Iowa Assessments™

Administering the Test

Testing Day Roles and Responsibilities for Proctors

BEFORE	DURING	AFTER
☐ Check student devices for secure app or browser ☐ Log into DM account ☐ Ensure test sessions are created ☐ Students arrive 10 min before testing ☐ Provide students with test session code	☐ Approve students for testing ☐ Monitor students during testing ☐ Once ALL students complete their test session, "Continue Testing All" to move to the next session	☐ Ensure that "End Testing All" is clicked when all students complete the last subtest for the day. ☐ Check student lookup to confirm students completed the subtests.

Create Your Testing Plan

Use this list to coordinate your campus testing plan with district level decision expectations.

❑ Which grades will be tested?

❑ Which test levels and subtests will be administered?

❑ What are the testing dates?

❑ Will practice materials be used? If so, in which classes?

❑ Which staff members will be involved or affected by the testing program?

❑ What policies and guidelines govern testing irregularities and retesting?

❑ Which students require testing accommodations or modifications? What are those accommodations or modifications?

Sign In to DataManager
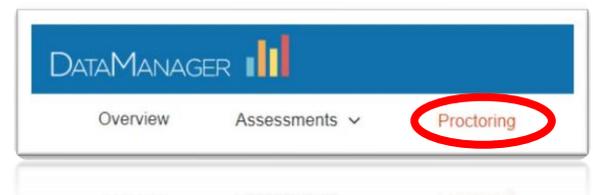
https://www.riversidedatamanager.com/

Sign in with username:

1. Select Access DataManager
2. In the Email Address field, type your username/email address.
3. In the Password field, enter your password.
4. Click Sign In.

    The DataManager Overview page opens.

On the DataManager header, click **Proctoring**.

From the **Manage tab**, complete the fields in the table with an asterisk (*).

From the Proctoring tab in DataManager, scroll down to see the **Session Name** column and click the name of the test session you want to open.

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions
CogAT 7	Audio-English	DM Test	CogAT 7 Complete	Level 8	Getting Started	30-20599	✖
Keith 7 GS CogAT	Audio-English	CogAT Midyear 2024	CogAT 7 Complete	Level 13/14	Getting Started	95-57784	✖
Johnson_2nd grade: Verbal	Audio-English	CogAT Midyear 2024	CogAT 7 Complete	Level 8	VERBAL / Picture Analogies	07-93172	✖

Instruct students to sign in using their **Student ID** and **Session Code**.
If this login fails, instruct students to login on the left side of the screen.

Once all students have logged in, click the **Approve All** button.

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Actions
Barrett	Chelsea		02/10/2010	F	5 - Five	VERBAL / Verbal Analogies	✔ ✖
Moody	Elbert		12/09/2010	M	5 - Five	VERBAL / Verbal Analogies	✔ ✖
Todd	Cameron		01/01/2010	M	5 - Five	VERBAL / Verbal Analogies	✔ ✖
Vega	Lewis		02/25/2010	M	5 - Five	VERBAL / Verbal Analogies	✔ ✖

Student names will move to the **Approved Student** section and begin their test. Monitor students using the **Status** column.

Once ALL students have completed their test session, choose **Continue Testing All** or **End Testing All**, based upon your testing schedule.

Proctor log in site: https://www.riversidedatamanager.com

Username: email address

Password: self-created

Student Rosters:

Will each teacher have to add students to DataManager? Your district/organization uploaded a file that contained the names of students and their information into the system. You will not need to add students into the system.

Can teachers add students into DataManager? Users with the Role of Teacher in DataManager cannot add students into DataManager; users with the role of Administration can manually add new students

Logging in Students for online testing:

How do students log in? Students will access online testing through a secure browser that has been installed on desktop and/or laptop computer, or through an app that has been downloaded on to each Chromebook or iPad.

How do the students exit the secure browser?

PC or Mac: Ctrl, Shift,

Q **Chromebook:** Ctrl,

Tab, Q **iPad**: Home

button + Swipe-up

Proctoring/Testing:

Do test session codes expire? Yes, once students log in with a test session code, that test session code will expire.

If one student completes the subtest before the rest of the students in the group, can that student move on to the next subtest? No, all students in the test session will move together to the next subtest. Once all students in the session have a status of "completed", the Proctor can click on the "Continue Testing All" button to move students to the next subtest in sequence.

I don't see the "continue testing" button. You will not see the "continue testing" button if:
- you are giving the Getting Started tutorial
- you are administering the last subtest for the CogAT
- you are on the tab entitled "Merge"