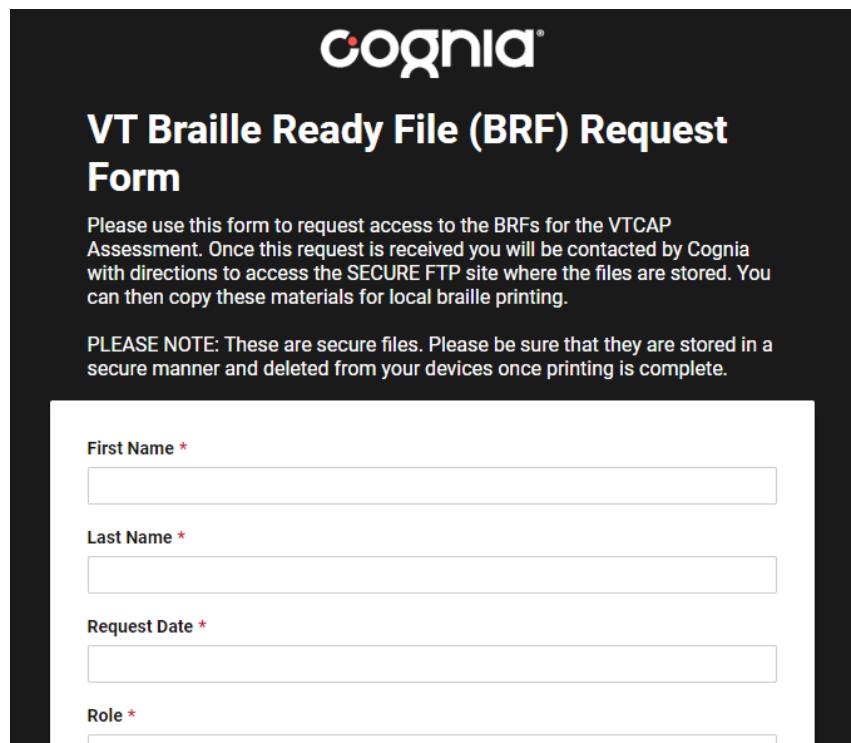


Ordering Braille Materials

If one of your students requires braille as an accommodation, braille materials must be ordered through the Vermont Service Center. Braille materials are then provided digitally as Braille Ready Files (BRF), which can be printed locally at the school or district. This document outlines the process for ordering and receiving braille materials.

1. Submit a request for braille materials.

- a. Navigate to <https://app.smartsheet.com/b/form/9332cf139b25455d9556769a65ded732>.
- b. Complete all required fields, then click Submit.
 - i. You will need to provide your first and last name, the date of the request, your role, email, phone number, school, district, grade(s), content area(s), and number of students who will use the braille version of the test.



The screenshot shows a form titled "VT Braille Ready File (BRF) Request Form" with the Cognia logo at the top. Below the title is a paragraph of instructions: "Please use this form to request access to the BRFs for the VTCAP Assessment. Once this request is received you will be contacted by Cognia with directions to access the SECURE FTP site where the files are stored. You can then copy these materials for local braille printing." Below this is a "PLEASE NOTE" section: "PLEASE NOTE: These are secure files. Please be sure that they are stored in a secure manner and deleted from your devices once printing is complete." The form contains several input fields, each with a red asterisk indicating it is required: "First Name *", "Last Name *", "Request Date *", and "Role *".

2. Access the braille materials on Cognia's secure file transfer protocol (FTP) site.

- a. Once your request has been received, a representative from the Vermont Service Center will provide login instructions and credentials via email.
- b. Follow the instructions to log in to the FTP site and access the materials you requested.

3. Print the braille forms locally and administer the test.

- a. Instructions for administering the braille version of the test are located on p. 41 of the Test Coordinator's Manual (TCM) or p. 49 of the Test Administrator's Manual (TAM).