

# 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* to your students. A *Planning Guide* is provided to help you have a positive experience administering the standardized tests. This guide will walk you through the steps for administering both online and paper testing. You will become familiar with emails and documents to be encountered and will understand what to order. An ordering checklist and a progress checklist are included to help you move successfully through the testing season. If you have a situation that is not addressed in this guide, please email [iowainfo@aceministries.com](mailto:iowainfo@aceministries.com) or call 1-800-925-7777. We want to make sure all questions are answered for a successful testing season.

Thank you,

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 a single email address to be used for all *Iowa Assessments* correspondence.** All communication, including documentation and reporting access, will be sent to this email address.

**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@aceministries.com](mailto:iowainfo@aceministries.com). **Please do not contact Riverside Insights® directly.** The A.C.E. *Iowa Assessments* Team will answer your questions.

# Online Testing

## Important Dates to Remember

### Fall Testing

Order online testing from **August 1 through September 23** 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 Testing

Order online testing from **December 1 through April 30** each year.

All documentation must be submitted to A.C.E. by **May 8** each year.

- To assist Riverside Insights, A.C.E. will execute **four uploads** of spring student data: **March 10, March 29, April 13, and May 8**. Any Student Rosters not submitted by May 8 will **not be** able to test.
- If planning to test **March 15 through April 4**, submit documents and Student Roster by **March 10**.
- 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 13**.
- The May 8 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 \_\_\_\_\_

Proctors for online testing \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ Email \_\_\_\_\_










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## Steps for Online Testing

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	Step 1 Ensure that all computers and the Internet service are sufficient for online testing and meet system requirements.
	Step 2 Place your order either on the A.C.E. website or by calling an A.C.E. customer service representative. When ordering, provide the email address you have chosen to use for all correspondence. Purchase <b>ONE LICENSE PER STUDENT</b> . Be sure to order the correct number of licenses. <b>Unused licenses will be credited back to your account with a 20% restocking fee.</b>
	Step 3 Pay for your order. If ordering by phone, pay at the time you place your order. If ordering online, check your email for a payment link from the Iowa Assessments Team.
	Step 4 Watch your email for a message from <a href="mailto:iowainfo@aceministries.com">iowainfo@aceministries.com</a> containing your Inventory Agreement, Test Security Affidavit, and Student Roster Spreadsheet. <b>Remember to check your spam folder.</b>
	Step 5 Complete your documents and email them to <a href="mailto:iowainfo@aceministries.com">iowainfo@aceministries.com</a> or fax them to 615-612-5304. The Student Roster Spreadsheet <b>must be returned by email as an Excel file</b> . <b>Every person</b> involved with testing, with the exception of students, <b>must submit</b> a Test Security Affidavit. Online proctors will need their own email addresses.
	Step 6 Watch for an email from Riverside <i>DataManager</i> asking you to create a password. If you previously had access to <i>DataManager</i> , your login information will be the same. Verify that your <i>DataManager</i> account is still active. <b>Remember to check your spam folder.</b>
	Step 7 Create <b>Test Sessions</b> in <i>DataManager</i> . <b>This is the only thing that needs to be done prior to student testing.</b>
	Step 8 Administer the online <i>Iowa Assessments</i> . If you experience difficulties administering the test, please contact A.C.E. directly.
	Step 9 View and print the reports. Your reports will be available to view within 24 hours of students completing testing. <b>You need to print your reports. You will not receive paper reports in the mail from Riverside Insights.</b>

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# Paper Testing

## Important Dates to Remember

### Fall Testing

Order paper testing from **August 1 through September 16** 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.

- Testing must be submitted by the due date to be scored!
- All completed Test Security Affidavits must be sent to A.C.E. to receive a reporting key.

### Spring Testing

Order paper testing from **December 1 through April 30** 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.

- Testing must be submitted by the due date to be scored!
- All completed Test Security Affidavits must be sent to A.C.E. to receive a reporting key.

**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 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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For any questions concerning the *Iowa Assessments* or issues with *DataManager*:  
Contact [iowainfo@aceministries.com](mailto:iowainfo@aceministries.com) or call 615-612-5200.

## Steps for Paper Testing

	Step 1 Place your order either on the A.C.E. website or by calling an A.C.E. customer service representative. When ordering, provide the email address you have chosen to use for all correspondence. Order testing according to the student's chronological level.
	Step 2 Pay for your order. If ordering by phone, pay at the time you place your order. If ordering online, check your email for a payment link from the Iowa Assessments Team.
	Step 3 Receive your order. Please check your order <b>as soon as you get it</b> to make sure all your items have arrived.
	Step 4 Place your testing in a <b>secure and locked</b> location until the date of testing.
	Step 5 Administer the test.
	Step 6 Complete the Test Security Affidavits, and email them to <a href="mailto:iowainfo@aceministries.com">iowainfo@aceministries.com</a> or fax them to 615-612-5304. Request your school's personalized OSS form at this time.
	Step 7 Watch for an email from <a href="mailto:iowainfo@aceministries.com">iowainfo@aceministries.com</a> containing your OSS and instructions for completing your documentation. <b>Remember to check your spam folder.</b>
	Step 8 Package and ship testing to <b>Riverside Insights Scoring Service</b> before the test submission date.
	Step 9 Watch for an email from Riverside <i>DataManager</i> asking you to create your password. If you have previously had access to <i>DataManager</i> , your login information will be the same. Verify your <i>DataManager</i> account is still active. <b>Remember to check your spam folder.</b>
	Step 10 Watch for an email from <a href="mailto:iowainfo@aceministries.com">iowainfo@aceministries.com</a> containing your reporting key and the instructions for adding the key.
	Step 11 Add your reporting key.
	Step 12 View and print your reports. Your reports will be available to view within 20 days of Riverside Insights receiving your tests to score. <b>You will not receive paper reports in the mail from Riverside Insights. Remember to check your spam folder.</b>



# 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.
- Place your order.
- Pay for the order.
- Receive the email from [iowainfo@aceministries.com](mailto:iowainfo@aceministries.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.
- Receive the email from Riverside Insights *DataManager* containing login information for *DataManager*.
- Create test sessions (online testing only).
- Administer tests.
- Request the OSS (paper testing only).
- Receive the email from [iowainfo@aceministries.com](mailto:iowainfo@aceministries.com) containing the OSS (paper testing only).
- Package and ship testing to Riverside Insights Scoring Service (paper testing only).
- Verify access to *DataManager*.
- Receive the email from [iowainfo@aceministries.com](mailto:iowainfo@aceministries.com) containing your reporting key (paper testing only).
- Enter the reporting key (paper testing only).
- View and print reports.

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For any questions concerning the *Iowa Assessments* or issues with *DataManager*:  
Contact [iowainfo@aceministries.com](mailto:iowainfo@aceministries.com) or call 615-612-5200.