SPRING 2022 CHECKLIST

1. Order testing materials October 2021—April 2022 (ongoing).
   a. Discounted materials orders must be received by December 3, 2021.
   b. Order at [www.purposefuldesign.com](http://www.purposefuldesign.com) to save on shipping.
   c. Or visit the Iowa Assessments Order Form page for a quoting tool for materials and scoring.
   d. Email, fax, or mail the completed order form to ACSI (see order form for details).

2. Complete Order for Scoring Services (OSS) (registration for machine scoring).
   a. Once you have submitted your materials order, ACSI will email you instructions for completing OSS. This registration process is required for schools wanting machine scoring. For additional instructions visit the Order for Scoring Services or Barcode Labels tabs in the Iowa Program Participants’ Community at [https://your.acsi.org/IowaCommunity](https://your.acsi.org/IowaCommunity).
   b. The OSS window for spring administration opens September 29, 2021, and it continues through mid-May.
   c. International schools are encouraged to complete OSS as early as possible.

3. Order Barcode Labels (optional)
   a. Opt-in to order barcode labels when completing the Order for Scoring Services (OSS) online form.
   b. Riverside Insights (Riverside) will contact you regarding the student roster file upload and submission. Schools who have previously ordered barcode labels will use the same login credentials to access the barcode system.
   c. Access additional information, tutorial videos, and guides on the Barcode Labels tab in the Iowa Program Participants’ Community at [https://your.acsi.org/IowaCommunity](https://your.acsi.org/IowaCommunity).

4. Receive and inventory testing materials from ACSI, and order additional materials, if needed.

5. Receive Order for Scoring Services Packet.
   a. Riverside will begin shipping Scoring Services packets early March for schools who have completed OSS by March 1, 2022.
   b. Scoring Services packets will continue to ship within 5—7 business days of completing the Order for Scoring Services form.
   c. The packet includes instructions, documents, and labels used to package and ship test documents to the Riverside Scoring Center. Only current year’s forms may be used. The following items are included in the packet:
      - Key Test Dates and Information/Scoring Letter
      - ACSI Test Coordinator’s Manual
      - Order form for Riverside Scoring Service ([Optional Reports are ordered on the back of this form; for pricing click here](https://your.acsi.org/IowaCommunity))
SPRING 2022 CHECKLIST

1. Pre-marked Building Identification Sheet (Building ID Sheet)
2. Class Identification Sheets (Class ID Sheet)
3. UPS Labels (for shipping test documents to the scoring center)
4. Processing Labels

6. Administer Iowa Assessments March-May 2021, or within the empirical window of 136-160 days of instruction.

7. Package test documents for shipping, following instructions found in the ACSI Test Coordinator Manual included in the Scoring Services Packet.

   a. Please make sure you use the UPS shipping labels provided in your Scoring Services Packet with the following address:
      Riverside Scoring Service
      9200 Earhart Ln SW
      Cedar Rapids, IA  52404-9078

9. Contact the ACSI Care Team by July 30, 2022 for late optional report orders.

10. Reports/Billing
    a. Access to DataManager results within 10 business days of documents being scored.
    b. Optional paper reports (separate purchase) shipped within 10 business days of order receipt.
    c. Scoring invoices are shipped to schools May—July.

11. Log in to DataManager after 10 business days to view your score reports.
    a. Add staff/users to DataManager prior to distributing web-keys (Step-by-step Guide and Video)
    b. Distribute web-keys to allow teachers/administrators to view data.
    c. Customize and print or email student reports home to parents. Click here for support.
    d. Use the DataManager Reporting Help online guide or DataManager How to...Resources in the Community to assist you.

For pricing and program information, please visit www.purposefuldesign.com, email careteam@acsi.org, or call the ACSI Care Team at 800.367.0798.