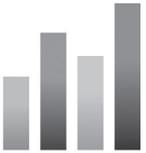


DATA MANAGER™ 

Proctor User Guide

Version 8

Acknowledgments

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Overview

DataManager™ provides the tools to create and manage online test sessions, both self-paced and proctor-led. These sessions can be administered at any time within the test event time frame.

Proctors* can conduct online test sessions for the following assessments:

- Iowa Assessments™ Forms E, F, and G
- Logramos™ Third Edition
- Cognitive Abilities Test™ (CogAT®) Forms 7 and 8
- Cognitive Abilities Test™ (CogAT®) Screening Form
- Riverside® Interim Assessments Forms A, B, and C

*DataManager Proctors may include individuals with the following roles and privileges: Proctor, Teacher, Administrator, Super Admin, or Account Holder.

For online testing, Proctors and students move through the test by interacting with *DataManager* prompts. For example, a Proctor opens a test session, allowing students to sign in; students sign in, causing their names to appear in the Proctor's waiting-for-approval list; the Proctor approves the students for testing. These prompts, actions, and triggers continue through the beginning of testing until students finish testing and the Proctor closes the session.

! Important: Once students begin testing in a given mode (online or paper-and-pencil), they must complete the test in that mode. If a situation arises that necessitates switching from online to paper-and-pencil or vice versa, students must start again from the beginning and complete the entire assessment using only one mode of testing.

Test Administration Process Flow

The following steps comprise the test administration process.

! Important: Before you start, [download and review the instructions](#) in the *Directions for Online Administration* booklet for the test and level you are administering.

Step 1: Sign in to the *DataManager* Proctor application

If you are a Proctor, use one of these methods to [sign in to *DataManager*](#), and the proctor platform automatically opens.

If you are a Teacher, System Administrator, or Account Holder, [sign in to *DataManager*](#) and [start the proctor application](#). (You can also sign in using either of the Proctor-only methods.)

Step 2: Open the test session

Find and open the test session for [the Getting Started tutorial](#) or [the test you are administering](#).

Note: You can create one or more test sessions at this stage. See [Create a Test Session](#).

Step 3: Instruct students to sign in

Follow the [instructions to direct students to sign in](#) to the test.

Step 4: Confirm the student roster for this session

Review the list of students who are signed in, and assist those who are having problems. Consult [student status information](#) as needed. Resolve any student roster issues such as [last-minute additions](#).

Step 5: Begin testing

[Approve or Deny](#) students in the waiting for approval table, then [begin the Getting Started tutorial](#) or test session. If you have already completed the Getting Started segment of the test and do not need to repeat it, move on to the next step.

Step 6: Administer the test

Follow the Directions for Online Administration on the Test Session page. See [About Administering the Tests](#) to find instructions for administering proctor-led or self-paced tests.

Step 7: Complete the test session

Verify that all students who are able have completed their tests, then [Save and Close the Test Session](#). See [About Finishing Testing](#) to see other options for concluding or continuing the session.

Chapter 1. Sign In to the Proctor Application

Sign In for Proctoring

Data Package: Online Testing

Role: Account Holder, Administrator, Teacher, or Proctor

To sign in to *DataManager* proctoring, do one of the following:

If you...	Follow these instructions...
Have a session code	Sign in with a Session Code
Do not have a session code	Sign in without a Session Code

The Proctor Session page opens to the **Manage** tab.

The screenshot shows the 'Proctor Session' interface with a 'Manage' tab selected. A green banner at the top says 'New Session Saved'. Below is a 'Create New Test Session' form with the following fields:

- Test Event * (dropdown: Select Test Event)
- Grade * (dropdown: Select Grade)
- Test Group * (dropdown: Select Test Group)
- Level * (dropdown: Select Level)
- Battery/Subtest * (dropdown: Select Battery/Subtest)
- Test Admin Type (dropdown)
- Session Name * (text input)
- Draw Screen (dropdown: On)

A 'Create Session' button is located at the bottom right of the form. Below the form are two tables:

Created Sessions

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/ Subtest	Session Code	Actions
CogAT Vrbl - Cantonese	Audio-Cantonese	Spring CogAT 6th grade classes	CogAT Screening Form 8	Level 12	VERBAL / Verbal Analogies	35-54880	✘
CogAT GS - Cantonese	Audio-Cantonese	Spring CogAT 6th grade classes	CogAT Screening Form 8	Level 12	Getting Started	34-03771	✘
CogAT 6th grade math	Audio-English	Spring CogAT 6th grade classes	CogAT Screening Form 8	Level 12	QUANTITATIVE / Number Analogies	08-9546	✘

No of Records: 25

Expired Sessions

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/ Subtest	Session Code	Expired Date
--------------	-----------------	------------	------------	-------	------------------	--------------	--------------

From here, you can:

- [Create](#) a test session.
- [Open](#) a test session.
- [Export](#) test session lists to an Adobe® Acrobat® file.

- [Delete](#) a test session.
- View expired sessions (under the **Expired Sessions** bar in the image above).

Note: If your *DataManager* proctor session (creating or managing) is idle for 40 minutes, a message prompts you to continue or cancel the current session. Click **Continue** to remain signed in to the current session or click **Cancel** to sign out of *DataManager*.

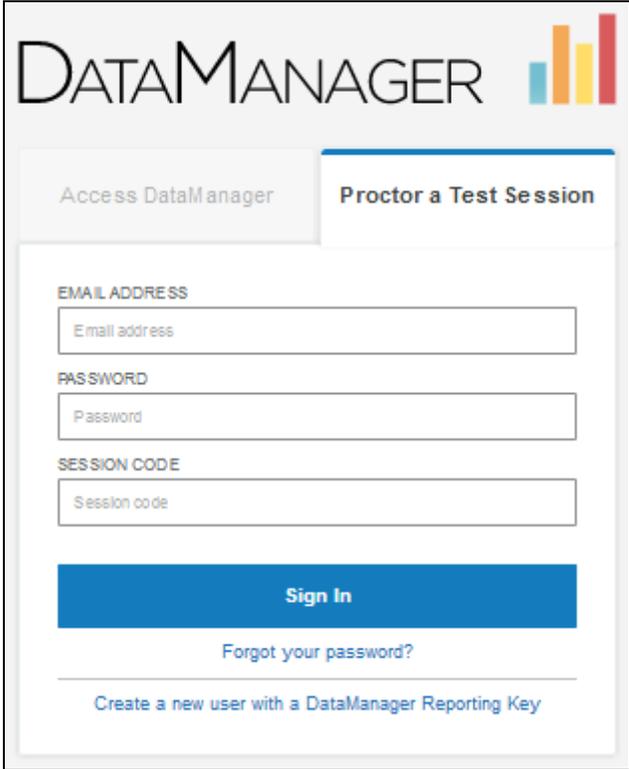
Sign In With a Session Code

Data Package: Online Testing

Role: Account Holder, Administrator, Teacher, or Proctor

If you know your session code, you can sign in directly to your test session. (If you do not have a session code, or if you have multiple sessions to proctor, sign in with your email address and password on the **Access DataManager** tab.)

After you launch *DataManager*, the **Sign In** page opens.



The screenshot shows the DataManager Sign In interface. At the top, the 'DataManager' logo is on the left, and a bar chart icon is on the right. Below the logo, there are two tabs: 'Access DataManager' (which is currently selected and highlighted in grey) and 'Proctor a Test Session' (which is highlighted in blue). Under the 'Proctor a Test Session' tab, there are three input fields: 'EMAIL ADDRESS' with a placeholder 'Email address', 'PASSWORD' with a placeholder 'Password', and 'SESSION CODE' with a placeholder 'Session code'. Below these fields is a large blue button labeled 'Sign In'. Underneath the button, there is a link that says 'Forgot your password?'. At the bottom of the form, there is a link that says 'Create a new user with a DataManager Reporting Key'.

To sign in to a session:

1. If you have a session code and your page opens to the **Access DataManager** tab, click the **Proctor a Test Session** tab.
2. In the **EMAIL ADDRESS** field, type your user name/email address.
3. In the **PASSWORD** field, type your password.
4. In the **SESSION CODE** field, enter your session code.
5. Click **Sign In**. The Proctor Session page opens to the **Manage** tab.

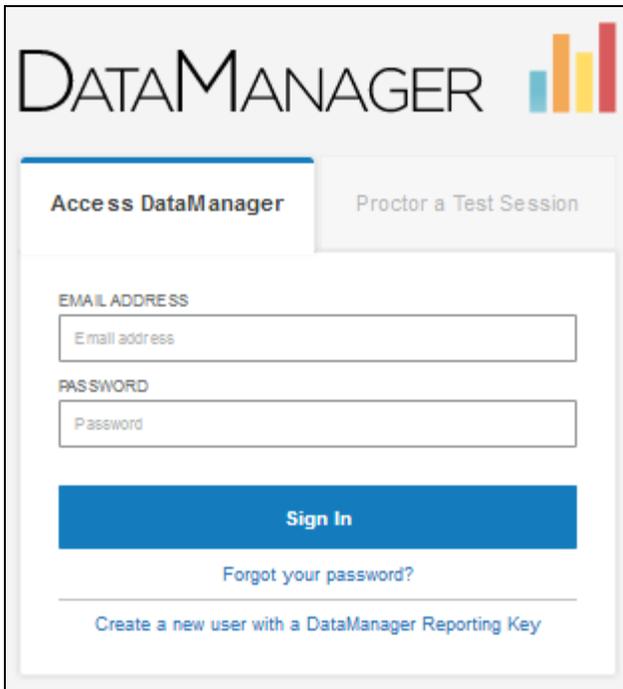
Sign In Without a Session Code

Data Package: Online Testing

Role: Account Holder, Administrator, Teacher, or Proctor

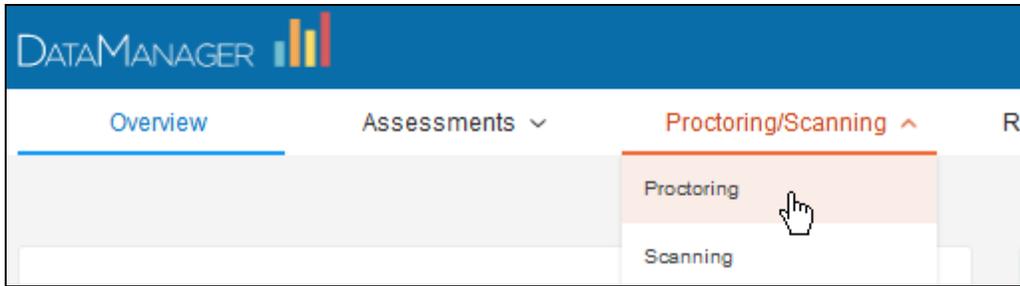
If you do not have a session code or do not know your session code, you can sign in to the Proctor application from the *DataManager* **Sign In** page.

After you launch *DataManager*, the Sign In page opens and you are prompted to enter your credentials.



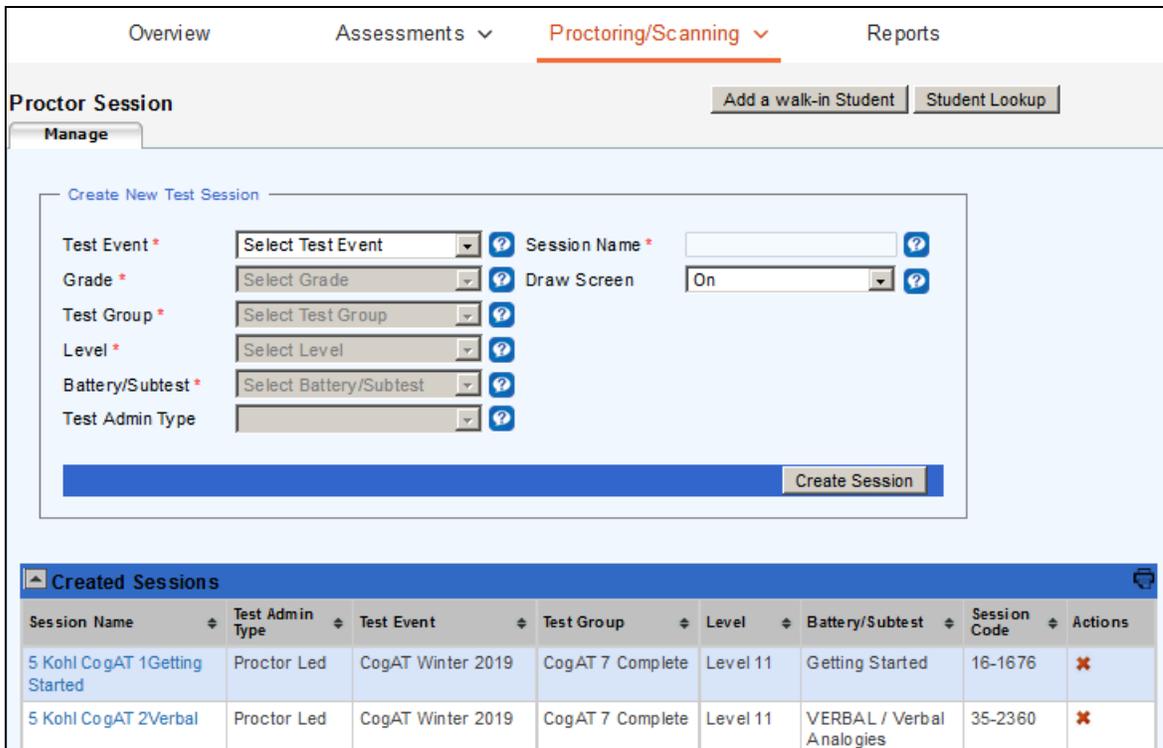
To sign in:

1. Enter your user name (email address) in the **EMAIL ADDRESS** field.
2. Enter your password in the **PASSWORD** field.
3. Click **Sign In**.
 - If you are assigned the Proctor role, the Proctor Session page opens. The **Manage** tab displays all of your current and expired test sessions. Continue with [Creating a Test Session](#).
 - If you are assigned the Account Holder, Administrator, or Teacher role, the **Overview** page opens. Continue with step 4.
4. If your account has the option of testing students using either optical mark recognition (OMR) or online testing, the **Proctoring/Scanning** heading shows. Select **Proctoring** from the drop-down menu. Otherwise, select the **Proctoring** heading.



Note: You can also select **Launch Proctoring** from the **Proctoring** card in the right column of the Overview page or **Proctoring** from the site map that generates when you click the **Site Map** link at the bottom right corner of every page.

The Proctor Session page opens.



The **Manage** tab in the Proctor application opens, displaying all of your current and expired test sessions. Continue with [Creating a Test Session](#).

Note: If your *DataManager* proctor session (creating or managing) is idle for 40 minutes, a message prompts you to continue or cancel the current session. Click **Continue** to remain signed in to the current session or click **Cancel** to sign out of *DataManager*.

Chapter 2. Create and Manage Test Sessions

About Test Sessions

Test sessions must be created in the *DataManager* proctor platform before you can administer an online test. Creating a test session involves specifying the parameters of a test period, including the product (for example, *Iowa Assessments Form G* or *CogAT 8*), the grade and/or level, battery or subtest, the test event to which the session belongs, and the name of the test session as designated by its creator.

The following concepts describe key components of online test sessions:

- [Session Codes](#)
- [Linked Sessions](#)
- [Proctor-Led Versus Self-Paced](#)

Session Codes

Once a user creates and saves a session, *DataManager* assigns it a unique session code. You can enter this code when signing in to *DataManager* to access the session directly. (See [Sign in with a Session Code](#).) Otherwise, the code appears in a table of all sessions after you sign in, and clicking the session name opens the test session. (See [Sign In Without a Session Code](#).)

Once students have started testing in a session, the session code is set to expire 12 hours from the time that testing began. If students do not complete the test during an allotted time period such as a morning or afternoon session, you can save student responses and their place in the test, end the session, and begin a new session, picking up where they left off. See [Save and Close a Test Session](#).

Linked Sessions

DataManager can link batteries or subtests (such as *CogAT* Verbal, Quantitative, and Nonverbal) within a single test period. If an assessment has a series of subtests, you can set up a session for the first subtest, and *DataManager* creates subsequent sessions as your students complete each one. The Continue Testing button performs this action, assigning a new session number and appending **Link 2**, **Link 3**, and so on, to the original session name.

This can be done for multiple self-paced/audio assessments and [proctor-led](#) administrations of sequential batteries.

Note: Getting Started tutorials are not part of a sequence and cannot be linked.

Created Sessions						
Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code
Iowa Gr10Spring2019	Self Paced	Iowa Spring 2019	Iowa Form F Complete	Level 16	Reading	97-35518
Iowa Gr10Spring2019 Link 2	Self Paced	Iowa Spring 2019	Iowa Form F Complete	Level 16	Written Expression	58-53668
Iowa Gr10Spring2019 Link 3	Self Paced	Iowa Spring 2019	Iowa Form F Complete	Level 16	Mathematics	80-03518
Iowa Gr10Spring2019 Link 4	Self Paced	Iowa Spring 2019	Iowa Form F Complete	Level 16	Science	36-13576

Proctor-Led Versus Self-Paced

Assessments can be entirely proctor-led, proctor-led with sections of self-paced included, or entirely self-paced (with or without audio). Proctor-led tests require the proctor to read the directions and/or test questions to students. The Proctor advances all students as a group from one question to the next based on students' completion of test questions, which the proctor monitors.

Self-paced sections of proctor-led tests have proctors instruct students about the upcoming self-paced section, including identifying the timer that students can use in the upper right corner of their test environment.

Self-paced tests *do not require* the proctor to read the directions and/or test questions to students. Students read the directions and questions and work on their own, advancing through the questions at their own pace.

Note: Audio tests follow the same procedures as self-paced tests. They do, however, require students to click an additional **START MY TEST** button to launch the audio and test.

Self-paced (with or without audio) and proctor-led modes cannot be administered during the same session.

! Important: Students taking the Level 5, 5/6, 6, 7, or 8 test online must complete the test using either the proctor-led delivery or the online with audio delivery. Online modes of administration must not be mixed across proctor-led and audio once a student begins testing.

Create a Test Session

Data Package: Online Testing

Role: Account Holder, Administrator, Teacher, or Proctor

You can create test sessions at any time before testing. Begin by setting up the first test in a series. In most cases, subtests within a test family are automatically linked so that students can continue testing from one to the next in the series without having to sign in each time. After students complete a subtest, you can allow them to continue to the next subtest or end testing. (See [Continue or End a Session.](#))

Note: For instructions on how to verify which tests students have completed, see [Look Up a Student.](#)

Use the table below to determine when to create a specific test session:

If you are administering...	Then...
The Getting Started tutorial	Create a separate test session.
A series of consecutive subtests within the same level (except <i>Iowa Assessments</i> Level 9 Word Analysis and Listening tests)	Create a test session for the first test in the series. If you do not administer all the tests in the series within the testing period, end testing and then create a new test session for the next test in the series. For example, if you administer one or more tests during the morning and plan to continue in the afternoon, create a new test session for the afternoon testing period.
The Level 9 Word Analysis and Listening subtests for <i>Iowa Assessments</i>	Create a test session for Word Analysis; students will be able to continue to Listening after completing Word Analysis.
More than one test level simultaneously	Create separate test sessions for each level you are administering.

! Important: Once you have created a test session for a test assignment, the test assignment can only be changed for an individual student through **Assign by Student**, and then only if the student has not begun testing. See the [online help for Assessments](#) for more information about test events and assignments.

To create a test session:

1. Sign in to the *DataManager* Proctor application. See [Sign In for Proctoring](#) for instructions. The name of the test event you want to test appears in the **Test Event** list.
2. Keep the current test event or select an alternate test event. See [About Test Events](#) for more information about test events.
3. In the **Grade** list, select the grade you want to test.
4. In the **Test Group** list, select the test group (for example, **Iowa Form G Complete**).

5. In the **Level** list, select the test level that you will be administering or that is assigned to the students you will be testing.
6. In the **Battery/Subtest** list, select the first battery/subtest you want to administer.

Note: The tests are listed in the recommended order in which they should be administered.

7. In the **Test Admin Type** list, select the test administration type for the test.

Test Admin Type	Assessment Type
Proctor-led	<ul style="list-style-type: none"> ● <i>Cognitive Abilities Test (CogAT®)</i> - all Levels ● <i>Iowa Assessments™</i> - Levels 5, 6, 7, 8; Level 9 Word Analysis and Listening ● <i>Iowa Assessments™ Single Subject</i> - Levels 5, 6, 7, 8; Level 9 Word Analysis and Listening ● <i>Logramos online</i> - Levels 5, 6, 7, 8; Level 9 Word Analysis and Listening
Self-paced	<ul style="list-style-type: none"> ● <i>Iowa Assessments™</i> - Levels 9 - 17/18 ● <i>Iowa Assessments™ Single Subject</i> - Levels 9 - 17/18 ● <i>Logramos online</i> - Levels 9 - 14 ● <i>Riverside® Interim Assessments</i>
Audio English	<i>Cognitive Abilities Test (CogAT®)</i> - all Levels
Audio Spanish	
Audio Arabic	<i>Cognitive Abilities Test (CogAT®)</i> - Levels 9 - 17/18 Note: Written instructions appear on students' screens for each audio language, including Spanish, in tandem with the audio instructions. If you want students to test using only the written instructions that appear on their screens, you must select the language here, then disable the device used to play the audio.
Audio Chinese-Mandarin*	
Audio Chinese-Cantonese*	
Audio Russian	
Audio Somali	
Audio Vietnamese	

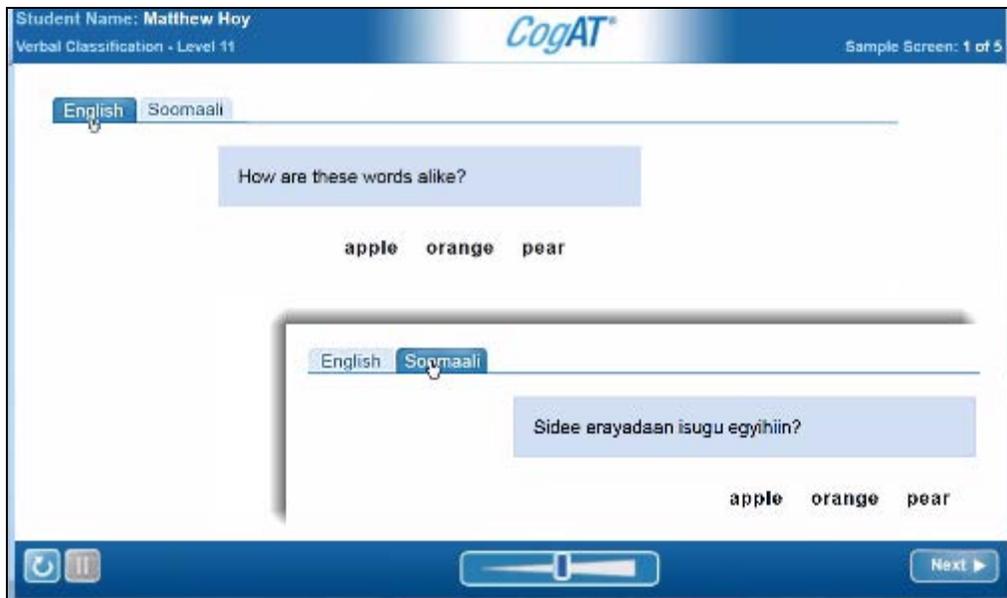
! ***Important:** Chinese Mandarin and Chinese Cantonese are two distinct dialects with different spoken (audio) translations. Your selection should reflect the audio language of your student population.

Note: If you do not have the option of selecting one or more audio languages, and you want students to be able to test using alternate language directions, check that your Account Holder and/or Administrator has:

- enabled audio testing during the initial configuration of your account
 - selected the audio language(s) you require in the **Settings and Preferences** section of the **Administration** tab
 - enabled **Allow Audio Test Administration** for the test event
-

See a sample translated test question.

When you allow testing in one of the additional languages, students have the option of viewing the test directions in English or in the alternate language. They can toggle between the two languages. The items remain in English.



8. In the **Session Name** field, type a session name. You can type any name for the session. It is recommended that you enter a logical name to help you identify the session, such as using the following format: teacher last name/grade/test (for example, Hanson 4 Math). The session name must be unique for the test event you selected.
9. If you have the **Draw Screen** option on your form, select **On** to allow students access to the doodle page prior to being approved to start testing or once they have completed a test. Select **Off** to have those students see a static screen with their name on it and no drawing tools.

The screenshot shows the 'Proctor Session' management interface in the DataManager application. The 'Proctoring/Scanning' menu is active. The 'Create New Test Session' form includes fields for Test Event, Grade, Test Group, Level, Battery/Subtest, and Test Admin Type. The 'Session Name' field is empty. The 'Draw Screen' dropdown menu is open, showing 'On', 'On', and 'Off' options, with 'Off' selected. A 'Create Session' button is located at the bottom right of the form. Below the form is a 'Created Sessions' table with columns for Session Name, Test Admin Type, Test Event, Test Group, Level, Battery/Subtest, Session Code, and Actions.

10. Click **Create Session**. Your session appears in the **Created Sessions** area and is ready for you to proctor.

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions
Adams 1 Language	Proctor Led	Iowa Assessments Spring 2018 ISG Dist.	Iowa Form E Complete	Level 7	Language	31-84801	✖
Adams 1 Vocabulary	Proctor Led	Iowa Assessments Spring 2018 ISG Dist.	Iowa Form E Complete	Level 7	Vocabulary	59-14899	✖
Jefferson 5 Getting Started	Proctor Led	CogAT Screening Form - Wash Spring 2018	CogAT 7 Screening Form	Level 11	Getting Started	24-92824	✖
Johnson 6 Mathematics 1	Self Paced	Iowa Fall 2018 Adams Middle School	Iowa Form E Complete	Level 12	Mathematics 1	59-85849	✖

No of Records: 25

Note: If your *DataManager* proctor session is idle for 40 minutes, a message prompts you to continue or cancel the current session. Click **Continue** to remain signed in or **Cancel** to sign out of *DataManager*.

Print a Test Session List

Data Package: Online Testing

Role: Account Holder, Administrator, Teacher, or Proctor

You can export test session information to a PDF file to help you organize test administration tasks on the day of testing. Test sessions are listed in the sort order in which they display on the **Manage** tab.

To print a test session list:

1. On the **Manage** tab, click the print icon on the right of the **Created Sessions** bar. Depending on your operating system and browser, you will see options for saving or opening the file.
2. Follow your browser's prompts to open or save the PDF file. The file, when opened, resembles this:

Session Name	Test Event	Test Group	Level	Battery/Subtest	Test Admin Type	Session Code
Iowa_LL_0918	Iowa Form	Complete	Level 7	Vocabulary	Proctor Led	62-42162
Spanish_0918	Audio_Test	CogAT 7 Co	Level 17/	VERBAL / Verbal Analogies	Audio-Spanish	80-30920
Test_0630	CogAt	CogAT Post Screener Fc	Level 12	VERBAL / Sentence Completion	Proctor Led	74-10260
Test_0910_1	Iowa Form	Complete nc	Level 9	Reading 1	Self Paced	38-83643
Test_0990	CogAt	CogAT 7 Co	Level 10	Getting Started	Proctor Led	16-40270
Test_0991	CogAt	CogAT 7 Co	Level 12	Getting Started	Proctor Led	48-26556
Test0329_1	CogAt	CogAT 7 Co	Level 8	QUANTITATIVE / Number Series	Audio-English	37-94374

3. In your browser window or in Adobe Reader, click the **Print** button. The **Print** dialog box opens.
4. Click **OK** to print the test session list.

Add a Student to a Roster

Data Package: Online Testing

Role: Account Holder or Administrator

! **Note:** Only individuals with Account Holder and Administrator roles can add a student to a roster.

A roster determines the groups in which students are tested and the way data is reported. Riverside Insights creates rosters for you based on the student and location data you provide.

Changes to the roster can occur for several reasons:

- a family recently moved to the school system
- a school system contains a transient population, such as migrant farm workers
- there were administrative errors in the initial submission of student data for the roster

The **Add a walk-in Student** feature allows Account Holders and Administrators to quickly add a student to an existing roster.

To add a student to a roster:

1. Click the **Add a walk-in Student** button located in the upper right of the **Proctor Session** page.

The screenshot shows the 'Proctor Session' interface. At the top right, there are two buttons: 'Add a walk-in Student' (highlighted with a red box) and 'Student Lookup'. Below these is a 'Manage' tab. The main area is titled 'Create New Test Session' and contains several form fields with dropdown menus and a 'Create Session' button at the bottom right. The fields are: 'Test Event *' (CogAT Test Event July 16), 'Grade *' (Select Grade), 'Test Group *' (Select Test Group), 'Level *' (Select Level), 'Battery/Subtest *' (Select Battery/Subtest), 'Test Admin Type' (dropdown), 'Session Name *' (text input), and 'Draw Screen' (On).

The **Add Student** page appears.

Note: Fields with an asterisk (*) are required.

ADD STUDENT

Roster *

Location / Class *

Grade

First Name *

Last Name *

Middle Name

Unique Student Id *

DOB (MM/DD/YYYY) *

Gender *

Ethnicity - Hispanic or Latino

Race

Program Codes

* Required fields

2. In the **Roster** list, select the roster you want to modify.
3. In the **Location/Class** list, select the class to which you want to assign the student.

Note: For the remaining fields, click **(None)**, then type or select values.

4. Type entries for the student's **First Name** and **Last Name** fields, and enter a **Middle Name** if available.
5. In the **Unique Student Id** field, type the student's identification number (provided by the school). Student ID numbers can be any combination of alphanumeric characters and dashes not to exceed 10.
6. In the **DOB (MM/DD/YYYY)** field, type the student's date of birth. You must enter the date of birth in *MM/DD/YYYY* format.
7. In the **Gender** field, select the student's gender.
8. Enter information in the remaining optional fields: For **Ethnicity - Hispanic or Latino** field, select **Y** or **N**. For **Race**, select all applicable races. For **Program Codes**, select any applicable program codes.
9. Click **Save**. A confirmation message informs you that the student has been successfully added to the roster.

Delete a Test Session

Data Package: Online Testing

Role: Account Holder, Administrator, Teacher, or Proctor

You can delete a test session to remove sessions that were created incorrectly or are no longer needed. A test session cannot be deleted if students are signed in and are approved for testing.

To delete a test session:

1. On the **Manage** tab of the Proctor Session page, find the test session you want to delete. If you have a long list, use the sort buttons next to columns.
2. In the **Actions** column, click the delete button to delete the test session.

Chapter 3. Prepare to Proctor an Online Test

Download Detailed Instructions

To prepare for proctoring a test, [sign in to your DataManager account](#), access Digital Resources, and download the *Directions for Online Administration* for your test and level. Review the entire booklet, taking note of information to emphasize to students prior to administering the test (for example, the availability and functioning of the **Back** and/or **Review** buttons; see the "About the Student View" section of your *Directions for Online Administration*).

Note: *Directions for Administration* for paper and pencil testing are available from the **Administration** page in *DataManager*. You must sign in as an Account Holder or Administrator to access these resources.

To download *Directions for Online Administration* (Proctor):

1. Sign in to your *DataManager* account.
2. Click **Resources** on the *DataManager* banner or site map. The Digital Resources page opens with a list of documents available to you.
3. Use the drop-down menu, if necessary, to load resources specific to your product.
4. Locate the **Directions for Online Administration** for your version and level, and download the PDF document according to your browser's prompts.

To download *Directions for Online Administration* (Teacher and Admin):

1. Sign in to *DataManager* with your unique user name (email address) and password. Your Overview page will vary according to your user role.
2. Select **Resources** from the banner, the right-column card (**Open Resources**), or the Site Map. View diagram.
3. From the dropdown box, select your category. Document folders and files below the box change according to your selection.
4. Scroll, as necessary, and browse the folders and files until you find the **Directions for Online Administration** for your test.
5. Click the PDF for your version and level, and follow your browser's prompts to save or open it.

These booklets provide detailed descriptions of tests, test questions and segments, checklists, troubleshooting methods, and instructions for accommodating specific populations of students. *Logramos* directions also include translations for directions for both staff and students.

Follow the instructions for setting up the student testing environment, and refer to them as needed when administering assessments.

Getting Started Tutorials

Data Package: Online Testing

Role: Account Holder, Administrator, Teacher, or Proctor

The Getting Started tutorials introduce students to the online test format, navigation, and tools. Students should take the related Getting Started tutorial prior to taking a test.

Schedule a session for the Getting Started tutorial as you would any other test session. The tutorial can be taken as the first test on the day of testing. Students can repeat it if you think it would benefit them to review the information more than once.

Note: You must set up a separate test session for the Getting Started tutorials. For instructions, see [Create a Test Session](#).

The table below lists the Getting Started tutorials available for each product and level.

Product	Mode
<i>Cognitive Abilities Test™ (CogAT®)</i> Levels 5/6, 7, and 8	Proctor-led Audio English Audio Spanish
<i>Cognitive Abilities Test™ (CogAT®)</i> Levels 9–17/18	Proctor-led Audio English Audio Spanish
<i>Cognitive Abilities Test™ (CogAT®)</i> Screening Form Levels 5/6, 7, and 8	Proctor-led Audio English Audio Spanish
<i>Cognitive Abilities Test™ (CogAT®)</i> Screening Form Levels 9–17/18	Proctor-led Audio English Audio Spanish
<i>Iowa Assessments™</i> Levels 5, 6, 7, and 8	Proctor-led
<i>Iowa Assessments™</i> Levels 9–17/18*	Self-paced
<i>Riverside® Interim Assessments</i> for Math Grades 2–11	Self-paced
<i>Riverside® Interim Assessments</i> for English Language Arts (ELA) Grades 2–11	Self-paced

* While the Getting Started tutorial is self-paced, the Proctor must read instructions to students before they begin. See *Iowa Assessments* Upper-level Getting Started Tutorial (below) for instructions.

***Iowa Assessments* Upper-level Getting Started Tutorial**

You must read the test instructions aloud before students begin the *Iowa Assessments* upper-level Getting Started tutorial. Because the Getting Started tutorial is self-paced, these instructions do not appear on the session tab. See the *Iowa Assessments Directions for Online Administration* booklet for Levels 9–17/18 for more information about the Getting Started tutorial instructions.

The Proctor Session Page

The Proctor Session page contains all of the information, controls, and actions you need to administer online tests. Various tabs open and close depending on where you are in the testing process and whether you are delivering a proctor-led or a self-paced test.

Manage Tab

The **Manage** tab is always present on the Proctor Session page.

When you first sign in and access the Proctor Session page, the **Manage** tab appears with a form for creating a new test session. To the right, a **Student Lookup** button takes you to a view of rostered students and the tests they have started, not yet started, or completed.

Account Holders and Administrators have an additional button, **Add a walk-in Student**, which gives them the ability to make a last-minute addition to the roster for testing. (See [Add a Student to a Roster](#) for directions.)

Proctor Session Add a walk-in Student Student Lookup

Manage

Create New Test Session

Test Event * Session Name *

Grade *

Test Group *

Level *

Battery/Subtest *

Test Admin Type

Created Sessions

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions
CogAT Scr 5/6 GS PL	Proctor Led	Spring 2019	CogAT Screeni Form 7	Level 5/6	Getting Started	47-21428	✘
CogAT Scr 5/6 Vrbl PL	Proctor Led	Spring 2019	CogAT Screeni Form 7	Level 5/6	VERBAL / Picture Analogies	22-25768	✘
Iowa GetStarted 16 SP	Self Paced	Iowa Spring 2019	Complete	Level 16	Getting Started	11-78271	✘

Expired Sessions

Below the **Create New Session** form, existing sessions appear under the **Created Sessions** heading. Clicking the name of the session in the **Session Name** column begins a test session. Clicking the **x** in the **Actions** column deletes the session. Any sessions that have expired are listed under the **Expired Sessions** heading. For an explanation of session duration, see [About Test Sessions](#).

Session Tab

The session tab is launched when you click the name of a session in the **Manage** tab. It bears the name of the test session, and it allows you to approve or deny students for testing and to start the test.

Note: The example below assumes a self-paced test to be taken by three individual students.

The screenshot shows the 'Proctor Session' interface for a session named 'CogWrit-grade6'. It features three main sections for student management:

- Exceptions (0 of 0):** A red header section with a table for listing students with issues. The table has columns for Last Name, First Name, MI, Date of Birth, Gender, Grade, Battery/Subtest, Reason, and Actions. The content below the header states 'There are no records.'
- Waiting for Approval (0 of 0):** A blue header section with 'Approve All' and 'Deny All' buttons. It includes a table with columns for Last Name, First Name, MI, Date of Birth, Gender, Grade, Battery/Subtest, and Actions. The content below the header states 'There are no records.'
- Approved Students (0 of 0):** A blue header section with various action buttons: 'Continue Testing All', 'End Testing All', 'Pause All', 'Exit All', 'Cancel All', and 'Extend Time'. It includes a table with columns for Last Name, First Name, MI, Date of Birth, Gender, Grade, Battery/Subtest, Status, and Actions. The content below the header states 'There are no records.'

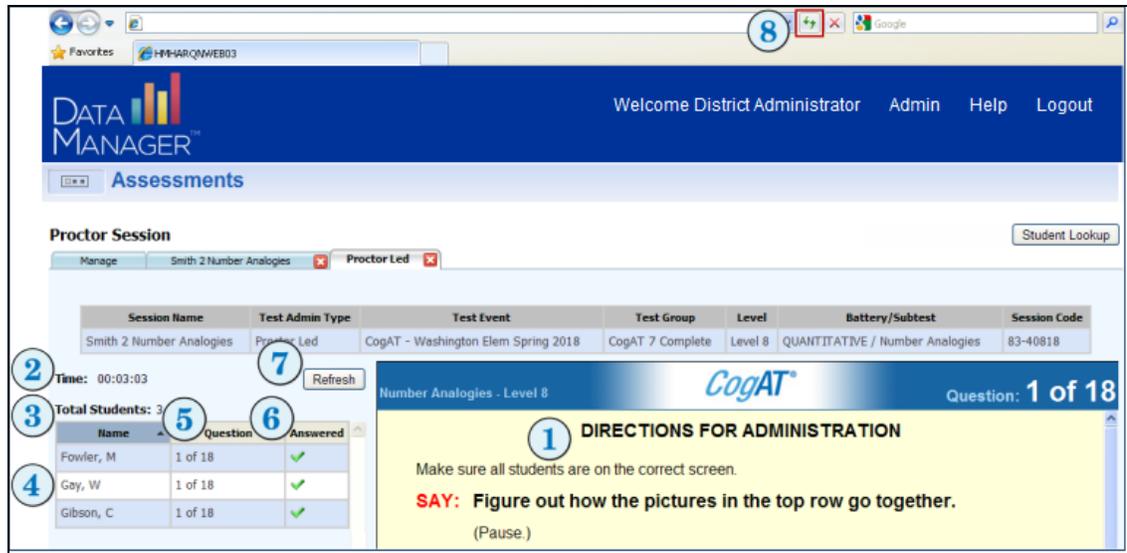
The session tab includes a session header, which contains information about the test sessions, and the following three areas containing student information:

- 1 Students appear in the **Exceptions** area if there is an issue with approving them for the test session.
- 2 The **Waiting for Approval** area shows students who have signed in for the session and are waiting for approval to begin the test.
- 3 The **Approved Students** area shows students who have been approved to begin testing. You can:
 - Monitor a student's status and see the question number the student is currently answering.
 - Extend time for a test session.
 - Pause or resume testing for an individual student or for all students in the session.
 - Cancel testing for an individual student or for all students in the session.

Note: These actions are laid out differently for proctor-led and multiple self-paced test sessions. See [The Proctor-Led Tab](#) or [Multiple Self-Paced Sessions/Merged Tab](#).

Proctor-Led Tab

When you select a session that is administered in proctor-led mode (designated in the **Test Admin Type** column of the **Manage** tab), the name of the session opens in a second tab, and the **Proctor Led** tab opens automatically as a third tab.



Directions for Administration Area

The **Directions for Administration** area (1) of the **Proctor Led** tab provides instructions and text that you read to the students. The lower part of the screen displays the item that students see. You may need to scroll down to see the entire item.

If you need more viewing space for the **Directions for Administration** area, use the F11 shortcut key to change your browser to full screen.

Student Area

The **Student** area of the **Proctor Led** tab provides test status information for each student, enabling you to monitor progress during the test. The **Student** area includes the following information.

- 2 Elapsed time since the test started
- 3 Total number of students in the test session
- 4 Names of students in alphabetical order by last name
- 5 Question number the student is working on
- 6 Completion status of the current question; a green check mark (✓) indicates the student has answered the question

Refreshing the Proctor Led tab

If test information is not displaying correctly in the **Directions for Administration** area, click the **Refresh** button (7) to update the proctor's test screen.

If student information is not displaying correctly in the **Student** area, click the browser **Refresh** button to update each column of student information.

Note: The appearance and position of the browser **Refresh** button may vary depending on the browser you are using.

Multiple Self-Paced Sessions/Merged Tab

If you are administering self-paced tests, you can administer multiple tests simultaneously (see [Open a Test Session](#) for instructions on starting test sessions). Sessions can be different test levels and different test families; however, only self-paced tests—*not* Proctor-led—can be administered in multiple simultaneous sessions.

When you have opened one self-paced session and then open a second, the Proctor application automatically displays the **Merged** tab in addition to the individual tabs for each session. (In the example below, the Proctor has opened four separate self-paced sessions.)

The **Merged** tab allows you to view information and to perform most tasks for multiple test sessions, rather than switching between individual session tabs. For example, you can approve all students to begin testing in all sessions. However, you cannot enable students to continue to the next subtest in a series from the **Merged** tab.

The **Merged** tab displays session information for up to five self-paced test sessions.

The screenshot shows the Proctor Session interface with the 'Merged (0)' tab selected. At the top, there are tabs for 'Johnson 6 Reading 1', 'Kennedy 7 Mathematics 1', 'Lincoln 8 Written Expression', and 'Johnson 6 Reading 1 Link 2'. Below these is a session summary table:

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code
Johnson 6 Reading 1	Self Paced	Iowa Fall 2019 Adams Middle School	Iowa Form E Complete	Level 12	Reading 1	61-50171
Kennedy 7 Mathematics 1	Self Paced	Iowa Fall 2019 Adams Middle School	Iowa Form E Complete	Level 13	Mathematics 1	13-68373
Lincoln 8 Written Expression	Self Paced	Iowa Fall 2019 Adams Middle School	Iowa Form E Complete	Level 14	Written Expression	75-25195
Johnson 6 Reading 1 Link 2	Self Paced	Iowa Fall 2019 Adams Middle School	Iowa Form E Complete	Level 12	Reading 2	68-52368

Below the summary table are three sections for student management:

- Exceptions (0 of 4)**: A red header section with a '1' in a circle. It contains a table with columns: Last Name, First Name, MI, Date of Birth, Gender, Grade, Battery/Subtest, and Actions. The text below the table says 'There are no records.'
- Waiting for Approval (0 of 4)**: A blue header section with a '2' in a circle. It contains a table with the same columns as the Exceptions section. The text below the table says 'There are no records.'
- Approved Students (4 of 4)**: A blue header section with a '3' in a circle. It contains a table with columns: Last Name, First Name, MI, Date of Birth, Gender, Grade, Battery/Subtest, Status, and Actions. The table lists four students:

Last Name	First Name	MI	Date of Birth	Gender	Grade	Battery/Subtest	Status	Actions
Calhoun	Ulysses		06/06/2000	M	7 - Seven	Mathematics 1	2 of 34 29 min	[Icons]
Winters	Rae		10/16/1998	F	8 - Eight	Written Expression	1 of 48 40 min	[Icons]
Woodard	Ryder		03/08/2001	M	6 - Six	Reading 1	Completed	[Icons]
Woodard	Ryder		03/08/2001	M	6 - Six	Reading 2	1 of 22 30 min	[Icons]

At the bottom right of the interface, it says 'No of Records: 25'.

The **Merged** tab includes a session summary table, which contains information for each test session, and the following three areas containing student information:

1 Students appear in the **Exceptions** area if they are ineligible to take a test for one of the following reasons:

- The student has already started or completed testing at a grade or level different from the level assigned to this test session.
- The student has already started/completed an assessment different from the assessment assigned to this test session.
- The student was assigned the session with audio, but the student's previous session for the assessment was proctor-led.
- The student was assigned the session as proctor-led, but the student's previous session for the assessment was audio.
- The student was assigned the audio session for a *CogAT* level 5/6, 7, or 8, but the language is different from that of the student's previous audio session for the assessment.

Students attempting to take the *CogAT* Post-Screening form appear in the **Exceptions** area if they are ineligible to take the test for one or more of the following reasons:

- The student completed the *CogAT* Screening form more than 30 days from taking the *CogAT* Post-Screening form.
- The student was assigned a different level in the *CogAT* Screening form and does not match the level assigned in the *CogAT* Post-Screening form.
- The student was assigned a different grade in the *CogAT* Screening form and does not match the grade assigned in the *CogAT* Post-Screening form.

Note: Click the link in the **Exceptions** title bar to view a detailed Exceptions Report.

2 The **Waiting for Approval** area shows students that have signed in for the session and who are waiting for approval to begin the test.

3 Once students are approved, their names appear in the **Approved Students** area. Students can start testing immediately after they have been approved.

Student Status Tab

The **Student Status** tab provides access to detailed student information that can help to see the progress of students through their testing batteries. You can display one or more students on this tab. See [View Student Status Information](#) for instructions on searching for students.

■ Completed ■ In Progress ■ Not Started 1						
Student						
Eisenmann, Lonnie DOB : 01/09/2010 2 Student ID : 1240 CogAT Fall 2019 CogAT 7 Complete Grade 4 - Four Level 9	Getting Started	Verbal Analogies	Sentence Completion	Verbal Classification	Number Analogies	Number Puzzles
Johnson, Rose DOB : 04/16/2010 Student ID : 1210 Iowa Assessments Fall 2019 Iowa Form E Survey Grade 4 - Four Level 10	Getting Started	Reading 3	Written Expression	Mathematics		
Jones, Malcolm DOB : 02/17/2010 Student ID : 1212 Iowa Assessments Fall 2019 Iowa Form E Survey Grade 4 - Four Level 10	Getting Started	Reading	Written Expression	Mathematics		
Sellers, Wanda DOB : 05/20/2010 Student ID : 1211 Iowa Assessments Fall 2019 Iowa Form E Survey Grade 4 - Four Level 10	Getting Started	Reading	Written Expression	Mathematics		

1 A legend for the color coding in the table.

- Green – The student has **completed** the test.
- Yellow – The test is **in progress**.
- Red – The student has **not started** the test.

Note: The **Completed** status indicates that student testing is complete. Scored reports should be available soon.

2 Student and test data, including:

- First and last name, as spelled in the roster
- Date of birth
- Unique student ID
- Test family
- Test event name
- Grade and test level

3 The student's assigned tests for the test event.

Look Up a Student

Data Package: Online Testing

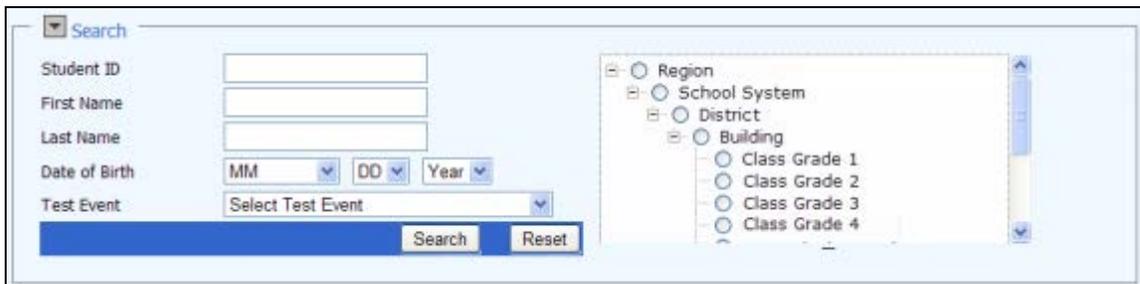
Role: Account Holder, Administrator, Teacher, or Proctor

- **To find and view student information:**

1. Click the **Student Lookup** button located in the upper right of the **Proctor Session** page.



The **Student Status** tab appears, providing a **Search** area to help you find students.



2. Enter search terms in any of the fields: a unique student ID, first name, last name, date of birth, and/or test event.

Note: If you select a test event, you must also select another search criterion. If you did not select a test event and a student is assigned to more than one test event, then the student's name may appear more than once in the results table.

3. In the location box on the right side of the **Search** area, select a building- or class-level location. Click the plus sign (+) to expand the hierarchy. Click the minus sign (-) to collapse the hierarchy. You must select a location at the building level or below.
4. Click the **Search** button. The **Student Status** table displays the results that meet your search criteria. See [The Student Status Tab](#) for an explanation of the page.

If the search returns more than 100 items, a message box asks you to further refine your search. Enter another criterion and click **Search** again, or click **Reset** to clear the search and enter different criteria.

Note: If you cannot find information for a student, contact your test coordinator to see whether the student is assigned to take the test. If the student is not on the student roster and should be, an Administrator or Account Holder can add the student. See [Add a Student to a Roster](#) for instructions on how to add a new student to a roster.

Chapter 4. Begin the Session

Open a Test Session

To open a test session:

1. On the **Manage** tab, find the session you want to open. Use the sort arrows in the column heads to help you find a specific session.

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery/Subtest	Session Code	Actions
Alexander 1 Proctor Picture Analogies	Proctor Led	CogAT Washington Fall 2019 B	CogAT 7 Complete	Level 7	ALT VERBAL / Picture Analogies	29-13973	✖
Buchanan 2 Proctor Number Analogies	Proctor Led	CogAT Washington Fall 2019 B	CogAT 7 Complete	Level 8	QUANTITATIVE / Number Analogies	48-77607	✖
Carter 3 Proctor Sentence Completion	Proctor Led	CogAT Washington Fall 2019 B	CogAT 7 Complete	Level 9	VERBAL / Sentence Completion	17-77297	✖
Ford 4 Proctor Verbal Analogies	Proctor Led	CogAT Washington Fall 2019 B	CogAT 7 Complete	Level 10	VERBAL / Verbal Analogies	26-40610	✖
Jefferson 5 Proctor Sentence Completion	Proctor Led	CogAT Washington Fall 2019 B	CogAT 7 Complete	Level 11	VERBAL / Sentence Completion	72-19989	✖
Madison 9 Verbal Analogies A	Proctor Led	CogAT Washington Fall 2019 C	CogAT 7 Complete	Level 15/16	VERBAL / Verbal Analogies	72-09149	

No of Records: 25

2. In the **Session Name** column, click the name of the test session you want to open.

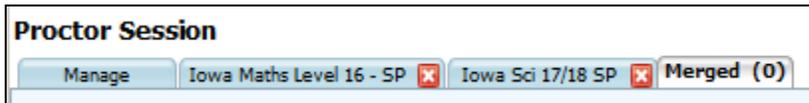
If the test session is proctor-led, the session tab (bearing the name of the session) appears, and the **Proctor Led** tab also appears to its right.



! Important: You can administer only one proctor-led session at a time. Do not attempt to open another proctor-led session; the connection with students in the current session may be lost.

If the test session is self-paced, the session tab (bearing the name of the session) appears. Only the **Manage** tab and the session name tab appear on the page. If you open a second self-paced test, a second session tab appears, and a fourth tab, **Merged**, opens to the right of the second session tab.

You can view up to five self-paced sessions at a time, including audio tests, which follow the same procedures as self-paced tests.



! Important: You cannot have a self-paced session running simultaneously with a proctor-led session.

Instruct Students to Sign In

Data Package: Online Testing

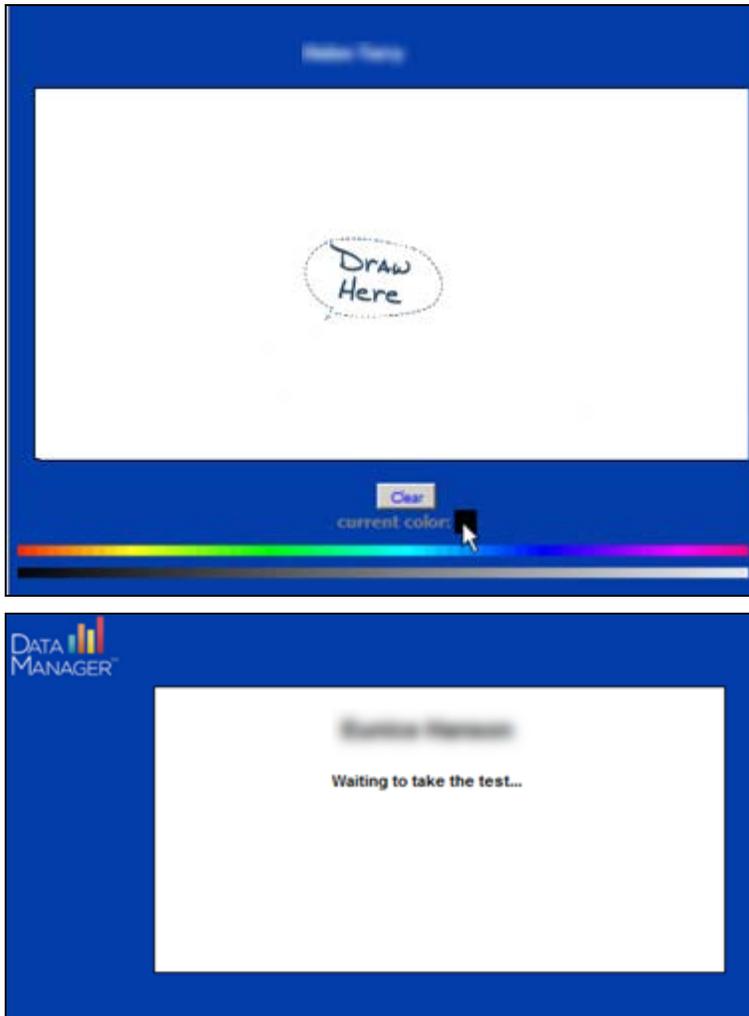
Role: Account Holder, Administrator, Teacher, or Proctor

Note: If your students are testing on mobile devices, they may apply touch gestures to perform the tasks described below. For example, students will "tap" rather than "click" fields to select options and enter information.

To instruct students to sign in:

1. Provide students with their individual credentials, which consist of either personal information (first name, last name, birth month and day) or a unique ID number. A Teacher, Administrator, or Account Holder can [Print Student Sign-In Information](#) for an individual with the Proctor role to distribute to each student.
2. Write the test session code on the board to make it easy for students to enter it on the Sign In page.
3. Instruct students to sign in to the test.
 - Direct students to the student online testing browser on their machines/devices, where the student Sign In page appears in kiosk mode.
 - Mobile device users must first launch the app and tap **Take a Test** to access the Sign In page.
 - Students using their names and birthdays to sign in must type their names *exactly as they appear on their signin information slips*. After they fill in the **First Name** and **Last Name** fields on the Sign In page, tell them to click the down arrow in the **Birth Month** field and select their birth month from the list, then click the down arrow in the **Birth Day** field and select their birth day from the list.
 - Students using their unique student ID numbers must type their student ID numbers *exactly as they appear on their signin information slips* into the **Student ID** field.

4. Tell students to type the session code shown on the board into the **Session Code** field.
5. Tell students to click the **Login** button. Students will see the **Draw Here** page or the **Waiting...** page.



Note: If students remain on the **Draw Here** or **Waiting...** page for 40 minutes, their session will time out. They will be redirected to the Sign In page, where they can sign in again using the same personal identification information and session code.

Troubleshooting Student Signin

If students are having trouble signing in using their names and birthdays, have them sign in using their unique ID numbers. These can be found by performing a [search for students](#).

If a student still cannot sign in, verify the following:

- The student has not attempted to sign in to the test session before the Proctor has opened the test session. (In this case, the student receives the message: "The proctor has not started this test session. Please wait until the proctor starts the test session and then try to sign in again.")
- The student is signing in with either a unique name/birthday combination or a unique student ID number.
- The student is assigned to take the test.
- The student is assigned to take the test at the level being tested.
- The student has not already completed the test.
- If the student is taking part 2 of a two-part test, the student has completed part 1.
- The student is eligible to take the Post-Screening Form.

Note: A Post-Screening Form must be administered within 30 days of the initial Screening Form administration. For example, if you administer the Screening Form September 15, you must administer the Post-Screening Form between September 16 and October 15.

If you have questions regarding a student's eligibility for taking the Post-Screening Form, contact your test coordinator.

Approve or Deny Students for Testing

Data Package: Online Testing

Role: Account Holder, Administrator, Teacher, or Proctor

Students who have signed in successfully appear in the **Waiting for Approval** area of the Proctor Session page. You can either approve or deny students to take the test. You can approve students individually as they sign in or wait until all students have signed in and then approve all at once (or deny all, if this is the action you want to take).

Waiting for Approval (7 of 7)							Approve All	Deny All
Last Name	First Name	HI	Date of Birth	Gender	Grade	Battery/Subtest	Actions	
Gross	Aimee		05/04/2011	F	3 - Three	VERBAL / Sentence Completion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Neal	Chandler		10/09/2011	M	3 - Three	VERBAL / Sentence Completion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Palmer	Ursa		08/09/2011	F	3 - Three	VERBAL / Sentence Completion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parsons	Mechelle		06/22/2011	F	3 - Three	VERBAL / Sentence Completion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Trujillo	Carter		12/04/2011	M	3 - Three	VERBAL / Sentence Completion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Velasquez	Lillith		09/05/2011	F	3 - Three	VERBAL / Sentence Completion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Workman	Tatum		02/09/2011	F	3 - Three	VERBAL / Sentence Completion	<input checked="" type="checkbox"/>	<input type="checkbox"/>

No of Records: 25

If you want to...	Then do this...
Approve all students	<p>→ Click Approve All on the Waiting for Approval bar.</p> <p>The students are moved to the Approved Students area on the Proctor Session page, and the Welcome page appears on the students' devices.</p>
Approve individual students	<p>→ Click the approve button (<input checked="" type="checkbox"/>) in the Actions column on the row where each student's name appears.</p> <p>The student is moved to the Approved Students table on the Proctor Session page, and the Welcome page appears on the student's device.</p>
Deny all students	<p>→ Click Deny All in the Waiting for Approval bar.</p> <p>The students are removed from the Waiting for Approval area, and the Sign In page appears on the students' devices.</p>
Deny individual students	<p>→ Click the deny button (<input type="checkbox"/>) in the Actions column on the row where each student's name appears.</p> <p>The student is removed from the Waiting for Approval table on the Proctor Session page, and the Sign In page appears on the student's device.</p>

Start the Test

Data Package: Online Testing

Role: Account Holder, Administrator, Teacher, or Proctor

! Important: Make sure you have downloaded the *Directions for Administration* for the correct test and level and that you have followed the instructions to this point, reviewed the entire guide, and noted information that will be useful to have on hand as you proctor the test (for example, availability of controls such as the **Back** button; see the "About the Student View" section of your *Directions for Online Administration*).

Students must be approved before they can begin a test. See [Approve and Deny Students for Testing](#) for instructions on approving students.

To start a session:

→ After you have approved all students who are taking the test, do one of the following:

For a self-paced (or audio) test:

For students testing with audio, the following screen appears.



→ Advise students to click **START MY TEST**. The audio for their test begins as the Welcome page opens.



- For students testing without audio, advise students to click the **Next** button from the self-paced Welcome page.



All students complete the sample question(s) before advancing to the start of the test.

Note: If students need to review screen functionality, they can click the **Help** button at any time

For a proctor-led test (with or without self-paced sections included):

1. Click the **Proctor Led** tab. The **Welcome** page appears.

Assessments

Proctor Session Student Lookup

Manage Iowa Math 1 Level 8 - PL Proctor Led

Session Name	Test Admin Type	Test Event	Test Group	Level	Battery	Session Code
Iowa Math 1 Level 8 - PL	Proctor Led	Iowa Spring 2018	Iowa Form F Complete	Level 8	Mather	19-4334

Time: 00:02:20 Refresh

Total Students: 3

Name	Question	Answered
Dennison, W		
Dow, T		
Durand, L		

Mathematics 1 - Level 8 

Welcome Iowa Assessments™

Developed at The University of Iowa by
Iowa Testing Programs

These tests contain no religious purposes. No test items may be disclosed or used for any other reason. By accepting delivery of these materials, you agree to accept responsibility for maintaining test security that is required by professional standards and regulations governing proper use of tests and for complying with federal copyright law which protect copyrighted test materials.

Go 

2. Click **Go** in the lower-right corner to advance to the practice question.
3. Follow the directions in the **Directions for Administration** area. Use the scroll bar, as needed, to see the entire question. See [The Proctor-Led Tab](#) for more information on this area.
4. After you have completed the sample/practice question, click **Go** in the lower-right corner to start the test.

Chapter 5. Administer the Test

About Administering the Tests

Follow the instructions in the *Directions for Online Administration* booklet for the test and level you are administering. (See [Download Detailed Instructions](#).) Note the information that will be useful to have on hand as you proctor the test (for example, availability of controls such as the **Back** button). See the "About the Student View" section of your *Directions for Online Administration*.

Provide appropriate assistance (for example, helping students with procedures such as clicking or tapping answers, but not with content).

Use the following procedures, when necessary, to interrupt or extend test sessions:

- [Pause and Resume a Test Session](#)
- [Extend Testing Time](#)
- Manage Emergencies and Irregularities

Select a mode of testing to view guidelines and/or procedures for administering the tests:

- [Proctor-Led](#)
- [Proctor-Led With Self-Paced Sections](#)
- [Self-Paced](#)

Administer Proctor-Led Sessions

When you conduct a proctor-led test, you advance all students from one question to the next at the same time. If you have portions of proctor-led tests that are self-paced, you advance students at the beginning or end of the change in mode. See [Administer Self-Paced Sections of Proctor-Led Tests](#).

After starting the test, follow the Proctor instructions on your screen **exactly**.

- Read aloud **word for word** the text preceded by the word **SAY** in red type. The text that is **not** preceded by **SAY** and not indented is important information, but it should not be read to students.

Note:

- **For Iowa Assessments™ only.** Read the directions for questions only once for levels 5, 6, 7, and 8 unless otherwise instructed on your screen. You can read and repeat directions for questions for levels 9–14 and 15–17/18.

- **For CogAT® only.** You can repeat the directions as many times as needed. Once testing begins, you may not answer questions about specific items. For example, do not identify pictures for students. However, questions about procedures and the mechanics of test-taking may be answered at any time.

- Do not read the question numbers aloud.
- In some questions, students are told the names of pictures as part of the oral directions. In other questions, however, it is important that the students identify the pictures themselves. Refer to the *Directions for Online Administration* for specifications.
- Speak **distinctly** and at a **constant rate**. Do not use inflection in your voice that could cue students to the correct answers.
- Allow adequate time for all students who are capable of finishing a question to do so before you begin reading the directions for the next question. Some students might not finish some questions.
- Do not start the test until all students understand what they are supposed to do.
- Use the tools on the **Proctor Led** tab to monitor testing.
 - A pacing clock (1) above the **Student** area starts when the test begins. Use the pacing clock to help you gauge the amount of time to give students to answer the question before advancing to the next question.
 - The question (2) the students are working on appears in the **Question** column of the student's row.
 - When a student has had an opportunity to answer a question, a green check mark (3) appears in the **Answered** column (3) of the student's row. (Note that the check mark does not indicate whether the student answered the question.) Use the Refresh button to update this information. If your connection is slow, you may also need to ask students to confirm (either verbally or by raising their hands) that they are ready to continue to the next question.

① **Time:** 00:01:25 Refresh

Total Students: 3

Name	② Question	③ Answered
Adams, B	1: 3 of 18	✓
Jones, Z	1: 3 of 18	✓
Olson, J	1: 3 of 18	✓

Administer Self-Paced Sections of Proctor-Led Tests

Data Package: Online Testing

Role: Account Holder, Administrator, Teacher, or Proctor

Some proctor-led tests have sections that require students to read the questions and work on their own, just as they would in a self-paced test. These tests are sometimes referred to as *mixed-mode*. In some tests, only the sample item and directions are proctor-led, while the test questions are self-paced.

The **Directions for Administration** area will inform you when a self-paced section is next.

Note: If your students are testing on mobile devices, they may apply touch gestures to perform the tasks described below. For example, students will "tap" rather than "click" fields to select options and enter information.

To administer a self-paced section:

1. Click **Next** on the **Proctor Led** tab to pass control of the test to the students.
2. Instruct students to begin the self-paced section by clicking **Next** in the lower right corner of their screen.

Note: Students testing with audio may see a **START MY TEST** button, which they should click to begin testing.

3. Wait for the students to complete the self-paced/audio section. They will advance through the questions by clicking the **Next** button, and they will see a **Stop** sign when they have completed all of the questions in the section. During this period, you can do one of the following:
 - Review the questions concurrently with the students, using the **Next** button in the lower right corner of your screen. (Note that when you click the **Next** button, you advance only your screen; students advance through the test on their own.) You will see a **Stop** sign when you reach the end of the section.
 - Skip to the end of the section by clicking the link in the **Directions for Administration** area. A page with a **Stop** sign appears.
4. Do one of the following:

If...	Then follow these instructions...
Students are at the end of a self-paced section	Verify that all students are on the page with the Stop sign. Click Next . A message prompts you to confirm that students are ready to continue. Click OK to pass control of the test to the students.
Students are at the end of the entire test	See Completing the Test Session for instructions to complete the test session.

Tests With Self-Paced Sections

The following tables list the tests that have self-paced sections.

Note: *Riverside® Interim Assessments for Math and Riverside® Interim Assessments for English Language Arts (ELA)* are all self-paced tests.

Iowa Assessments Complete/Core

Level	Test	Description
5	Reading	Directions, sample questions, and test questions 1–3 and 14-17 are proctor-led. Test questions 4-13 are self-paced.
6	Reading: Part 1	Directions, sample questions, and test questions 1–5 are proctor-led. Test questions 6–17 are self-paced.
	Reading: Part 2	Directions and sample questions are proctor-led. All test questions are self-paced.
7	Vocabulary	Directions and sample questions are self-paced. All test questions are self-paced.
	Reading: Part 1	Directions and sample questions are proctor-led. All test questions are self-paced.
	Reading: Part 2	Directions and sample questions are proctor-led. All test questions are self-paced.
	Computation	Directions, sample questions, and test questions 1–9 are proctor-led. Test questions 10–25 are self-paced.
8	Vocabulary	Directions and sample questions are self-paced. All test questions are self-paced.
	Word Analysis	Directions, sample questions, and test questions 1–30 are proctor-led. Test questions 31–33 are self-paced.
	Reading: Part 1	Directions and sample questions are proctor-led.

		All test questions are self-paced.
	Reading: Part 2	Directions and sample questions are proctor-led. All test questions are self-paced.
	Computation	Directions, sample questions, and test questions 1–9 are proctor-led. Test questions 10–27 are self-paced.
	Social Studies	Directions, sample questions, and test questions 1–23 are proctor-led. Test questions 24–29 are self-paced.
	Science	Directions, sample questions, and test questions 1–23 are proctor-led. Test questions 24–29 are self-paced.

Iowa Assessments Survey

Level	Test	Description
7	Reading	Directions and sample questions are proctor-led. All test questions are self-paced.
8	Reading	Directions and sample questions are proctor-led. All test questions are self-paced.

CogAT

Level	Subtests	Description
Levels 9–17/18	All	Directions and sample items are proctor-led. All test items are self-paced.

Administer Self-Paced Sessions

Data Package: Online Testing

Role: Account Holder, Administrator, Teacher, or Proctor

If you are administering self-paced tests (or any audio tests), you can administer multiple tests simultaneously by opening multiple sessions from the **Manage** tab (see [Open a Test Session](#)). Sessions can be different test levels and different test families; however, only self-paced sessions (not proctor-led sessions) can be administered simultaneously. The **Merged** tab, which opens when two or more self-paced sessions are running, allows you to view information and perform most tasks for multiple sessions, rather than switching between various session tabs. The **Merged** tab displays session information for up to five self-paced test sessions.

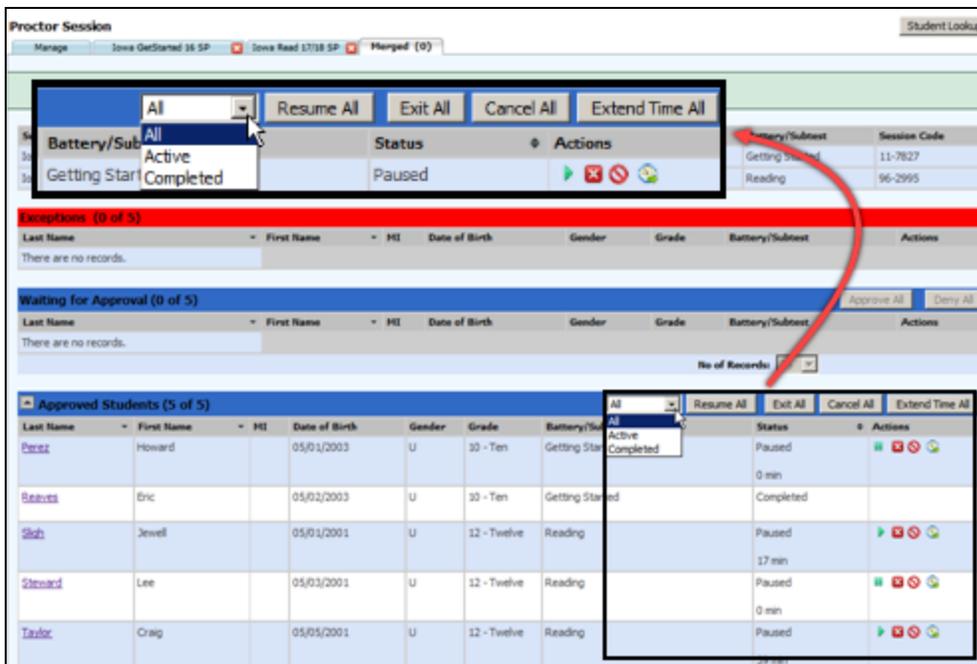
See [Merged Tab](#) for more information about the tab.

To administer multiple self-paced tests:

1. [Open a test session](#), then return to the **Manage** tab and open the next session. Repeat until all test sessions are open.
2. [Instruct all students to sign in](#), and [approve them for testing](#). Students immediately start testing.

Note: If students are testing using audio, instruct them to click the **START MY TEST** button to begin the test with audio.

You can manage most activities from the **Approved Students** bar of the **Merge** tab.



3. Use the control buttons and **Actions** icons to:
 - Filter the view between all approved students versus those who are actively taking the test and those who have completed it

- [Pause/resume a test](#)
- [Complete testing](#) for the period or day
- [Cancel](#) a test
- [Extend the time](#) for students to take a test

Note: The **Merged** tab does not permit you to advance to the next subtest if you are testing in a linked series. To do this, you must switch to the session tab, where the **Continue All** button appears on the **Approved Students** heading.

Pause and Resume a Test Session

Data Package: Online Testing

Role: Account Holder, Administrator, Teacher, or Proctor

Audio tests follow the same procedures as self-paced tests. They do, however, require students to click an additional **START MY TEST** button to launch the audio and test.

To pause and resume testing:

Administration Mode/Tab	Single Student	All Students
<p>Proctor-led/ Session tab</p>	<p>NA.</p> <p>If you are conducting a <i>self-paced section</i> of a proctor-led test, you must resume any paused student's test session before advancing the test to the next proctor-led section.</p> <p>Confirm that all students are on the same question before administering the next proctor-led section of the test.</p>	<p>Pause:</p> <ol style="list-style-type: none"> In the Approved Students area, click the Pause All button. The students' test sessions are paused, and the Pause All button becomes the Resume All button. <p>In the student view, a confirmation box appears.</p> <ol style="list-style-type: none"> Instruct students to click OK. If the Draw page was enabled for the test session, the doodle page with drawing tools appears in the student view until the test session resumes. <p>Resume:</p> <ol style="list-style-type: none"> Click the Resume All button in the Approved Students area. The students' test sessions resume. Continue to proctor the test session from the question that students were working on when you paused the test session.
<p>Self-paced and audio, single test/ Session tab</p>	<p>Pause:</p> <ol style="list-style-type: none"> In the Approved Students area, click the pause button  in the student's row. The student's test session is paused, and the pause button becomes a play button . <p>In the student view, a confirmation box appears.</p> <ol style="list-style-type: none"> Instruct students to click OK. If the 	<p>Pause:</p> <ol style="list-style-type: none"> In the Approved Students area, click the Pause All button. The students' test sessions are paused, and the Pause All button becomes the Resume All button. <p>In the student view, a confirmation box appears.</p> <ol style="list-style-type: none"> Instruct students to click OK. If the Draw page was enabled for the

	<p>Draw page was enabled for the test session, the doodle page with drawing tools appears in the student view until the test session resumes.</p> <p>Resume:</p> <p>→ In the Approved Students area, click the play button () in the student's row. The play button becomes a pause button ().</p> <p>In the student view, the student's test session resumes.</p> <hr/> <p>Note: If the student is testing using audio, instruct the student to click the START MY TEST button to resume the test with audio.</p> <hr/>	<p>test session, the doodle page with drawing tools appears in the student view until the test session resumes.</p> <p>Resume:</p> <p>→ Click the Resume All button in the Approved Students area. The Resume All button becomes a Pause All button.</p> <p>In the student view, the students' test sessions resume.</p> <hr/> <p>Note: If students are testing using audio, instruct them to click the START MY TEST button to resume the test with audio.</p> <hr/>
<p>Self-paced and audio (multiple tests)/ Merged tab</p>	<p>Pause:</p> <ol style="list-style-type: none"> In the Approved Students area, click the pause button () in the student's row. The student's test session is paused, and the pause button becomes a play button (). <p>In the student view, a confirmation box appears.</p> <ol style="list-style-type: none"> Instruct students to click OK. If the Draw page was enabled for the test session, the doodle page with drawing tools appears in the student view until the test session resumes. <p>Resume:</p> <p>→ In the Approved Students area, click the play button () in the student's row. The student's test session resumes and the play button becomes a pause button ().</p> <p>In the student view, the student's</p>	<p>Pause:</p> <ol style="list-style-type: none"> In the Approved Students area, click the Pause All button. The students' test sessions are paused, and the Pause All button becomes the Resume All button. <p>In the student view, a confirmation box appears.</p> <ol style="list-style-type: none"> Instruct students to click OK. If the Draw page was enabled for the test session, the doodle page with drawing tools appears in the student view until the test session resumes. <p>Resume:</p> <p>→ Click the Resume All button in the Approved Students area. The students' test sessions resume.</p> <p>In the student view, the students' test sessions resume.</p> <hr/> <p>Note: If students are testing using audio, instruct them to click the START MY TEST button to resume</p>

	<p>test session resumes.</p> <hr/> <p>Note: If the student is testing using audio, instruct the student to click the START MY TEST button to resume the test with audio.</p> <hr/>	<p>the test with audio.</p> <hr/>
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Chapter 6. Finish Testing

About Finishing Testing

Test sessions typically end when all students finish a session and their results are [saved and sent](#) to Riverside Insights scoring. Other options for concluding or extending a session include:

- [Extend time](#) for a self-paced session
- [Continue](#) a session across subtests
- [Close and reopen as a new session](#) the following test period or day

Extend Testing Time

Data Package: Online Testing

Role: Account Holder, Administrator, Teacher, or Proctor

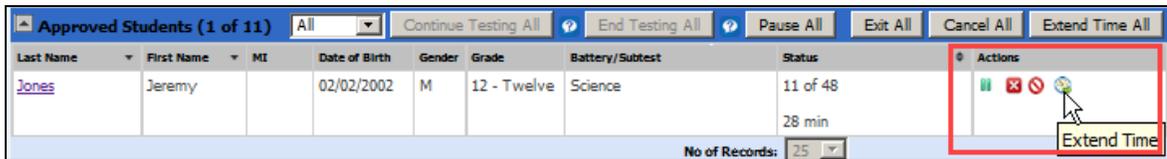
! Important: You cannot extend time for a student's test session after the session has expired (the value in the **Status** column is "0"). If you need to extend time after the session has expired, contact the *DataManager* Support Center. See the [Contact Us](#) page for contact information or view other support resources in the right column of the [DataManager Online Help Home page](#).

In self-paced test sessions, you can extend testing time for a single student or for all students as a group.

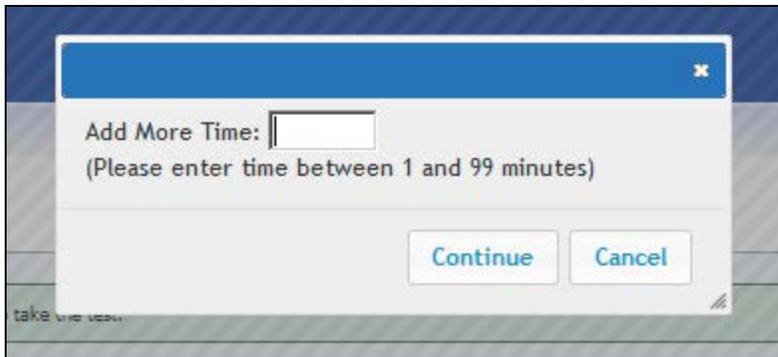
For individual extensions, you should only do this for students who require more time as a testing accommodation. Refer to the *Directions for Online Administration* booklet for information about testing accommodations. (See [Download Detailed Instructions](#).)

To extend time in a test session for an individual student:

1. On the session tab, click the extend time button on the student's row.



The **Add More Time** box opens.

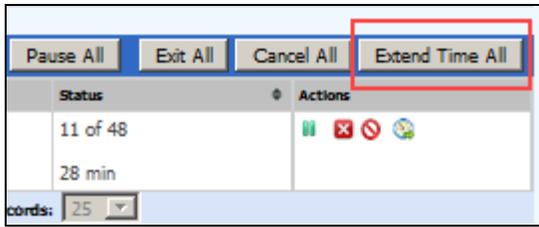


2. In the **Add More Time** box, type the number of minutes you want to extend the test session. You can enter a value between 1 and 99.
3. Click **Continue**. A confirmation message appears at the top of the session tab.

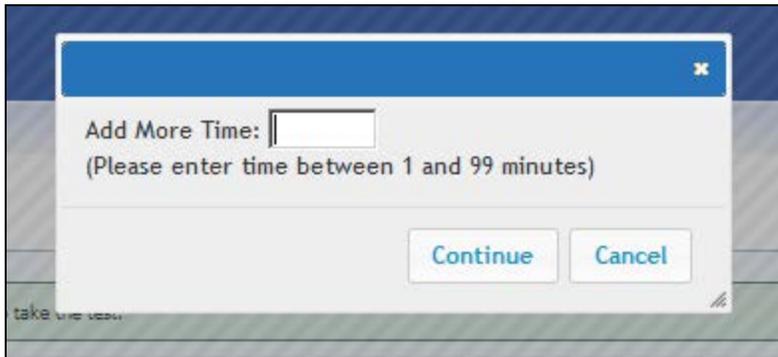
Note: The time left to complete the test will be updated in the **Status** column after the student clicks the **Next** button to move to the next test question..

To extend time in a test session for all students:

1. On the session tab, click the **Extend Time All** button on the **Approved Students** bar.



The **Add More Time** box appears.



2. In the **Add More Time** box, type the number of minutes you want to extend the test session. You can enter a value between 1 and 99.
3. Click **Continue**. A confirmation message appears at the top of the session tab.

Note: The time left to complete the test will be updated in the **Status** column after students click the **Next** button to move to the next test question.

Save and Close a Test Session

Data Package: Online Testing

Role: Account Holder, Administrator, Teacher, or Proctor

Note: If your students are testing on mobile devices, they may apply touch gestures to perform the tasks described below. For example, students will "tap" rather than "click" fields to select options and enter information.

If circumstances require you to close a session before students have finished testing, use the following procedures to save student responses and allow students to continue testing later where they left off.

To save and close a test session for an individual student:

1. Open the tab that contains the session you want to close.
 - For proctor-led tests, the session tab.
 - For self-paced tests, the session tab for the test you want to close or the **Merged** tab.
2. In the **Approved Students** area, click the save and close button () in the student's row. The student is removed from the **Approved Students** area. All completed test answers are saved in the system. When the student resumes testing, they will begin where they left off.

In the student view, a confirmation box appears.

3. Instruct the student to click **OK**. The student returns to the *DataManager* student Sign In page.

To save and close a test session for all students:

1. Open the tab that contains the session you want to close.
 - For proctor-led tests, the session tab.
 - For students of a specific self-paced test, the session tab for the test you want to close. Open the **Merged** tab if you want to close all open self-paced tests.
2. In the **Approved Students** area, click the **Exit All** button. All of the students are removed from the **Approved Students** area, and their completed test answers are saved in the system. When students resume testing, each one will continue at the question where they left off.

In the student view, a confirmation box appears.

3. Instruct students to click **OK**. Students return to the *DataManager* student Sign In page.

Continue or End a Session

Data Package: Online Testing

Role: Account Holder, Administrator, Teacher, or Proctor

Note: If your students are testing on mobile devices, they may apply touch gestures to perform the tasks described below. For example, students will "tap" rather than "click" fields to select options and enter information.

When all students who are able have finished answering all test questions for a session or a subtest of a session, you can end the session or continue with additional subtests. Use the instructions below to determine the steps to take.

To continue or end a session:

Proctor-led

1. Check the **Student** area of the **Proctor Led** tab to verify that all students who are able have finished selecting all their answers.
2. Do one of the following:

If...	Then follow these instructions...
All students who are able have finished selecting their answers and you are ready to complete the test session and send answers to scoring.	<ol style="list-style-type: none"> 1. Click Done. A confirmation box appears. 2. Click OK to close and send tests to Riverside Scoring Service™ for scoring. Directions for continuing or ending testing appear in your Directions for Administration area. A Thank You page appears in the student view. 3. Continue to step 3 below.
You need to return to a previous question before completing the test session	Click Back to move to a previous question.

3. Do one of the following:

If you want to...	Then follow these instructions...
Continue to the next test in a series	<ol style="list-style-type: none"> 1. Click the session tab. 2. Click Continue Testing All in the Approved Students area of the session tab. A confirmation box appears. 3. Click OK to create a new test session. <i>DataManager</i>

	<p>automatically creates the next test session in the series, and the session tab (bearing the name of the session) and the Proctor Led tab appear. The Welcome page appears in the student view.</p> <hr/> <p>Note: <i>DataManager</i> displays session information for up to five linked test sessions. Any test settings, including <i>CogAT</i> upper-level audio languages, are carried over to subsequent linked sessions.</p> <hr/> <ol style="list-style-type: none"> 4. (Optional) Allow students a few minutes of rest. If students are allowed to leave their computers during the break, make sure they return to the same computers. 5. Click the Proctor Led tab to administer the next test in the series.
<p>End testing for this period</p>	<ol style="list-style-type: none"> 1. Click the session tab. 2. Click End Testing All in the Approved Students area to close the test. A confirmation box appears. 3. Click OK to close the test. The Sign In page appears in the student view. 4. Sign out of <i>DataManager</i>.

Self-paced

Note: Audio tests follow the same procedures as self-paced tests. However, they do require students to click an additional **START MY TEST** button to launch the audio and test.

1. If you are administering a timed (self-paced) test, complete the following steps; otherwise, continue with step 2:

If...	Then follow these instructions...
<p>A student finishes the test before time expires</p>	<ol style="list-style-type: none"> 1. Remind students to click Finished to end the test. A confirmation box appears. Students must do one of the following: <ul style="list-style-type: none"> – Click OK to close the test. The Thank You page appears in the student view and the student's status in the Approved Students area of the session tab changes to Completed. <p>Note: Students cannot return to the test after they click OK. Students must click Cancel if they are not finished answering the</p>

	<p>questions and need to return to the test.</p> <ul style="list-style-type: none"> – Click Cancel to return to the test. <p>2. Remind students to click End to close the test. Tests are sent to Riverside Scoring Service™ for scoring and the Draw Here page, if enabled, appears in the student view.</p> <hr/> <p>Note: Students can remain on the Draw Here page for up to 40 minutes. If you do not continue or end the testing session within 40 minutes, then the student automatically returns to the Sign In page.</p> <hr/>
<p>Time expires</p>	<p>Students receive a confirmation box informing them that time has expired.</p> <ol style="list-style-type: none"> 1. Instruct students to click OK. The Thank You page appears in the student view and the student's status in the Approved Students area of the session tab changes to Completed. 2. Remind students to click End to close the test. Tests are sent to Riverside Scoring Service™ for scoring and the Draw Here page, if enabled, appears in the student view. <hr/> <p>Note: Students can remain on the Draw Here page for up to 40 minutes. If you do not continue or end the testing session within 40 minutes, then the student automatically returns to the sign in page.</p> <hr/>

2. Check the **Approved Students** area of the session tab to verify that all students who are able have completed testing.
3. Do one of the following:

If you want to...	Then follow these instructions...
<p>Give students a break before continuing to the next test in a series</p>	<ol style="list-style-type: none"> 1. Allow students a few minutes of rest. If students are allowed to leave their computers during the break, make sure they return to the same computers. 2. Ask students to raise their hands if they returned to the Sign In page. If a student automatically returned to the Sign In page, then that student can sign back in using the same session code. 3. Click Continue Testing All in the Approved Students area of the session tab. A confirmation box appears. 4. Click OK to create the next session. <i>DataManager</i> automatically creates the next test session in the series, and the session tab (bearing the name of the session) appears. <hr/> <p>Note: <i>DataManager</i> displays session information for up to five linked</p>

	<p>test sessions. Any test settings, including <i>CogAT</i> upper-level audio languages, are carried over to subsequent linked sessions.</p> <hr/> <p>The Welcome page opens in the student view, and students can begin testing.</p>
End testing for this period	<ol style="list-style-type: none"> 1. Click End Testing All in the Approved Students area to close the test. A confirmation box appears. 2. Click OK to close the test. The Sign In page appears in the student view. 3. Sign out of <i>DataManager</i>.

Self-paced section of a proctor-led test

1. Do one of the following:

If...	Then follow these instructions...
A student finishes the test before time expires	<ol style="list-style-type: none"> 1. Remind students to click Finished to end the test. A confirmation box appears. Students must do one of the following: <ul style="list-style-type: none"> – Click OK to close the test. The Thank You page appears in the student view and the student's status in the Approved Students area of the session tab changes to Completed. <p>Note: Students cannot return to the test after they click OK. Students must click Cancel if they are not finished answering the questions and need to return to the test.</p> <ul style="list-style-type: none"> – Click Cancel to return to the test. 2. Remind students to click End to close the test. Tests are sent to Riverside Scoring Service™ for scoring and, if enabled, the Draw Here page appears in the student view.
Time expires	<p>Students receive a confirmation box informing them that time has expired.</p> <ol style="list-style-type: none"> 1. Instruct students to click OK. The Thank You page appears in the student view and the student's status in the Approved Students area of the session tab changes to Completed. 2. Remind students to click End to close the test. Tests are sent to Riverside Scoring Service for scoring and, if enabled, the Draw Here page appears in the student view.

2. Check the **Approved Students** area of the session tab to verify that all students who are able have completed testing.
3. Do one of the following:

If...	Then follow these instructions...
You clicked Skip to End and are on the Directions for Administration page	Continue to step 4
You clicked Next to advance through the questions and are at the Review page	<p>Click Finished. A confirmation box appears. Do one of the following:</p> <ul style="list-style-type: none"> ● Click OK to close the test. The directions for continuing or ending testing appear in the Directions for Administration area. Continue to step 4. ● Click Cancel to return to the test.
If you received a confirmation box informing you that time has expired	<ul style="list-style-type: none"> ● Click OK. The directions for continuing or ending testing appear in the Directions for Administration area. ● Continue to step 4.

4. Do one of the following:

If you want to...	Then follow these instructions...
Continue to the next test in a series	<ol style="list-style-type: none"> 1. Click the session tab. 2. Click Continue Testing All in the Approved Students area of the session tab. A confirmation box appears. Do one of the following: <ul style="list-style-type: none"> – Click OK to create a new test session. <i>DataManager</i> automatically creates the next test session in the series, and the new session tab appears. In the student view, the Welcome page appears, and students can begin testing. <hr/> <p>Note: <i>DataManager</i> displays session information for up to five linked test sessions. Any test settings, including <i>CogAT</i> upper-level audio languages, are carried over to subsequent linked sessions. Continue to step 3.</p> <hr/> <ul style="list-style-type: none"> – Click Cancel to return to the session tab without creating a new test session. 3. <i>(Optional)</i> Allow students a few minutes of rest. If students are allowed to leave their computers during the break, make sure they return to the same computers. 4. Click the Proctor Led tab to administer the test.

<p>End testing for this period</p>	<ol style="list-style-type: none">1. Click the session tab.2. Click End Testing All in the Approved Students area to close the test. A confirmation box appears.3. Click OK to close the test. The Sign In page appears in the student view.4. Sign out of <i>DataManager</i>.
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Cancel a Test Session

Data Package: Online Testing

Role: Account Holder, Administrator, Teacher, or Proctor

Test sessions can be canceled through the *DataManager* proctor platform on the same day as the tests were begun. To cancel a session after this, you must call *DataManager* Support.

! Important: Canceling a test session erases all completed test answers and returns the student(s) to the testing pool. Use this action with discretion.

To cancel a test session for an individual student:

1. Open the tab that contains the session you want to cancel.
 - For proctor-led tests, the session tab.
 - For self-paced tests, the session tab for the test you want to cancel or the **Merged** tab.
2. In the **Approved Students** area, click the cancel button (🚫) in the student's row. The student is removed from the **Approved Students** area, and that student's test session ends.
In the student view, a confirmation box appears.
3. Instruct the student to click **OK**.

Note: If your students are testing on mobile devices, they may apply touch gestures to perform the tasks described below. For example, students will "tap" rather than "click" fields to select options and enter information.

The student returns to the *DataManager* student Sign In page.

To cancel a test session for all students:

1. Open the tab that contains the session you want to cancel.
 - For proctor-led tests, the session tab.
 - For students of a particular self-paced test, the session tab for the test you want to cancel. Open the **Merged** tab if you want to cancel all open self-paced tests.
2. In the **Approved Students** area, click the **Cancel All** button. All of the students are removed from the **Approved Students** area, and the session is canceled. No student responses are recorded in the system.
In the student view, a confirmation box appears.
3. Instruct students to click **OK**. Students return to the *DataManager* student Sign In page.

