



Online Testing with ACSI FAQ

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Ordering Licenses

How do I order licenses?

To order licenses, please use the online testing order form at https://acsi.formstack.com/forms/online_testing_order_form. The minimum order is 10 licenses.

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What do the bundles include?

Benchmark Bundle K-8

- Iowa [Survey](#) (Forms E/F/G for grades 1-8)
- Iowa Assessments [Single Subject](#) Reading/Math (Forms E/F/G for grades K-8)

Benchmark Testing 9-12

- Iowa Assessments [Single Subject](#) Reading/Math (Forms E/F for grades 9-12)

Achievement Insights Bundle

- Iowa [Complete/Core](#) (Forms E/F/G for grades K-8, Forms E/F for grades 9-12)
- Iowa [Survey](#) (Forms E/F/G for grades 1-8)
- Iowa Assessments [Single Subject](#) Reading/Math (Forms E/F/G for grades K-8, Forms E/F for grades 9-12)
- [Logramos](#) (grades K-8)

Complete Insights Bundle

- Iowa [Complete/Core](#) (Forms E/F/G for grades K-8, Forms E/F for grades 9-12)
- Iowa [Survey](#) (Forms E/F/G for grades 1-8)
- Iowa Assessments [Single Subject](#) Reading/Math (Forms E/F/G for grades K-8, Forms E/F for grades 9-12)
- [Logramos](#) (grades K-8)
- [CogAT](#) Form 7 Complete (grades K-12)

Admissions Bundle K-8 (Single Use)

- Iowa [Survey](#) (Forms E/F/G for grades 1-8)
- Iowa Assessments [Single Subject](#) Reading/Math (Forms E/F/G for grades K-8)

Admissions Testing 9-12 (Single Use)

- Iowa Assessments [Single Subject](#) Reading/Math (Forms E/F for grades 9-12)

When do my license expire?

For the Benchmark Bundles, Achievement Insights Bundle, Complete Insights Bundle, and Single Use Licenses (Iowa Complete Form G, Iowa Complete Form E, CogAT): licenses expire June 30 and do not roll over to the next school year.

For Admissions Bundles): all unused licenses will continually roll over to the next school year.

How often can I administer benchmark tests?

Iowa Single Subject: For grades K-8, you may administer up to 3 times in the Fall, Winter, and Spring test events. For grades 9-12, you may administer up to 2 times in the Fall, Winter, or Spring test events.

Iowa Survey: For grades 1-8, you may administer up to 3 times in the Fall, Winter, and Spring test events.

Benchmark and Iowa Complete combined: You may administer Single Subject up to 2 times in the Fall and Winter test events in addition to Iowa Complete in the Spring. For grades 9-12, you must have a 6 month

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window between your first administration of Single Subject Form E and your spring administration of Iowa Complete Form E.

Technical Readiness

What are the technical requirements for online testing in DataManager?

Schools can use the following resources to verify their systems meet DataManager requirements: [Technical Readiness \(Video\)](#) and [DataManager Technical Requirements](#)

How do we know whether our systems/network are ready for online testing?

Schools can use the [Technical Readiness Tools](#) to verify that their systems and networks can handle the load of online testing. Schools can also administer the Getting Started Tutorial in advance of the test date to simulate the testing environment.

Proctoring

What is the difference between Proctor-Led and Audio-Led test sessions?

Test sessions for Kindergarten through Grade 2 students can be either Proctor-Led or Audio-Led. Proctor-Led tests require the proctor to read the directions and/or test questions to students. The Proctor advances all students as a group from one question to the next based on students' completion of test questions, which the proctor monitors. Self-paced sections of proctor-led tests have proctors instruct students about the upcoming self-paced section, including identifying the timer that students can use in the upper right corner of their test environment.

Self-paced Audio-Led tests do not require the proctor to read the directions and/or test questions to students. Students listen to the directions and questions and work on their own, advancing through the questions at their own pace.

Accommodations

How do I provide a read aloud accommodation for a student on a service plan?

Since there is no audio version of the test in DataManager, a proctor will need to read the test aloud to the student. The best way to do this is to order a copy of the paper test booklet from which the proctor can read. If you do not have time to order a test booklet, the proctor can read from the student's screen.

Can I provide extended time for students on a service plan?

Proctors can extend time for individual students or groups of students on the proctor session tab after students have started testing. See Extend Testing time instructions in DataManager Online Help.

Admissions Testing

Can I keep my data from admissions testing separate from my data for current students?

Administering admissions testing will not affect the data for your current assessment program in any way. You are able to keep the data from admissions testing separate from the data for current students in DataManager.

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Paper and Online Testing

Do I need to complete the Registration for Machine Scoring form?

The Registration for Machine Scoring (RMS) form is for paper testing only. If you are administering both paper and online testing, you would complete the RMS form, including only paper testers in your student counts. If you are administering only online testing, you do not need to complete the RMS form.

Will I be able to view my data from paper testing and online testing together?

If you administer Iowa Complete and/or CogAT during the Spring (March-May) or Fall (September-October) test windows, you will be able to view your test results from both your paper testers and your online testers together in DataManager.

Practice Tests:

What is the difference between the practice tests and the Getting Started tutorial?

The Getting Started tutorial introduces students to the online testing format, navigation, and tools. We recommend that all students take the Getting Started tutorial prior to taking a test. Schedule a session for the Getting Started tutorial as you would any other test session. The tutorial can be taken as the first test on the day of testing. Students can repeat the Getting Started tutorial if you think it would be beneficial for them to review the information more than once.

The Practice Tests for the Iowa Assessments, available in paper-and-pencil format, have been designed to help students, educators, and parents become familiar with the answer documents and the types of questions in the tests. These practice tests are available for purchase on the purposefuldesign.com website.

CogAT Practice Activities are available for Levels 5/6–12 in paper-and-pencil format. These supplemental materials are especially helpful for young students, English language learners (ELLs), and whenever test scores are used to help make high-stakes decisions about students. The Practice Activities, student booklets and teacher guides can be downloaded through DataManager and must be reproduced in advance of testing. Each student booklet contains six practice items per subtest.

Help: Who should I contact for additional help?

For all other inquiries, please contact ACSI at onlinetesting@acsi.org or 1-800-367-0798.