



Fall 2026 CHECKLIST

Please sign into acsi.org before clicking the links below

1. Order Test Materials: July 2026- October 2026 (ongoing).

- a. Order at <https://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://acsi.org/iowaAssessments/orderForms) (<https://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://acsi.org/RMS_support) or Barcode Labels (<https://acsi.org/barcodeLabels>) tabs in the Iowa CogAT Community at <https://acsi.org/iowaCommunity>.
- b. The RMS window for Fall administration opens August 1, 2026, and it continues through November 13, 2026.

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:
 1. Download and complete the [template](#)
 2. Find the login credentials here: [Barcode Label Ordering Instructions](#).
 3. **Open the Online Barcode Order Site and choose 'Start New Order (blank form)' (<https://barcode.riversideinsights.com>) and log in with the credentials from step 2.**
 4. Complete all fields. **DO NOT USE ANY PREPOPULATED INFORMATION**
 5. Upload your file to the form in the Submit Barcode File section.

****If you would like an ACSI Care Team member to review your file before submitting it to Riverside Insights, use this [ACSI Barcode Review Form](#). This will delay your process by an additional 7-10 business days. You will receive an email once it has been reviewed, including any corrections needed, or letting you know you can proceed with the instructions above to submit your order.**

For more information on this process, go to the [Barcode Labels - General Information & Support](#) page in the Iowa/CogAT Community.

4. Receive and Inventory Test Materials: Receive materials from ACSI; inventory and order additional materials, if needed.

5. Receive Scoring Services Packet:

- a. Riverside Insights will begin shipping Scoring Services Packets the first week of September for schools who have completed RMS by August 21st. After August 21st, 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:

• Key Test Dates and Information/Scoring Letter	• Class Identification Sheets (Class ID Sheet)
• ACSI Test Coordinator's Manual	• Optional Reports Order Form
• Order form for Riverside Scoring Service	• Processing Labels
• Pre-marked Building Identification Sheet (Building ID Sheet)	• UPS Labels (for shipping test documents to the scoring center)



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6. **Administer *Iowa Assessments*:** September- November 2026.
7. **Package Test Materials:** Follow instructions found in the ACS I Test Coordinator Manual included in the Scoring Services Packet to package test materials for shipping
8. **Order Optional Reports:** Use 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:** Materials can be sent to the Riverside Scoring Center by November 30, 2026.
 - 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. **Access Reports:** 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](#) after 10 business days and navigate to the reports tab to view your score reports.
 - a. Share test results (<https://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.
 - d. Optional paper reports (*separate purchase*) shipped within 10 business days of order receipt.
11. **Receive Billing:** Scoring invoices are sent to schools November 2026 through January 2027.
12. **Submit Score Inquiries (Optional):** Use the [Score Inquiry Form](#) available in the Iowa CogAT Community (<https://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 ACS I Care Team at 800.367.0798.