IowaFlex 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, 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.

Deadline: 2 weeks prior to test administration

Deadline: 2 weeks prior to test administration

Deadline: 10 days prior to test administration

This is a preview checklist only. Some links are restricted because they point to resources only available to those who have purchased the startup training.
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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.

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 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 wish to consult the ACSI DataManager Test Events Schedule.
2. Determine which math domains you will assess in the current test window and complete the Benchmark Test Assignments Form.
3. Communicate testing schedule to families.

Step 6) Proctor Training

All staff who will be proctoring online testing should view the IowaFlex 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 IowaFlex 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

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 IowaFlex Directions for Online Administration. This is an optional, but helpful guide.

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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.

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 [Check Test Status](#) feature to monitor test completion. Test Coordinators should have a plan for make-ups.

Following

Step 10) Access & Interpret Reports
1. Your reports are available in DataManager immediately following testing. View the [Reports Training](#) in Riverside Training Academy, then access interpret your reports.
2. For personalized, in depth IowaFlex reports training, including using results for differentiation, please complete the [Training Request Form](#).

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

Step 12) Administer a follow up assessment
When you are ready to administer the test again, be sure to complete the [Benchmark Test Assignments Form](#).

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](mailto: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](mailto:onlinetesting@acsi.org) or 1-800-367-0798.

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