinations.

## Delivered Externally

### Headphones/Noise Buffer

- Headphones used to access audio in CBT or to minimize distraction, and filter external noise.

### Read Aloud to Self

- Student reads aloud to self and may use an external device. Requires a one-on-one administration.

### Alternative Setting

- Student is assessed in a non-classroom setting.



# Computer-Based Testing Accommodations (IEP/504)

## Delivered by the Test Platform

### Text-to-Speech (TTS)

- Provides a read aloud of content in English. Includes controls to manage the read aloud. Not intended to support students who are blind.

### Word Prediction (Embedded)

- Online test platform-embedded feature that provides frequently- or recently-used words on-screen after the student enters the first few letters of a word.

### Allow Accessibility Mode Testing

- 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.

## Delivered Externally

Assistive Technology Device Presentation

Assistive Technology Device Responses

Braille Notetaker

Braille Writer

Commercial Word-To-Word Dictionary

Customized Dual Language Glossary

Directions in Native Language

Human Reader

Human Scribe

Human Signer

Picture Dictionary

Speech to text

Tactile Graphics

Word Prediction

Pocket Word-To-Word Translator

Extended Time

*Refer to Appendix in this presentation to view the descriptions of each of these accommodations*

# Computer-Based Testing Human Reader (IEP/504)

**BIE allows the student to have a *Human Reader* read aloud behind the student while the student is taking the test online if this accommodation is needed**

- Make sure to have Human Reader assigned to the student on their IEP/504 plan
- Student continues testing online and answering online each question
- No need to order a paper human reader kit since the student is testing online

**If the student requires a paper human reader kit per IEP/504 plan, then, please follow those instructions accordingly**

- In this case, the student will not test online; instead, will take the paper version using the human reader kit
- Refer to the *Paper-Based Testing Human Reader Kits* section

# Appendix

GLOSSARY OF TERMS FOR ACCOMMODATIONS (IEP/504)  
DELIVERED EXTERNALLY (OUTSIDE THE TEST PLATFORM)



# Glossary of Terms

## Accommodations (IEP/504) Delivered Externally

### Assistive Technology Device Presentation

- Students may use a range of assistive technologies including devices that are compatible with the online testing platform, and those that are used externally on a separate computer. For students with hearing impairments.

### Assistive Technology Device Responses

- Students may use a range of assistive technologies including devices that are compatible with the online testing platform, and those that are used externally on a separate computer. For students with visual, hearing, fine motor, writing, or motor impairments who use special devices for instruction.

### Braille Notetaker

- A student who is blind or has a visual impairment may use an electronic braille note-taker.

### Braille Writer

- A student who is blind or has a visual impairment may use a braille writer.

# Glossary of Terms - Continued

## Accommodations (IEP/504) Delivered Externally

### Commercial Word-To-Word Dictionary

- Commercially available dictionary gives work in English and desired language. No definitions are provided.

### Customized Dual Language Glossary

- Displays pre-identified words, customized for BIE, in English and desired language. No definitions are provided.

### Directions in Native Language

- TA reads test directions in student's native language.

### Human Scribe

- Student's response is captured by a scribe and entered into the online testing platform. Requires a one-on-one administration.

# Glossary of Terms - Continued

## Accommodations (IEP/504) Delivered Externally

### Human Reader

- TA reads the content in English. (English form must be assigned). Requires a one-on-one administration or small group with the same form.

### Human Signer

- TA signs the content. Requires a one-on-one administration or small group with the same form.

### Picture Dictionary

- Dictionary that provides picture definitions of English words.

### Speech-To-Text

- External device with voice recognition software that converts student responses to printed text. Student speaks into computer microphone and the computer enters the response. Use with human scribe.

# Glossary of Terms - Continued

## Accommodations (IEP/504) Delivered Externally

### Tactile Graphics

- A student who is blind or has a visual impairment who uses a screen reader or refreshable braille will also need a tactile graphics booklet, consisting only of the graphics portion of test questions, and visual descriptions of pictures and multimedia, where applicable.

### Word Prediction

- External device that provides frequently- or recently-used words on-screen after the student enters the first few letters of a word. Use with human scribe.

### Pocket Word-To-Word Translator

- Commercially available pocket word-to-word electronic translator allows user to enter word in English and displays corresponding word in desired language.

### Extended Time

- Student may test for an extended period of time.

### Small Group

- Student will test independently in a small group setting. If combined with other accommodations, follow guidelines for administering those accommodations in a small group setting.

# Paper-Based Testing: Large Print Kits

Large-print test kits will include:

- Large-print TA special instructions sheet
- Large-print test booklet
- Large-print periodic table for grade 11 only
- Standard test booklet
- Standard answer document

Recommend administering at tables that accommodate the test booklet's size (11'x17')

Directions and script should be read from the TAM the same way as for standard administration

Help & Support site: <https://bie.onlinehelp.cognia.org/accommodations>



# Paper-Based Testing Large Print Responses

Only responses on the standard-sized answer document will be scored.  
Student records responses in standard-sized answer document

Student records responses in large-print test booklet and scribe copies them exactly onto the answer document

Student types their responses with a word processor (without spelling or grammar check) if this accommodation is indicated in the student's IEP/504 plan

Student uses a scribe to record oral responses if this accommodation is indicated in the student's IEP/504 plan

All student responses must be transcribed verbatim into the student's answer document

# Paper-Based Testing Braille Kits

## Braille test kits will include:

- Braille TA special instructions sheet
- Braille test booklet with TA notes
- Braille periodic table for grade 11 only
- Standard test booklet
- Standard answer document

## Directions and script should be read from the TAM the same way as for standard administration

- TA may adjust specific directions as needed (e.g., tell student they do not need to read the copyright notice)

## Have braille paper or other accommodation materials available

- Other accommodation materials examples: Braille writers, slates and styluses, Cranmer modified abacuses, etc.
- Must be furnished prior to the appropriate subtest.



# Paper-Based Testing Braille Responses

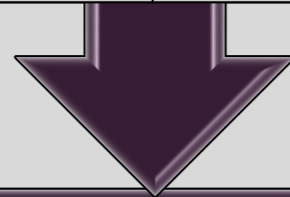
**Only responses on the standard-sized answer document will be scored.**

Student records responses on a separate Braille paper

Student records responses in Braille version of test booklet

Student construct their responses with a word processor (without spelling or grammar check)

Student uses a scribe to record oral responses



**All student responses must be transcribed verbatim into the student's answer document**

# Paper-Based Testing Human Reader Kits

## Human Reader test kits will include:

- Human reader TA special instructions sheet
- Human reader script (excerpted from TAM)
- 2 Standard test booklets
- Periodic table for grade 11 only
- 1 Standard answer document

**Recommend administering to the students that have Human reader accommodation in their IEP/504 Plan and have been using it throughout the year in the classroom**

**Directions and script should be read from the Human Reader Script keeping in mind the special instructions given to the TA**



# Paper-Based Testing

## Human Reader Responses


**Only responses on the standard-sized answer document will be scored.**

- Student records responses in standard-sized answer document
- Student records responses in large-print test booklet, if applicable, and scribe copies them exactly onto the answer document
- Student types their responses with a word processor (without spelling or grammar check) if this accommodation is indicated in the student's IEP/504 plan
- Student uses a scribe to record oral responses if this accommodation is indicated in the student's IEP/504 plan

**All student responses must be transcribed verbatim into the student's answer document**

# Questions?





# Ordering Additional Materials

*Additional Ordering Window: February 24 – April 11, 2025*

# Paper-Based Testing Ordering Additional Materials

If needed, order additional materials from the *Materials Management* tab in the Portal



Additional materials order window:  
February 24 – April 11, 2025

Shipment History

Cyber District

Administration: [dropdown]

Order Additional Materials

UPS Pick Up Request

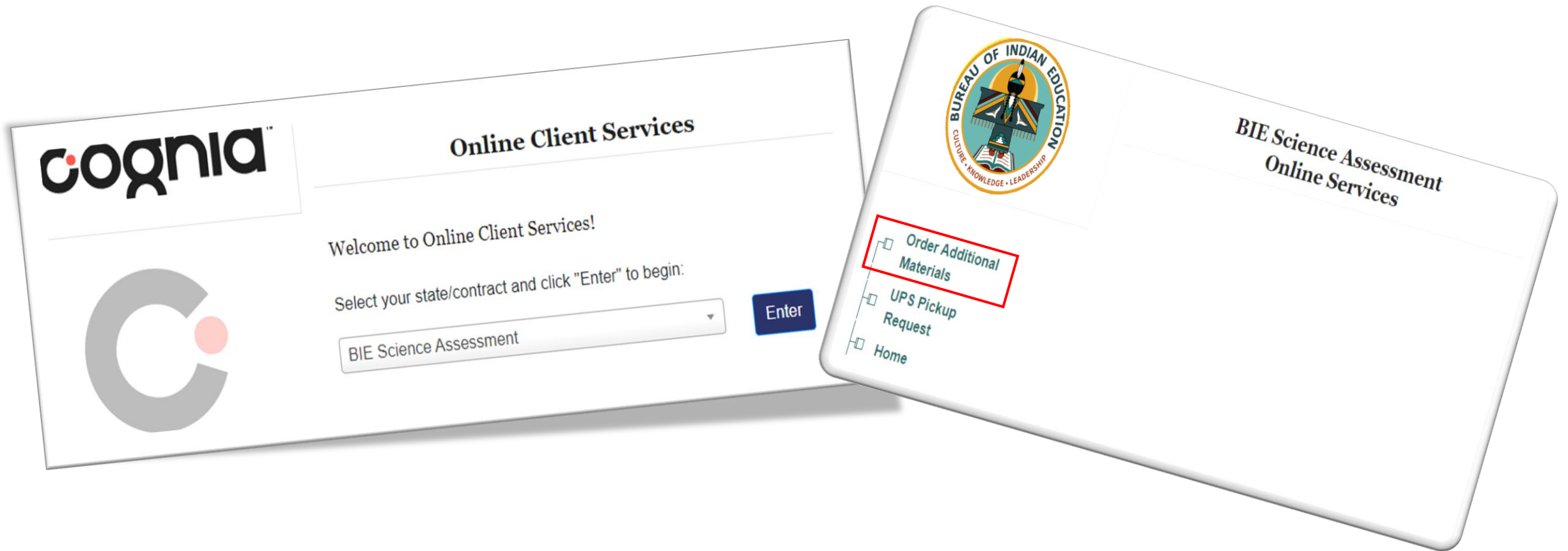
Order Number	Order Date	Packed For	
561255	11/11/2013	Cyber School1	<a href="#">View Details</a>
561256	11/12/2013	Cyber School 2	<a href="#">View Details</a>

Showing 1 - 2 of 2

Portal URL Link: <https://bie.cognia.org>



# Paper-Based Testing Ordering Additional Materials



iServices URL Link: <https://iservices.cognia.org>




# Paper-Based Testing Ordering Additional Materials

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.





# Returning Paper Test Materials

UPS Pickup Window: March 10 – April 25, 2025

# Return PBT Materials

## Preparing Materials for Return

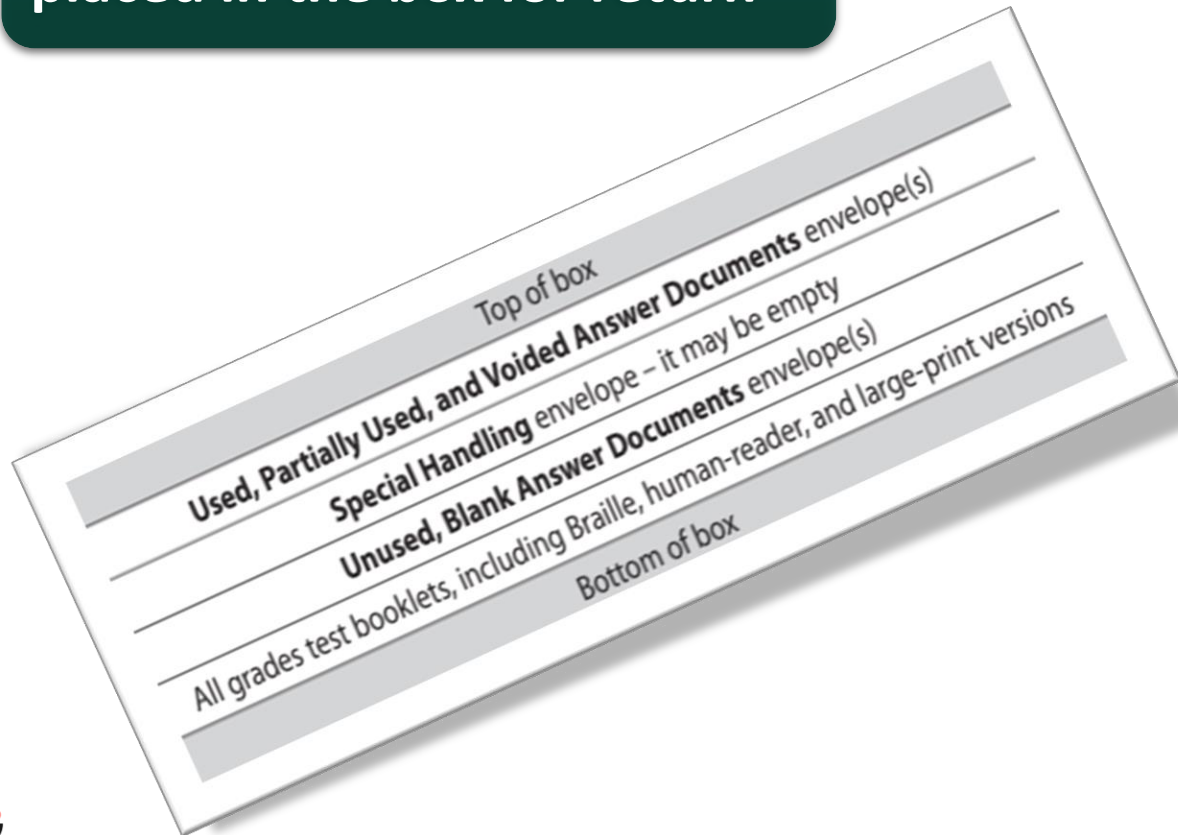
### Checking answer documents

### Pre-ID labels

- Confirm student information is accurate
- Match the label with the name on the front cover
- Apply to the bottom right corner on the back cover
- If there is no label, ensure boxes A–F on the back cover are completed accurately

# Return PBT Materials

Order of the paper materials placed in the box for return



## Reminders

Return materials in the same Cognia box they were received

- Special Handling – include a brief explanation
- Contact the BIE Science Help Desk if any materials are contaminated with biohazardous materials

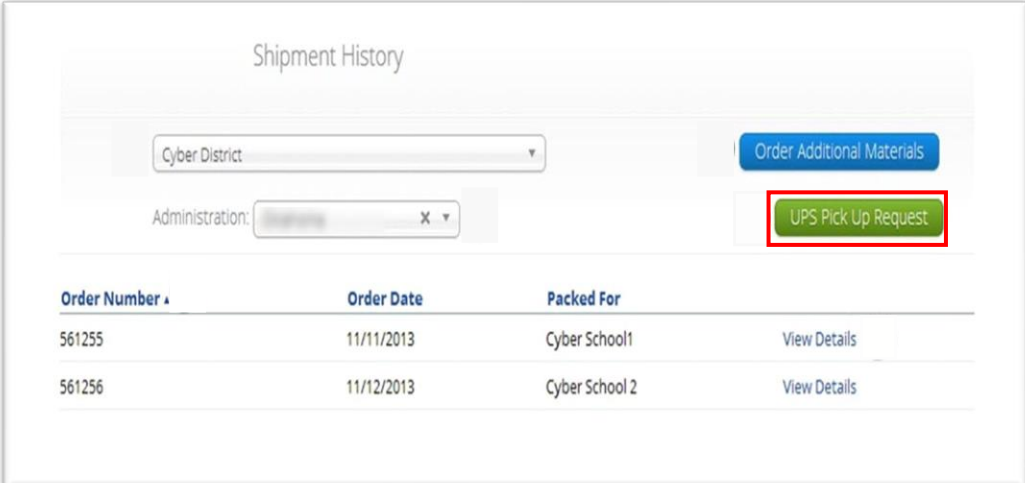
Seal the box and add the return shipping label provided with the shipment

- Schedule the UPS pickup via iServices
- Or handoff box to your regular UPS driver

# Return PBT Materials Request a UPS Pick Up

Once all materials are packed and ready, schedule a UPS pick up from the Materials Management tab in the Portal

UPS pick-up window:  
March 10 –  
April 25, 2025



The screenshot shows a 'Shipment History' page with a search bar containing 'Cyber District' and a dropdown for 'Administration'. There are two buttons: 'Order Additional Materials' and 'UPS Pick Up Request', with the latter highlighted in a red box. Below is a table with columns for Order Number, Order Date, and Packed For.

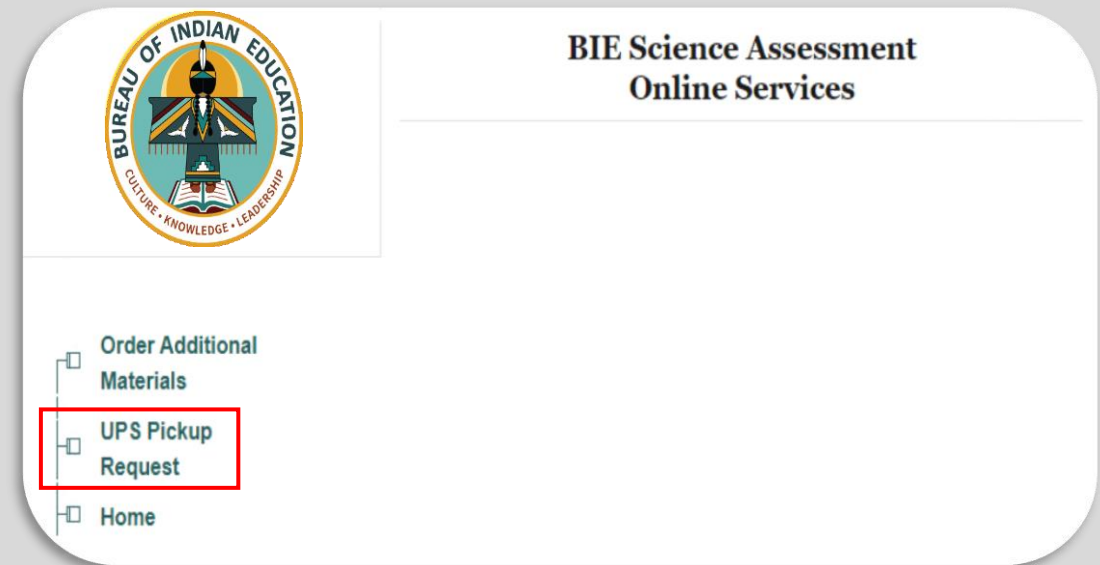
Order Number	Order Date	Packed For	
561255	11/11/2013	Cyber School1	<a href="#">View Details</a>
561256	11/12/2013	Cyber School 2	<a href="#">View Details</a>

Portal URL Link: <https://bie.cognia.org>

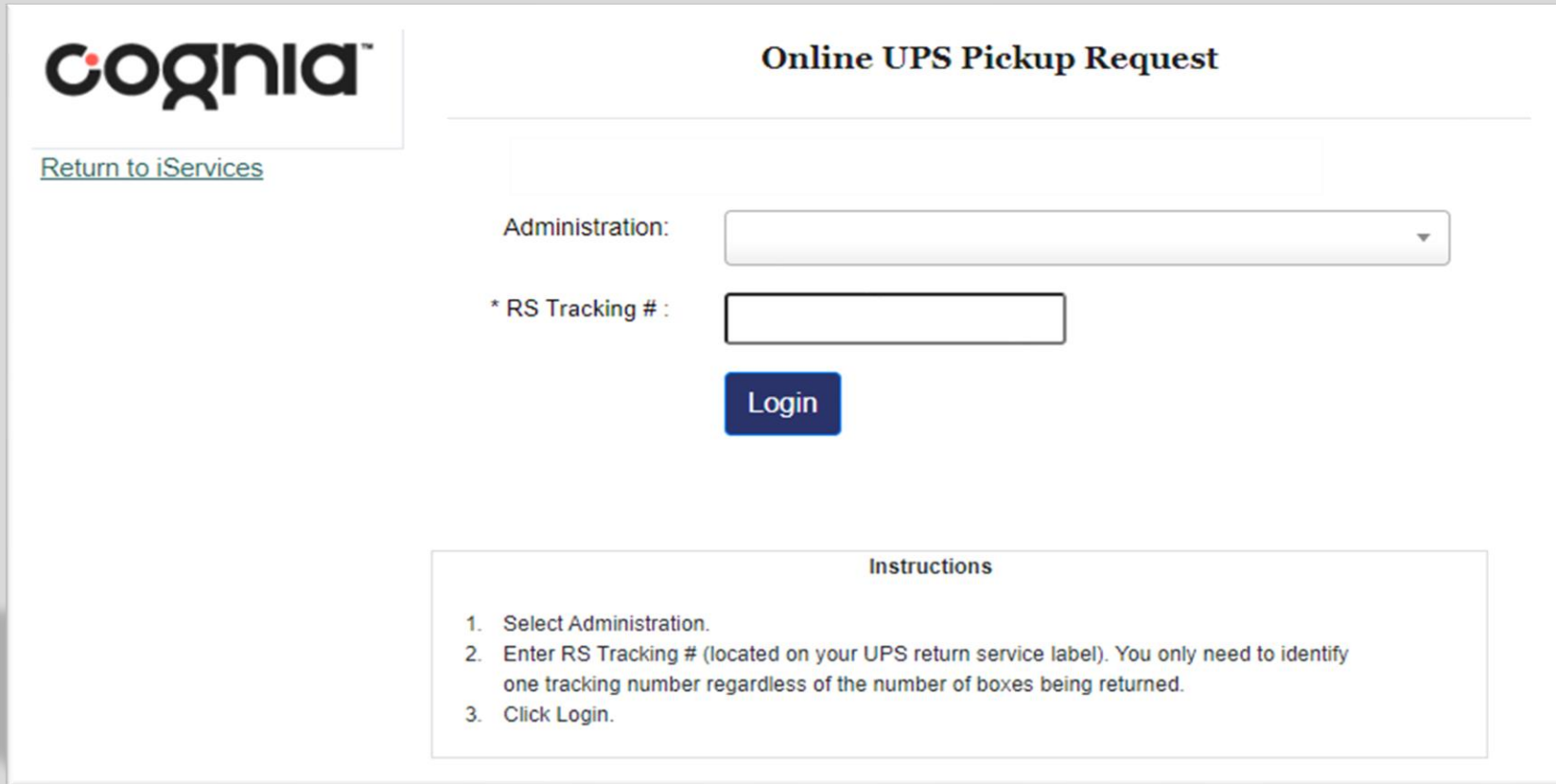


# Return PBT Materials Request a UPS Pick Up

iServices URL Link: <https://iservices.cognia.org>



# Return PBT Materials Request a UPS Pick Up



The screenshot shows a web form titled "Online UPS Pickup Request" with the Cognia logo in the top left. A link "Return to iServices" is located below the logo. The form contains two input fields: a dropdown menu for "Administration" and a text box for "\* RS Tracking #". A blue "Login" button is positioned below the tracking number field. At the bottom, an "Instructions" box provides a three-step guide: 1. Select Administration. 2. Enter RS Tracking # (located on your UPS return service label). You only need to identify one tracking number regardless of the number of boxes being returned. 3. Click Login.

**cognia™**

[Return to iServices](#)

**Online UPS Pickup Request**

Administration:

\* RS Tracking # :

**Login**

**Instructions**

1. Select Administration.
2. Enter RS Tracking # (located on your UPS return service label). You only need to identify one tracking number regardless of the number of boxes being returned.
3. Click Login.

iServices URL Link: <https://iservices.cognia.org>

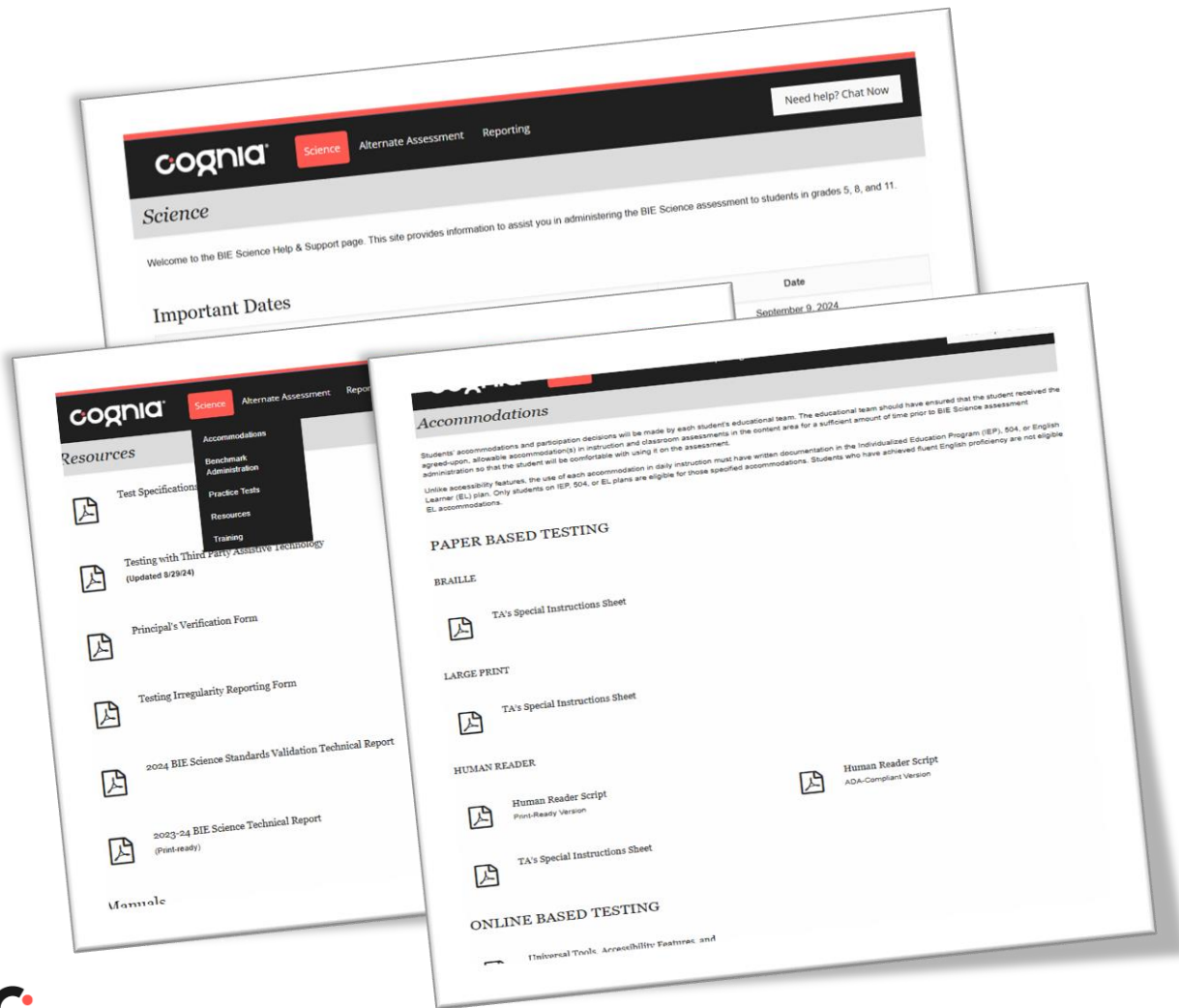




# Resources



# Help & Support Site Science Assessments



<https://bie.onlinehelp.cognia.org/science>

Resources will be posted throughout the year

- Key dates
- Manuals
- Accommodations
- Training videos
- Practice tests
  - Access to CBT practice test and answer documents
  - Downloadable PDFs of the PBT practice test
- Reporting resources



# BIE Science Help Desk

## Hours

- Monday–Friday from 9:00 a.m.–6:00 p.m. (ET)

## Contact information

- Phone: 800-887-7027
- Email: [BIETechSupport@cognia.org](mailto:BIETechSupport@cognia.org)
- [Chat](#) (accessible from the BIE Science Help & Support site)

# Questions?





Thank you!



A young girl with curly hair styled in a bun is smiling and looking at a tablet computer. She is wearing a yellow and grey striped shirt under denim overalls. The background is a bright, blurred classroom setting with windows and shelves.

**Your success is our mission.**

Cognia is a forward thinking nonprofit organization laser-focused on improving educational opportunities for all learners.