Benchmark Testing Checklist- IowaFlex and Iowa Single Subject- 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). PLEASE BE ADVISED THAT ACSI CANNOT GUARANTEE YOUR SCHEDULED TEST DATE IF STEPS ARE NOT COMPLETED BY THE DEADLINES LISTED. THANK YOU FOR YOUR UNDERSTANDING.

4-8 weeks prior

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.

> *Deadline: 2 weeks prior to test administration*

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.

> *Deadline: 2 weeks prior to test administration*

Step 3) Technical Readiness

1. The Test Coordinator, Technical Support person, and anyone who will help with data setup should view the Technical Readiness and Data Setup Training and complete the verification form.
2. Technical Support personnel should review the Technical Resource Links to set up school network and student devices.
3. Testing Browsers:
   a. For **Single Subject**, you will install and use a secure browser (See Technical Resource Links above for details).
   b. For **IowaFlex,** you will instruct students to go to the login page on their system browser.

> *Deadline: 10 days prior to test administration*

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3-4 weeks prior

Step 4) Data Setup

Once you have completed the technical readiness verification (or once you place an order, if you are a returning school), ACSI will email you additional instructions for data file setup or manual entry of data. *Please be sure to use the ACSI provided templates, student ID prefixes, rosters, and submission instructions when completing the data setup steps below. Also be sure to read the **IowaFlex**-specific instructions on 5 of the instructions.*

1. Create the building locations and staff via data files or manual entry in *DataManager.*
2. Gather information on students with accommodations and develop coding plans for your roster files.
3. Use the ACSI Online Testing Data Setup Form to submit data files or to verify that your manual data entry is complete.

> *Deadline: 1 week prior to test administration*

2 weeks prior

Step 5) Plan & Communicate

1. Plan your testing schedule. Consult the ACSI DataManager Test Events Schedule.
   a. **IowaFlex** testing time is usually 45 minutes but depends on how many domains you are assessing.
   b. For **Single Subject**, see the Single Subject Scope and Sequence & Scheduling Worksheet.
2. Complete the Benchmark Test Assignments Form to let ACSI know how to set up your testing.
3. Communicate testing schedule to families.

> *Deadline: 3 days prior to test administration*

Step 6) Attend Proctor Trainings

All staff who will be proctoring online testing should view the Proctor Trainings:

- **IowaFlex**: IowaFlex Proctor Training. See also: IowaFlex Teacher/Proctor Training Tips.
- **Single Subject**: Iowa Assessments Proctor Training. See also: Teacher/Proctor Training Tips.

Once all proctoring staff have completed this training the Test Coordinator should submit the Proctor Training Verification Form.

Once the Benchmark Assignments Form and the Proctor Training Verification Form are submitted, ACSI will email the test events you will use to administer your testing.

> *Deadline: 3 days prior to test administration*

1 week prior

Step 7) 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.
2. Download and review these optional, but helpful guides:
   a. For **IowaFlex**, see the IowaFlex Directions for Online Administration.
   b. For **Single Subject**, see the Directions for Online Administration (for Grades K-2 and Grades 3-12) and the Proctor Guide.

Step 8) Print Student Login Information & Gather Supplies

1. Schools may wish to print student login information to provide students with the information required for them to sign in to begin testing. Printing instructions for these tickets can be found here: printing student login information. See also the video: Do I need to print test tickets?
2. Gather scratch paper and pencils, as needed.

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Step 9) Administer Practice Tests: **Please see the information on the** [FAQ – Practice Tests](#) **post for more information.**

Testing Day(s)

Step 10) Administer Tests

1. Proctors will approve, monitor, and complete testing. Be sure to follow proper [test security procedures](#).
2. Provide Accommodations to students as needed. Please see the [Online Testing FAQ – Accommodations](#) for more details.
3. Use the [Check Test Status](#) feature to monitor test completion. Test Coordinators should schedule makeups for any students who do not show a completed status to ensure all students' scores are reported in a timely manner.

Following

Step 11) Access & Interpret Reports

1. For **IowaFlex**, your reports are available in DataManager immediately following testing. View the [IowaFlex Reports Training](#) in Riverside Training Academy, then access interpret your reports.
2. For **Single Subject**, your reports will be available in DataManager within 1-2 business days after testing. View the [Single Subject Reports Training](#) in Riverside Training Academy, then access interpret your reports.
3. For any reporting issues, please use the [Score Inquiry Form](#) to notify ACSI and provide the necessary information.
4. For personalized, in depth benchmark reports training, including using results for differentiation, please complete the [Training Request Form](#).

Step 12) Communicate with Parents

If you will be sending reports home to parents, you may find the following resources helpful:

- **IowaFlex:** [IowaFlex Reports Parent Letter](#)
- **Single Subject**: [Single Subject Parent Report Order Form](#)

Step 13) Follow up with your team and discuss:

- What went well and what could have been better
- Professional development needed, if any, for report interpretation
- Any program/curriculum changes needed

Step 14) Administer a follow up assessment

When you are ready to administer the test again, be sure to complete the [Benchmark Test Assignments Form](#).

> *Deadline: 3 days prior to test administration*

Schools administering **IowaFlex** to grade 1 the first year may want to consider administering it more often at Grade 1 because of the nature of the **IowaFlex** reporting. Please see [IowaFlex Kindergarten & First Grade Overview and Reporting](#) for more details.

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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