

Admissions & Placement Testing



Admissions Online Testing Checklist

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.**

INSTRUCTIONS FOR NEW SCHOOLS **ONLY** ARE HIGHLIGHTED IN BLUE.

INSTRUCTIONS FOR RETURNING SCHOOLS **ONLY** ARE HIGHLIGHTED IN GREEN.

INSTRUCTIONS THAT ARE NOT HIGHLIGHTED ARE FOR BOTH NEW AND RETURNING SCHOOLS.

Step 1) Order

- Determine the number of students testing in each K-8 and 9-12 grade band.
- Order new licenses and training by completing the [Online Testing Order Form](#). Remember that *Admissions bundles are single-use licenses that **will** roll over to the next school year if not used.*

Step 2) Access Training & Complete Consultation

- 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>.
- **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

- 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](#) (new schools only). Once you have completed the Technical Readiness verification, ACSI will set up your admissions class locations and send you school-specific instructions for your data setup.
- The Test Coordinator and Technical Support (and anyone helping with data setup) may want to review the [Technical Readiness and Data Setup Training](#) in ACSI Riverside Training Academy.
- Technical Support personnel should review the [Technical Resource Links](#) to set up school network and student devices.

Deadline: 5 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.

Admissions Online Testing Checklist – New Schools

Step 5) Plan & Communicate

- Plan your testing schedule. You may want to use the following resources:
 - [ACSI DataManager Test Event Schedule](#)
 - [Single Subject Scope and Sequence & Scheduling Worksheet*](#)
 - *Please be advised that Iowa **Single Subject** reporting is different from that of **Iowa Complete** or **Iowa Survey**. Only the reports listed here are included in the reporting for Iowa Single Subject: [Iowa Single Subject Sample Reports](#) as well as [Single Subject Reports Training Resources](#).
 - [Survey Scope and Sequence & Scheduling Worksheet](#)
 - **Note:** While you may schedule your testing on weekends, please keep in mind that DataManager technical support is only available on weekdays.
- Send message to families. You may wish to use the [Iowa Letter to Families Template](#) or create your message.

Step 6) Attend Proctor Training & Download Resources

- All staff who will be proctoring online testing should view the [Iowa Assessments Proctor Training](#). The Test Coordinator should submit the [Proctor Training Verification Form](#) after viewing the training. *Once this is submitted, ACSI will email the test events you will use to administer your testing.* For hands-on training tips, please see the [Teacher/Proctor Training Tips](#).
- All new staff who will be proctoring online testing should view the [Iowa Assessments Proctor Training](#) for each test your school will be administering.
- Download and review the Directions for Online Administration (for [Grades K-2](#) and [Grades K-2](#) and [Grades 3-12](#)) and the [Proctor Guide](#). These are optional, but helpful guides.

Deadline: 3 days prior to test administration

Step 7) Add Students to DataManager

Once you are ready to test a student, [add the student to DataManager manually](#). Be sure to use the [ACSI Admissions 2025-2026 roster and admissions class locations](#) provided by ACSI and the 4-digit ACSI assigned student ID Prefix.

Note: Students should be added at the grade level corresponding to the roster name, not their incoming grade level. For example, a student entering Grade 2 in school year 2026-2027 should be added as a Grade 1 student on the ACSI Admissions 2025-2026 roster.

Step 8) Create Test Sessions

Create test sessions for each class or group for each day of testing. Please follow [ACSI's Test Session Naming Conventions](#). You will create a test session for each grade level and subtest you are administering. Please keep in mind that each proctor can only have 4 test sessions open at a time. See the [How do I test multiple groups at once?](#) video for more details

Step 9) Print Student Login Information & Gather Supplies

- 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?](#)
- Have scratch paper and pencils available, as needed.

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Step 10) Administer Tests

- Proctors will approve, monitor, and complete testing. Be sure to follow proper [test security procedures](#).
- Use the [Student Lookup](#) feature to monitor test completion. Test Coordinators should schedule makeups for any students who do not show a completed status to ensure all students' scores are reported in a timely manner.
- Be sure to track your license usage with the [License Tracking Sheet for Admissions Testing](#).

Step 11) Access & Interpret Reports

After 1-2 business days, you will be able to view your reports in DataManager. Please see the reports training for your assessment product(s) below:

- [Iowa Assessments \(including Survey\)](#)
- [Iowa Single Subject](#)*

*Please be advised that Iowa **Single Subject** reporting is different from that of **Iowa Survey**. Only the reports listed here are included in the reporting for Iowa Single Subject: [Iowa Single Subject Sample Reports](#)

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:

- [Share Reports: Digital and Non-Digital Options](#)
- For **Iowa Survey**: [Recommended Parent Report](#) and [Talking with Parents about Iowa Tests Results](#)
- For **Single Subject**: [Single Subject Student Profile Instructions](#)

Step 13) Administer Additional Assessments

When you have additional students to test, start over at [Step 7, Add Students to DataManager](#).

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.