FALL 2023 CHECKLIST

1. Order testing materials Now – November 2023 (ongoing). (Order by September 1 to receive last year’s pricing and delayed payment terms.)
   a. Order at https://your.acsi.org/IowaAssessments to save on shipping/handling costs.
   b. Or complete the Order Form on the Iowa Assessments order forms page (https://your.acsi.org/IowaOrderForms).

2. Complete Registration for Machine Scoring (RMS).
   a. Once you have submitted your materials order, ACSI will email you instructions for completing RMS. This registration process is required for schools wanting machine scoring. For additional instructions visit the Registration for Machine Scoring (https://your.acsi.org/RMS_support) or Barcode Labels (https://your.acsi.org/barcodelabels) tabs in the Iowa Program Participants’ Community at https://your.acsi.org/IowaCommunity.
   b. The RMS window for fall administration opens on August 1, 2023, and continues through mid-November.
   c. International schools are encouraged to complete RMS as early as possible.

3. Order Barcode Labels (optional)
   a. Opt-in to order barcode labels when completing the Registration for Machine Scoring (RMS) online form.
   b. ACSI Care Team 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 Barcode Labels in the Iowa Program Participants’ Community at https://your.acsi.org/barcodelabels.

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 RMS by September 1, 2023.
   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 when materials are returned for scoring; for pricing click here.)
      - Pre-marked Building Identification Sheet
      - Class Identification Sheets
      - UPS Labels (for shipping test documents to the scoring center)
**FALL 2023 CHECKLIST**

- **Processing Labels**

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, 2023, for late optional report orders.

10. **Reports/Billing**
    a. Access to *DataManager* results within 10 business days of documents being scored.
    1. **Share test results**, to allow teachers/administrators to view data.
    2. Customize and print or email student reports home to parents. [Click here](#) for support.
    3. Use the *DataManager Reporting Help* online guide or *DataManager How to...Resources* in the Community to assist you.
    b. Optional paper reports (*separate purchase*) shipped within 10 business days of order receipt.
    c. Schools are invoiced for scoring in November—January.

For pricing and program information, please visit [www.purposefuldesign.com](http://www.purposefuldesign.com), email [careteam@acsi.org](mailto:careteam@acsi.org), or call the ACSI Care Team at 800.367.0798.