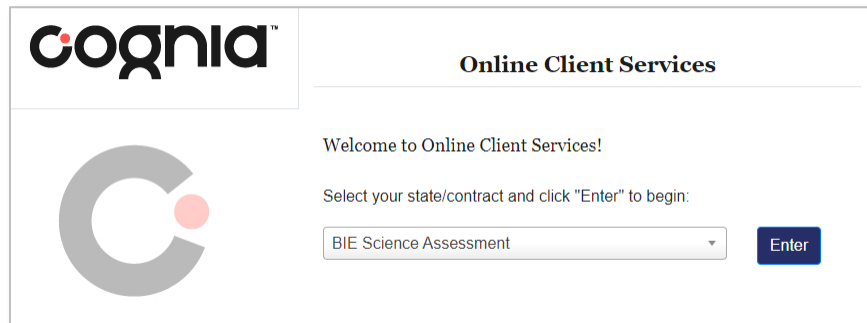


Ordering Additional Materials

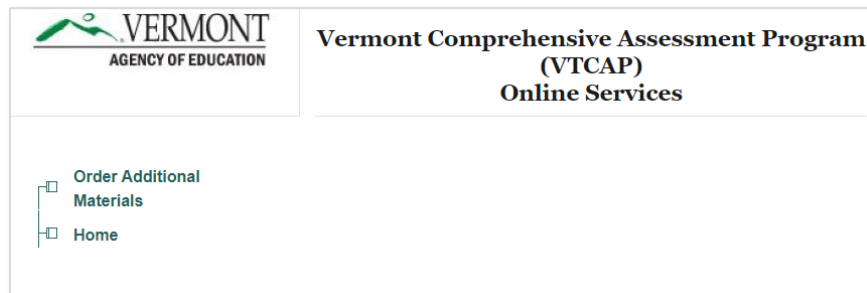
If you received an initial paper order and need additional paper testing materials, you can utilize the Online Additional Materials ordering system. If you did not receive an initial order, please contact the Vermont Service Center to place a new order.

To access the Online Additional Materials ordering system, navigate to <https://iservices.cognia.org/>.



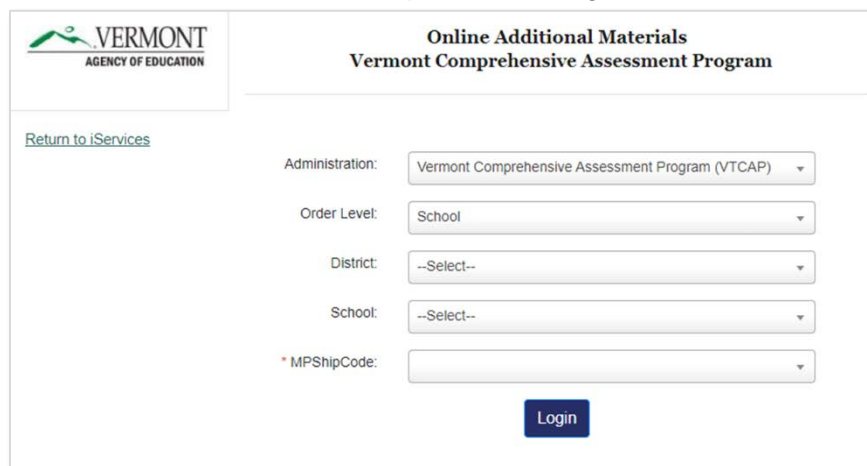
The screenshot shows the Cognia Online Client Services page. On the left is the Cognia logo. The main heading is "Online Client Services". Below the heading, it says "Welcome to Online Client Services!". There is a prompt: "Select your state/contract and click 'Enter' to begin:". Below this is a dropdown menu with "BIE Science Assessment" selected and a blue "Enter" button.

Select "Vermont" from the drop-down and click "Enter". This will bring you to the VTCAP Online Services page. On the left menu, select Order Additional Materials.



The screenshot shows the Vermont Comprehensive Assessment Program (VTCAP) Online Services page. On the left is the Vermont Agency of Education logo. The main heading is "Vermont Comprehensive Assessment Program (VTCAP) Online Services". On the left side, there is a menu with two items: "Order Additional Materials" and "Home".

Follow the prompts on screen to select the administration, order level, district, and school. You will need your MP Ship Code to place an additional materials order. This code can be located on the top of the Material Summary that arrived with your initial shipment. If you do not have your MP Ship Code, please contact the Vermont Service Center. Once all information is complete, click Login.



The screenshot shows the "Online Additional Materials" form for the Vermont Comprehensive Assessment Program. On the left is the Vermont Agency of Education logo. The main heading is "Online Additional Materials Vermont Comprehensive Assessment Program". There is a link "Return to iServices". The form has five fields: "Administration:" with a dropdown menu showing "Vermont Comprehensive Assessment Program (VTCAP)", "Order Level:" with a dropdown menu showing "School", "District:" with a dropdown menu showing "--Select--", "School:" with a dropdown menu showing "--Select--", and "MPShipCode:" with a dropdown menu. A blue "Login" button is at the bottom.

On the School Test Materials page, enter your contact information and add the quantity in each row of additional materials needed.

VERMONT
AGENCY OF EDUCATION

Online Additional Materials
Vermont Comprehensive Assessment Program

School Test Materials

District Code: _____ District Name: _____
School Code: _____ School Name: _____

[Return to iServices](#)
[Return to Login](#)
[Instructions](#)

Select Grade:

Grade Unspecified

Contact Information:

* First Name:
Middle Initial:
* Last Name:
* Phone:
* Email:

Available Products

Quantity	Product Name
<input type="text"/>	Grade 11 Large Print Periodic Table
<input type="text"/>	Grade 11 Periodic Table
<input type="text"/>	Grade 11 Science Large-Print Test Booklet
<input type="text"/>	Grade 3 ELA Large-Print Test Booklet
<input type="text"/>	Grade 3 ELA Teacher Script for Listening Items
<input type="text"/>	Grade 3 ELA Test Booklet

At the bottom of the page, confirm the shipping address, or correct as needed. Select “Additional Materials” from the Reason drop-down menu. Once all information is complete, click Place Additional Order.

Shipping Information:

School A
Attn: School Coordinator
123 School Street
Vermont, Vermont 00000

Check here if address is different. Type correct address below:

Comments:

Reason:

--Select--

Place Additional Order

All additional materials orders will be shipped via UPS Ground. If you have any questions or concerns about your order, please contact the Vermont Service Center.

- Email: VTServiceCenter@cognia.org
- Phone: 800-215-8975