

**PAPER TEST MATERIALS**

Orders for paper materials may only be placed by a user identified as a District Administrator or District Coordinator in TIDE and they can only be ordered for students accounted for in TIDE. If a District Administrator or District Coordinator needs to order paper materials they must fax their order form (below) to the Vermont Smarter Balanced Help Desk (fax: 1-877-231-7813). **Please allow 1 – 2 weeks for delivery** from the time of order placement. This should be taken into account when scheduling testing.

Vermont Help Desk

American Institutes for Research

Tel. 1.844.218.1184

Fax 1.877.231.7813

[vthelpdesk@air.org](mailto:vthelpdesk@air.org)

**Prior to processing, all orders must be approved by the state.**

**Contact Information**

District Administrator/Coordinator: \_\_\_\_\_

Attn: \_\_\_\_\_

District Name: \_\_\_\_\_

School Name: \_\_\_\_\_

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

City/State/Zip: \_\_\_\_\_

DA/DC Email: \_\_\_\_\_

**Materials Requesting**

Grade	Order Quantity							
	Standard - ELA	Standard - Math	Large Print - ELA	Large Print - Math	Contracted Braille - ELA	Contracted Braille - Math	Uncontracted Braille - ELA	Uncontracted Braille - Math
3								
4								
5								
6								
7								
8								
11								

**Paper and pencil tests must be completed within 3 weeks of the seal being broken.** More information on the administration of paper Smarter Balanced Assessments will be posted to the Vermont Portal ([vt.portal.airast.org](http://vt.portal.airast.org)).

**All paper testing material must be returned to Measurement Inc. by the Friday after the Smarter Balanced Summative Assessment Test Window closes (June 23, 2017).**

Measurement Inc.  
 2700 Angier Ave.  
 Durham, NC 27703