Admissions Online Testing Checklist – New Schools

The checklist and links provided below will answer most of your questions. If you’re still stuck, check out the Online Testing with ACSI Frequently Asked Questions!

The timeframes listed below are the recommended start dates for each activity. The deadlines are the date by which specific steps must be completed to ensure you can administer on your planned test date(s).

Step 1) Order
1. Select the assessment(s) you will administer. (See Overview of Online Assessment Products on the Purposeful Design website at: https://your.acsi.org/IowaOnlineTesting.)
2. Determine the number of students testing at each grade/level.
3. Order new licenses and training by completing the Online Testing Order Form.

Step 2) Access Training & Complete Consultation
1. Watch for your email inviting you to log in to ACSI’s Riverside Training Academy community. Be sure to bookmark https://your.acsi.org/OnlineTestingTraining.
2. Schedule your Online Testing Consultation by clicking this Online Testing Startup Consultation link. Your DataManager account access will be set up following this consultation.

Step 3) Technical Readiness
1. The Test Coordinator and Technical Support (and anyone helping with data setup) should view the Technical Readiness and Data Setup Training in ACSI Riverside Training Academy and complete the verification form.
2. Technical Support personnel should review the Technical Resource Links to set up school network and student devices.

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Step 4) Data Setup
Once you have completed the Technical Readiness verification, ACSI will set up your admissions class locations and send you school-specific instructions for your data setup. You will enter your staff manually in DataManager. You may enter your students now or later.

Step 5) Plan & Communicate
1. Plan your testing schedule. You may want to use the following resources:
   a. ACSI DataManager Test Event Schedule
   b. Iowa Testing Times and Scheduling Worksheet.
   c. Single Subject Scope and Sequence & Scheduling Worksheet
   d. Survey Scope and Sequence & Scheduling Worksheet
   e. CogAT Testing Times & Scheduling Worksheet

   While you may schedule your testing on weekends, please keep in mind that DataManager technical support is only available on weekdays.

2. Send message to families. You may wish to use the Iowa Letter to Families Template, the CogAT Parent Letter and Video, or create your message.

Step 6) Proctor Training
All staff who will be proctoring online testing should view the Proctor Training for each test your school will be administering. Once all proctoring staff have completed this training, the Test Coordinator should submit the Proctor Training Verification Form. Once this is submitted, ACSI will email the test events you will use to administer your testing.

   • Iowa Assessments (including Single Subject & Survey): Iowa Assessments Proctor Training
   • CogAT: CogAT Proctor Training

Step 7) Add Students to DataManager
Once you are ready to test a student, add the student to DataManager manually. Be sure to use the roster and admissions class locations provided by ACSI and the 4-digit ACSI assigned student ID Prefix.

   Note: Students should be added at the grade level corresponding to the roster name, not their incoming grade level. For example, a student entering Grade 2 in school year 2023-2024 should be added as a Grade 1 student on the ACSI Placement 2022-2023 roster.

Step 8) Create Test Sessions & Download Resources
1. Create test sessions for each class or group for each day of testing. Please follow ACSI’s Test Session Naming Conventions. You will create a test session for each grade level and subtest you are administering. Please keep in mind that each proctor can only have 4 test sessions open at a time. See the How do I test multiple groups at once? video for more details

2. Download and review the Directions for Online Administration (for Grades K-2 and Grades 3-12) and the Proctor Guide. These are optional, but helpful guides.
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Step 9) Print Test Session Tickets & Gather Supplies
Schools may wish to print test tickets, which provide students with the information required for them to sign in to begin testing. Printing instructions for these tickets can be found here: [printing test tickets for students]. See also the video: Do I need to print test tickets? Have scratch paper and pencils available, as needed.

Step 10) Administer Tests
1. Proctors will approve, monitor, and complete testing. Be sure to follow proper test security procedures.
2. Use the Student Lookup feature to monitor test completion. Test Coordinators should have a plan for make-ups.
3. Be sure to track your license usage with the License Tracking Sheet for Admissions Testing.

Step 11) Access & Interpret Reports
After 24-48 hours, you will be able to view your reports in DataManager. Please see the reports training for your assessment product(s) below:
   a. Iowa Assessments (including Survey)
   b. Iowa Single Subject
   c. CogAT

Need Additional Help?
Check out the Online Testing with ACSI Frequently Asked Questions.

If you are currently administering a test session in DataManager and need immediate assistance, please contact DataManager Support Center at 1-877-246-8337 (M-F 7 am -6 pm CST) or help@riversidedatamanager.com. Be sure to identify yourself as an ACSI School.

For all other inquiries, including data setup, test events/assignments, and reporting access, please contact ACSI at onlinetesting@acsi.org or 1-800-367-0798.

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