

Student Assessment Program



Iowa Survey Benchmark Paper/Pencil Checklist

- 1) Complete the [Iowa Survey Order Form](#).
- 2) If you would like to administer both Forms E and G as benchmark assessments, select two or three administrations on the form.
- 3) Determine if you are self-scoring or machine scoring and mark your decision on the order form.

Schools Who Machine Score

Order Directions for Administration for all student groups for Forms E and/or G.

- 1) Order Iowa Survey test books for Forms E and/or G. These are sold in single quantities.
 - a) Grades 1 – 3 are consumable test books
 - b) Grades 4 – 8 are non-consumable test books
- 2) For grades 4 – 8, order the Machine Score Answer Sheets. These are sold in packages of 25. Forms E and G have a separate answer document.
- 3) Schools may order the following optional materials:
 - a) Iowa Forms EF Score Interpretation Guide Levels 5 – 8, Grades 1 – 2*
 - b) Iowa Forms EF Score Interpretation Guide Levels 9 – 14, Grades 3 – 8*

Machine Scoring Packaging Instructions

ACSI will email you an Order for Scoring Services (OSS) form.

- 1) You will fill out the following:
 - a) School Name for Reports
 - b) ACSI Account Number
 - c) Test Date
 - d) Ship to
 - e) Other Information box to include # of packages shipped and email address
- 2) In the Enter Answer Document Count by Grade section, write in your school name, the number of documents being submitted per grade, and circle Form E or G for each grade.
- 3) You will also receive a trailer package with your materials, that will include:
 - a) Building ID Sheet - bubble the building name (school name) and building code (ACSI account number)
 - b) Class ID Sheet for reporting groups - bubble in the class name, grade, answer document count, and fill in the information box

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- 4) These will be packed in the following order: OSS, Building ID Sheet, Class ID Sheet with answer documents/test booklets, then the next Class ID Sheet, etc.
- 5) When you are ready to ship materials to the scoring center, email assessmentsupport@acsi.org to request UPS labels that will be emailed to you.
- 6) Score results will appear in DataManager in approximately ten business days after the scoring center receives your materials.

Schools Who Self-Score

- 1) Order Directions for Administration for all student groups for Forms E and/or G.
- 2) Order Iowa Survey test books for Forms E and/or G. These are sold in single quantities.
 - a) Grades 1 – 3 are consumable test books
 - b) Grades 4 – 8 are non-consumable test books
- 3) For grades 4 – 8, order the Survey Easy Score Answer Sheets for Forms E and/or G. These are also sold in packages of 25.
- 4) If you are self-scoring, you will need to order some additional resources:
 - a) Iowa Forms E and/or G Survey Scoring Key Levels 7-14, Grade 1-8 (if testing grades 1 – 3; answer keys are embedded in the grades 4 – 8 Easy Score Answer Documents)
 - b) Iowa Forms E and/or G Survey Norms & Score Conversions Guide Levels 7 – 14, Grades 1 – 8**
- 5) Schools may order the following optional materials:
 - a) Iowa Forms EFG Score Interpretation Guide Levels 5 – 8, Grades 1 – 2*
 - b) Iowa Forms EFG Score Interpretation Guide Levels 9 – 14, Grades 3 – 8*

*These products are optional as well as available in the DataManager portal under the resources tab.

**Instructions and table for converting raw scores to standard scores, national percentiles, etc.