



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)

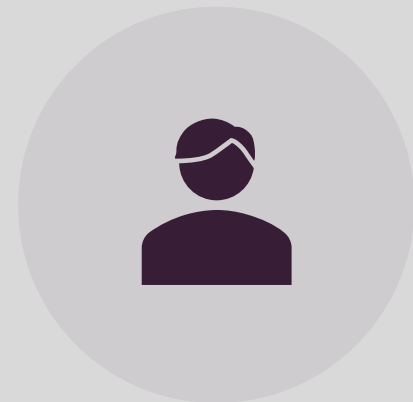
Welcome & Introductions: Bureau of Indian Education (BIE)



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

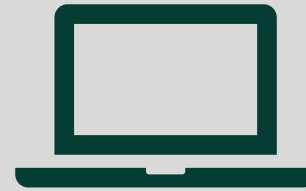


Portal: <https://bie.cognia.org>

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

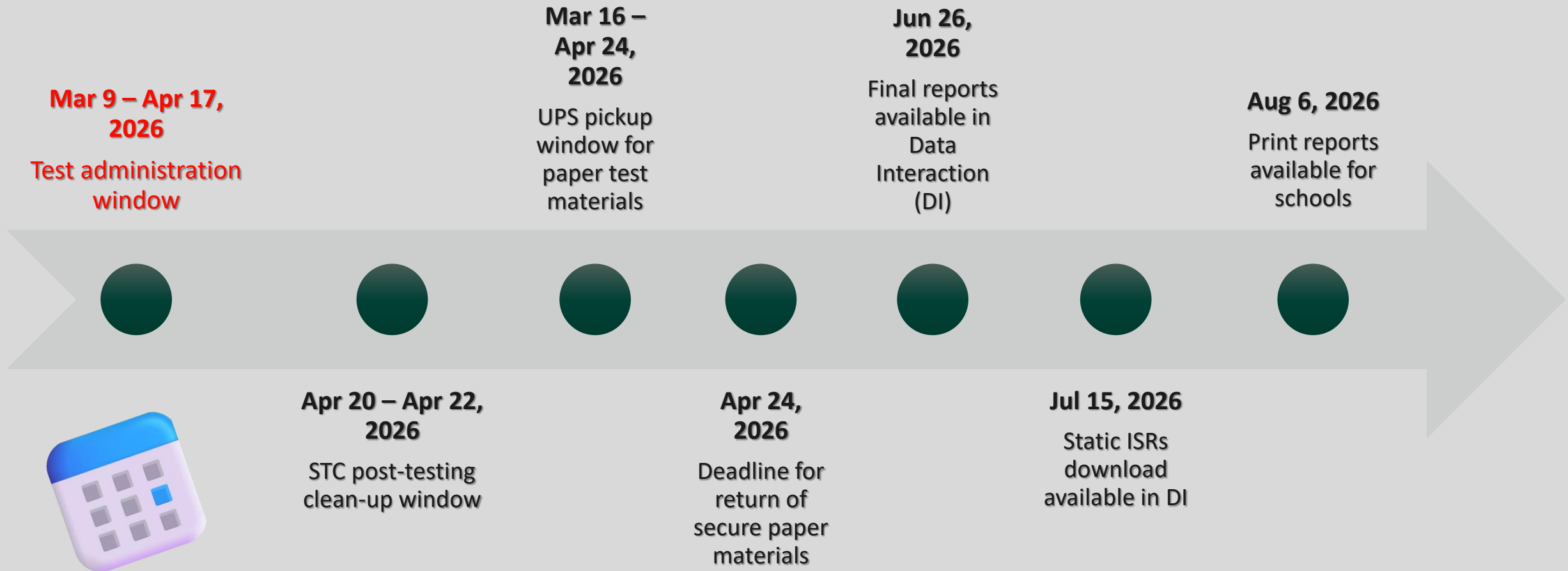
**Feb 23 – Apr
10, 2026**
Additional paper
materials
ordering window

**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





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>

The image displays two sample forms from the BIE Science Assessment. The left form is titled 'Principal's Verification' and features the BIE logo and the text 'BIE Science Assessment Principal's Verification Form'. The right form is titled 'Staff Confidentiality' and also features the BIE logo and the text 'BIE Science Assessment Staff Confidentiality Form'. Both forms include a section for the principal to declare that school staff have been informed of the assessment and to provide any necessary guidance.

Staff Certification

BIE Science Assessment Principal's Verification Form

Purpose of Form: This form is completed by the principal to declare that school staff been provided with test security training and assessment policy guidance as required.

Procedure for Completing:

- Principal verifies all activities took place by placing a check mark in each box.
- Principal completes and signs form.
- keep a copy for school site records and submit a copy to district office within 10 days of the end of testing for each semester.
- Both school and district must keep for five (5) years.
- Form is not submitted to BIE.

I verify that the following is true for all state-mandated testing for the semester.

<p>The School Principal(s), School Test Coordinator(s) (STCs, Test Administrator(s), Proctors, Hall Monitors, and any staff who handled tests received test security training by the STC prior to testing each semester. Sign-in sheets with print name, signature, and position of each attendee will be retained at the School for five (5) years.</p> <p>All staff followed set procedures for storage, chain of custody, and return of testing materials to the contractor in accordance with the BIE policies and procedures and shipping instructions in the Test Coordinator Manual (TCM).</p> <p>All TAs administering the Science assessments met training requirements for and shipping instructions in the Test Coordinator Manual (TCM).</p> <p>All TAs administering the Science assessments met training requirements for and shipping instructions in the Test Coordinator Manual (TCM).</p> <p>All STCs and TAs met licensure requirements as prescribed on IEPs, 504 Plan, and/or EL Plan.</p> <p>Students received assigned accommodations to BIE within three (3) days and/or EL Plan.</p> <p>STCs properly reported possible test irregularities to BIE within three (3) days of the event. Tests were voided or scores invalidated for any students who need inappropriate accommodations, were discovered with electronic equipment in their person, or who were administered the test inappropriately.</p>	<p>All TAs administering the Science assessments met training requirements for and shipping instructions in the Test Coordinator Manual (TCM).</p> <p>All STCs and TAs met licensure requirements as prescribed on IEPs, 504 Plan, and/or EL Plan.</p> <p>Students received assigned accommodations to BIE within three (3) days and/or EL Plan.</p> <p>STCs properly reported possible test irregularities to BIE within three (3) days of the event. Tests were voided or scores invalidated for any students who need inappropriate accommodations, were discovered with electronic equipment in their person, or who were administered the test inappropriately.</p>
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Principal Printed Name:

Principal Signature:

School Code:

School Name:

Date:

District Code:

District Name:

[illegible]

aff Con

BIE Science Assessment Staff Confidentiality Form

Procedure for Completing Form:

BIE, bureau-wide assessments provide valid measures of student achievement to guide instruction and evaluate school and district performance. During administration, certain instructional and evaluation materials must be handled in a secure manner. If the local educational agency (LEA) staff members handle secure test materials in a manner that is not in accordance with the BIE policy, the BIE will be notified. A violation of test security, and administered in a uniform and secure manner. A violation of test security prepared for, and administered in a uniform and secure manner. A violation of test security requirements will result in an investigation by the LEA and BIE that could invalidate test results and may have severe consequences for the LEA and staff members.

BIE Policy authorizes BIE to take corrective actions for a violation of test security, including the following:

- Direct the named individual to stop engaging in a particular testing irregularity or administration of further standardized tests during the current school year;
- Confiscate any standardized test material that jeopardizes security;
- Recommend any further action necessary to maintain test security;
- Recommend any further action necessary to maintain test security of a similar or alternative to the above;
- Invalidate the test results and receive scores;
- Affect any student who will not receive scores;
- Take any other action authorized by BIE or federal law or regulation;

I acknowledge that standardized assessment materials constitute and contain confidential, proprietary, and trade secret information that is not subject to disclosure under BIE Federal law or regulations.

I agree not to record, store, keep, or copy in any format any materials and information pertaining to the contents of standardized assessments that are handled during the course of my work, including test items, item answers, methodologies, and all associated and related materials, including revisions and other derivative works and master copies of my work, including test items, item answers, methodologies, and all associated and related materials, including revisions and other derivative works and master copies of my work.

I agree not to disclose or otherwise divulge to anyone outside the context of the BIE any information pertaining to the contents of standardized assessments including all aforementioned content.

Date _____

Name (printed) _____

Signature _____

Testing Irregularity

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. 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.

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: quality@bortecsbie.org within 2 days.
- All sections of this form must be completed by school personnel and submitted to the BIE within 10 days of the incident.
- This section of this form, along with supporting documentation, must be typed.

(If sections of this form, along with supporting documentation, must be typed.)

For which assessment program did the irregularity occur? Date of Incident:

Who is completing this form? Email:

If the incident involved multiple students, provide supplemental sheet identifying the specific test, grade level, and NACES ID number to each student. Do not include additional student identifiable information.

School Code: Test Subject(s):

Grade(s): NACES ID:

Description of Incident: (What happened?)

School Action: How was this incident handled by the district?

School Recommendation: Do you recommend providing scores?

Name/Position of Staff Involved and License Number

Name/Email of School Test Coordinator

Report processed by:

BIE decision:

DEFINITION OF TESTING IRREGULARITY

Did staff receive training in test security?
☐ YES ☐ NO
 Date of training:

BIE USE ONLY

Date:
 Date school notified:

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 questioning the accuracy of the data or security of the test that may or may not result in an invalidation.

Definition of Testing Irregularity: Any incident in the handling or administration of a test that results in a question about the validity of the test results within 2 days.

Procedure for Reporting: 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:		

SCHOOL AND STUDENT INFORMATION

If the incident involved multiple students, provide a supplemental sheet identifying the specific test, grade, level, and NAGS ID number for each student. Do not include additional student identifiable information.

School Code:	School Name:	Test Subject(s):
Grade(s):	NAGS ID:	

INCIDENT INFORMATION

Description of Incident:
(What happened?)

School Action:
(How was the incident handled by the district?)

School Recommendation:
(Do you recommend invalidating scores?)

PERSONNEL INFORMATION

Did staff receive training in test security?
☐ YES ☐ NO
Date of training:

Identification of Staff Involved and License Number:

Name/Email of School Test Coordinator:

BIE USE ONLY

Report processed by:

BIE decision:

Date:

Date school notified:

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

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

TAM

BUREAU OF INDIAN EDUCATION
 EDUCATION • KNOWLEDGE • LEADERSHIP

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

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

TCM

[illegible]

Security Checklist

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

DO

- 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

DON'T

- 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.



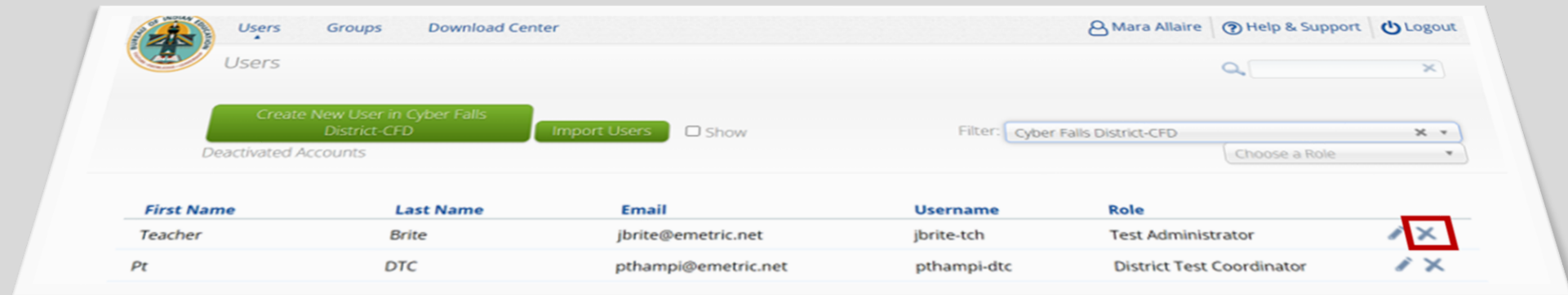
A Testing Irregularity Reporting Form must be submitted to the BIE within ten business days.



Test Security: User Accounts

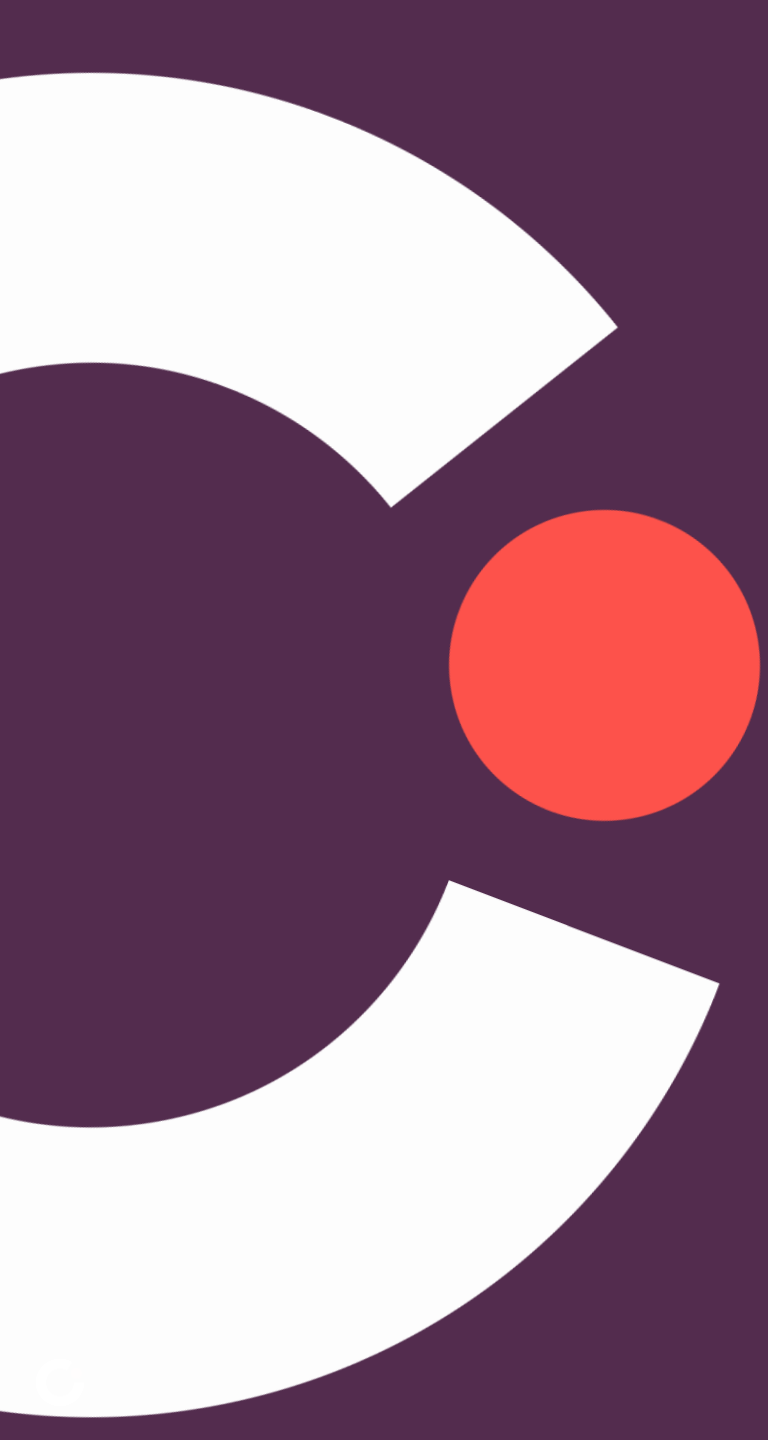
Portal URL Link: <https://bie.cognia.org>

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	
Teacher	Brite	jbrite@emetric.net	jbrite-tch	Test Administrator	
Pt	DTC	pthampi@emetric.net	pthampi-dtc	District Test Coordinator	



What's new for 2026?

What's new for spring 2026?

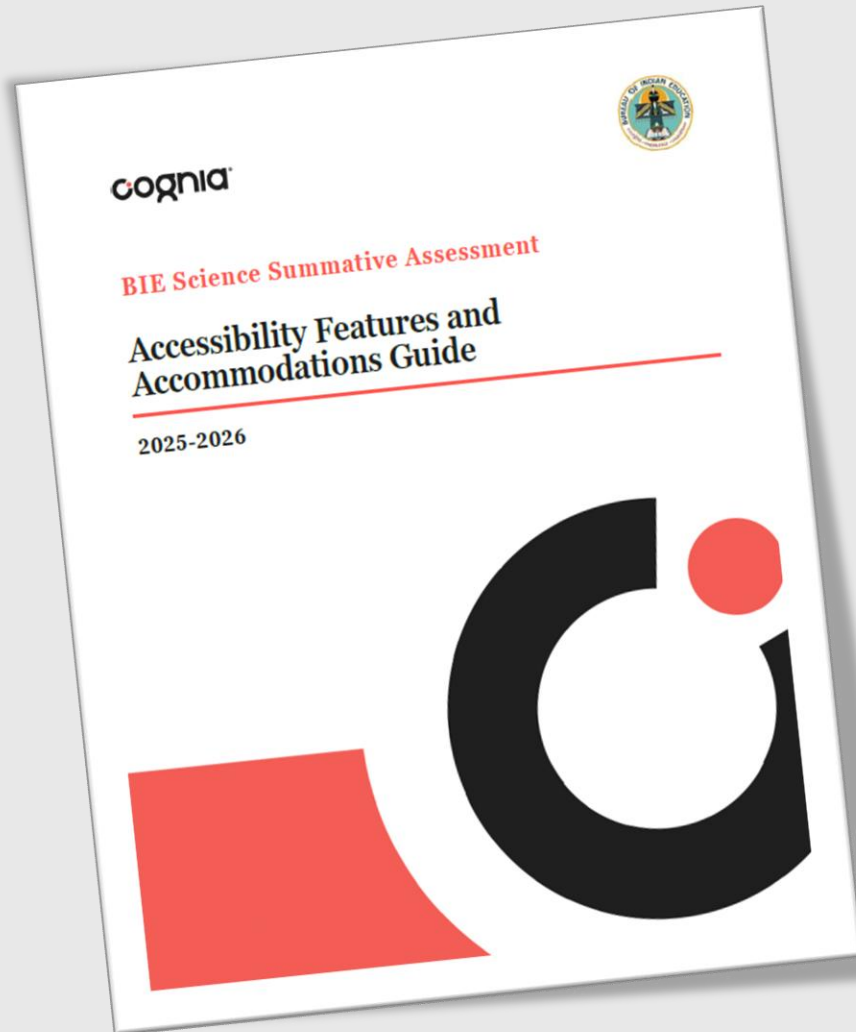


An accessibility features and accommodations guide to accompany the summative science assessment



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

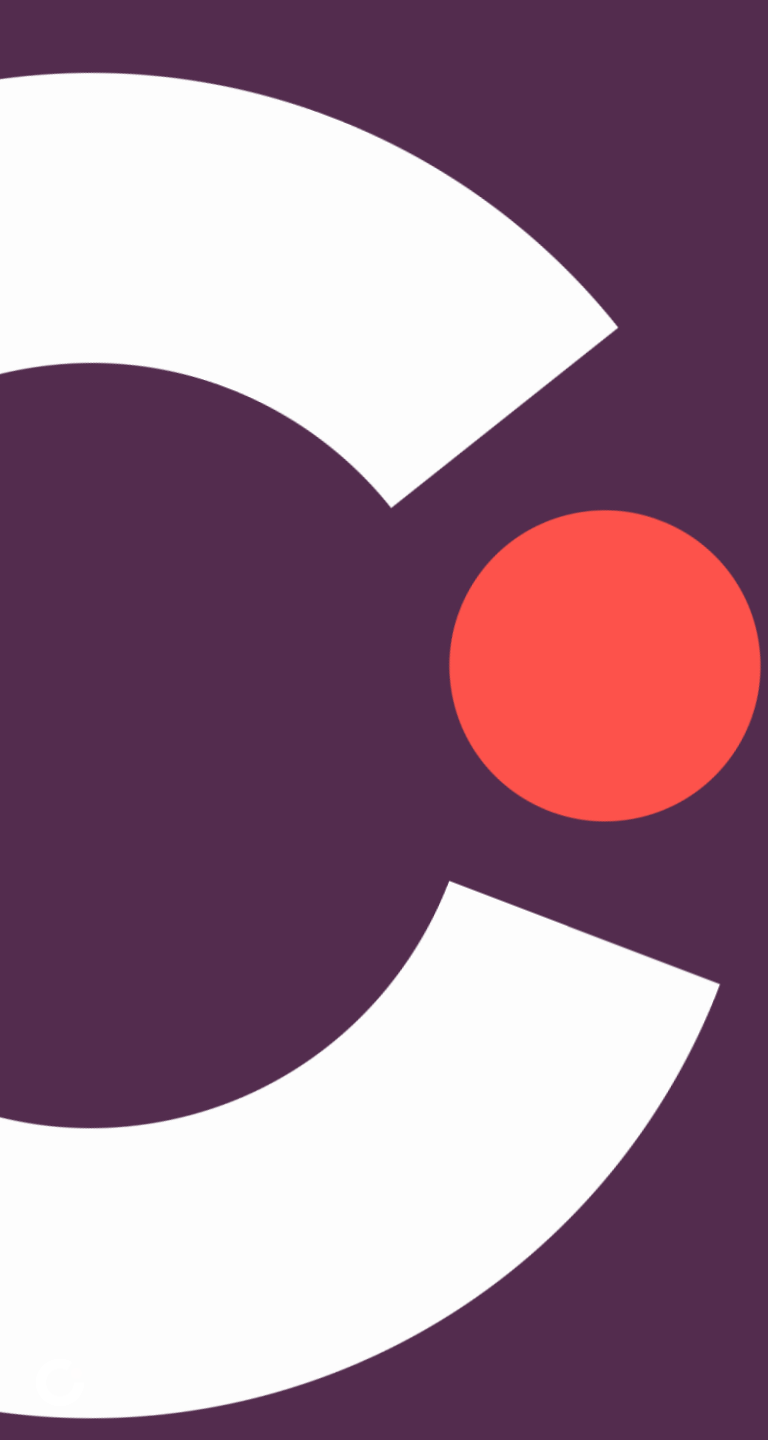
Enhancements to new user email and account creation workflow

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

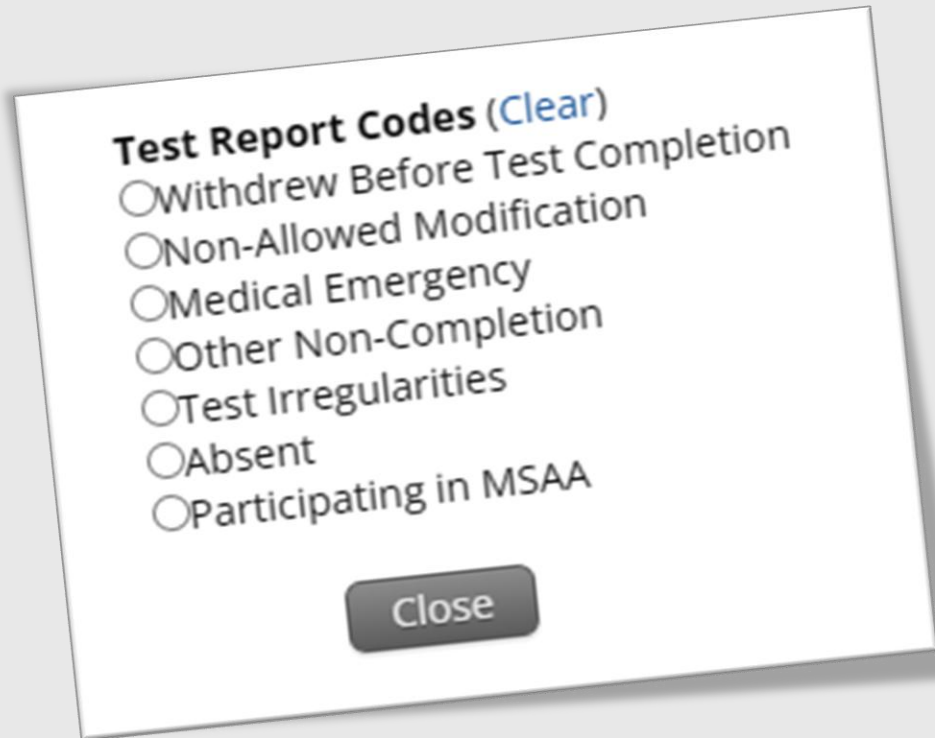
Collect all secure materials (including used scratch paper and student login tickets) and securely destroy them at the school



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



Absent

Medical Emergency

Non-Allowed Modification

Other Non-Completion

Participating in MSAA

Test Irregularities

Withdraw 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)

Withdrew Before	<input type="radio"/>
Test Completion	<input type="radio"/>
Medical Emergency	<input type="radio"/>
Other Non-Completion	<input type="radio"/>
Test Irregularities	<input type="radio"/>
Absent	<input type="radio"/>

H IEP/504 ACCOMMODATIONS

Resistive Technology Device Presentation	<input type="radio"/>
Resistive Technology Device Responses	<input type="radio"/>
Braille	<input type="radio"/>
Human Reader	<input type="radio"/>
Human Scribe	<input type="radio"/>
Human Signer	<input type="radio"/>
Larger Print	<input type="radio"/>
Read Aloud to Self	<input type="radio"/>

I EL ACCOMMODATIONS

Picture Dictionary	<input type="radio"/>
Directions in Native Language	<input type="radio"/>
Commercial Word-to-Word Dictionary	<input type="radio"/>
Pocket Word-to-Word Translator	<input type="radio"/>

J VOID-DO NOT SCORE
☐ Void this answer document

For Internal Use Only

A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
B	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
C	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
E	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

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

Withdrew Before	<input type="radio"/>
Test Completion	<input type="radio"/>
Medical Emergency	<input type="radio"/>
Other Non-Completion	<input type="radio"/>
Test Irregularities	<input type="radio"/>
Absent	<input type="radio"/>

J VOID-DO NOT SCORE
☐ Void this answer document



Materials Management

Ordering Additional Paper Test Materials

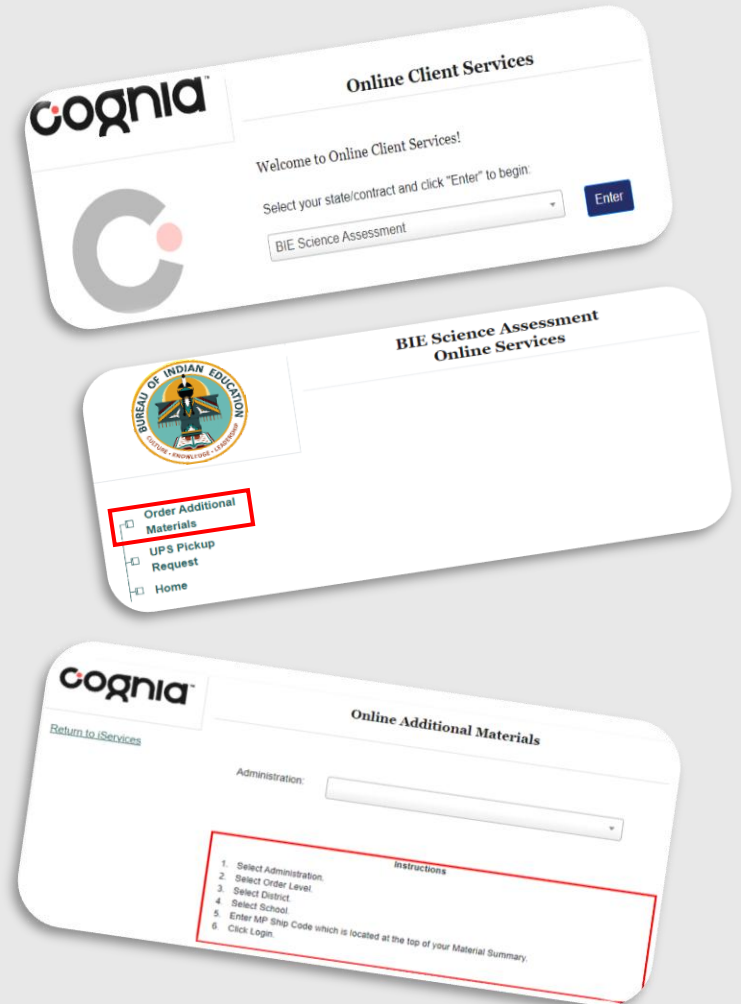
Additional Ordering Window: Feb 23 – Apr 10, 2026

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



MP Shipcode

Ship To:		Date Packed:
MP Sales Code	Contract Name:	Administrator:
Contract	County Code:	Superintendent Unit Name:
County Code	District Name:	SU Code:
District Code	School Name:	Grade:
School Code		Enrollment:
Total Boxes Shipped:		1

[illegible]

Page: 1 of 2

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.

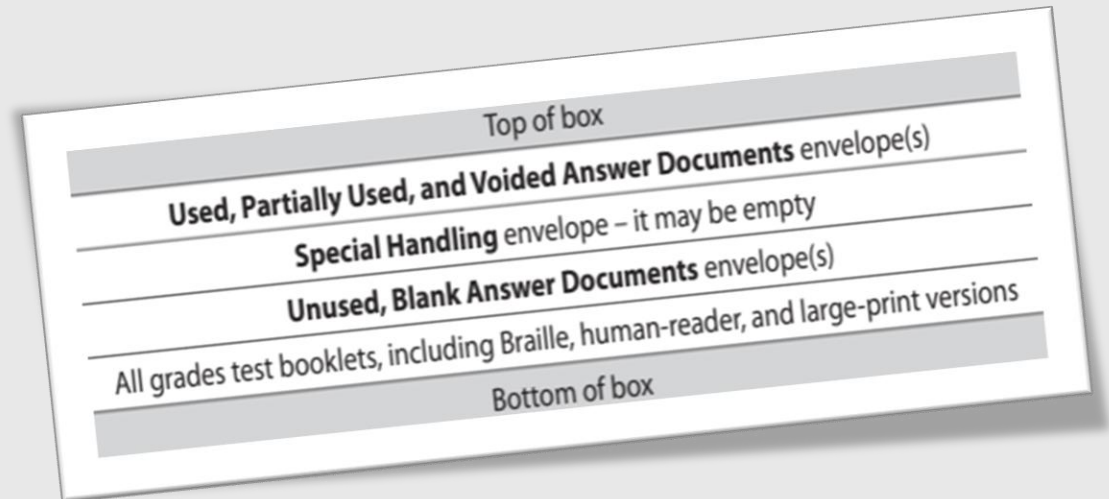
Pre-ID labels

- 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

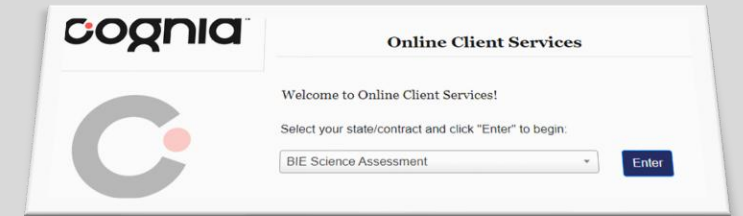
Schedule a UPS pickup between March 16 and April 24, 2026

Must return materials no later than April 24, 2026

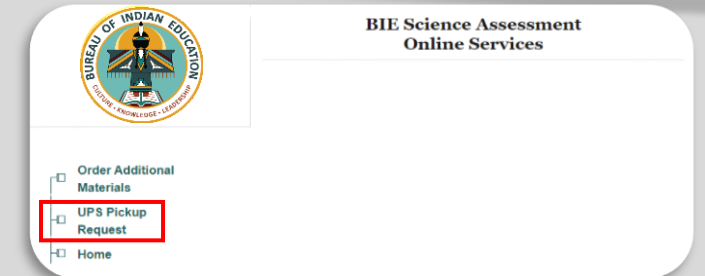
Schedule UPS pickup directly from iServices, <https://iservices.cognia.org>, or via the online portal *materials management* tab

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

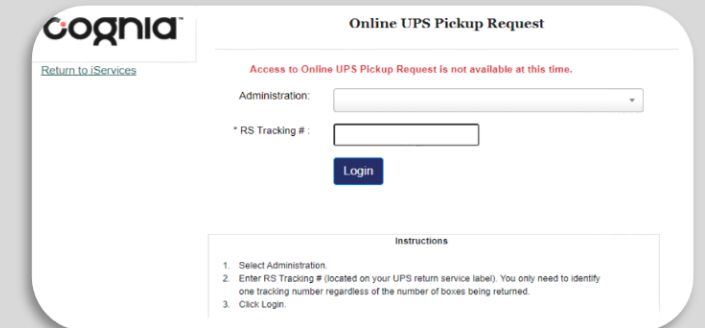
If you do not have the RS Tracking#, contact the Help Desk for assistance



The image shows the Cognia Online Client Services login page. It features the Cognia logo and a large 'C' graphic. The text reads: 'Welcome to Online Client Services! Select your state/contract and click "Enter" to begin.' There is a dropdown menu with 'BIE Science Assessment' selected and an 'Enter' button.

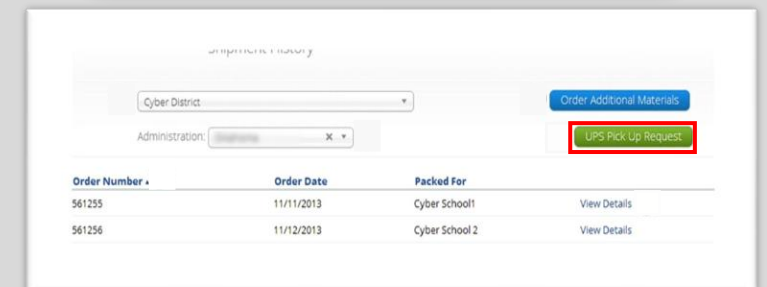


The image shows the BIE Science Assessment Online Services menu. It features the BIE logo and a list of links: 'Order Additional Materials', 'UPS Pickup Request' (highlighted with a red box), and 'Home'.



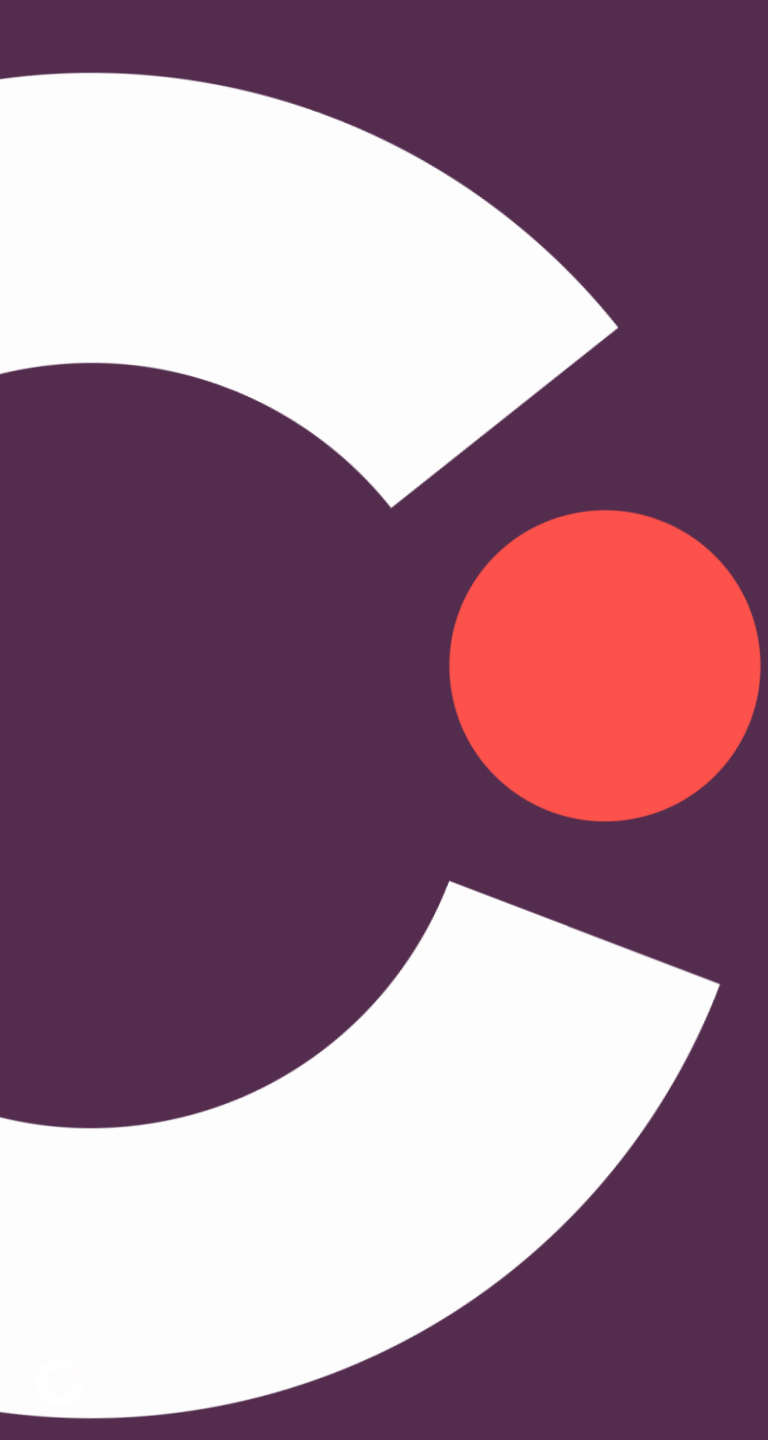
The image shows the Cognia Online UPS Pickup Request page. It features the Cognia logo and a red message: 'Access to Online UPS Pickup Request is not available at this time.' Below this, there are fields for 'Administration:' and '* RS Tracking #:' with a 'Login' button. Instructions are listed below:

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.



The image shows the Cognia iServices materials management page. It features a dropdown menu for 'Cyber District' and a button for 'Order Additional Materials'. Below this, there is a table with columns: 'Order Number', 'Order Date', 'Packed For', and 'View Details'.

Order Number	Order Date	Packed For	View Details
561255	11/11/2013	Cyber School1	View Details
561256	11/12/2013	Cyber School 2	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

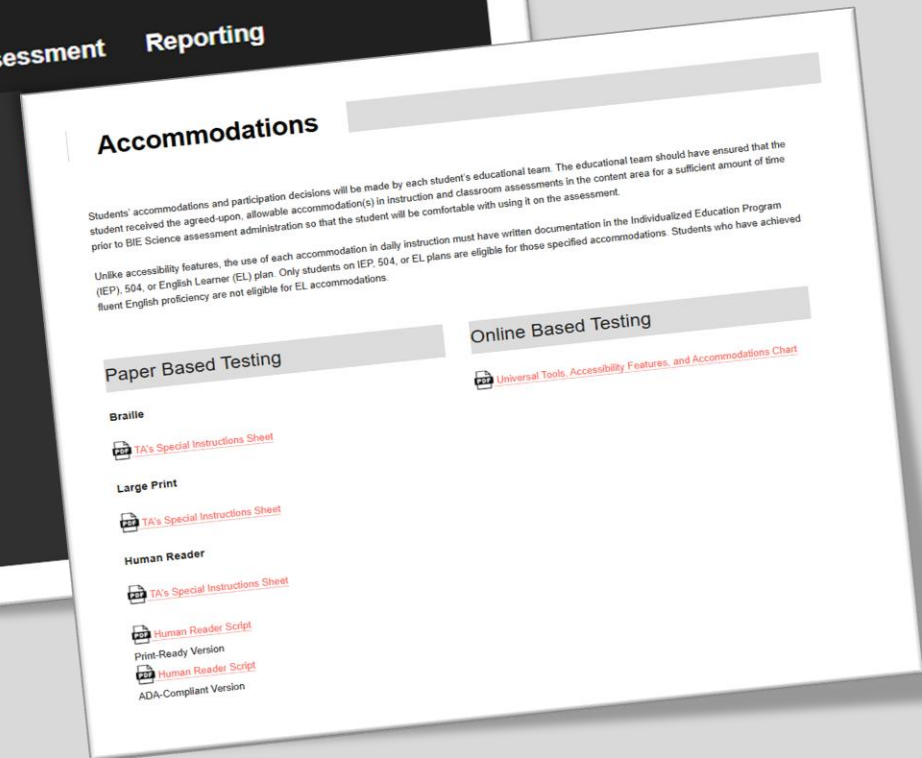
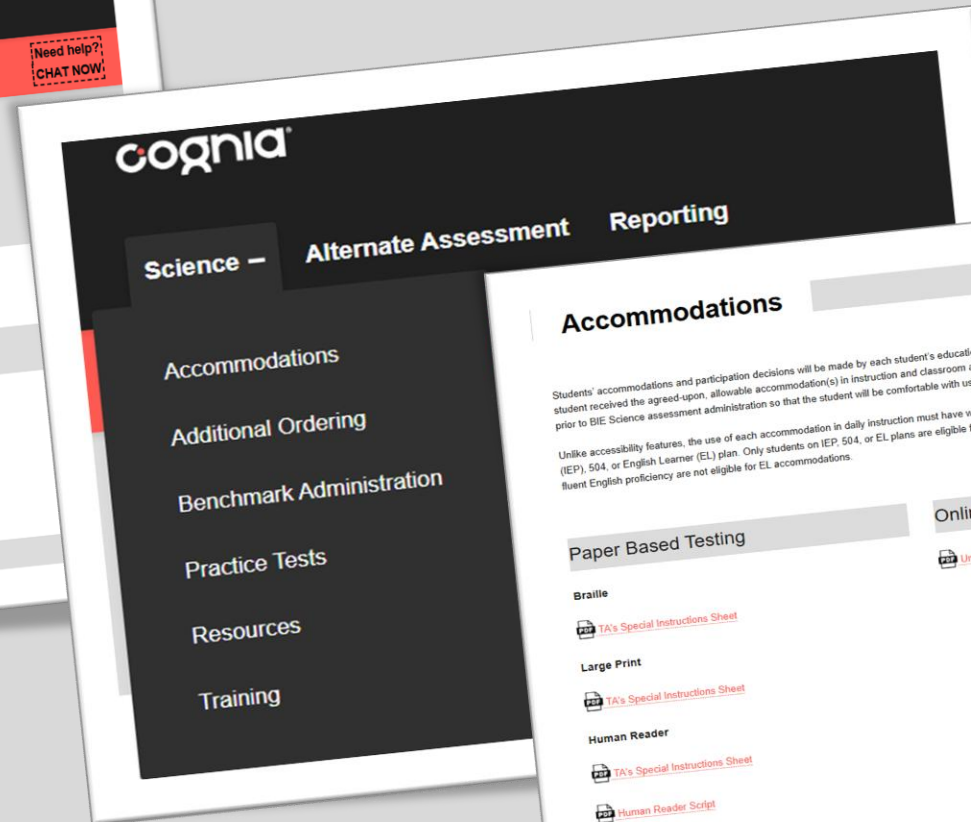
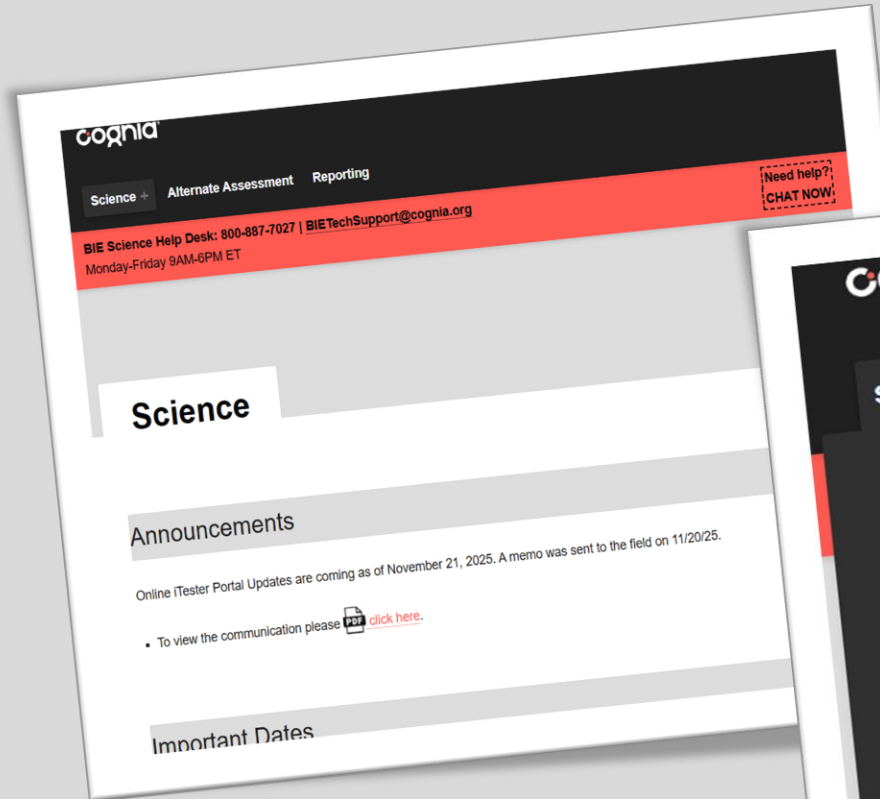
Benchmark administration

Practice tests

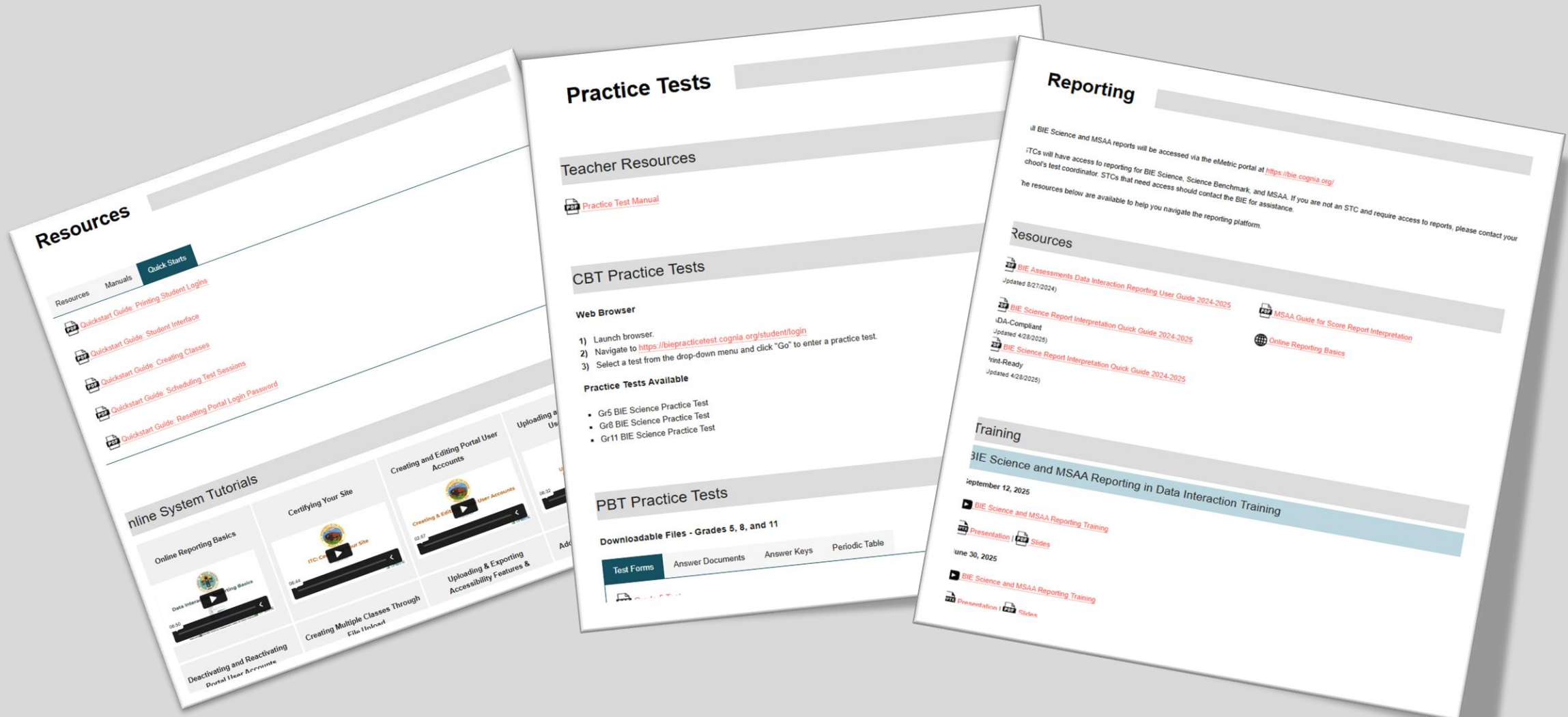
- CBT practice test
- Downloadable PDFs of the PBT practice test

Reporting resources

Resources: Help & Support Site



Resources: Training Videos, Practice Tests, Reporting Tools



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?

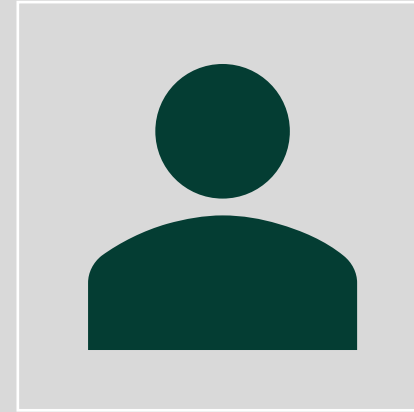
Learn more at Cognia.org



Questions



Open Q&A



Index card reminder

Staff Contact Information



BIE

Aurelia Shorty

aurelia.shorty@bie.edu



Cognia

Mara Allaire

mara.allaire@cognia.org



Thank you!

Cognia is a global nonprofit that has the knowledge to help schools improve outcomes for all learners.

