

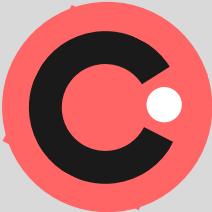


Bureau of Indian Education

Spring 2026 Science Assessment

Administration Overview & Policies

January 8, 2026

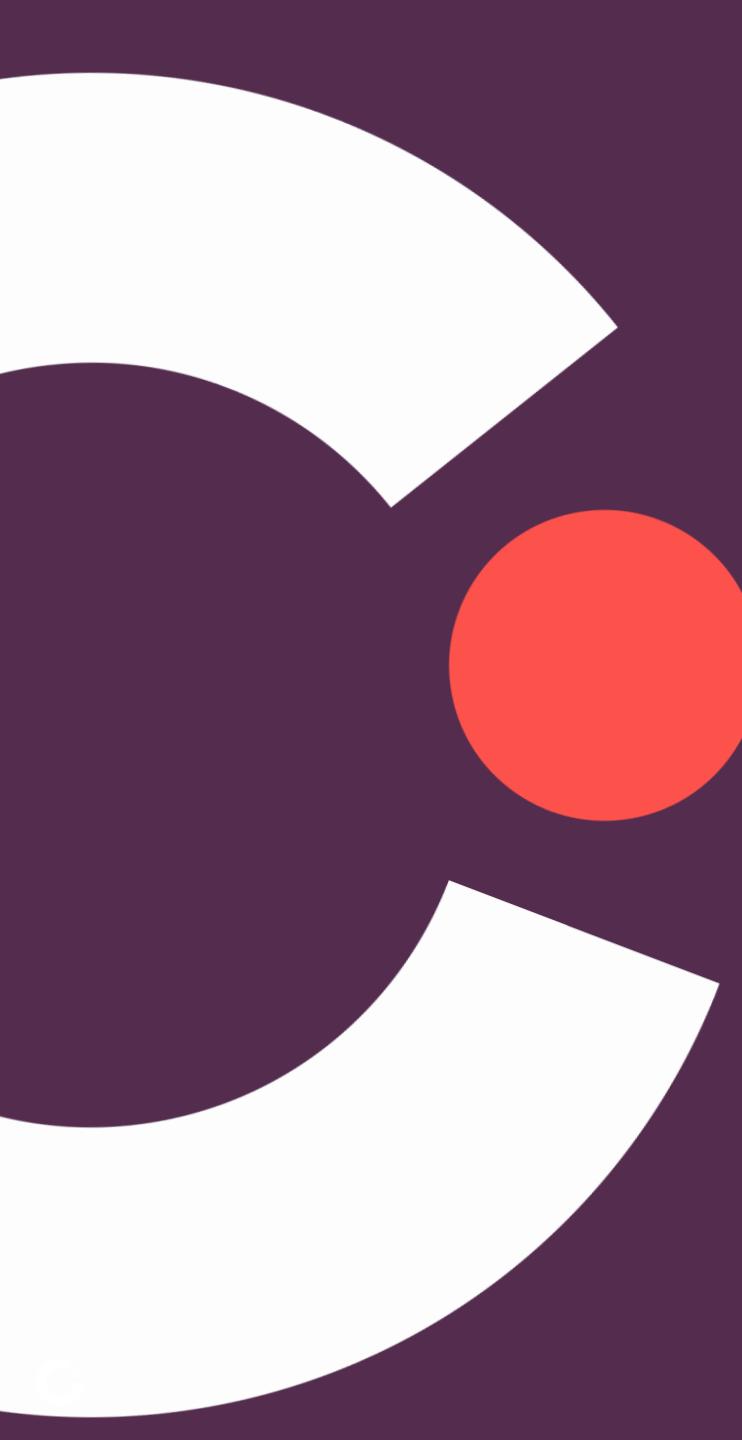


Agenda

- Opening & Orientation
 - Housekeeping Reminders
 - Welcome & Introductions
 - Assessment Overview
- Logistics & Scheduling
 - Accessing the Online Assessment
 - Key Dates
- Test Security
 - Forms
 - Secure Materials
 - Irregularities
 - User Accounts

- What's new for spring 2026?
- Administration Procedures and Accommodations
 - Computer-Based Testing (CBT)
 - Paper-Based Testing (PBT)
- Materials Management
 - Ordering Additional Materials
 - Returning Paper Materials
 - UPS Pickup
- Resources & Closing
 - Resources
 - Help Desk
 - Questions





Opening & Orientation



Housekeeping Reminders



Cell phones
muted



Questions
written down



Q&A at end of
each segment



Index card for
overflow
questions



Slide access link:
[https://bie.onlin
ehelp.cognia.org
/training](https://bie.onlin ehelp.cognia.org /training)

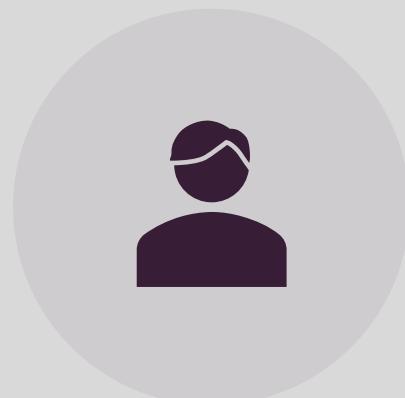
Welcome & Introductions: Bureau of Indian Education (BIE)



AURELA SHORTY, EDUCATION
PROGRAM SPECIALIST
(ASSESSMENT & ACCOUNTABILITY)



DR. CARMELIA BECENTI, CHIEF
ACADEMIC OFFICER



DONALD GRIFFIN, SECTION 504
PROGRAM COORDINATOR, MSAA
PROJECT MANAGER

Welcome & Introductions: Cognia



MARA ALLAIRE
PROGRAM MANAGER

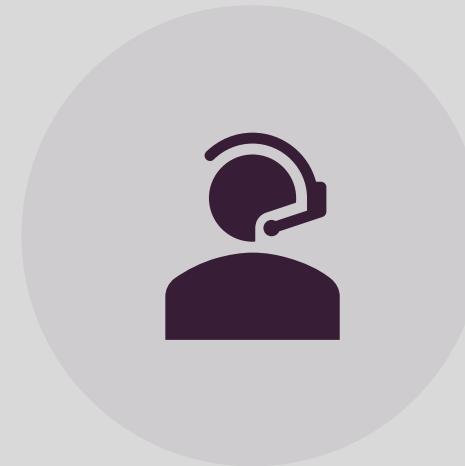


SARAH MCCAIN
IT PROJECT MANAGER II

Welcome & Introductions: eMetric



GERRY RETZLOFF, PROJECT
MANAGER



MICHAEL BERNAL, SUPPORT
CENTER MANAGER

Science Summative Assessment Overview



Test Grades

5, 8, 11



Test Modes

Computer-based (CBT)
Paper-based (PBT)



Number of Test Sessions

3 per grade



Accommodated Test Forms

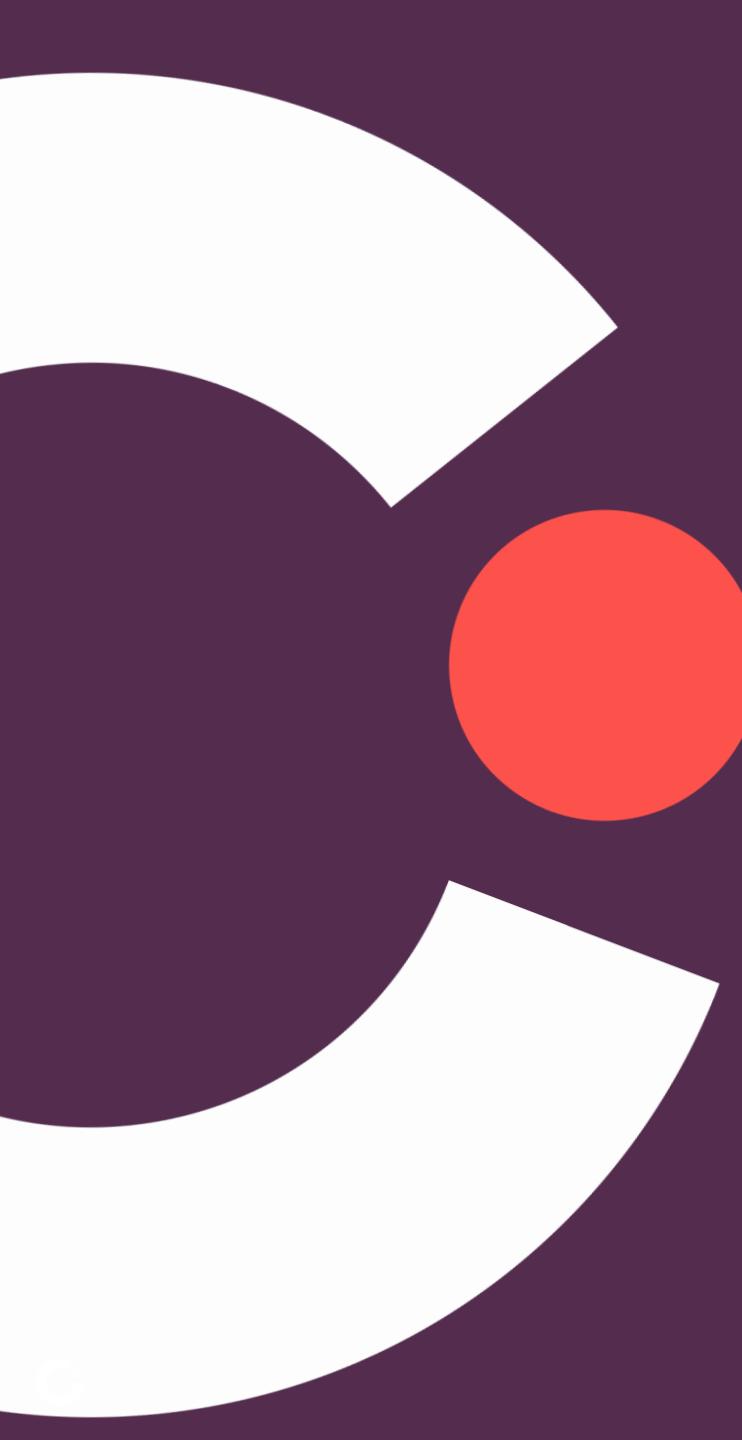
Online: Text-to-Speech
Paper: Standard print, Large print, braille, human reader



Participation Requirements

Required for all BIE schools with a few exceptions

- A signed waiver has been obtained by BIE and USDE
- Permission obtained to participate in your local state assessment



Logistics & Scheduling

Accessing the Online Assessment



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

School Test Coordinators (STCs)
IT Coordinators (ITCs)
Test Administrators (TAs)



**Computer testers – BIE Science
Assessment Kiosk**

Access for students
Must be downloaded on school devices prior to
testing

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

Key Dates: Before Testing



**Sep 8,
2025**

Kiosk
available for
download



**Dec 8, 2025
– Jan 16,
2026**

Online Student
Registration



**Feb 23 – Apr
10, 2026**

Additional paper
materials
ordering window



**Sep 22, 2025 –
Mar 6, 2026**
Benchmark
administration
window

Feb 23, 2026
Printed testing
materials arrive in
schools

Mar 2, 2026
Online tests available for
scheduling in portal

Key Dates: Testing Window & After Testing

**Mar 9 – Apr 17,
2026**

**Test administration
window**

**Mar 16 –
Apr 24,
2026**

UPS pickup
window for
paper test
materials

**Jun 26,
2026**

Final reports
available in
Data
Interaction
(DI)

Aug 6, 2026

Print reports
available for
schools



**Apr 20 – Apr 22,
2026**

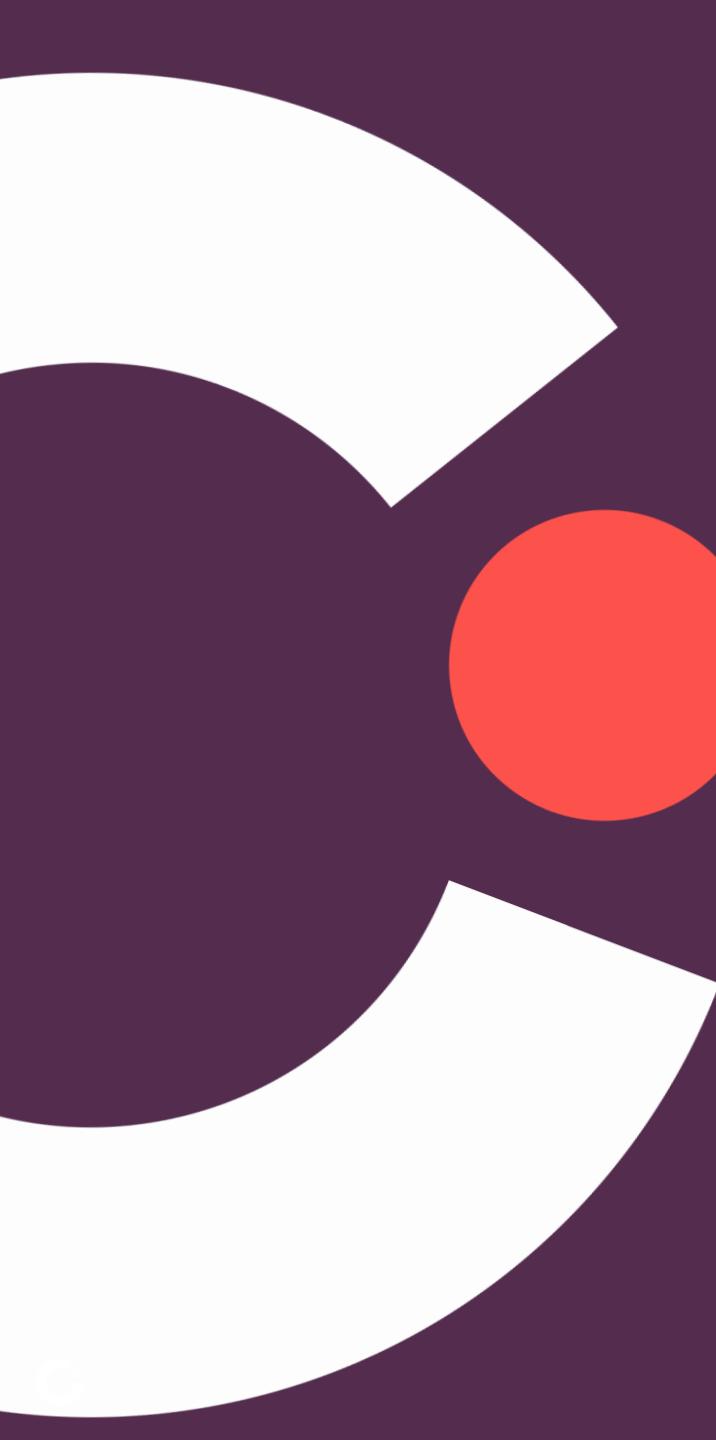
STC post-testing
clean-up window

**Apr 24,
2026**

Deadline for
return of
secure paper
materials

Jul 15, 2026

Static ISRs
download
available in DI



Test Security

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

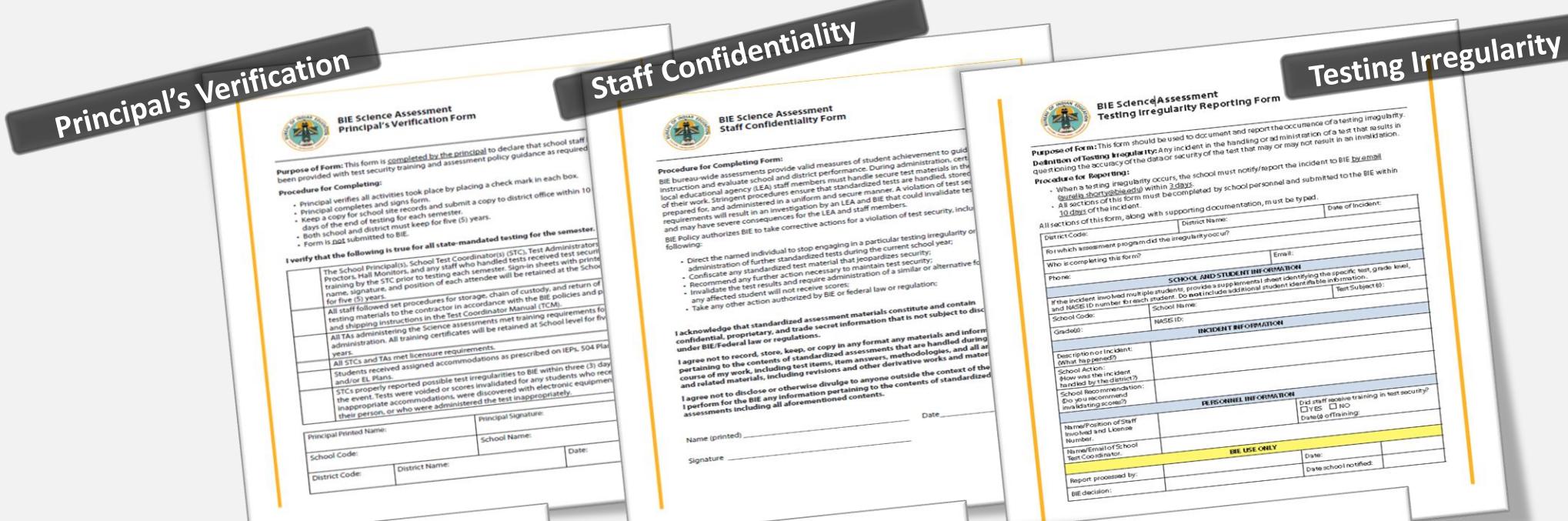


Security Checklist

Used to track paper test materials in/out

Appendix C of TAM and TCM

Help & Support Site Resources URL Link: <https://bie.onlinehelp.cognia.org/resources>



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 (i.e., braille, large print, human reader kits))
- Answer documents with student responses
- 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 Responsibilities & Restrictions



- Be certified educators
- Receive training on test security and administration
- Complete the Confidentiality Agreement
- Follow 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



- Administer the assessment to a family member
- Allow students to use electronic devices
- Do not cue students with answers to questions

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.



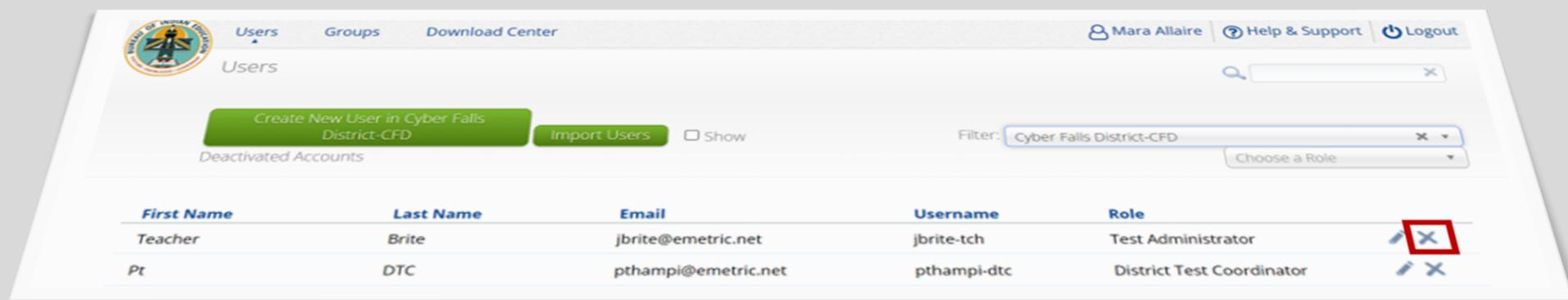
A Testing Irregularity Reporting Form must be submitted to the BIE within ten business days.

Test Security: User Accounts

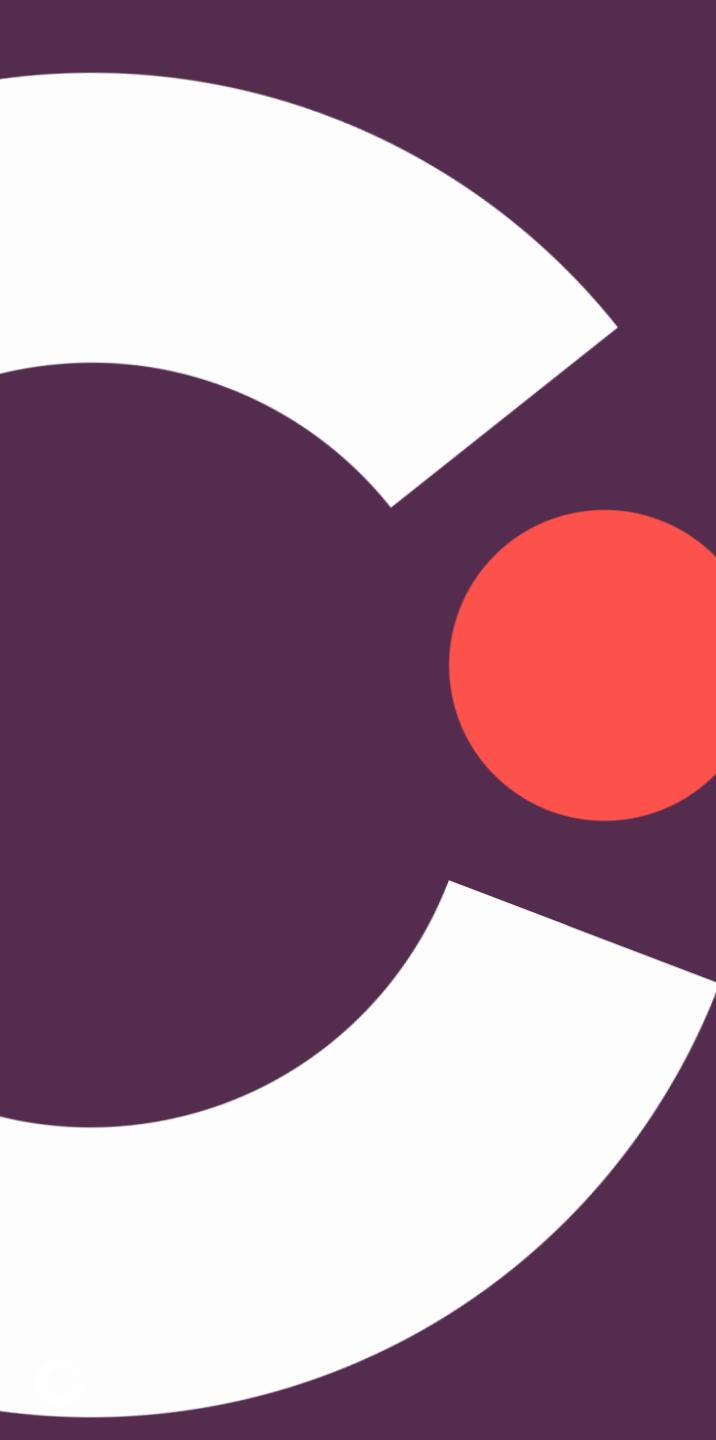
Portal URL Link: <https://bie.cognia.org>

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.
- Refer to the *Portal User Guide* for more details



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



What's new for 2026?

What's new for spring 2026?

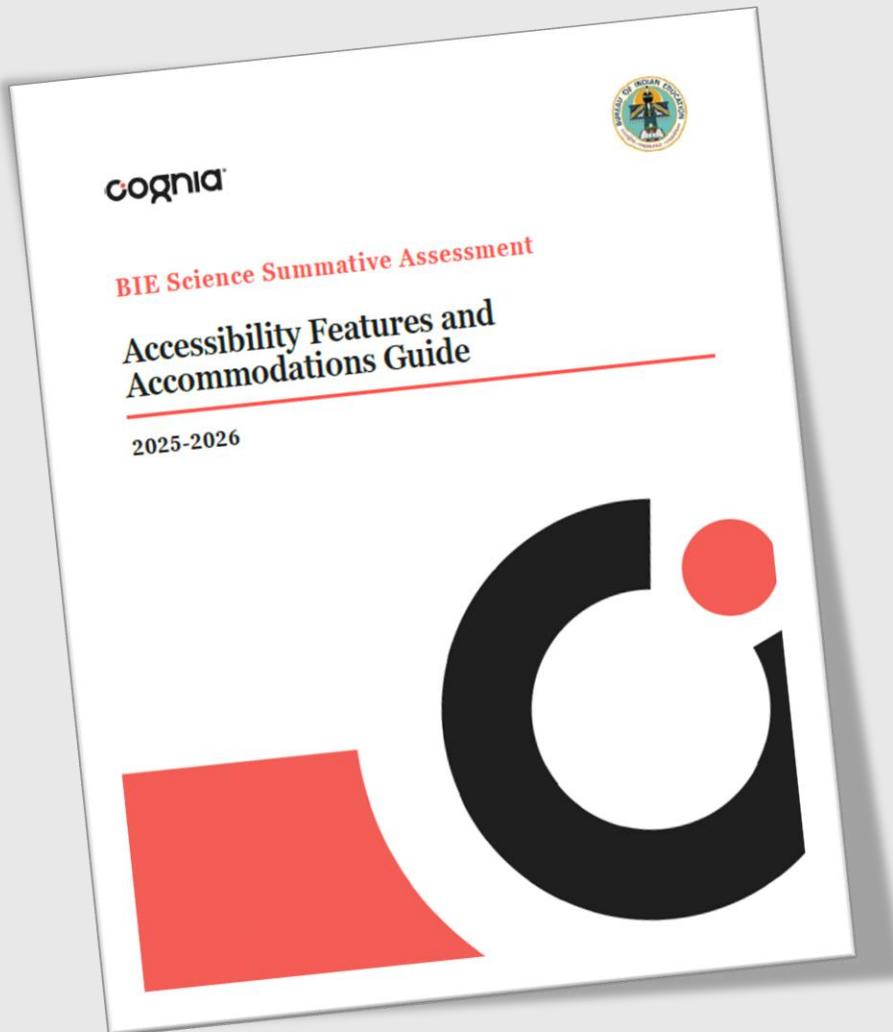


An accessibility features and accommodations guide to accompany the summative science assessment



Online portal updates included in the eMetric side of the presentation

What's New for Spring 2026: Accessibility Features & Accommodations Guide



- New for spring 2026, an *Accessibility Features & Accommodations Guide* will be available electronically on the Help & Support Site, <https://bie.onlinehelp.cognia.org/accommodations>

What's New for Spring 2026: Online Portal Enhancements

Pre-ID Management tab renamed to Student Registration

Test Sessions tab renamed to Test Scheduling

Four different color options in the Highlighter tool.

Item expansion feature when paired with a stimulus.

Student's name will be displayed to the top right corner of the item and directions pages within a test.

Help feature enabled for practice tests.

Student's name will be displayed to the top right corner of the item and directions pages within a test.

What's New for Spring 2026: Online Portal Enhancements - Continued

Accessibility updates: Contrast enhancements in the student testing interface (for example, change Pause/Exit button color from yellow to blue)

Display student's session progress metrics such as number of items visited, answered, not answered along with a visual progress bar for portal users (DTC/STC/TA)

Allow exporting student logins in bulk by school

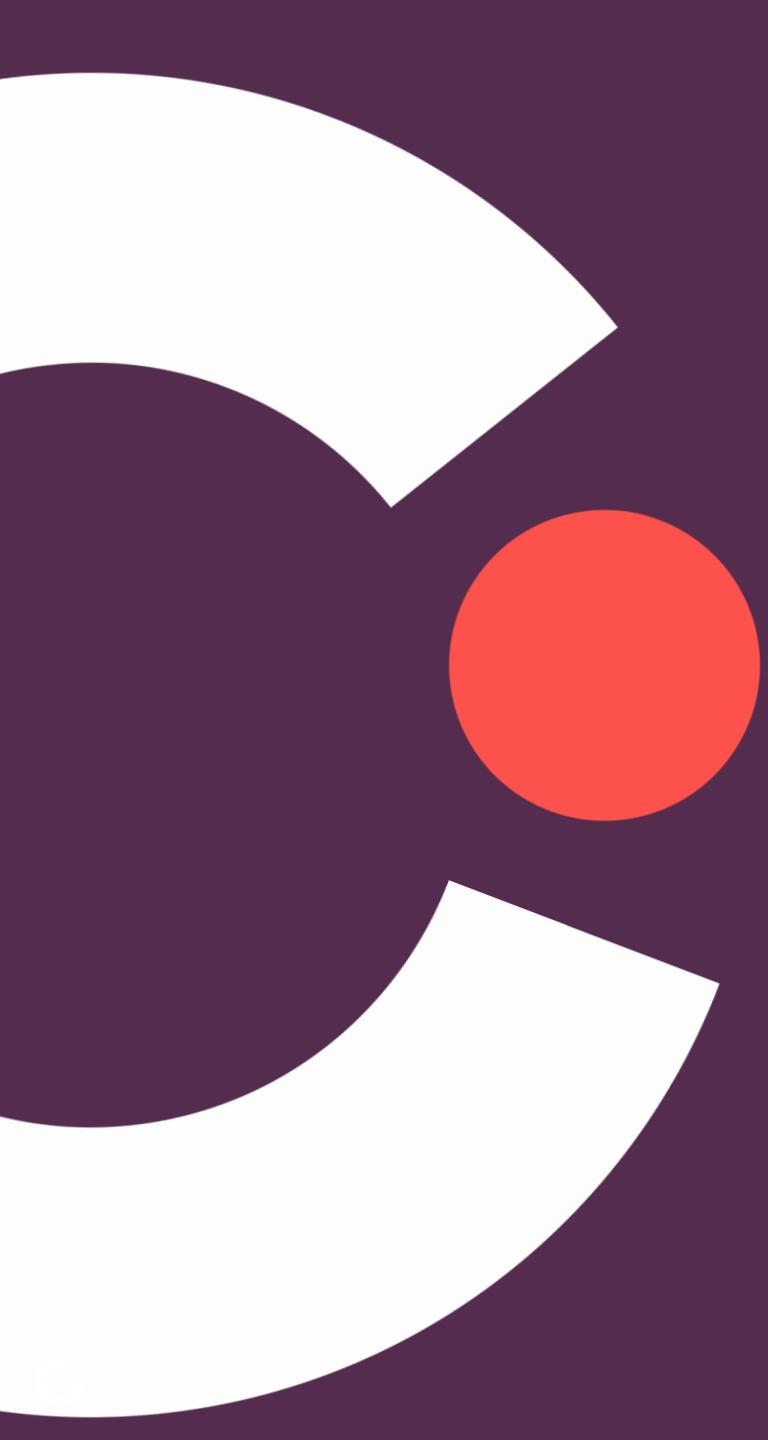
Enhancements to new user email and account creation workflow

The Color Contrast names will be updated to be reflective of the color options

Provide inactivity timeout warning for students

User Import Enhancement: Add a data definitions layout to the UI

Transfer test sessions when a student is transferred (coming soon)



Administration Procedures & Accommodations

Computer-Based Testing (CBT)

Procedures, Accessibility Features & Accommodations

CBT: Before Testing



STC Checklist

Setup
Training
Scheduling



Accessibility Features Assignment

Platform
External features



Accommodations Assignment

Platform
External accommodations

STC Checklist



Setup

- Assign test mode to students during the online registration window, 12/8/25-1/16/26
- Assign accommodations and accessibility features to students before test scheduling
- Create TA accounts
- Create classes

Training

- Train all staff who will be involved in test administration
- Use the *train the trainer* model to prepare all staff prior to testing
- May use resources available on the help and support site, <https://bie.onlinehelp.cognia.org/science>

Scheduling

- Establish a testing schedule
- There are sample schedules available on the TCM and TAM
- Online tests available to schedule one week prior to testing window, March 2, 2026

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

Accessibility Features Assignment Online



Accessibility Features

Must be assigned to students before test scheduling



In platform:

Color contrast



Outside of platform:

Headphones/Noise Buffer

Read aloud to self

Alternative setting



Full list of accommodations and accessibility features in the new *Accessibility Features & Accommodations Guide*

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

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

CBT: Accommodations 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 online system tutorials section for step-by-step instructions: <https://bie.onlinehelp.cognia.org/resources>

- Online Testing Portal URL Link: <https://bie.cognia.org>
- The Portal User Guide has specific steps to help you with assigning accommodations
- For more details on CBT accommodations, refer to the Accessibility Features & Accommodations Guide in the Accommodations section of the Help & Support site

Accommodations Assignment Online

Accommodations

- Must be assigned to student before online test scheduling
- Only for students with IEP/504 Plan
- Refer to the new *Accessibility Features & Accommodations Guide* available online in the Help & Support site, <https://bie.onlinehelp.cognia.org/accommodations>

In platform:

- Text-to-Speech
- Allow accessibility mode testing
- Word prediction (*embedded with the questions*)

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

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 (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

- 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

- Assigned per student's IEP. 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 school students, 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 test 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.

CBT: During Testing



TA Ratios

Ensure there is at least one trained TA for every 25 students in a testing room



Secure Materials

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



Monitoring

Monitor testing progress and completion

CBT: After Testing



Invalidation

Invalidate test sessions and assign Test Report Codes as needed



Destruction of Secure Materials

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



Test Report Codes

There is a post-online admin window to audit student rosters and assign any applicable test report codes: April 20 – April 22, 2026

Test Report Codes - Invalidating Tests

Test Report Codes (Clear)

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

Close

Absent

Medical Emergency

Non-Allowed Modification

Other Non-Completion

Participating in MSAA

Test Irregularities

Withdrawn Before Test Completion

Paper-Based Testing (PBT)

Procedures & Accommodations

PBT: Before Testing



STC Checklist

Setup

Training

Scheduling



Materials

Test Administrator's Manual (TAM)

Testing signs

Security checklist

Secure test materials (test booklet)



Accommodations

Ensure you follow the student's IEP/504 plan to provide with proper paper accommodations

STC Checklist



Setup

- Assign paper test mode to students needing the paper accommodation during the online registration window, 12/8/25-1/16/26, via the portal, <https://bie.cognia.org>
- Order additional paper materials during the additional ordering window as needed

Training

- Train all staff who will be involved in test administration
- Use the *train the trainer* model to prepare all staff prior to testing
- May use resources available on the help and support site, <https://bie.onlinehelp.cognia.org/science>

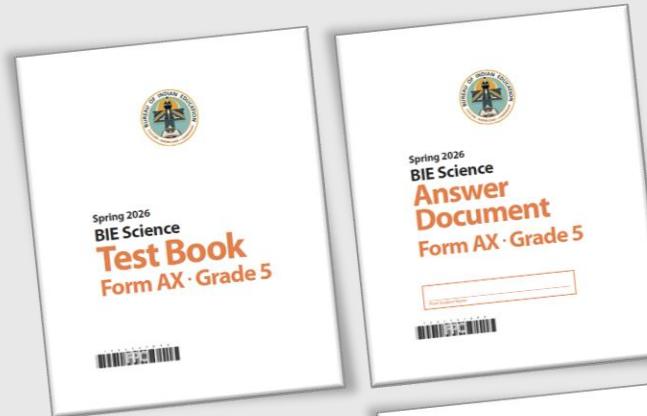
Scheduling

- Establish a testing schedule
- There are sample schedules available on the TCM and TAM
- Unlike the online testing scheduling which can start a week before the testing window starts, for the paper testing you can start scheduling them as soon as the testing window starts

PBT Materials

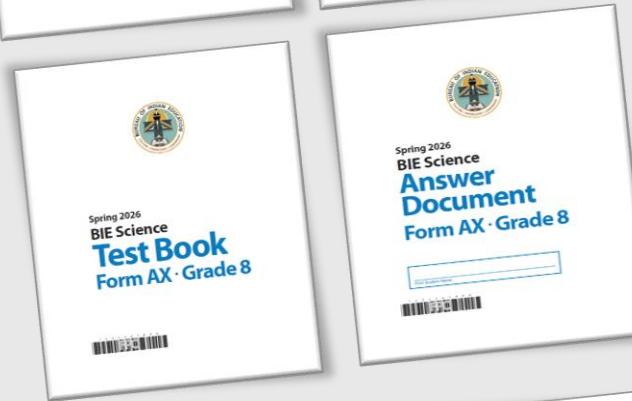
Standard Print

- For all grades



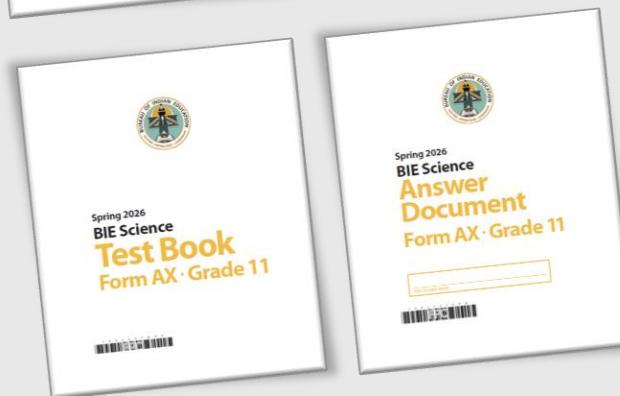
Special Forms

- For all grades
- Braille
- Large Print



Manuals

- TCM
- TAM
- Accessibility Features & Accommodations Guide



PBT Accommodations Overview



Accommodations Available

Braille

Large Print

Human Reader



External Accommodations

Assistive Technology Device

Headphones/Noise Buffer

Human Reader

Human Scribe

Read aloud to self

Alternative setting



Full list of accommodations and accessibility features in the new *Accessibility Features & Accommodations Guide*

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

PBT: During Testing



TA Ratios

Ensure there is at least one trained TA for every 25 students in a testing room



Secure Materials

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



Monitoring

Monitor testing progress and completion

PBT: After Testing



Voiding

Displayed on the next-to-last page (inside cover) of the PBT answer document on box J

Write VOID in large, dark print on the front cover

Fill in box J of the student biogrid



Packing

Pack the voided document with the used test materials

Collect all secure materials (including used scratch paper and pack materials based on instructions found on the TCM, pages 17-19



Test Report Codes

Displayed on the next-to-last page (inside cover) of the PBT answer document on box G

Fill in the bubble for the applicable test report code(s) found on box G

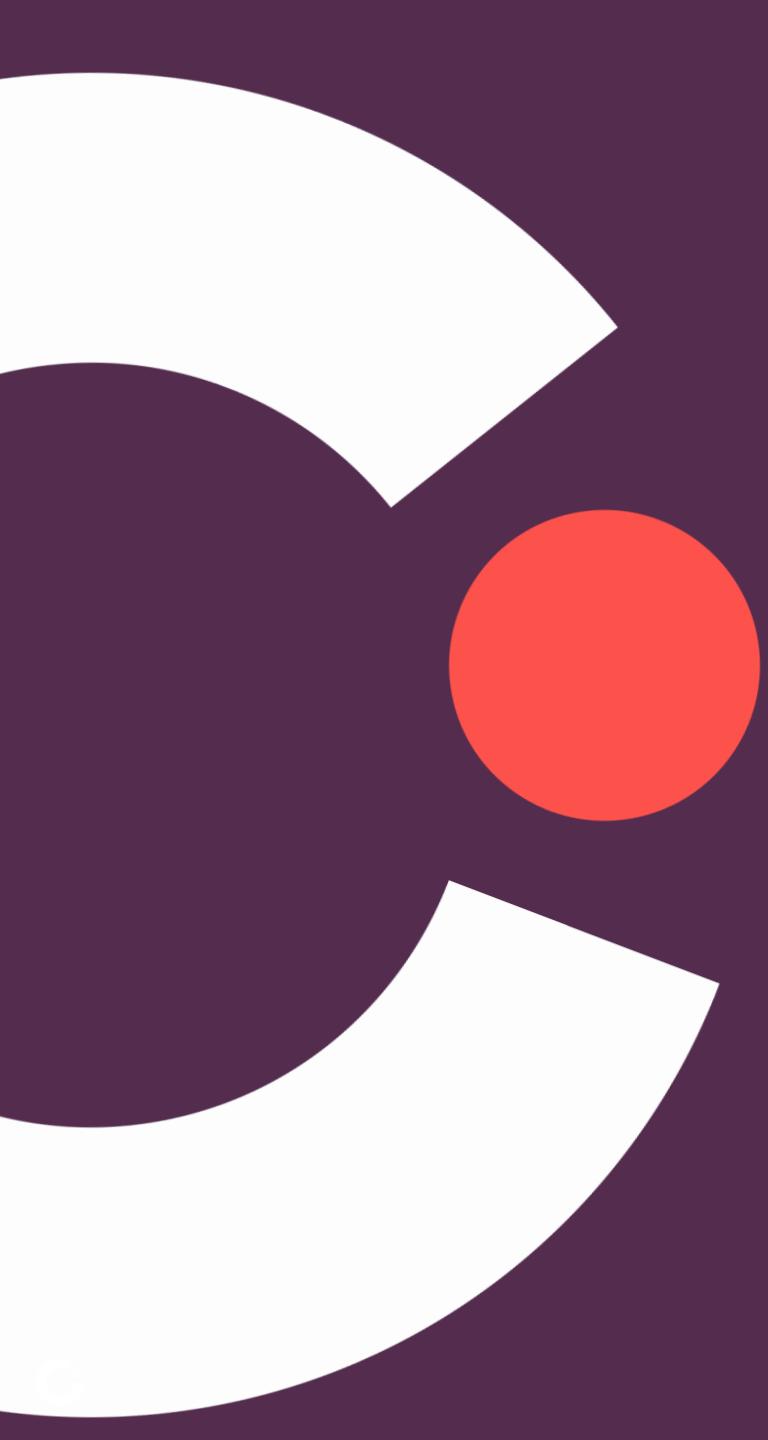
Test Report Codes & Void Bubbles

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)	H IEP/504 ACCOMMODATIONS
Withdraw Before Test Completion Medical Emergency Other Non-Completion Test Irregularities Absent	Assistive Technology Device Presentation Assistive Technology Device Responses Braille Human Reader Human Signer Large Print Read Aloud to Self
I EL ACCOMMODATIONS	J VOID-DO NOT SCORE Void this answer document

For Interval Use Only

A	○ ○ ○ ○ ○
B	○ ○ ○ ○ ○
C	○ ○ ○ ○ ○
D	○ ○ ○ ○ ○
E	○ ○ ○ ○ ○



Materials Management

Ordering Additional Paper Test Materials

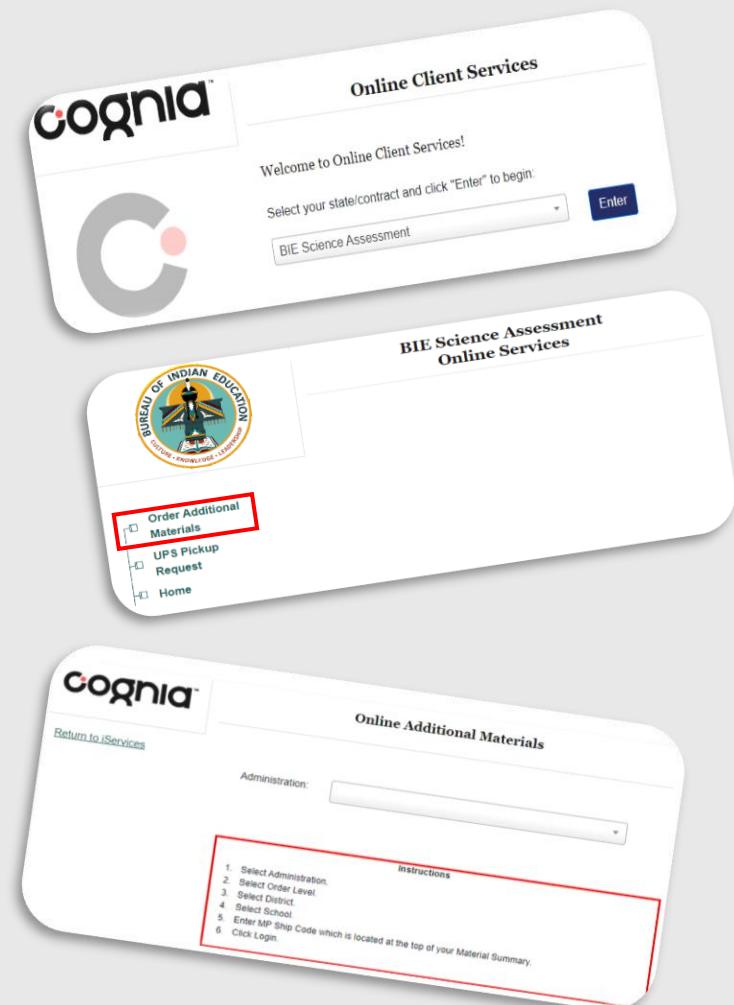
Additional Ordering Window: Feb 23 – Apr 10, 2026

Order directly from iServices, <https://iservices.cognia.org>, or via the online portal *materials management* tab

MP Shipcode** is required for placing an additional order

**The MP Shipcode is found on the top or bottom of the *Material Summary* sheet included in the initial shipment

If you did not receive an initial shipment, contact the Help Desk to obtain the MP Shipcode



Where do you find your MP Shipcode?

MP Shipcode



Returning Paper Test Materials



Student Pre-ID Labeling



Packing



Special Handling



Shipping

Pre-ID Labels, Packing, Special Handling

Checking answer documents

- Follow instructions provided on pages 17-19 of the TCM.

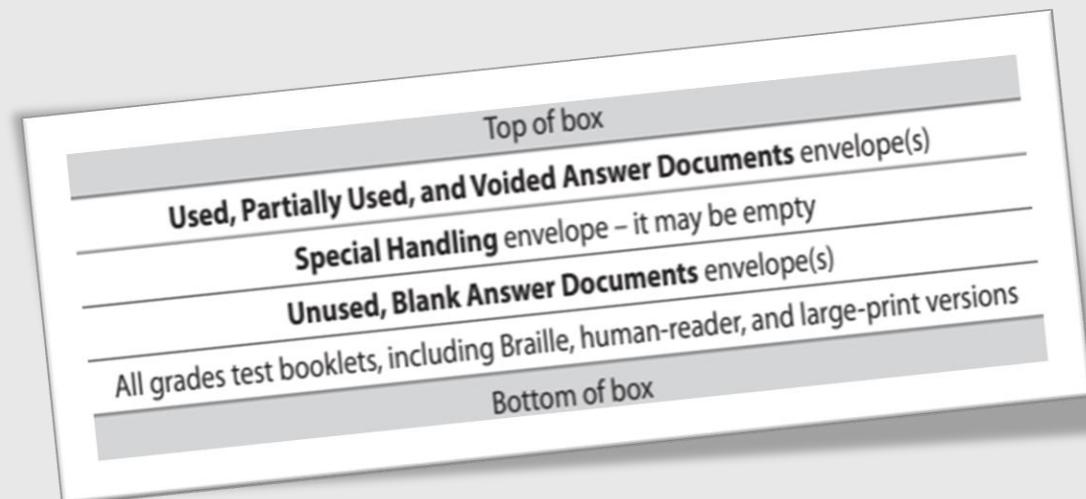
Pre-ID labels

- 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

Special Handling

- Include a brief explanation

Order of the paper materials placed in the box for return



Shipping



Return materials in the same Cognia box they were received

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

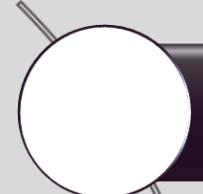
Schedule the UPS pickup via iServices
Or handoff box to your regular UPS driver



UPS Pickup Window

March 16 – April 24, 2026

Requesting UPS Pickup



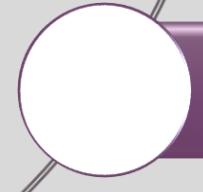
Schedule a UPS pickup between March 16 and April 24, 2026



Must return materials no later than April 24, 2026



UPS Return Service (RS) Tracking# is required for scheduling the pickup



If you do not have the RS Tracking#, contact the Help Desk for assistance

Welcome to Online Client Services!

Select your state/contract and click "Enter" to begin.

BIE Science Assessment

BIE Science Assessment Online Services

Order Additional Materials
 UPS Pickup Request
 Home

Online UPS Pickup Request

Return to iServices

Access to Online UPS Pickup Request is not available at this time.

Administration:

* RS Tracking #:

Login

Instructions

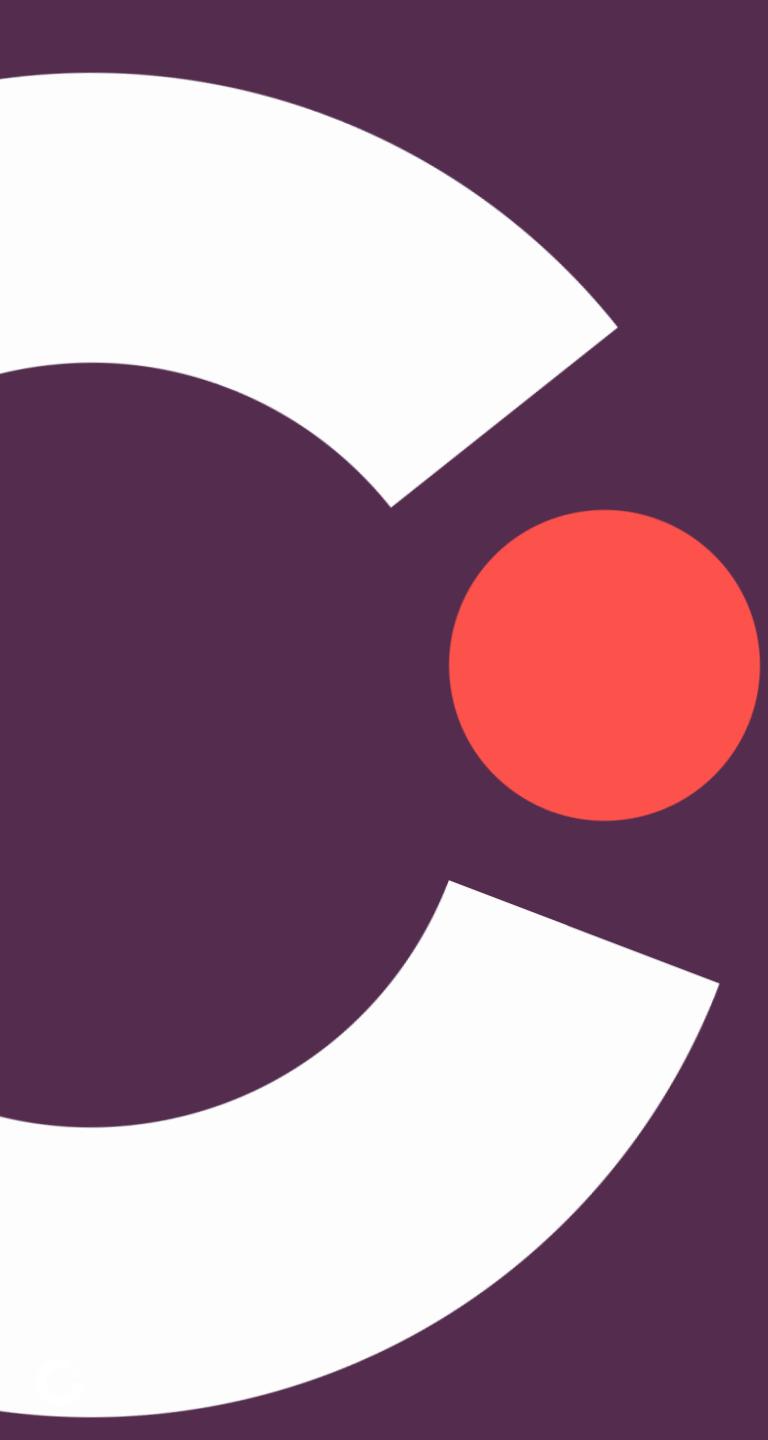
1. Select Administration
2. Enter RS Tracking # (located on your UPS return service label). You only need to identify one tracking number regardless of the number of boxes being returned.
3. Click Login.

Cyber District:

Administration:

UPS Pick Up Request

Order Number	Order Date	Packed For	View Details
561255	11/11/2013	Cyber School 1	<input type="button" value="View Details"/>
561256	11/12/2013	Cyber School 2	<input type="button" value="View Details"/>



Resources & Closing

Resources: Help & Support Site



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



Resources posted throughout the year

Key dates

Manuals

Accommodations

Training videos

Benchmark administration

Practice tests

- CBT practice test
- Downloadable PDFs of the PBT practice test

Reporting resources

Resources: Help & Support Site

The image displays three screenshots of the Cognia Help & Support Site, showing different sections of the platform.

- Science Page:** This screenshot shows the Science section of the site. It features a red header bar with the text "BIE Science Help Desk: 800-887-7027 | BIETechSupport@cognia.org" and "Monday-Friday 9AM-6PM ET". A "Need help? CHAT NOW!" button is also present. Below the header, there are sections for "Announcements" and "Important Dates".
- Main Navigation Menu:** This screenshot shows the main navigation menu. The menu items are: Science, Alternate Assessment, and Reporting. The "Science" item is currently selected, as indicated by a red bar. The other items are in a grey bar.
- Accommodations Page:** This screenshot shows the Accommodations page. The page title is "Accommodations". It contains a detailed description of what accommodations are and how they are used. Below this, there are two main sections: "Paper Based Testing" and "Online Based Testing". Each section lists various accommodations with their corresponding links. For example, under "Paper Based Testing", there are links for Braille, Large Print, and Human Reader.

Resources: Training Videos, Practice Tests, Reporting Tools

The image displays three overlapping screenshots of BIE reporting and training resources, arranged diagonally from top-left to bottom-right.

- Top-left screenshot:** A "Resources" page. The "Quick Starts" tab is selected. It lists several guides: "Quickstart Guide: Student Interface", "Quickstart Guide: Creating Classes", "Quickstart Guide: Scheduling Test Sessions", and "Quickstart Guide: Resetting Portal Login Password". Below this is a "Online System Tutorials" section with video thumbnails for "Online Reporting Basics", "Data Interaction Reporting Basics", "Creating and Editing Portal User Accounts", "Certifying Your Site", "Creating Multiple Classes Through File Upload", "Uploading & Exporting Accessibility Features & Deactivating and Reactivating Portal User Accounts", and "Creating & Editing Peer Accounts".
- Top-right screenshot:** A "Practice Tests" page under "Teacher Resources". It includes a "Practice Test Manual" (PDF icon) and a "CBT Practice Tests" section. The "Web Browser" section provides instructions: 1) Launch browser, 2) Navigate to <https://biepracticetest.cognia.org/student/login>, 3) Select a test from the drop-down menu and click "Go" to enter a practice test. It also lists "Practice Tests Available" for Gr5, Gr8, and Gr11 BIE Science Practice Tests. Below this is a "PBT Practice Tests" section with a "Downloadable Files - Grades 5, 8, and 11" table with four rows: "Test Forms", "Answer Documents", "Answer Keys", and "Periodic Table".
- Bottom-right screenshot:** A "Reporting" page. It contains a note about accessing BIE Science and MSAA reports via the eMetric portal and instructions for IT Coordinators. It lists "Resources" such as "BIE Assessments Data Interaction Reporting User Guide 2024-2025" (PDF icon, updated 8/27/2024), "BIE Science Report Interpretation Quick Guide 2024-2025" (PDF icon, iDA-Compliant, updated 4/28/2025), "BIE Science Report Interpretation Quick Guide 2024-2025" (PDF icon, Print-Ready, updated 4/28/2025), "MSAA Guide for Score Report Interpretation" (PDF icon), and "Online Reporting Basics". It also lists "Training" events: "BIE Science and MSAA Reporting in Data Interaction Training" (September 12, 2025) with a "BIE Science and MSAA Reporting Training" video thumbnail and "Presentation Slides" (PDF icon); and "BIE Science and MSAA Reporting Training" (June 30, 2025) with a "BIE Science and MSAA Reporting Training" video thumbnail and "Presentation Slides" (PDF icon).

Help Desk Contact Info

Hours

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

Contact information

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

Questions?

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Questions



Open Q&A



Index card reminder

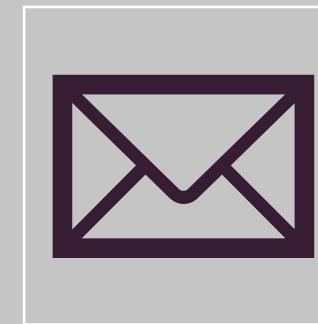
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Thank you!

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