# Online Testing with ACSI FAQ

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## Ordering Licenses

### How often can I administer my benchmark tests?

IowaFlex: You may administer as often as every 2 months from July 1 through June 30. Once a test is administered once to a student, the license is considered used, and any unused "administrations" will not roll over to the next school year. All unused licenses will roll over to the next school year.

Iowa Single Subject: For grades K-8, you may administer up to 3 times from July 1 through June 30. For grades 9-12, you may administer up to 2 times from July 1 through June 30. Once a test is administered once to a student, the license is considered used, and any unused "administrations" will not roll over to the next school year. All unused licenses will roll over to the next school year.

Iowa Single Subject and Iowa Complete combined: You may administer Single Subject up to 2 times from July 1 through June 30. For grades 9-12, you must have a 6 month window between your first administration of Single Subject and your spring administration of Iowa Complete. Once a Single Subject test is administered once to a student, the license is considered used, and any unused "administrations" will not roll over to the next school year. All unused licenses will roll over to the next school year.

### When do my license expire?

For Iowa Complete, Iowa Survey and CogAT: all unused licenses will continually roll over to the next school year.

For IowaFlex and Single Subject, see "How often can I administer my benchmark tests?" above.

### How do I order licenses?

To order licenses, please use the online testing order form at https://acsi.formstack.com/forms/online_testing_order_form. The minimum order is 10 licenses.

## Technical Readiness

### What are the technical requirements for online testing in DataManager?

See also: DataManager Technical Requirements

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### How do we know whether our systems/network are ready online testing?

Schools can use the Technical Readiness Tools to verify that their systems and networks can handle the load of online testing. Schools can also administer the Getting Started Tutorial in advance of the test date to simulate the testing environment.

## Proctoring

### 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.

## Accommodations

### 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.

### Can I provide extended time for students on a service plan?

Proctors can extend time for individual students or groups of students on the proctor session tab after students have started testing. See Extend Testing time instructions in DataManager Online Help.

## IowaFlex

### Which IowaFlex Math domains should I asses?

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. The IowaFlex Math Domain Assignments Form lists the domains available at each grade level along with a recommended assessment sequence.

### How often can I administer IowaFlex?

You may administer as often as every 2 months from July 1 through June 30. Once a test is administered once to a student, the license is considered used, and any unused "administrations" will not roll over to the next school year. All unused licenses will roll over to the next school year.

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## Admissions Testing

### Can I use my licenses for admissions/placement testing?

Any leftover licenses for Iowa, CogAT, Iowa Survey, or Single Subject may be used for admissions/placement testing at any time. Please email onlinetesting@acsi.org if you would like to administer admissions/placement testing.

### Can I keep my data from admissions testing separate from my data for current students?

Administering admissions testing will not affect the data for your current assessment program in any way. You are able to keep the data from admissions testing separate from the data for current students in DataManager.

## Paper and Online Testing

### 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 compete the OSS form, including only paper testers in your student counts. If you are administering only online 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.

## Practice Tests:

### What is the difference between the practice tests and the Getting Started Tutorial?

The Getting Started tutorial introduces students to the online testing format, navigation, and tools. We recommend that all students take the Getting Started tutorial prior to taking a test. Schedule a session for the Getting Started tutorial as you would any other test session. The tutorial can be taken as the first test on the day of testing. Students can repeat the Getting Started tutorial if you think it would be beneficial for them to review the information more than once.

The Practice Tests for the Iowa Assessments, available in paper-and-pencil format, have been designed to help students, educators, and parents become familiar with the answer documents and the types of questions in the tests. These practice tests are available for purchase on the purposefuldesign.com website.

CogAT Practice Activities are available for Levels 5/6–12 in paper-and-pencil format. These supplemental materials are especially helpful for young students, English language learners (ELLs), and whenever test scores are used to help make high-stakes decisions about students. The Practice Activities, student booklets and teacher guides can be downloaded through DataManager and must be reproduced in advance of testing. Each student booklet contains six practice items per subtest.

## Help: Who should I contact for additional help?

For all other inquiries, please contact ACSI at onlinetesting@acsi.org or 1-800-367-0798.