



# Online Testing Order Form Form E

**Before submitting your order form to HMH - Riverside Customer Service, check the following:**

- Did you complete all the sections?
- Is the correct Account Holder identified on the order form? This is the main person who is responsible for your *DataManager* account.
- Is the Account Holder identified on the order form the main person who will be responsible for implementing *Iowa Assessments* Form E Online? This person will receive the initial email for account activation and set-up.

**If you are new to *DataManager* and/or online testing:**

- Have you worked with an HMH Technical Assessment Specialist to run the *DataManager* online system checker successfully on each workstation that will be used for online testing? The System Check is accessed from the following URL: [riversideonlinetest.com/systemcheck](http://riversideonlinetest.com/systemcheck)
- Have you reviewed the system requirements? They can be downloaded at:  
<http://riversidepublishing.com/products/datamanager/pdf/DataManagerSystemRequirements.pdf>

**If you are a new customer:**

- Have you included your completed test purchaser qualifications form?
- Have you requested your training courses?

**Do you have any questions? Contact your Assessment Account Executive or Customer Service.**

## 2015 Iowa Assessments™ Form E Online Order Form

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Payment Information

Please enclose a check, money order, or valid purchase order with all orders.

- Purchase Order enclosed. Number \_\_\_\_\_
- Check enclosed. Number \_\_\_\_\_
- Money Order enclosed.

**IMPORTANT NOTE FOR CREDIT CARD USERS:** For your security, we can only accept credit card orders through our secure website, [riversidepublishing.com](http://riversidepublishing.com), or by phone at 800.323.9540.

Exempt from state sales tax. (Please attach copy of certificate)

- Cert. no. \_\_\_\_\_
- Cert. Expiration Date \_\_\_\_\_

**NOTE: Orders from first time purchasers require a completed Test Purchaser Qualification Form.**

- Professional Credentials—Choose One:**
- Test Purchaser Qualification Form attached
  - Test Purchaser Qualification Form on file at HMH

### Charge to:

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Shipping Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email address \_\_\_\_\_

## \* \* \* REQUIRED INFORMATION \* \* \*

### YOUR ORDER CANNOT BE PROCESSED WITHOUT THIS INFORMATION!

Please describe yourself:

- System/District  Diocese/Archdiocese
- Building/School CHECK ONE:  Public School  Catholic School  Private School

**Anticipated Testing Date:** \_\_\_\_\_

**Reporting options:**

Web Reports ONLY.  
Paper Reports are available; for an additional fee they may be ordered separately.

**Administration Mode:**

Iowa Assessments are available in additional test administration types (i.e. Paper/Pencil). Please see appropriate order form on our website or contact your Assessment Consultant.

### Account Holder: (Please list the primary contact who will be the test administrator owner and DataManager Account Holder.) Note: this person is the primary test and IT contact and implementation manager.

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email address\* \_\_\_\_\_  
(\*REQUIRED)

**System Requirements:**

1. Do the workstations that will be used for online testing meet the DataManager minimum system requirements? See <http://riversidepublishing.com/products/datamanager/pdf/DataManagerSystemRequirements.pdf> for a copy of the revised system requirements or ask your Assessment Account Executive.  
 Yes  No
2. Have you run the DataManager online system checker successfully on each workstation that will be used for online testing? (The System Check is accessed from the following URL: [riversideonlinetest.com/systemcheck](http://riversideonlinetest.com/systemcheck))  
 Yes  No

### Data Contact: (if different from Account Holder) Note: this person will be responsible for providing school system data files to HMH.

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

Email address\* \_\_\_\_\_  
(\*REQUIRED)

Prices are valid until December 31, 2015 and are subject to change without notice.

| Item   | Code #  | # of Students | \$ per Student         | Total Price |
|--|---------|---------------|------------------------|-------------|
| <b>Iowa Assessments Online, Form E Complete:<br/>Price per level per student, annually</b> |         |               |                        |             |
| Iowa Assessments Form E Complete L5/6 – Online   | 1525773 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Complete L7 – Online   | 1525775 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Complete L8 – Online   | 1525777 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Complete L9 – Online   | 1525779 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Complete L10 – Online  | 1525781 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Complete L11 – Online  | 1527097 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Complete L12 – Online  | 1525783 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Complete L13 – Online  | 1525785 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Complete L14 – Online  | 1525787 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Complete L15 – Online  | 1525789 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Complete L16 – Online  | 1525791 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Complete L17/18 – Online   | 1525793 | _____         | \$13.50                | _____       |
| <b>Iowa Assessments Online, Form E Core:<br/>Price per level per student, annually</b>     |         |               |                        |             |
| Iowa Assessments Form E Core L7 – Online   | 1525776 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Core L8 – Online   | 1525778 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Core L9 – Online   | 1525780 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Core L10 – Online  | 1525782 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Core L11 – Online  | 1528034 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Core L12 – Online  | 1525784 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Core L13 – Online  | 1525786 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Core L14 – Online  | 1525788 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Core L15 – Online  | 1525790 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Core L16 – Online  | 1525792 | _____         | \$13.50                | _____       |
| Iowa Assessments Form E Core L17/18 – Online   | 1525794 | _____         | \$13.50                | _____       |
| <b>Iowa Assessments Online, Form E Survey:<br/>Price per level per student, annually</b>   |         |               |                        |             |
| Iowa Assessments Form E Survey L7 – Online   | 1525795 | _____         | \$12.50                | _____       |
| Iowa Assessments Form E Survey L8 – Online   | 1525796 | _____         | \$12.50                | _____       |
| Iowa Assessments Form E Survey L9 – Online   | 1525797 | _____         | \$12.50                | _____       |
| Iowa Assessments Form E Survey L10 – Online  | 1525798 | _____         | \$12.50                | _____       |
| Iowa Assessments Form E Survey L11 – Online  | 1528035 | _____         | \$12.50                | _____       |
| Iowa Assessments Form E Survey L12 – Online  | 1525799 | _____         | \$12.50                | _____       |
| Iowa Assessments Form E Survey L13 – Online  | 1525800 | _____         | \$12.50                | _____       |
| Iowa Assessments Form E Survey L14 – Online  | 1525801 | _____         | \$12.50                | _____       |
|  |         |               | <b>Subtotal</b>        | _____       |
|  |         |               | <b>State Sales Tax</b> | _____       |

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Prices are valid until December 31, 2015 and are subject to change without notice.



2015 Iowa Assessments Online Order Form, Continued

**TRAINING REQUIREMENT:**

Training is required for new/first time purchases of DataManager. Training will target assessment products purchased. For a comprehensive listing of training and professional courses, please visit our website <http://riversidepublishing.com/products/training/>.

**TRAINING OPTIONS AND RECOMMENDATIONS:**

All **on-site** trainings have a maximum capacity of 25 participants.  
 All **web-based** trainings have a maximum capacity of 20 participants.

**Phase I: Technical readiness for on line testing**

- Proctoring an online test
- Taking the Getting Started tutorial
- Test administration and general test use
- Testing FAQs and best practices

| Item | Code Number | Quantity | Price     | Total |
|------|-------------|----------|-----------|-------|
|      | 1618275     | _____    | no charge | _____ |

**DataManager Technical Readiness Webinar**—This 30 minute web-based session outlines the system requirements and technical best practices for administering an on line test in the DataManager platform. A technical readiness questionnaire is sent to the customer prior to the call and helps facilitate the meeting. Required training in year one for on line testing in DataManager.

**Web-based: (3 Courses Required; 1 Hour Each)**

|                              |         |       |          |       |
|------------------------------|---------|-------|----------|-------|
| <b>Course 1:</b> DataManager | 1591194 | _____ | \$200.00 | _____ |
|------------------------------|---------|-------|----------|-------|

**DataManager Introductory and Data Set-Up Training Webinar**—This one hour web-based session defines the implementation and training process, includes an overview of the DataManager site, outlines technical requirements and provides training on submitting data files. Required training for online testing in DataManager.

|                              |         |       |          |       |
|------------------------------|---------|-------|----------|-------|
| <b>Course 2:</b> DataManager | 1591195 | _____ | \$200.00 | _____ |
|------------------------------|---------|-------|----------|-------|

**DataManager Set-Up and Test Administration Training Webinar**—This one hour web-based session includes system navigation overview, best practices of Test Event Set Up, Test Assignment, adding users and locations, adding students, and reports overview. Required training for online testing in DataManager.

|                              |         |       |          |       |
|------------------------------|---------|-------|----------|-------|
| <b>Course 3:</b> DataManager | 1591196 | _____ | \$200.00 | _____ |
|------------------------------|---------|-------|----------|-------|

**DataManager Proctor Training Webinar**—This one hour web-based session includes best practices for implementing self-paced sessions, proctor led-sessions, proctoring audio testing and student testing. Required training for on line testing in DataManager.

|                                     |         |       |            |       |
|-------------------------------------|---------|-------|------------|-------|
| <b>On-site Training (Optional):</b> | 1591202 | _____ | \$2,800.00 | _____ |
|-------------------------------------|---------|-------|------------|-------|

**DataManager System Training**—This six hour on-site session includes system navigation overview, best practices of Test Event Set Up, Test Assignment, printing test documents and answer sheets, adding users and locations, adding students, and reports overview. This session also includes best practices for implementing self-paced sessions, proctor led-sessions, proctoring audio testing and student testing.

**Training Requirements Subtotal** \_\_\_\_\_

**Note: Allow 4–12 weeks for set-up and training before testing.**

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Prices are valid until December 31, 2015 and are subject to change without notice.

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**Phase II: Beyond the Basics**

| Item   | Code Number | Quantity | Price      | Total |
|--|-------------|----------|------------|-------|
| <b>Web-based:</b>  | 1591203     | _____    | \$200.00   | _____ |
| <b>Back to School Refresher Webinar</b> —This one hour web-based refresher training for year 2+ clients on DataManager basics, creation of Test Events, Assignments and Sessions.  |             |          |            |       |
|  | 1591205     | _____    | \$400.00   | _____ |
| <b>Iowa Post Assessment Reporting Overview Webinar</b> —This two hour web-based session focuses on DataManager report navigation and hands-on generation of assessment reports for the Iowa assessments.   |             |          |            |       |
| <b>On-site Training (Optional):</b>  | 1591209     | _____    | \$2,800.00 | _____ |
| <b>DataManager Iowa Post Assessment Professional Development</b> —This six hour on-site session focuses on the reasons for test administration, how the DataManager reports support educators and includes details on the different scores, such as NPR, GE, Stanine and specifics about the Bell curve. Recommendations for utilizing the score reports data for the Iowa assessments are shared by the different audience attendees: teachers, administrators, special needs programs and parents. |             |          |            |       |
| <b>On-site Training (Optional):</b>  | 1591213     | _____    | \$2,800.00 | _____ |
| <b>Customized Professional Development</b> —This six hour on-site session will be developed based on customer's individual requests.   |             |          |            |       |
| <b>Training Requirements Subtotal</b>  |             |          |            | _____ |

**Phase III: Advanced Implementation**

| Item  | Code Number | Quantity | Price      | Total |
|---|-------------|----------|------------|-------|
| <b>Web-based:</b>   | 1591203     | _____    | \$200.00   | _____ |
| <b>Back to School Refresher Webinar</b> —This one hour web-based refresher training for year 2+ clients on DataManager basics, creation of Test Events, Assignments and Sessions.   |             |          |            |       |
|   | 1592109     | _____    | \$600.00   | _____ |
| <b>Utilizing DataManager for Student Identification in Special Programs Webinar</b> —This three hour web-based session will instruct participants on how to utilize DataManager reports to identify students for special programs, including but not limited to GT, 504, Sp Ed. |             |          |            |       |
| <b>On-site Training (Optional):</b>   | 1591213     | _____    | \$2,800.00 | _____ |
| <b>DataManager Customized Professional Development</b> —This six hour on-site session will be developed based on customer's individual requests.  |             |          |            |       |
| <b>Beyond the Basics and Advanced Implementation Training Subtotal</b>  |             |          |            | _____ |

**Send Your Order To**

**HMH - Riverside Customer Service**  
 3800 Golf Road, Suite 200  
 Rolling Meadows, IL 60008  
 rpc\_customer\_service@hmhco.com

**For Phone Orders, Call 800.323.9540**  
**or Fax to 630.467.7192**  
 riversidepublishing.com

|                                       |       |
|---------------------------------------|-------|
| <b>Product Order Subtotal</b>         | _____ |
| <b>State Sales Tax*</b>               | _____ |
| <b>Training Requirements Subtotal</b> | _____ |
| <b>Order Total</b>                    | _____ |

\*Sales tax and shipping fee not charged for training.

Prices quoted are subject to change without notice and do not include transportation charges unless otherwise stated. All orders will be filled at prices in effect upon receipt of your order. To obtain the most up to date pricing please call Houghton Mifflin Harcourt at 800.323.9540 or visit us online at hmhco.com.

**Internal Use Only:**  
 RPCGR21PB

