# ACSI
## STRONGER TOGETHER

# Student Assessment Program

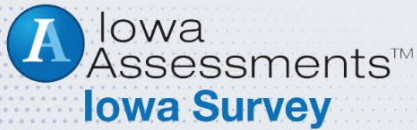**Iowa Assessments™** Iowa Survey

**Iowa Assessments™** Single Subject Benchmarks

## Benchmark 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 Bundles on the Purposeful Design website at: https://your.acsi.org/iowabundles.)
2. Determine the number of students testing in the K-8 and 9-12 grade bands.
3. Order subscriptions and training by completing the Online Testing Order Form. *Remember that bundle subscriptions will not roll over to the next school year.*

> *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, Technical Support person, and anyone who will help with data setup should view the Technical Readiness and Data Setup Training 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.**

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## 3-4 weeks prior

### Step 4) Data Setup

Once you have completed the technical readiness verification (or once you place an order, if you are a returning school), ACSI will email you additional 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. Gather information on students with accommodations and develop coding plans for your roster files.
2. Create the locations, staff, and students via data files or manual entry
3. Use the ACSI Online Testing Data Setup Form to submit data files or to verify that your manual data entry is complete.
4. If adding students manually to DataManager, use the ACSI Master 2025-2026 roster.

*Deadline: 1 week prior to test administration*

### Step 5) Plan & Communicate

1. Plan your testing schedule. *You may administer the test multiple times per school year. Consult the ACSI DataManager Test Events Schedule to see test window open and close dates, as well as what test forms and levels are used for each window.*
   a. For **Iowa Survey:** see the Survey Scope and Sequence & Scheduling Worksheet.
   b. For **Single Subject**, see the 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.

   c. For **Iowa Complete**, see the Iowa Testing Times and Scheduling Worksheet.
   d. For **CogAT**, see the CogAT Testing Times & Scheduling Worksheet.
2. Communicate testing schedule to families. You may wish to use the Iowa Letter to Families Template, the CogAT Parent Letter and Video, or create your message.

## 2 weeks prior

### Step 6) Attend Proctor Trainings & Download Resources

1. All staff who will be proctoring online testing should view the following Proctor Trainings. See also: Teacher/Proctor Training Tips.
   - For all **Iowa Assessments**: Iowa Assessments Proctor Training.
   - For **CogAT**: CogAT Proctor Training.

   *Deadline: 3 days prior to test administration*

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

2. Download and review the Directions for Administration (linked below) or the Proctor Guide for all assessments. These are optional but helpful guides.
   - For all **Iowa Assessments**: Iowa DFA Grades K-2 and Iowa DFA Grades 3-12.
   - For **CogAT**: CogAT DFA Grades K-2 and CogAT DFA Grades 3-12.

## 1 week prior

### Step 7) Create Test Sessions

Create test sessions for each class or group for each day of testing. Please follow ACSI's Test Session Naming Conventions.

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## Step 8) Print Student Login Information & Gather Supplies

- Schools may wish to print student login information to provide students with the information required for them to sign in to begin testing. Printing instructions for these tickets can be found here: printing student login information. See also the video: Do I need to print test tickets?
- Gather scratch paper and pencils, as needed.

## Step 9) Administer Practice Tests:

Please see the information on the FAQ – Practice Tests post for more information.

# Testing Day(s)

## Step 10) Administer Tests

- Proctors will approve, monitor, and complete testing. Be sure to follow proper test security procedures.
- Provide accommodations to students as needed. See the Online Testing FAQ – Accommodations for details.
- Use the Check Test Status feature to monitor test completion. Test Coordinators should schedule makeups for any students who do not show a completed status.

# Following

## Step 11) Access & Interpret Reports

- Your reports will be available in DataManager within 1-2 business days after testing. Please review the following reports training resources, then access and interpret your reports.
  - o For **Iowa Compete & Iowa Survey**: Iowa Reports Training Resources.
  - o For **Single Subject**: Single Subject Reports Training Resources.*

    *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.

  - o For **CogAT**: CogAT Reports Training Resources.
  - o For personalized, in depth reports training, including using results for differentiation, please complete the Training Request Form.
- To order optional printed reports, please use the Optional Reports Order Form.
- For reporting issues, please use the Score Inquiry Form to notify ACSI and provide the necessary information.

## Step 12) Communicate with Parents

If you will be sending reports home to parents, you may find the following resources helpful:

- Share Reports: Digital and Non-Digital Options
- For **Iowa Complete & Survey**: Recommended Parent Report and Talking with Parents about Iowa Tests Results
- For **CogAT**: CogAT - Talking with Parents about Tests Results
- For **Single Subject**: Single Subject Student Profile Instructions

## Step 13) Administer a follow up assessment

When you are ready to administer the test again, start over at Step 7 Create Test Sessions.

## 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.