



Fall 2025 CHECKLIST

1. Order testing materials July 2025 -October 2025 (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 \(RMS\)](#).
 - a. 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 fall administration opens August 1, 2024, and it continues through mid-November.
3. Order Barcode Labels (optional)
 - a. Opt-in to order barcode labels when completing the [Registration for Machine Scoring \(RMS\)](#) online form.
 - b. **Order Barcode Labels: 2 Options**
 - **Option 1: Online Barcode Ordering Site** – (This option will take 7-10 business days for Riverside Insights to process.) You may also submit your order directly to Riverside Insights via the Online Barcode Order site. For more information on this process, go to the [Online Barcode Order Site – General Information & Support](#) page in in the Iowa/CogAT Community.
 - **Option 2: ACSI Barcode Review Form** – (This option will take 15-20 business days for Care Team to review and then Riverside Insights to process the order you submit.) Schools may submit their barcode files to ACSI for review. *Schools are responsible for submitting their actual barcode orders to Riverside Insights after ACSI review.* For step-by-step instructions for ordering barcode labels through ACSI, including screenshots, visit the [Barcode Labels – General Information & Support](#) page in the Iowa/CogAT Community.
4. Receive and inventory testing materials from ACSI, and order additional materials, if needed.
5. Receive Scoring Services Packet.
 - a. Riverside Insights will begin shipping Scoring Services Packets in early September for schools who have completed RMS by August 29. After August 29, Scoring Services Packets will continue to ship within 10 business days of completing the Registration for Machine Scoring form.
 - b. 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:

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| <ul style="list-style-type: none"> • Key Test Dates and Information/Scoring Letter • ACSI Test Coordinator's Manual • Order form for Riverside Scoring Service • Pre-marked Building Identification Sheet (Building ID Sheet) | <ul style="list-style-type: none"> • Class Identification Sheets (Class ID Sheet) • Optional Reports Order Form • Processing Labels • UPS Labels (for shipping test documents to the scoring center) |
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6. Administer *Iowa Assessments* September-November 2025.



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7. Package test materials for shipping, following instructions found in the ACSI Test Coordinator Manual included in the Scoring Services Packet.
8. Order Optional Reports using the Optional Reports Order Form and include it in your shipment of test materials. For Optional Reports Pricing, see the [Scoring Quoting Tool](#).
9. Ship test materials to the Riverside Scoring Center by November 30, 2025.
 - 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
10. Reports/Billing
 - a. Test Coordinators will have access to DataManager results within 10 business days of documents arriving at the scoring center. No email or web keys are needed. Just log in to DataManager and navigate to the Reports tab.
 - b. Optional paper reports (*separate purchase*) shipped within 10 business days of order receipt.
 - c. Scoring invoices are sent to schools November-January.
11. Log in to [DataManager](#) after 10 business days to view your score reports.
 - 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.
12. Use the [Score Inquiry Form](#) available in the Iowa CogAT Community (<https://your.acsi.org/iowaCommunity>) to inquire about reports access issues, scoring irregularities, demographic corrections, or to order additional printed reports.

For pricing and program information, please visit www.purposefuldesign.com, email careteam@acsi.org, or call the ACSI Care Team at 800.367.0798.