DATAMANAGER

Iowa Assessments™

A Test Event constitutes one assessment (for example, Iowa) across one test administration season or date range.

- If your organization uses more than one assessment product you must create a separate test event although the same roster should be used.
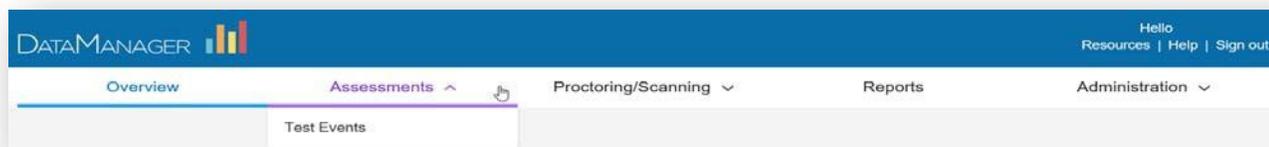
Only users with the *DataManager* roles of Account Holder or Administrator can create and manage test events.

Steps to Creating Test Events

- Once roster files have been imported, create the **Test Event.**

- **Test Assignments** are then created within the Test Event.

- After the Test Event and Test Assignments have been made, Proctors can create **Test Sessions.**

Go to DataManager www.riversidedatamanager.com

Click the **Assessments** tab then **Test Events.**

Click **Create a New Test Event**

Creating a Test Event

NOTE: only one Test Event needs to be created per season per test. The Test Event name must be unique.

Test Event Details

o **Test Event Name:** Enter a name that will help you identify the test event, i.e., Test Year/TestSeason/Test Family or Name (Ex: 2019 Spring Iowa).

o **Test Event Assessment Type**: Select CogAT

o **Test Event Participant List**: Select the district name. <mark>Do not drill down to a specific school or class.</mark>

o **Test Event Roster**: Select the roster to associate with the test event.

Scoring and Reporting Details

o **Test Event Date**: Use the midpoint of the testing window as the Test Event Date. Testing can start once the Test Assignment is created and you can continue testing 30 days after the Test Event Date.

   ▪ **Normative Year**: Most current normative data is 2017.

   ▪ **Normative Period**: The normative year and normative period are automatically populated based on what is entered as the Test Event date.

Riverside Insights®

- **Achievement Scores**: Select local norms to compare a student to other students within your district. Local norms calculate at the close of the window. National norms are available the next day.
- **Ability Scores**: Leave default selection.

Suppress Program Labels: Select "Suppress Program Indications from Class Reports" if sensitive student information, such as Free and Reduced Lunch, Special Education, etc., should not be displayed on **Teacher** reports. This information appears only if included in the roster file when submitted.

NOTE: If administering both IOWA and CogAT, two different testing events will be created.

Online Testing Details

- **Allow Audio Test Administration**: Allow provides the option for Test Sessions to be created as "Proctor-Led" where the Proctor reads the directions, or "Audio –English" and the students hears directions through headphones. ***Available for Grade K-2 only!***
- **Allow Draw Screen**: Students will see the draw screen after logging in successfully and aftercompletion of each subtest.

Save

Click Save