

Arizona Grade 2 Gifted CogAT® (Form 8 / Level 8) Online Testing Checklist – Existing Online Customers

*PLEASE NOTE: THIS CHECKLIST IS FOR EXISTING ONLINE CUSTOMERS. IF YOU HAVE NEVER ADMINISTERED COGAT ONLINE, PLEASE SEE THE NEW ONLINE CUSTOMERS CHECKLIST ON THE AZ LANDING PAGE.

Bookmark the Riverside / Arizona Grade 2 CogAT Website

From the website, you will be able to order your *CogAT* materials, download your implementation checklists, attend complimentary training, and reference technical requirements as well as rostering templates for online testing.

Important Program-Specific Requirements

- Your roster must include your AzEDS Student ID. Please see additional details in Preparing for Testing section below
- Your Test Event must be named AZ Grade 2 CogAT 2023-2024

Ordering Licenses

- Determine the number of 2nd grade students testing within your district / LEA during the 2023-2024 school year.
- Identify your expected first day of testing.
- Allow 5-8 days for licenses to be deposited into your account and 2-4 weeks to prepare for testing.
- Order your online testing licenses in the "Order Your Tests" section on the website.
- Please have the appropriate person review the "Tech Readiness" portion on the landing page to ensure a smooth testing process.

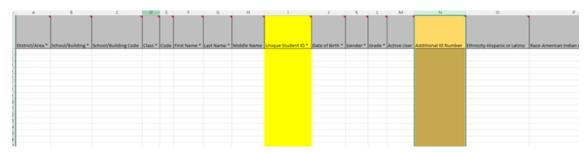
Complimentary Training - Riverside Training Academy (RTA)

- The individual in charge of rostering should complete the CogAT Rostering SPECIFIC for AZ Grade 2
 CogAT 2023-2024 training
 - Location, Staff, and Student files are available on the website under the "Important Links for Online Testing" section
 - Please see below section for important AZ student ID rostering information
- Test Coordinators should complete the following trainings:
 - Account Holder Overview for Online Testing and Planning
 - Test Event Creation for AZ Grade 2 CogAT 2023-2024
 - Administering the CogAT Online
- Teachers/Proctors who will be administering the test to students should complete the following training:
 - Administering the CogAT Online (Note: We suggest proctors attend training 1-2 weeks prior to testing)
- Post testing Test Coordinators, Teachers/Proctors should complete reports training:
 - Reporting, Understanding & Using CogAT Data
- The technical team should watch the *Technical Readiness and Device Preparation* video to ensure devices and networks are ready for testing



Preparing for Testing

- If you have never administered *CogAT* at 2nd grade, you will need to add your 2nd grade classes to your Locations in DataManager
 - Export your current location roster from DataManager
 - Add Grade 2 classes
- If you have never administered *CogAT* at 2nd grade, you will need to add your 2nd grade teachers/staff who will be administering the test to students
 - Export current staff roster and add any new 2nd grade staff
- Gather information on students with accommodations and develop coding plan
- Create student roster (Note: process reviewed in RTA)
- *NEW*
 - Column I (Unique Student ID) Enter the student ID you want your students to use for testing login.
 - Column N (Additional ID Number) IMPORTANT! Enter the students' AzEDs ID
 - If the students will be logging in with their AzEDs ID, please enter that ID in both Column I and Column N



- Upload your location, staff, and student roster files into the DataManager folder on your SFTP site
 - Allow 3-5 business days for your file(s) to load
 - Please notify any new staff that they will receive a "WELCOME" email from Riverside DataManager directing them to set-up a password
- *NEW* Create Test Event please make sure to follow the naming convention: AZ Grade 2 CogAT 2023-2024
- Test Coordinators creates Test Assignment
- IMPORTANT: If you manually enter students (due to just a few testing students or last-minute testers) into DataManager, there is currently no way to enter students' AzEDs ids. You may provide the AzEDS id in one of two ways:

Submit a roster with the students that were manually entered

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Schedule a 1:1 meeting (through the AZ Grade 2 website) to provide the student id and AzEDS id for those students to a technical support Representative

· Proctors attend training and create test sessions

Post-Testing

- Close Test Events
 - Your test event will close automatically 30 days after the Test Event Date. You may also manually close or reopen it at any time*.
- Interpret Score reports
 - Please attend the Reporting, Understanding & Using CogAT Data training in RTA.
 - Scores will be available in DataManager within 48 hours after testing is completed.
 - Within DataManager, click on "Resources" in the upper right, find "Cognitive Abilities Test" in the dropdown menu,
 - Here you can find the *Score Interpretation Guide* to help you and your teachers better understand scores.
 - Download the CogAT Report Guides under the "Important Links for Online Testing" section.