

2020–2021 School Year  
**Iowa Assessments™ Form E Online Order Form**



**Please note:**

Effective July 1, 2019, Riverside Insights began collecting payments directly, as it is no longer affiliated with HMH. Therefore, please enclose a check, money order, or valid purchase order **payable to “Riverside Insights”** with all orders.

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Have you tried purchasing Riverside products through our Digital Storefront?  
We now accept Purchase Orders and credit card purchases.  
Visit [www.riversideinsights.com](http://www.riversideinsights.com) and click Shop Now to get started.



# Online Testing Order Form Form E

**Before submitting your order form to 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 setup.

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

- Be sure to visit **[datamanagerinfo.com](http://datamanagerinfo.com)** for our latest system requirements, links to important tools to assist you with preparing data files, and guides and checklists to help ensure your system is ready for online test administration.

**If you are a new customer:**

- Have you included your completed test purchaser qualifications form?
- Have you completed the “**Riverside Training Academy (K-12)**” order form? In uncertain times, we are adapting to your new normal by creating more flexible training opportunities through the NEW! Riverside Training Academy (RTA).

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

### Payment Information

NOTE: Riverside Insights® is the new name of our independent company, which is no longer part of HMH.

Please enclose a check, money order, or valid purchase order payable to "Riverside Insights" 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 by phone at 800.323.9540. Customers wishing to remit payment by credit card will be contacted by Customer Service once their order has been processed.

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 Riverside Insights

### Charge to:

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

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

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

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

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

### REQUIRED INFORMATION (YOUR ORDER WILL NOT 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.

To ensure delivery of your email notifications when web key reports are ready, please whitelist the email address: no-reply@dm.riverside-insights.com.

**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.

**System Requirements:**

1. Do the workstations that will be used for online testing meet the DataManager minimum system requirements? See [datamanagerinfo.com](http://datamanagerinfo.com) for a copy of the revised system requirements or ask your Assessment Consultant.

- 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: <https://tinyurl.com/DataManagerCheckReadiness>)

- Yes  No

### 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)

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

Name \_\_\_\_\_

Position \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

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

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

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

Prices are valid until June 30, 2021 and are subject to change without notice.



2020–2021 School Year Iowa Assessments Form E Online Order Form, Continued

**Availability of National Percentile Ranks (NPR)  
for Complete/Core Administrations for Grades K and 1**

Grade Level	Fall	Midyear	Spring
Grade K	Not Available	Level 5 Not Available for Level 6	Level 5 Level 6
Grade 1	Level 6 Not Available for Level 7 Complete/Core	Level 7	Level 7

Item	Code #	# of Students	\$ per Student	Total Price
<b>Iowa Assessments Online, Form E Complete:</b>				
<b>Price per administration</b>				
*Iowa Assessments Form E Complete L5–14 – Online	1525779	_____	\$14.50	_____
*Iowa Assessments Form E Complete L15–17/18 – Online	1525789	_____	\$14.50	_____
<b>Iowa Assessments Online, Form E Core:</b>				
<b>Price per administration</b>				
*Iowa Assessments Form E Core L7–14 – Online	1525780	_____	\$14.50	_____
*Iowa Assessments Form E Core L15–17/18 – Online	1525790	_____	\$14.50	_____
<b>Iowa Assessments Online, Form E Survey:</b>				
<b>Price per administration</b>				
*Iowa Assessments Form E Survey L7–14 – Online	1525797	_____	\$13.00	_____
<i>Districts will be responsible for any overages and will be billed accordingly.</i>			<b>Subtotal</b>	_____
<i>*If you are administering any assessment remotely, please refer to our "Virtual Remote Proctor" or "DataManager Remote Proctoring Portal" order forms.</i>			<b>State Sales Tax</b>	_____

Purchases are valid for one school year (7/1–6/30). Administrations purchased January–June are valid for use through the next June 30 (up to 18 months). Customers are encouraged to use all licenses during this time. However, unused balances can be rolled over with an additional administration purchase.

**Continued, next page**

Prices are valid until June 30, 2021 and are subject to change without notice.



**TRAINING:**

To explore training options for this assessment, please consult the separate K–12 Training order form or contact your local Assessment Consultant or Riverside Customer Service.

**How to Place Your Order:**

Via our online PO portal: <https://riversideinsights.info/order>  
Via phone: 800.323.9540

Via mail: Customer Service  
Riverside Insights  
One Pierce Place, Suite 900W  
Itasca, IL 60143

Inquiries may be directed to: [inquiry@riversideinsights.com](mailto:inquiry@riversideinsights.com)  
For more information, please visit: [riversideinsights.com](http://riversideinsights.com)

<b>Product Order Subtotal</b>	_____
<b>State Sales Tax</b>	_____
<b>Shipping Service Fee*</b>	_____
<b>Order Total</b>	_____

\*A shipping service fee is prepaid and added to the invoice.  
Estimate 10% (\$10.00 minimum) for ground shipping;  
15% (\$10.00 minimum) for Second Day Air;  
17% (\$20.00 minimum) for Next Day Air shipping;  
and 25% for international shipments.

Prices are valid until June 30, 2021 and are subject to change without notice. All orders will be filled at prices in effect upon receipt of your order. To obtain the most up to date pricing, please call Riverside Insights at 800.323.9540 or visit us online at [www.riversideinsights.com](http://www.riversideinsights.com).

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