



Online Test Coordinator Manual



A young boy with short brown hair and blue eyes is smiling at the camera. He is wearing black over-ear headphones and a green and blue plaid shirt. He is sitting in front of a dark laptop screen. The background is a plain, light-colored wall.

Guidelines for Online Testing



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Overview of Online Assessment Products

Iowa Complete

Purpose: This research based standardized Achievement Test is used to assess student achievement and growth against national learning standards. Available for Grades K-12.

Subtests Included: see [Scope and Sequence](#)

More Information: <https://your.acsi.org/PDP-Store/Assessment-Support/Iowa-Assessments-Page>

CogAT

Purpose: This Cognitive Abilities Test is used to help identify gaps between student achievement and ability, to determine placement in gifted programs, and to help tailor instruction to match how students learn. Available for Grades K-12.

Subtests Included: Verbal, Quantitative, and Nonverbal Batteries.

More Information: <https://your.acsi.org/PDP-Store/Assessment-Support/Iowa-Assessment-CogAT>

Iowa Survey

Purpose: This shortened version of the Iowa Assessments is most often used as a placement or entrance/admissions test. Available for Grades 1-8.

Subtests Included: Reading, Language, and Mathematics.

More Information: <https://your.acsi.org/PDP-Store/Assessment-Support/Iowa-Assessments-Survey>

Iowa Single Subject

Purpose: This version comes with multiple administrations of the Reading, Vocabulary, Mathematics and Computation tests, making it ideal for benchmarking purposes. Available for Grades K-12. Single Subject has fewer reports that are more educator focused rather than parent focused.

Subtests Included: Reading, Vocabulary, Mathematics and Computation.

More Information: <https://your.acsi.org/PDP-Store/Assessment-Support/Iowa-Assessments-Single-Subject-Benchmarks>

IowaFlex

Purpose: This computer adaptive benchmarking assessment is used to measure student progress toward end-of-year mastery of Math and Reading content. Available for Grades K-8.

Subtests Included: Reading and Mathematics

More Information: <https://your.acsi.org/IowaFlex>

Startup Process

Startup Process Overview for New Schools

IMPORTANT: please allow a lead time of 1-2 weeks to complete trainings and set up the school's data for testing.

1. Place order for Training and Test Administration Licenses
2. Access Riverside Training Academy Community
3. Online Testing Consultation and Access to DataManager
4. Technical Readiness
5. Data Setup
6. Proctor Training

Ordering Process (New Schools)

- Access the [order form or quoting tool](#) for the Iowa Assessments Online product(s) the school plans to use (See Overview of Online Assessment Products on page 4)
- Complete the order form, making sure to order DataManager Proctor Training. The school will receive a ticket confirmation that the order has been received.
- After the order has been received, a member of the Student Assessment Team will contact you to get started.

Riverside Training Academy Community Start-up (New Schools)

Riverside Insights and ACSI are pleased to announce the new training offering for online testing for the 2020-2021 school year. The Riverside Training Academy Community has three main components: training classes, community Q & A discussions and consultations.

- **Training Classes** are 30-minute topic specific classes to prepare you for online testing and reporting. Purchasing the Riverside Training Academy will give you and all staff unlimited access to our live and recorded training offerings.
- **Q & A Discussions** are posted in the community to allow you to browse questions and answers related to specific topics.
- **Consultations** are offered as needed to answer school-specific questions related to implementation.

After placing your order, you will be invited to log in to ACSI's Riverside Training Academy Community, where you will see a list of required and recommended training videos.

Online Testing Consultation and DataManager Access (New Schools)

After a school places an order, ACSI will send an invitation to schedule a consultation which will discuss the school's goals for test administration, review the startup process, and answer questions. After the consultation, the School Test Coordinator will receive an email to establish an account and set up a password for *DataManager*.

The School Test Coordinator's *DataManager* account will be upgraded to an Administrator account, allowing this person to add other staff members, create test sessions, proctor test sessions, and view all reports. This person will serve as the key contact for the *DataManager* account information.

Please be advised: The Test Coordinator will see options for adding or editing test events, assignments, and rosters. These tasks are completed by ACSI as the account holder, and school Test Coordinators should ignore them. If you have questions at any time about a Test Event, Assignments or Rosters, please contact ACSI at onlinetesting@acsi.org. See the [Online Testing with ACSI \(Video\)](#) for more information about this. Access the [Proctor Online Help](#) to access step-by-step instructions to help you navigate *DataManager* effectively.

Technical Readiness (New Schools)

Schools must view the full [Technical Readiness and Data Setup training](#) in the ACSI Riverside Training Academy Community and complete the verification form before they can move on to Data Setup.

Schools can use these resources to verify their systems meet the initial *DataManager* requirements:

- [Technical Readiness](#) (Video)
- [DataManager System Requirements](#).
- See the Technical Resource links on page 15 of this guide as well.

Data Setup (New Schools)

Data Setup Options

There are two options for setting up data in *DataManager*. Watch this video to see an overview of the two options: [Planning for Data Setup](#)

1. Data Files: Schools who will be testing whole grade levels will most likely choose to create and upload Location, Staff/User, and Student Roster files.
2. Manual Setup: Schools who will be administering placement or entrance testing will most likely choose to set up their Locations, Staff/Users, and Students manually.

Option 1: Data Files

- **ACSI will provide templates and instructions for the Location, Staff/User, and Student Roster files.**
- Use the templates to create your files and remember to keep the header record.
- Submit data files in .csv format (comma separated values)
- Fields shared across the Location, Staff/User and Student file need to match exactly.
- **Schools must use the 4-digit student ID prefix assigned to them by ACSI when creating student ID numbers.**
- Establish user permissions on the User/Staff file,
- For more instructions for the Student Roster file, see FAQ #6 (end of document), or see the Data Setup training in Riverside Training Academy.
- **ACSI will email you instructions for submitting your files for upload.**
- If you wish to validate your rosters prior to submitting them for upload, you may use the [DM Validation Tool](#).

Option 2: Manual Setup

- To add Locations/Classes to DataManager, follow these instructions: [adding locations to DataManager](#).
- To add Staff/Users to DataManager, follow these instructions: [adding staff to DataManager](#). If adding staff manually in DataManager, the permissions can be set at that time.
- To add Students to DataManager, following [these instructions](#) to add the student to the roster provided to them by ACSI. Schools must use the 4-digit student ID prefix assigned to them by ACSI when creating student ID numbers.

Proctor Training

- Schools must view the Proctor Training 101 (and/or 102) in Riverside Training Academy and complete the proctor training verification form before they may administer assessments in DataManager.

Startup Process for Returning Schools

Ordering (Returning Schools)

- Access the [order form or quoting tool](#) for the Iowa Assessments Online product(s) the school plans to use (See Overview of Online Assessment Products on page 4)
- Complete the order form, and you will receive a ticket confirmation that the order has been received.
- After the order has been received, a member of the Student Assessment Team will contact you to get started.

Riverside Training Academy Community Renewal (Returning Schools)

Riverside Insights and ACSI are pleased to announce the new training offering for online testing for the 2020-2021 school year. The Riverside Training Academy Community has three main components: training classes, community Q & A discussions and consultations.

- **Training Classes** are 30-minute topic specific classes to prepare you for online testing and reporting. Purchasing the Riverside Training Academy will give you and all staff unlimited access to our live and recorded training offerings.
- **Q & A Discussions** are posted in the community to allow you to browse questions and answers related to specific topics.
- **Consultations** are offered as needed to answer school-specific questions related to implementation.

Returning schools already have access to Riverside Training Academy.

Data Setup (Returning Schools)

Data Setup Options

There are two options for setting up data in DataManager. Watch this video to see an overview of the two options: [Planning for Data Setup](#)

1. Data Files: Schools who will be testing whole grade levels will most likely choose to create and upload Location, Staff/User, and Student Roster files.
2. Manual Setup: Schools who will be administering placement or entrance testing will most likely choose to set up their Locations, Staff/Users, and Students manually.

Option 1: Data Files

Schools must update their locations and student rosters for each test window.

- **Schools can access templates and instructions for the Location, Staff/User, and Student Roster files in the ACSI Riverside Training Academy Community.**
- Use the templates to create your files and remember to keep the header record.
- Submit data files in .csv format (comma separated values)
- Fields shared across the Location, Staff/User and Student file need to match exactly.
- **Schools must use the 4-digit student ID prefix assigned to them by ACSI when creating student ID numbers.**
- **Student ID numbers should match from year to year.**
- Establish user permissions on the User/Staff file,
- For more instructions for the Student Roster file, see FAQ #6 (end of document), or see the Data Setup training in Riverside Training Academy.
- **ACSI will email you instructions for submitting your files for upload.**
- If you wish to validate your rosters prior to submitting them for upload, you may use the [DM Validation Tool](#).

Option 2: Manual Setup

- To edit Locations/Classes in DataManager, follow these instructions: [editing Locations in DataManager](#).
- To add Staff/Users to DataManager, follow these instructions: [adding staff to DataManager](#). If adding staff manually in DataManager, the permissions can be set at that time.
- To add Students to DataManager, following [these instructions](#) to add the student to the roster provided to them by ACSI. Schools must use the 4-digit student ID prefix assigned to them by ACSI when creating student ID numbers.

Additional Pre-Testing Steps (New and Returning Schools)

Practice Tests (optional)

- To order Iowa practice materials from ACSI, use the paper/pencil [order form](#).
- To access complimentary CogAT Practice Activities in DataManager's Digital Resources:
 - Login to DataManager and select Digital Resources on the right.
 - Select Cognitive Abilities Test from the dropdown menu.
 - Scroll down to find the Practice Activities Teacher Guides, Student Books, and Answer Sheets.

Pre Testing Technical Checklist

- Technical Support personnel should complete the [Pre-Testing Technical Checklist](#).
- Also see the Technical Resources Links in [Appendix C](#).

Test Events

ACSI will email you the names of the Test Events and Roster in DataManager which you should use to administer all online testing.

WARNING: Please DO NOT set-up, edit or CLOSE Test Events. These are created by ACSI for all schools to use. If you modify a Test Event, it will affect all ACSI schools who use online testing.

Scheduling Test Administrations

[Iowa Assessments/CogAT Testing Times and Testing Schedule Worksheets](#) can be found in the Riverside Training Academy Community. For detailed instructions about scheduling test administrations, refer to the *Iowa Assessments and CogAT Planning and Implementation Guides* in DataManager. Iowa Assessments users see Part 5 and Appendix C of guide. CogAT users see Part 5 and Appendix D of guide.

[Iowa Survey testing times and scheduling worksheet](#) can be found in the Riverside Training Academy Community. [Iowa Single Subject scope and sequence and scheduling worksheet](#) can be found in the Riverside Training Academy Community. For IowaFlex scheduling recommendations, see page 6 of the [IowaFlex Directions for Online Administration](#).

Setting Up Test Sessions

Create test sessions for each subtest and grade level being administered using proctor application.

1. Log in to *DataManager* and select the Proctoring tab.
2. Fill in the 6 drop down boxes and enter session name:
 - a. Test Event: Select the correct Test Event (assigned to you by ACSI).
 - b. Grade: Select the grade level to test
 - c. Level: Select the default choice
 - d. Battery/Subtest: Select the Subtest where students will start for that session.
 - e. Test Admin Type: Select the default choice. (For more information on audio and proctor led sessions, see page 13 of this guide.)
 - f. Session Name: type in a Session Name, following the naming conventions described below.
 - g. Draw Screen: Select on or off.
 - h. Create Session: A session code will then be generated.

ACSI Test Session Naming Conventions

All sessions need to be created with a specific naming convention to ensure easy identification within *DataManager* when any troubleshooting is needed. There are multiple schools that use the Iowa/CogAT Online assessment program, and if the session naming convention is not followed, then it will be difficult for both ACSI and Riverside Tech Support to assist with any troubleshooting.

Session Title Format:

- School name—teacher name, grade level, or both (i.e. G1, G2, G3)—Subtest (i.e. R1 (Reading Part 1), M2 (Math Part 2), SS (Social Studies), etc.)

Iowa Examples:

- Your School Name (Sample CS)-G3-M1
- Sample CS-G3-Jones-Math

CogAT Examples

- Your School Name (Sample CS)-G2-Jones-V
- Sample CS-G2-Verbal

Single Subject Examples

- Your School Name (Sample CS)-G2-SS-Reading
- Sample CS-G2-SS-Math

Iowa Survey Examples

- Your School Name (Sample CS)-G3-Survey-Reading
- Sample CS-G2-Survey-Reading

IowaFlex Examples

- Your School Name (Sample CS)-G5-Flex-Math
- Sample-CS-G7-Flex-Reading

Printing Test Tickets

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](#).

During Testing

Test Security Considerations

The Test Coordinator must take full responsibility for security of all test content and for communicating security requirements to appropriate staff. A breach of security carries significant consequences. Depending on the nature of the breach, your school, class, or student(s) may be disqualified from testing. Your school may be allowed to purchase an alternate assessment for the breach population. If you feel there may have been a breach of security, please contact ACSI Care Team immediately at 800-367-0798.

- Make sure that students have cleared their desks of all materials except No. 2 pencils and scratch paper.
- Do not allow electronic devices of any kind (including cell phones, smart watches, e-readers, etc.).
- Be certain that students are working quietly and independently.
- Encourage students to do their best. If a student asks for assistance, encourage the student to continue working. As appropriate, suggest that they go back and check their work if they have finished early.
- Do not discuss test questions or answers.
- Begin a subtest only if there is time for its completion. Never break up the administration time of a single subtest.
- Collect and securely shred any scratch paper students used during testing.

Proctoring Test Sessions

See the *DataManager Proctor User Guide*:

- Log in to *DataManager*.
- Go to Digital Resources in the righthand column and select Open Resources.
- Select *DataManager* from the dropdown menu and click on the *DataManager Proctor User Guide*

Adding Students to a roster

Schools may add students to their roster after the original file has been uploaded by following [these instructions](#) to add the student to the roster provided them by ACSI.

Proctors with administrative access can also access this feature by clicking on the **Add Walk-in Student** button at the top of the proctor screen during a test session.

Remote Testing Considerations

If you are unable to schedule your online testing because of school closures, Riverside is temporarily allowing schools to administer *Iowa Assessments*, *CogAT*, and/or *IowaFlex* online remotely, following specific guidelines. Please fill out the [Remote Testing Interest Form](#) if you would like more information about this opportunity.

After Testing

DataManager Reporting

DataManager Administrators can view reports within 24 hours after testing by going to the Reports Tab and selecting the correct options for Assessment and Test Admin Date. It can take up to 48 hours for reports to appear in *DataManager*.

See the Reports Training in the Riverside Training Academy Community for additional details.

Appendix A: FAQ

What test event do I use?

ACSI will email you the names of the test events you should use for your online testing. If you are unable to find this email, use the following guidelines to determine which test event you should use:

For *Iowa Assessments* or *CogAT* summative testing during the regular fall or spring test windows, you will use the test events with a season/test window in the title. For example, [ACSI Fall 2020 Iowa](#) or [ACSI Spring 2021 CogAT](#).

If you will be administering *Iowa Assessments* or *CogAT* at other times or are administering *IowaFlex*, *Iowa Single Subject* or *Iowa Survey*, you will use the test events with the product you are using and the current month. (Note: *Iowa Single Subject* and *IowaFlex* will have two test events—one for Reading, and one for Math.) Examples: [ACSI Survey Aug-Sep](#), [ACSI Single Subject Math Oct-Nov](#), [ACSI Iowa Placement Dec-Jan-Feb](#), [ACSI CogAT Placement Mar-Apr-May](#), [ACSI Iowa Flex Reading June-July](#)

Norm Windows

- ♣ Fall—August 1—November 30
- ♣ Midyear Norms—December 1—February 29
- ♣ Spring—March 1—July 31

WARNING: Please DO NOT set-up, edit or CLOSE Test Events. These are created by ACSI for all schools to use. If you modify a Test Event, it will affect all ACSI schools who use online testing.

What if a Test Event has not been set-up yet or closes before I am done testing?

There will always be a current test event set up for Placement Tests. If you do not see a test event you need, please contact ACSI at onlinetesting@acsi.org. If the test event closes before you have time to finish, please contact ACSI. Please do not create, modify, close, or reopen test events. ACSI sets these up globally for all ACSI schools. Any changes you make will affect other ACSI schools.

What if I cannot see my reports after I am done testing?

Please wait approximately 24 hours after testing is completed to access your reports in *DataManager*. If you are still unable to view your reports after 48 hours, contact ACSI at onlinetesting@acsi.org.

Can I add a walk-in student?

Schools may add students to their roster after the original file has been uploaded by following [these instructions](#) to add the student to the roster provided them by ACSI. Schools must use the 4-digit student ID prefix assigned to them by ACSI when creating student ID numbers.

Proctors with administrative access can also access this feature by clicking on the [Add Walk-in Student](#) button at the top of the proctor screen during a test session.

What information do I need to put in the Student Roster File (/Location File/Staff User File)?

- See the [ACSI Data File Templates and Field Descriptions](#) for descriptions of the required and optional information to include in the student data file, the location file, and the staff/user file.
- See the [Supplemental Coding Information](#) available in Riverside Training Academy for more information about how to use the optional fields in the student data file.

What is the difference between Proctor Led and Audio test sessions?

Test sessions for Kindergarten through Grade 2 students can be either Proctor Led or Audio Led. Proctor-led tests require the proctor to read the directions and/or test questions to students. The Proctor advances all students as a group from one question to the next based on students' completion of test questions, which the proctor monitors. Self-paced sections of proctor-led tests have proctors instruct students about the upcoming self-paced section, including identifying the timer that students can use in the upper right corner of their test environment.

Self-paced Audio Led tests do not require the proctor to read the directions and/or test questions to students. Students listen to the directions and questions and work on their own, advancing through the questions at their own pace.

IowaFlex Kindergarten through Grade 2 test sessions can only be audio led.

How do I add staff to DataManager?

Users with Administrator access can add staff to DataManager by following these instructions: [adding staff to DataManager](#).

How do I give teachers access to reports for multiple grade levels?

If you would like to give a staff member access to reports for all grade levels in your building, add them to the building level location in DataManager. If you would like to give a staff member access to some grade levels/classes in your building, but not all, you will need to add the staff member to a single location to start with. Later, you can [edit the locations for the staff member](#) to add additional classes/grade levels.

What roles are available for staff in DataManager, and what abilities does each role have?

Account Holder: The Account Holder is the primary contact for Riverside and can perform all *DataManager* tasks. The Account Holder is already in the *DataManager* system and does not need to be added to the staff file.

Administrator (A): The Administrator can perform most *DataManager* tasks for his/her location level and below; however, Administrators cannot manage account notifications or licenses or export testing activity details.

Teacher (T): The role of Teacher can create test session, administer online tests, and view reports. (Note the role of teacher is not limited to a classroom teacher; someone can have the role of Teacher at the school or school level)

Proctor (P): The Proctor can administer online tests.

Digital Resource & Reporting Access (R): This role can access the Digital Resources page and the Reporting application.

Which IowaFlex Math domains should I assess?

For IowaFlex Math, schools can select to assess 3-5 domains per grade level based on their pacing/curriculum guides and the date of testing. Note: each domain takes approximately 15 minutes to assess, so adding more than 3 domains will add additional time to the assessment. You can choose to assess the same domains in a subsequent administration to measure growth on domains, or you may choose to assess different domains based on your pacing/curriculum guides. Use the [IowaFlex Math Domain Assignments Form](#) to let ACSI know which domains you would like to assess in the current test window.

If I am administering IowaFlex and Iowa Complete Battery for spring testing, do I need to submit two rosters?

The IowaFlex and Spring test events use different rosters, so your students need to be loaded to both rosters. If there are no changes to your roster, ACSI can export your IowaFlex roster and submit it for spring testing. Please email onlinetesting@acsi.org if you would like your IowaFlex roster to be submitted for your spring testing. If there are changes to your roster, you can use the roster you submitted for IowaFlex as the starting point, make changes, and submit it for spring testing.

How do I provide a read aloud accommodation for a student on a service plan?

Since there is no audio version of the test in *DataManager*, a proctor will need to read the test aloud to the student. The best way to do this is to order a copy of the paper test booklet from which the proctor can read. If you do not have time to order a test booklet, the proctor can read from the student's screen.

Do I need to complete the Order for Scoring Services form?

The Order for Scoring Services (OSS) form is for paper testing only. If you are administering both paper and online testing, you would complete the OSS form, including only paper testers in your student counts. If you are not administering paper testing, you do not need to complete the OSS form.

Will I be able to view my data from paper testing and online testing together?

If you administer Iowa Complete and/or CogAT during the Spring (March-May) or Fall (September-October) test windows, you will be able to view your test results from both your paper testers and your online testers together in DataManager.

Should I include paper testers in my roster file?

Include only students testing online in the roster file you submit for online testing. You will need to submit a separate file for your paper testers to order barcode labels. See the [Iowa/CogAT Program Participants Community](#) for more details about paper testing.

Appendix B: Online Testing Checklists

Iowa Complete Online Testing Checklist

1. Place an Order

Place your order by completing the [order form](#) for the Iowa Assessments Online product(s) the school plans to use. (See Overview of Online Assessment Products on page 4.)

2. Access Riverside Training Academy (required for new schools, optional for returning schools)

Watch for your email inviting you to log in to [Riverside Training Academy](#). View the [Iowa Assessments and DataManager Overview](#) video.

3. Online Testing Consultation (new schools only)

Schedule your Online Testing Consultation by clicking this link: https://calendly.com/acsi_gina_kinnard/30min. Your DataManager account access will be set up following this consultation.

4. Technical Readiness (required for new schools, optional for returning schools)

View the [Technical Readiness and Data Setup video](#) in Riverside Training Academy and complete the [verification form](#).

5. Data Setup

Once you have completed the technical readiness verification, 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 your data setup.

6. Pre-Testing Technical Checklist

Technical Support personnel should complete the [Pre-Testing Technical Checklist](#).

7. Proctor Training (required for new schools, optional for returning schools)

View the [Iowa Assessments 101 \(for Grades K-2\)](#) and/or [Iowa Assessments 102 \(for Grades 3-12\)](#) Proctor Training videos in Riverside Training Academy and complete the [verification form](#). Once you have completed the proctor training verification, ACSI will email you the test events you will use to administer your testing.

8. Practice Tests (optional)

Schools may administer paper practice tests if desired. These can be ordered using the paper materials [order form](#), or via the www.purposefuldesign.com website.

9. Set up Test Sessions

[Set up Test Sessions in DataManager](#) following ACSI's Test Session Naming Conventions (found on page 11 of the Online Test Coordinator Manual). (You may want to use the [Iowa Testing Times & Scheduling Worksheet](#) to help you schedule test sessions.)

10. Print Test Tickets

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](#).

11. Test Administration

Administer your test sessions in DataManager. You may also wish to use the Directions for Online Administration for [Grades K-2](#) and [Grades 3-12](#).

12. Reports Training

View the [Reports Training](#) in Riverside Training Academy and access your reports.

IowaFlex Online Testing Checklist

1. Place an Order.

Place your order by completing the [order form](#) for the Iowa Assessments Online product(s) the school plans to use. (See Overview of Online Assessment Products on page 4.)

2. Access Riverside Training Academy (required for new schools, optional for returning schools)

Watch for your email inviting you to log in to [Riverside Training Academy](#). View the [IowaFlex and DataManager Overview](#) video.

3. Online Testing Consultation (new schools only)

Schedule your Online Testing Consultation by clicking this link: https://calendly.com/acsi_gina_kinnard/30min. Your DataManager account access will be set up following this consultation.

4. Technical Readiness (required for new schools, optional for returning schools)

View the [Technical Readiness and Data Setup video](#) in Riverside Training Academy and complete the [verification form](#).

5. Data Setup

Once you have completed the technical readiness verification, 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 your data setup.

6. Pre-Testing Technical Steps

Technical Support personnel should review the [Pre Testing Technical Checklist](#) as well as the [System Requirements](#) and [IP Address and Port Listing](#) for IowaFlex.

7. Proctor Training (required for new schools, optional for returning schools)

View the [IowaFlex 101 Proctor Training](#) in Riverside Training Academy and complete the [verification form](#).

8. Test Assignment Setup

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

9. Test Event Confirmation

Once you have completed the proctor training verification and IowaFlex Math Domain Assignments form, ACSI will email you the test events you will use to administer your testing.

10. Set up Test Sessions

[Set up Test Sessions in DataManager](#) following ACSI's Test Session Naming Conventions (found on page 11 of the Online Test Coordinator Manual).

11. Print Test Tickets (optional)

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](#).

12. Test Administration

Administer your test sessions in DataManager. You may wish to use the [IowaFlex Directions for Online Administration](#) available for download in DataManager.

13. Reports Training

View the [Reports Training](#) in Riverside Training Academy and access your reports.

CogAT Online Testing Checklist

1. Place an Order

Place your order by completing the [order form](#) for the Iowa Assessments Online product(s) the school plans to use. (See Overview of Online Assessment Products on page 4.)

2. Access Riverside Training Academy (required for new schools, optional for returning schools)

Watch for your email inviting you to log in to [Riverside Training Academy](#). View the [CogAT and DataManager Overview](#) video.

3. Online Testing Consultation (new schools only)

Schedule your Online Testing Consultation by clicking this link:
https://calendly.com/acsi_gina_kinnard/30min. Your DataManager account access will be set up following this consultation.

4. Technical Readiness (required for new schools, optional for returning schools)

View the [Technical Readiness and Data Setup video](#) in Riverside Training Academy and complete the [verification form](#).

5. Data Setup

Once you have completed the technical readiness verification, 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 your data setup.

6. Pre-Testing Technical Checklist

Technical Support personnel should complete the [Pre-Testing Technical Checklist](#).

7. Proctor Training (required for new schools, optional for returning schools)

View the [CogAT 101 \(for Grades K-2\)](#) and/or [CogAT 102 \(for Grades 3-12\)](#) Proctor Training videos in Riverside Training Academy and complete the [verification form](#). Once you have completed the proctor training verification, ACSI will email you the test events you will use to administer your testing.

8. Administer Practice Tests

Schools may download all materials necessary for administering CogAT practice tests from the DataManager Resources page under the CogAT menu.

9. Set up Test Sessions

[Set up Test Sessions in DataManager](#) following ACSI's Test Session Naming Conventions (found on page 11 of the Online Test Coordinator Manual). (You may want to use the [CogAT Testing Times & Scheduling Worksheet](#) to help you schedule test sessions.)

10. Print Test Tickets

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](#).

11. Test Administration

Administer your test sessions in DataManager. You may wish to use the Directions for Online Administration for [Grades K-2](#) and [Grades 3-12](#).

12. Reports Training

View the [Reports Training](#) in Riverside Training Academy and access your reports.

Appendix C: Technical Resources & Contact Information

Technical Resource Links

The tools below will support your successful online testing experience through DataManager.

- [DataManager System Requirements for Iowa Assessments and CogAT](#)
- [Technical Checklist](#)
- [Technical Readiness Tools](#)
- [DataManager IP Address and Port Listing](#)
- [Secure Student Browser Instructions—Windows & Mac](#)
- [Secure Student Browser - MSI](#)
- [Chromebook Quick Reference Guide: Install the DataManager Chromebook App](#)
- [iPad Quick Start Guide: Online Testing Installation Instructions](#)
- [DataManager Online Help](#)
- [DataManager Validator Tool](#)
- [IowaFlex Resources](#)
 - [DataManager System Requirements - IowaFlex](#)
 - [DataManager IP Address and Port Listing \(Troubleshooting Checklist\) - IowaFlex](#)

Technical Support Contact Information

If you are currently administering a test session in DataManager and need immediate assistance, please contact DataManager Support Center:

- By phone at 877.246.8337
- By email at help@riversideDataManager.com
- Hours: 7:00 AM—6:00 PM (CST) Monday through Friday

For other questions, you may contact the ACSI Student Assessment Program at onlinetesting@acsi.org.