



Testing & Evaluation

School Order Form 2024 (Prices are effective through December 2024) Materials for Purchase Only

This order is for

- Iowa Assessments™ Form E
- Practice Tests
- Scoring

Testing Date: ____/____/____

School Information

Please print clearly. Materials will ship to school address.

School Account No. _____

School Name _____

Shipping Address (No PO Boxes) _____

City _____

Phone (required) _____

Email (required) _____

Order Information

Ordered by _____

Purchase Order No. (optional) _____

Test Coordinator's Name _____

Total Number of Students Enrolled (required) _____

- Email this completed form to testing@bjupress.com

Things to remember:

- Please don't forget to order identification sheets.
- You will need to order scoring once testing has been completed.

School Testing User Agreement

I have read the full user agreement at the end of this form, and I hereby certify that we will maintain full security of all test materials and not discuss test content among students, parents, or others. I agree that our school will not make copies of the tests or distribute them elsewhere. If we decide to discontinue use of these tests, we will destroy all test materials. The tests will be used solely for the purpose of testing students at our private school.

*I also certify that EVERY person who will be administering tests meets the publisher's [test administrator requirements](#) as defined in the full agreement.**

I understand that my signature below is legally binding.

Administrator's Name _____

X
Administrator's Signature _____

Date _____

**See last pages for full agreement.*

Office Use Only

Order # _____

Entered by _____ Date _____

Paid \$ _____ / _____ Check # _____

Please note: Some tests may be restricted in certain states. These embargoes are subject to change and are posted online.

Orders are not final until approved by the BJU Press home office. All sales and prices are FOB Greenville, SC, and prices are subject to change without notice.

IOWA ASSESSMENTS

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Attention: BJU Press has a new scoring process designed to reduce scoring turnaround. When ordering, please keep in mind that you will be assigned a Student ID pre-fix for your school and that you will need to create Student IDs for each student based on this pre-fix. For more details, see bjupress.com/testing/scoring.

Item#	Grade(s)	List Price	Qty.	Subtotal
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General Resources

384834 Riverside Building Identification Sheet for Scoring the <i>Iowa Assessments</i> (one per school)	K5–12	\$0.00	Qty. _____	Total _____
384842 Riverside Grade/Class Identification Sheet for Scoring the <i>Iowa Assessments</i> (one per class)	K5–12	\$0.00	Qty. _____	Total _____

Iowa Assessments Form E (Corresponding identification sheets are listed at the end of each section.)

K5 Tests

394601	Level 5 Midyear Write-In Achievement Test Booklet	K5	\$14.50	Qty. _____	Total _____
394908	Level 5 Midyear Achievement Directions (one per teacher)	K5	\$25.50	Qty. _____	Total _____
394619	Level 6 Write-In Achievement Test Booklet	K5–1	\$14.50	Qty. _____	Total _____
392787	Level 6 Achievement Directions (one per teacher)	K5–1	\$25.50	Qty. _____	Total _____

Grade 1 Tests

394627	Level 7 Write-In Achievement Test Booklet	1	\$14.50	Qty. _____	Total _____
392795	Level 7 Achievement Directions (one per teacher)	1	\$25.50	Qty. _____	Total _____

Grade 2 Tests

394635	Level 8 Write-In Achievement Test Booklet	2	\$14.50	Qty. _____	Total _____
392803	Level 8 Achievement Directions (one per teacher)	2	\$25.50	Qty. _____	Total _____

Grade 3 Tests

394643	Level 9 Answer Document (includes Word Analysis, Listening, & CogAT)	3	\$2.75	Qty. _____	Total _____
392696	Level 9 Achievement Test Booklet	3	\$12.50	Qty. _____	Total _____
392811	Levels 9–14 Achievement Directions (one per teacher)	3–8	\$25.50	Qty. _____	Total _____
394973	Level 9 Write-In Achievement Test Booklet	3	\$14.00	Qty. _____	Total _____
394999	Level 9 Achievement Directions for Write-In Test Booklet (one per teacher)	3	\$25.50	Qty. _____	Total _____

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Item#		Grade(s)	List Price	Qty.	Subtotal
Grade 4 Tests					
394650	Level 10 Answer Document (includes <i>CogAT</i>)	4	\$2.75	Qty. _____ Total _____	
392704	Level 10 Achievement Test Booklet	4	\$12.50	Qty. _____ Total _____	
392811	Levels 9–14 Achievement Directions (one per teacher)	3–8	\$25.50	Qty. _____ Total _____	
Grade 5 Tests					
394668	Level 11 Answer Document (includes <i>CogAT</i>)	5	\$2.75	Qty. _____ Total _____	
392712	Level 11 Achievement Test Booklet	5	\$12.50	Qty. _____ Total _____	
392811	Levels 9–14 Achievement Directions (one per teacher)	3–8	\$25.50	Qty. _____ Total _____	
Grade 6 Tests					
394676	Level 12 Answer Document (includes <i>CogAT</i>)	6	\$2.75	Qty. _____ Total _____	
392720	Level 12 Achievement Test Booklet	6	\$12.50	Qty. _____ Total _____	
392811	Levels 9–14 Achievement Directions (one per teacher)	3–8	\$25.50	Qty. _____ Total _____	
Grade 7 Tests					
394684	Level 13 Answer Document (includes <i>CogAT</i>)	7	\$2.75	Qty. _____ Total _____	
392738	Level 13 Achievement Test Booklet	7	\$12.50	Qty. _____ Total _____	
392811	Levels 9–14 Achievement Directions (one per teacher)	3–8	\$25.50	Qty. _____ Total _____	
Grade 8 Tests					
394692	Level 14 Answer Document (includes <i>CogAT</i>)	8	\$2.75	Qty. _____ Total _____	
392746	Level 14 Achievement Test Booklet	8	\$12.50	Qty. _____ Total _____	
392811	Levels 9–14 Achievement Directions (one per teacher)	3–8	\$25.50	Qty. _____ Total _____	
Grade 9 Tests					
394700	Level 15 Answer Document (includes <i>CogAT</i>)	9	\$2.75	Qty. _____ Total _____	
392753	Level 15 Achievement Test Booklet	9	\$12.50	Qty. _____ Total _____	
392829	Levels 15–17/18 Achievement Directions (one per teacher)	9–12	\$25.50	Qty. _____ Total _____	
Grade 10 Tests					
394718	Level 16 Answer Document (includes <i>CogAT</i>)	10	\$2.75	Qty. _____ Total _____	
392761	Level 16 Achievement Test Booklet	10	\$12.50	Qty. _____ Total _____	
392829	Levels 15–17/18 Achievement Directions (one per teacher)	9–12	\$25.50	Qty. _____ Total _____	
Grade 11 Tests					
394726	Level 17/18 Answer Document (includes <i>CogAT</i>)	11–12	\$2.75	Qty. _____ Total _____	
392779	Level 17/18 Achievement Test Booklet	11–12	\$12.50	Qty. _____ Total _____	
392829	Levels 15–17/18 Achievement Directions (one per teacher)	9–12	\$25.50	Qty. _____ Total _____	

Page Total _____

COGAT/SUPPLEMENTAL MATERIALS

Item#	Grade(s)	List Price	Qty.	Subtotal
Grade 12 Tests				
394726	Level 17/18 Answer Document (includes <i>CogAT</i>)	11–12	\$2.75	Qty. _____ Total _____
392779	Level 17/18 Achievement Test Booklet	11–12	\$12.50	Qty. _____ Total _____
392829	Levels 15–17/18 Achievement Directions (one per teacher)	9–12	\$25.50	Qty. _____ Total _____

CogAT Form 7

This abilities test is designed for use with Form E of the *Iowa Assessments*™.

392852	Level 5/6 <i>CogAT</i> Write-In Test Booklet	K5–1	\$10.00	Qty. _____ Total _____
392951	Level 5/6 <i>CogAT</i> Directions (one per teacher)	K5–1	\$25.50	Qty. _____ Total _____
392860	Level 7 <i>CogAT</i> Write-In Test Booklet	1	\$10.00	Qty. _____ Total _____
392969	Level 7 <i>CogAT</i> Directions (one per teacher)	1	\$25.50	Qty. _____ Total _____
392878	Level 8 <i>CogAT</i> Write-In Test Booklet	2	\$10.00	Qty. _____ Total _____
392977	Level 8 <i>CogAT</i> Directions (one per teacher)	2	\$25.50	Qty. _____ Total _____
392886	Level 9 <i>CogAT</i> Test Booklet	3	\$8.75	Qty. _____ Total _____
392985	Level 9 <i>CogAT</i> Directions (one per teacher)	3	\$25.50	Qty. _____ Total _____
395093	Level 9 <i>CogAT</i> Write-In Test Booklet	3	\$10.00	Qty. _____ Total _____
395061	Level 9 <i>CogAT</i> Directions for Write-In Test Booklet (one per teacher)	3	\$25.50	Qty. _____ Total _____
392894	Level 10 <i>CogAT</i> Test Booklet	4	\$8.75	Qty. _____ Total _____
392902	Level 11 <i>CogAT</i> Test Booklet	5	\$8.75	Qty. _____ Total _____
392910	Level 12 <i>CogAT</i> Test Booklet	6	\$8.75	Qty. _____ Total _____
392928	Level 13/14 <i>CogAT</i> Test Booklet	7–8	\$8.75	Qty. _____ Total _____
392936	Level 15/16 <i>CogAT</i> Test Booklet	9–10	\$8.75	Qty. _____ Total _____
392944	Level 17/18 <i>CogAT</i> Test Booklet	11–12	\$8.75	Qty. _____ Total _____
392993	Levels 10–17/18 <i>CogAT</i> Directions (one per teacher)	4–12	\$25.50	Qty. _____ Total _____
392837	Level 9 <i>CogAT</i> Answer Document*	3	\$2.75	Qty. _____ Total _____
392845	Levels 10–17/18 <i>CogAT</i> Answer Document*	4–12	\$2.75	Qty. _____ Total _____

Supplemental

384933	<i>Iowa Algebra Aptitude Test</i> ™ Self-Scoring Answer Document	7–8	\$3.50	Qty. _____ Total _____
384925	<i>Iowa Algebra Aptitude Test</i> Test Booklet	7–8	\$7.50	Qty. _____ Total _____
384917	<i>Iowa Algebra Aptitude Test</i> Directions (one per teacher)	7–8	\$14.25	Qty. _____ Total _____
384941	<i>Iowa Algebra Aptitude Test</i> Interpretation Manual (one per school needed for self-scoring)	7–8	\$62.50	Qty. _____ Total _____
384958	<i>Iowa Algebra Aptitude Test</i> Report to Families (one per student)	7–8	\$3.25	Qty. _____ Total _____

Folders

385658	Record Folder for <i>Iowa Assessments</i> ™ (one per student)	K5–12	\$2.00	Qty. _____ Total _____
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*Separate *CogAT* answer sheet is not needed for Levels 9–18 unless the achievement test is not taken.

Page Total _____

PRACTICE TESTS

Item#		Grade(s)	List Price	Qty.	Subtotal
Iowa Assessments Form E					
394734	Levels 5–6 Practice Test	K5–1	\$2.25	Qty. _____	Total _____
394783	Levels 5–6 Practice Test Directions (one per teacher)	K5–1	\$10.00	Qty. _____	Total _____
394742	Levels 7–8 Practice Test	1–2	\$2.25	Qty. _____	Total _____
394791	Levels 7–8 Practice Test Directions (one per teacher)	1–2	\$10.00	Qty. _____	Total _____
394759	Levels 9–11 Practice Test	3–5	\$2.25	Qty. _____	Total _____
394809	Levels 9–11 Practice Test Directions (one per teacher)	3–5	\$10.00	Qty. _____	Total _____
394767	Levels 12–14 Practice Test	6–8	\$2.25	Qty. _____	Total _____
394817	Levels 12–14 Practice Test Directions (one per teacher)	6–8	\$10.00	Qty. _____	Total _____
394775	Levels 15–17/18 Practice Test	9–12	\$2.25	Qty. _____	Total _____
394825	Levels 15–17/18 Practice Test Directions (one per teacher)	9–12	\$10.00	Qty. _____	Total _____

For information about the CogAT Form 7 practice tests, please contact BJU Press directly.

Ordering Instructions for Scoring

Scoring items are no longer based on grade, so you will simply order one scoring service per document and one scoring service per write-in booklet that will be scored.

For CogAT Scoring:

Answer Documents

Since answer documents contain both *Iowa Assessments* and *CogAT*, schools will order only one scoring service per answer document, even for combination testing.

Write-In Booklets

Since achievement and *CogAT* use separate booklets, schools should order one scoring service per booklet used.

397547	Scoring for <i>Iowa</i> or <i>CogAT</i> Write-In Booklet	\$10.50	Qty. _____	Subtotal _____
397554	Scoring for <i>Iowa/CogAT</i> Answer Document	\$8.50	Qty. _____	Subtotal _____
	Total		Qty. _____	Total _____

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PAYMENT

Payment Details

- Established Account. Please bill.
 - For bill-to accounts, all invoices are payable upon receipt and are due within 30 days.
 - Delinquent accounts must be brought to current status before any additional orders will be processed. If collection is necessary, all collection fees are the responsibility of the school.
- Credit Card. Please call our school at the number provided when the order is ready to be submitted.

Total before Tax: _____

Total after Tax (if applicable): _____

Special Note: We must collect your state and local sales/use tax. Unless you have provided us with a copy of your tax exemption, we will add your state and local sales/use tax (including sales/use tax on shipping charges in states where applicable). Tax-exempt orders must be paid by the tax-exempt organization. A valid tax exemption certificate must be on file in our business office in order to exempt tax. Tax will not be credited after a sale. For questions, please contact our business office at 866.879.2966.

Shipping Information

Standard shipping is included free in your order.

Materials will ship shortly after your order is placed. Missing items or shipping discrepancies should be reported within 10 business days after receipt of materials.

Scheduling Test Dates and Shipping

March—June test dates

- Order at least 4 weeks ahead.
- **Priority Shipping** may be needed if placed less than 4 weeks ahead.
- Other materials usually ship 1 week from order approval.

July—February test dates

- Order 3 weeks ahead.
- **Priority Shipping** may be needed if ordering less than 2 weeks ahead.

School Paper/Pencil Testing User Agreement

Overview

To test with BJU Press, you must agree to follow all requirements in this agreement fully. If you have any questions or feel that you have an exceptional situation for any requirement in the agreement, contact the BJU Press Testing office by calling 800.845.5731 or emailing testing@bjupress.com before proceeding.

General Guidelines

- Tests should arrive at BJU Press ready for scoring. BJU Press is not responsible to make any corrections or adjustments to answer documents or write-in booklets. Fees may be applied if BJU Press finds information needs to be added or corrected.
- In addition to student name, birth date, gender, and grade, schools need to grid each student's student ID on his or her answer document before shipping tests to BJU Press. The school is responsible to ensure answers are adequately darkened and that student information is filled in correctly.
- The school is responsible for storing and maintaining all desired current and previous test results.

Ordering

- Orders placed **less than 4 weeks** before the test date may not arrive in time or may require rush processing fees.
- This order will be held until after this User Agreement is signed, which may delay testing. If this User Agreement is not signed within 3 weeks after the order is placed, the order may be cancelled.

Service Package Tests

- **Return test materials within 21 days** (US and Canada) after the test date on the order (international customers have 75 days to return the materials).
- Materials ship based on test date. Orders placed in advance will ship 2–4 weeks before the test date on the order.
- The following may apply for items that are damaged, unreturned, or returned after the due date at the discretion of BJU Press:
 - Replacement fee(s), including billing.
 - Decreased refund (less than the normal 75%); where possible, refunds will be reduced, rather than adding fees.
 - Delayed processing of tests-including withholding of results.

Purchased Tests

- Only the purchasing school may use test materials and must destroy these materials when they will no longer be used.
- Keep unused or reusable materials for your inventory. The school will be responsible for return shipping costs for used materials sent back to BJU Press in error or will forfeit the materials.
- All orders will be shipped shortly after your order is finalized. We cannot hold orders for a later shipping date.

Iowa Assessments

- The ordering school will select a Reports Manager from their staff, to whom BJU Press will give access to the publisher's reports software, *DataManager*.
 - When tests are scanned, the Reports Manager will create reports.
 - The Reports Manager will be notified when reports can be created.
- The school is responsible for filling out/following the steps in the Scoring Worksheet. Tests will not be scanned until this is done.
- BJU Press keeps answer documents for six months after testing. For questions regarding the accuracy of test results, contact our office within this timeframe.
- The *Iowa Assessments*™ are available to private schools with a KS–Grade 12 maximum enrollment of 2,999 students. BJU Press can serve Catholic and Seventh-Day Adventist schools with a maximum enrollment of 99 students, per publisher guidelines.

Stanford 10

- All Stanford/OLSAT tests are scored off-site by the publisher's scoring services.
 - Results are expected to be ready 6-8 weeks after tests arrive at Testing & Evaluation. This timeline is not guaranteed, due to possible delays in shipping and the publisher's scoring center.
 - BJU Press will not be able to expedite Stanford scoring services.
 - BJU Press will have no access to tests for review or rescoreing after they have been shipped to the publisher's scoring center.
- Testing & Evaluation cannot exclude students from group reports with the Stanford 10 and cannot create special group reports, including state scholarship reporting.

TESTING & EVALUATION

- Schools must enter student information before BJU Press will ship materials.
- The Stanford 10 is available to private schools of any size within the United States; overseas private schools are limited to a KS-Grade 12 maximum enrollment of 500 students. Other exceptions are possible—please contact us with questions.

Test Publisher Guidelines

- Due to contractual obligations, **public school students cannot take these tests through BJU Press** or gain access to them through any source other than their school.
- Tests may be used **only for private school students** or home school students who are taking the test at your school.
- It is unethical to use these tests as practice for any other test administration or to administer any other achievement/abilities test **within 3 months** to the same student.
- Test content may not be reviewed before or after testing and may not be viewed by anyone besides staff, volunteer administrators or proctors, and students.
 - Students should not be taught according to the test content, nor may test content be discussed with any parent, student, or any other individual before, during, or after testing.
 - Testing items may be checked by the test administrator before testing only to ensure needed components are not missing and that materials are in good condition for testing. The test administrator is also encouraged to study the directions beforehand for proper administration.
 - The test cannot be self-scored.
- Copies of the test may **not be made or distributed**.
- Tests that require scoring with Spring (end of school year) norms must be completed and postmarked for return by July 31. Any tests postmarked after that date will be scored with Fall norms.
- All test administrators must meet the test publisher's requirements. See requirements in our FAQs.

Compliance

- The school will inform BJU Press staff of any violations of test security, allowing BJU Press to enforce disciplinary procedures.
- I acknowledge that this electronic signature is legally binding.
- I understand BJU Press Testing's returns policy.
- I agree to follow the above User Agreement and verify that all tests are for the students as designated on this Testing & Evaluation order.