# IowaFlex Online Testing Checklist

The steps highlighted in blue below are required for new schools only. They are optional for returning testers.

## 4-8 weeks prior

**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](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 Training](#) 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.

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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.

- Create the building locations and staff via data files or manual entry in DataManager.
- Gather information on students with accommodations and develop coding plan.
- Create student roster and upload to ACSI’s Dropbox.

**2 weeks prior**

**Step 5) Plan & Communicate**

Determine which math domains you will assess in the current test window and complete the IowaFlex Math Domain Assignments Form.

Communicate testing schedule to families.

**Step 6) Proctor Training (required for new schools, optional for returning schools)**

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 view the Teacher/Proctor Training Tips.

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

**1 week prior**

**Step 7) 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 IowaFlex Directions for Online Administration. This is an optional, but helpful guide.

**1 day prior**

**Step 8) 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?
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Have scratch paper and pencils available, as needed.

Testing Day(s)
Step 9) Administer Tests
Proctors will approve, monitor, and complete testing. Test Coordinators should have a plan for make-ups.

Following
Step 10) Access & Interpret Reports
Your reports are available in DataManager immediately following testing. View the Reports Training in Riverside Training Academy, then access interpret your reports.

Step 11) 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 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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