

Prepare for Spring Testing

SPRING 2024 CHECKLIST

1. Order testing materials October 2023—April 2024 (ongoing).
 - a. Order at <https://your.acsi.org/IowaAssessments> to save on shipping/handling costs.
 - b. Or complete the Pricing Tool/Order Form on the [Iowa Assessments order forms page \(https://your.acsi.org/IowaOrderForms\)](https://your.acsi.org/IowaOrderForms).
2. Complete [Registration for Machine Scoring \(RMS\)](https://your.acsi.org/RMS_support).
 - a. Once you have submitted your materials order, ACSI will email you instructions for completing RMS. This registration process is **required for schools wanting machine scoring**. For additional instructions visit the Registration for Machine Scoring (https://your.acsi.org/RMS_support) or Barcode Labels (<https://your.acsi.org/barcodelabels>) tabs in the Iowa CogAT Community at <https://your.acsi.org/IowaCommunity>.
 - b. The RMS window for spring administration opens October 2, 2023, and it continues through mid-May.
 - c. International schools are encouraged to complete RMS as early as possible.
3. Order Barcode Labels (optional)
 - a. Opt-in to order barcode labels when completing the [Registration for Machine Scoring \(RMS\)](https://your.acsi.org/RMS_support) online form.
 - b. The ACSI Care Team 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](https://your.acsi.org/barcodelabels) in the Iowa Program Participants' Community at <https://your.acsi.org/barcodelabels>.
4. Receive and inventory testing materials from ACSI, and order additional materials, if needed.
5. Receive Scoring Services Packet.
 - a. Riverside will begin shipping Scoring Services packets early March for schools who have completed RMS by March 1, 2024.
 - b. After March 1, Scoring Services Packets will continue to ship within 5—7 business days of completing the Registration for Machine Scoring 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 Order Form (*Optional Reports are ordered on this form; for pricing click [here](#).*)
 - Pre-marked Building Identification Sheet (Building ID Sheet)
 - Class Identification Sheets (Class ID Sheet)
 - UPS Labels (for shipping test documents to the scoring center)
 - Processing Labels
6. Administer *Iowa Assessments* March-May 2024.
7. Package test documents for shipping, following instructions found in the ACSI Test Coordinator Manual included in the Scoring Services Packet.



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8. Ship test documents to the Riverside Scoring Center by May 31, 2024.
 - 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, 2024, 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. Access the [Score Inquiry Form](#) in the Iowa CogAT Community at <https://your.acsi.org/IowaCommunity>.
 - a. Share test results (<https://your.acsi.org/ShareResults>) to allow teachers/administrators to view data.
 - b. Customize and print or email student reports home to parents. [Click here](#) for support.
 - c. Use the [DataManager Reporting Help](#) online guide or the [Adding Staff and Getting Started with DataManager FAQ](#) 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.