FALL 2021 CHECKLIST

1. Order testing materials Now - October 2021 (ongoing).
   a. Order at www.purposefuldesign.com to save on shipping.
   b. Or visit the Iowa Assessments Order Form page for a quoting tool for materials and scoring.
   c. Email, fax, or mail the completed order form to ACSI (see order form for details).

2. Complete Order for Scoring Services (OSS) (registration for machine scoring).
   a. Once you have submitted your materials order, ACSI will email you instructions for completing OSS. This registration process is required for schools wanting machine scoring. For additional instructions visit the main page of the Iowa Assessments Program Participants’ Community.
   b. The OSS window for fall administration opens on August 3, 2021, and continues through mid-November.
   c. International schools are encouraged to complete OSS as early as possible.

3. Order Barcode Labels (optional)
   a. Opt-in to order barcode labels when completing the Order for Scoring Services (OSS) online form.
   b. Riverside Insights (Riverside) will contact you regarding the student roster file upload and submission. Schools who have previously ordered barcode labels will use the same login credentials to access the barcode system.
   c. Access additional information, tutorial videos, and guides on the main page of the Iowa Assessments Program Participants’ Community.

4. Receive and inventory testing materials from ACSI, and order additional materials, if needed.

5. Receive Order for Scoring Services Packet.
   a. Riverside will begin shipping Scoring Services packets early September for schools who have completed OSS by September 1, 2021.
   b. Scoring Services packets will continue to ship within 5—7 business days of completing the Order for Scoring Services form.
   c. The packet includes instructions, documents, and labels used to package and ship test documents to the Riverside Scoring Center. Only current year’s forms may be used. The following items are included in the packet:
      - Key Test Dates and Information/Scoring Letter
      - ACSI Test Coordinator’s Manual
      - Order form for Riverside Scoring Service (Optional Reports are ordered on this form; for pricing click here)
      - Pre-marked Building Identification Sheet
      - Class Identification Sheets
      - UPS Instruction Sheets
      - UPS Labels (for shipping test documents to the scoring center)
      - Processing Labels
FALL 2021 CHECKLIST

6. Administer Iowa Assessments September through November.

7. Package test documents for shipping, following instructions found in the ACSI Test Coordinator Manual included in the Scoring Services Packet.

   a. Do not use UPS labels included in previous year’s Scoring Services Packet, as these labels have expired. Please make sure you use new shipping labels with the following address:

      Riverside Scoring Service
      9200 Earhart Ln SW
      Cedar Rapids, IA  52404-9078

9. Contact the ACSI Care Team by January 30, 2022, for late optional report orders.

10. Reports/Billing
    a. Access to DataManager results within 10 business days of documents being scored.
    b. Optional paper reports (separate purchase) shipped within 10 business days of order receipt.
    c. Scoring invoices are shipped to schools November—January.

11. Log in to DataManager after 10 business days to view your score reports.
    a. Distribute web-keys to allow teachers/administrators to view data.
    b. Customize and print or email student reports home to parents.
    c. Use the DataManager Reporting Help online guide to assist you.

For pricing and program information, please visit www.purposefuldesign.com, email careteam@acsi.org, or call the ACSI Care Team at 800.367.0798.