

Iowa Assessments™ Planning Guide

“Steps for Success!”

Helping administrators prepare for the next testing season



Dear *Iowa Assessments* Test Administrator,

Thank you for overseeing the administration of the *Iowa Assessments* at your school. This *Planning Guide* has been revised and should be read in its entirety before testing begins. This guide outlines procedures for both online and paper testing, identifies required communications and materials, and includes an ordering checklist and progress checklist to assist you throughout the testing season. If you encounter a situation not addressed in this guide, please email iowainfo@aceschooloftomorrow.com or call 1-800-925-7777. We appreciate your diligence in ensuring the *Iowa Assessments* are administered accurately and consistently.

Sincerely,

A.C.E. School of Tomorrow

What to Know Before Ordering

As you prepare to order the *Iowa Assessments*, some factors need to be established beforehand.

Determine the tests to be administered. Will you be administering only the *Iowa Assessments* or both the *Iowa Assessments* and *CogAT*®? The *Iowa Assessments* are available for all students. The *CogAT* is only administered to Levels 2, 5, and 8.

Determine whether to administer the online assessments or the paper testing. The online assessments are only available for Level 4 and higher. The paper testing is available for all students.

Select proctors for paper tests. Every person who will have contact with testing and/or reports must submit a Test Security Affidavit. This does not apply to students.

Select proctors for online testing. Each online testing proctor will include a unique email address on the Test Security Affidavit, which will serve as that person's user name in *DataManager*.

Determine who will need access to the school reports. To ensure security of the reports, by default only the test administrator will have access to school reports. If anyone other than the test administrator (school administrator, secretary, etc.) will need access to reports, please notate that on the individual's Test Security Affidavit.

Who to Contact for Help with *DataManager*

Please direct all questions concerning *DataManager* to iowainfo@aceschooloftomorrow.com. **Please do not contact Riverside Insights® directly.** The A.C.E. *Iowa Assessments* Team will answer your questions.

For any questions concerning the *Iowa Assessments* or issues with *DataManager*:
Contact iowainfo@aceschooloftomorrow.com or call 1-800-925-7777.

Online Testing

Important Dates to Remember

Fall Online Testing

Order online testing from **August 1 through September 15** each year.

All documentation must be submitted to A.C.E. by **September 28** each year. To assist Riverside Insights, A.C.E. will execute **three uploads** of fall student data: **August 28, September 14, and September 28**. Any Student Rosters not submitted by September 28 will **not be** able to test.

Testing dates are **September 1 through October 7** each year.

Spring Online Testing

Order online testing from **January 15 through April 15** each year.

All documentation must be submitted to A.C.E. by **May 1** each year.

- To assist Riverside Insights, A.C.E. will execute **four uploads** of spring student data: **March 8, March 29, April 18, and May 2**. Any Student Rosters not submitted by May 1 will **not be** able to test.
- If planning to test **March 15 through April 4**, submit documents and Student Roster by **March 8**.
- If planning to test **April 5 through April 25**, submit documents and Student Roster by **March 29**.
- If planning to test **April 26 through May 15**, submit documents and Student Roster by **April 18**.
- The May 2 upload is reserved for emergency testing.

Testing dates are **March 15 through May 15** each year.

Always check your spam and junk email folders when looking for correspondence about *Iowa Assessments*!

Online Testing Worksheet (for your use only)

We will be administering the: *Iowa Assessments* *CogAT*

Test administrator _____

Who can access reports _____

Email address to be used for all correspondence (Must match the main email on your A.C.E. account)

Proctors for online testing _____ Email _____

_____ Email _____

_____ Email _____

_____ Email _____

_____ Email _____

_____ Email _____

Steps for Online Testing



Step 1 Ensure that all computers and the Internet service are sufficient for online testing and meet system requirements.



Step 2 Watch “Academic Assessments – Parts 1 and 2” by going to aceschooloftomorrow.com/iowa-qualifications and clicking on the Academic Assessments link. Note the code at the end of Part 2. Write the code here: _____. You will need this to place an order.



Step 3 Fill out the Test Qualifications form at aceschooloftomorrow.com/iowa-qualifications and click Submit. After your account is approved, you will receive an email from iowainfo@aceschooloftomorrow.com with further instructions on placing an order for online licenses.



Step 4 Pay for your order with the link provided through email.



Step 5 After your order is placed and paid for, watch for an email from iowainfo@aceschooloftomorrow.com containing your Inventory Agreement, Test Security Affidavit, and Student Roster Spreadsheet. **Remember to check your spam folder.**



Step 6 Fill out these three documents and email them to iowainfo@aceschooloftomorrow.com or fax them to 615-612-5304 (except for the Student Roster Spreadsheet, **which must be returned by email as an Excel file**). Every person involved with testing, with the exception of students, must submit a Test Security Affidavit.



Step 7 To prepare the students’ computers for testing, go to aceschooloftomorrow.com/iowa-online and carefully read through all the steps. Steps 1 and 4 provide instructions on how to download the Riverside Secure Browser onto each student’s computer.



Step 8 Go to riversidedatamanager.com and log in with your school email. If it is your first time proctoring the online test, please let us know and we will set up an account for you.



Step 9 Create **Test Sessions** in *DataManager*. **This is the only thing that needs to be done prior to student testing.** For instructions, log in to your Riverside account, and under “Overview” watch “Quick Start Videos.”



Step 10 Administer the online *Iowa Assessments*. If you experience difficulties administering the test, please contact A.C.E. directly.



Step 11 View and print the reports. Your reports will be available to view within 48 hours of students completing testing. **You need to print your reports. You will not receive paper reports in the mail from Riverside Insights.**

Paper Testing

Important Dates to Remember

Fall Paper Testing

Order paper testing from **August 1 through September 15** each year.

Testing dates are **September 1 through October 7** each year.

All testing must be submitted to Riverside Insights by **October 15** each year. Failure to meet this submission deadline requires immediate contact with the *Iowa Assessments* Team.

Spring Paper Testing

Order paper testing from **January 15 through April 15** each year.

Testing dates are **March 15 through May 15** each year.

All testing must be submitted to Riverside Insights by **May 30** each year. Failure to meet this submission deadline requires immediate contact with the *Iowa Assessments* Team.

Always check your spam and junk email folders when looking for correspondence about *Iowa Assessments*!

Paper Testing Worksheet (for your use only)

We will be administering the: *Iowa Assessments* *CogAT*

Test administrator _____

Who receives reports _____

Email address to be used for all correspondence _____

Proctors for paper testing _____

For any questions concerning the *Iowa Assessments* or issues with *DataManager*:

Contact iowainfo@aceschooloftomorrow.com or call 1-800-925-7777.

Steps for Paper Testing



Step 1 Watch “Academic Assessments – Parts 1 and 2” by going to aceschooloftomorrow.com/iowa-qualifications and clicking on the Academic Assessments link. Note the code at the end of Part 2. Write the code here: _____. You will need this to place an order.



Step 2 Begin the ordering process by going to aceschooloftomorrow.com/iowa and following the instructions or email iowainfo@aceschooloftomorrow.com for the instructions. Order testing according to the student’s chronological level.



Step 3 Pay for your order.



Step 4 Receive your order. Please check your order **as soon as you get it** to make sure all your items have arrived.



Step 5 Place your testing materials in a **secure and locked** location until the date of testing.



Step 6 Administer the test. If you require the Directions for Administration, please request those by emailing iowainfo@aceschooloftomorrow.com.



Step 7 Fill out the Test Security Affidavits, and email them to iowainfo@aceschooloftomorrow.com or fax them to 615-612-5304. Request your school’s personalized OSS form at this time.



Step 8 Watch for an email from iowainfo@aceschooloftomorrow.com containing your OSS and instructions for completing your documentation. **Remember to check your spam folder.**



Step 9 Package and ship testing materials to **Riverside Insights Scoring Service** before the test submission date.



Step 10 Three weeks after you have mailed your tests, go to riversidedatamanager.com and log in with your school email to view or print your Iowa Test reports. If it is your first time administering the test, please let us know and we will set up an account for you.

Iowa Testing Checklist

- Run the systems check and verify that computers and Internet service meet the requirements (online testing only).
- Identify online and paper testing proctors.
- Select one email address for all *Iowa Assessments* correspondence, including access to reports.
- Identify who will need access to the school reports.
- Watch the online achievement testing training videos and get the code.
- Place your order.
- Pay for the order.
- Receive the email from iowainfo@aceschooloftomorrow.com containing the Inventory Agreement, Test Security Affidavit, and Student Roster Spreadsheet (online testing only).
- Receive the order, and verify that everything ordered has been received (paper testing only).
- Complete and return all required documents.
- Check your *DataManager* access.
- Create test sessions (online testing only).
- Administer tests.
- Request the OSS (paper testing only).
- Receive the email from iowainfo@aceschooloftomorrow.com containing the OSS (paper testing only).
- Package and ship testing materials to Riverside Insights Scoring Service (paper testing only).
- View and print reports.

For any questions concerning the *Iowa Assessments* or issues with *DataManager*:
Contact iowainfo@aceschooloftomorrow.com or call 1-800-925-7777.