Iowa Complete 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).

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.

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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3-4 weeks prior

Step 4) Data Setup
Once you have completed the technical readiness verification, ACSI will email you school-specific 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.

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

2 weeks prior

Step 5) Plan & Communicate
1. Plan your testing schedule. You may want to use the Iowa Testing Times and Scheduling Worksheet.
2. Send message to families. You may wish to use the Iowa Letter to Families Template or write your own.

Step 6) Proctor Training
All staff who will be proctoring online testing should view the Iowa Assessments Proctor Training videos in ACSI Riverside Training Academy. Once all proctoring staff have completed this training, the Test Coordinator should submit the Proctor Training Verification Form. You may wish to use the Teacher Proctor Training Tips.

Once this is submitted, ACSI will email the test events you should use to administer your testing.

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 the Directions for Online Administration (for Grades K-2 and Grades 3-12) and the Proctor Guide. These are optional, but helpful guides.

2 days prior

Step 8) Print Test Session Tickets & Gather Supplies
1. 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?
2. Have scratch paper and pencils available, as needed.
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Testing Day(s)

Step 9) 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.

After Testing

Step 10) Access & Interpret Reports
Your reports will be available in DataManager within 24-48 hours after testing. View the Reports Training in Riverside Training Academy, then access interpret your reports.

Step 11) Communicate Results with Parents
Create parent reports and share results with parents. See the Recommended Parent Report and Talking with Parents about Iowa Tests Results videos for more information.

Step 12) 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

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. (Hours 7am-6pm CST Monday-Friday)

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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