Iowa/CogAT Summative 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). PLEASE BE ADVISED THAT ACSI CANNOT GUARANTEE YOUR SCHEDULED TEST DATE IF STEPS ARE NOT COMPLETED BY THE DEADLINES LISTED. THANK YOU FOR YOUR UNDERSTANDING.

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](#).

Deadline: 2 weeks prior to test administration

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.

Deadline: 2 weeks prior to test administration

Step 3) Technical Readiness

1. The Test Coordinator and Technical Support (and anyone helping with data setup) should view the [Technical Readiness and Data Setup Training](#) in ACSI Riverside Training Academy and complete the [verification form](#).
2. Technical Support personnel should review the [Technical Resource Links](#) to set up school network and student devices.

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.

3-4 weeks prior

Step 4) Data Setup

Once you have completed the technical readiness verification, ACSI will email you school-specific 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.

> *Deadline: 1 week prior to test administration*

2 weeks prior

Step 5) Plan & Communicate

1. Plan your testing schedule. You may want to use the following resources:
   - For **Iowa Complete**: Iowa Testing Times and Scheduling Worksheet and/or the
   - For **CogAT**: CogAT Testing Times and Scheduling Worksheet.
2. Send a message to families. You may wish to use the following resources or write your own:
   - For **Iowa Complete**: Iowa Letter to Families Template and/or the
   - For **CogAT**: CogAT Parent Letter and Video

Step 6) Attend Proctor Trainings

All staff who will proctor online testing should view the Proctor Trainings:
   - For **Iowa Complete**: Iowa Assessments Proctor Training
   - For **CogAT**: CogAT Proctor Training
   - (For either): You may wish to view the Teacher/Proctor Training Tips.

Once all proctoring staff have completed this training, the Test Coordinator should submit the Proctor Training Verification Form. Once this is submitted, ACSI will email the test events you will use to administer your testing.

> *Deadline: 3 days prior to test administration*

Step 7: Administer Practice Tests

Schools may wish to administer practice tests. Please see the Online Testing FAQ – Practice Tests for more details.

1 week prior

Step 8) 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 Directions for Online Administration (below) or the Proctor Guide. These are optional, but helpful guides.
   - For **Iowa Complete**: Iowa Grades K-2 and Iowa Grades 3-12
   - For **CogAT**: CogAT Grades K-2 and CogAT Grades 3-12)

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.

2 days prior

Step 9) 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 login information 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 10) Administer Tests

1. Proctors will approve, monitor, and complete testing. Be sure to follow proper test security procedures.
2. Provide Accommodations to students as needed. Please see the Online Testing FAQ – Accommodations for more details.
3. Use the Student Lookup feature to monitor test completion. Test Coordinators should schedule makeups for any students who do not show a completed status.

After Testing

Step 11) Access & Interpret Reports

Your reports will be available within 1-2 business days after testing. View the reports training, then access and interpret your reports.

- For **Iowa Complete**: Iowa Reports Training
- For **CogAT**: CogAT Reports Training in

For any reporting issues, please use the Score Inquiry Form to notify ACSI and provide the necessary information.

Step 12) Communicate Results with Parents

Create parent reports and share results with parents. You may want to use the following resources:

- For **Iowa Complete**: Recommended Parent Report and Talking with Parents about Iowa Tests Results
- For **CogAT**: CogAT - Talking with Parents about Tests Results

Step 13) 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

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. 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 or 1-800-367-0798.

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.