

South Carolina Grade 2 Make-Up Testing Order Form

Dear District Test Coordinator,

If your district is requiring make-up testing this year, please complete the bottom portion of this form and return no later than **Monday, January 8, 2018** to the South Carolina Project Manager at HMH: joseph.adduci@hnhco.com or via fax at 1-630-467-7150.

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District: _____

Address: _____

District Test Coordinator: _____

E-mail: _____ **Phone:** _____

Reason for Make-Up Testing: _____

If you are retesting due to an error in the administration of the required assessment or some other human error during the district's possession of the materials, please make sure you submit a Purchase Order along with this form. The contract price is **\$8.18 per student for Iowa Form F test books and **\$6.61 per student** for CogAT Form 7 test booklets. (Please note there is no charge for the Directions for Administration booklets.)*

Item	Quantity
IA Form F, Level 7 Test Booklet	
IA Directions for Administration Form F, Level 7	
CogAT, Form 7, Level 8 Test Booklet	
CogAT Directions for Administration Form 7, Level 8	

Important Key Dates

- All Make-Up Testing Order Forms are due to Joe Adduci no later than **January 8, 2018**.
- Make-Up Testing Window is **January 16 - 23, 2018**.
- All districts must return test materials to HMH no later than **January 26, 2018**.
- Scoring will be completed by **February 16** if HMH receives materials by January 30.

Sincerely,

Joe Adduci, PMP, MPM
Project Manager | Contract Operations
Global Supply Chain Operations
Houghton Mifflin Harcourt