Iowa/CogAT Admissions Online Testing Checklist

Step 1) Order

Determine the number of students testing at each grade/level and select the assessment you will administer. (See Overview of Online Assessment Products on the Purposeful Design website here: https://your.acsi.org/IowaOnlineTesting.)

Check previous online licenses balance (returning schools) and order new administrations and training (all schools). Place your order by completing the Online Testing Order Form.

Step 2) Access Training & Complete Consultation (required for new schools, optional for returning schools)

Watch for your email inviting you to log in to ACSI Riverside Training Academy.

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 (required for new schools, recommended for returning schools)

The Test Coordinator and Technical Support person should view the Technical Readiness and Data Setup for Admissions Testing in ACSI Riverside Training Academy and complete the verification form.

Technical Support personnel should review the Technical Resource Links to set up school network and student devices.

Step 4) Data Setup

Once you have completed the technical readiness verification, ACSI will email you further instructions for manual entry of data. You will manually enter your staff in DataManager. Your students can be entered now or at a later time.

This is a preview checklist only. Some links are restricted because they point to resources only available to those who have purchased the startup training.
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Step 5) Plan & Communicate

Plan your testing schedule. You may want to use the following resources:

- [Iowa Testing Times and Scheduling Worksheet](#)
- [Single Subject Scope and Sequence & Scheduling Worksheet](#)
- [Survey Scope and Sequence & Scheduling Worksheet](#)
- [CogAT Testing Times & Scheduling Worksheet](#)

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 (required for new schools, optional for returning schools)

All staff who will be proctoring online testing should view 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 or 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 their current grade level, not their incoming grade level. For example, a student entering Grade 2 should be added as a Grade 1 student. (Beginning in August, students can be added to their incoming grade level.)

Step 8) Create Test Sessions & Download Resources

Create test sessions for each class or group for each day of testing. Please follow [ACSI’s Test Session Naming Conventions](#).

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.

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.
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Step 10) Administer Tests
Proctors will approve, monitor, and complete testing. Test Coordinators should have a plan for make-ups.

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 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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