

# Arizona Grade 2 Gifted CogAT® Online Testing Checklist for NEW Users

**\*PRINT AND RETAIN THIS CHECKLIST FOR REFERENCE  
THROUGHOUT YOUR TESTING PROCESS**

## 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 and rostering templates for online testing

## 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.

## Reviewing Emails from Riverside

- Within days of placing your material order, the LEA Coordinator listed on your material order will receive an email containing the following attachments:
  - ✓ DataManager Welcome email (DataManager is Riverside’s online testing & web reporting platform)
  - ✓ SFTP site information for secure roster file transfer/upload
- (Note: These emails could potentially end up in your spam or junk folders. Please check these folders if you have not received anything from Riverside)

## 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* (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

- Create the location and staff roster files
- Create student roster file (Note: process reviewed in RTA)
  - 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
    - (Note: If the students will be logging in with their AzEDs ID, please enter that ID in both Column I and Column N)
  - Gather information on students with accommodations and develop coding plan
- Upload your location, staff, and student roster files into the DataManager folder on your SFTP site
  - SFTP access information was emailed to your test coordinator after your order was placed
  - Allow 3-5 business days for your file(s) to load
  - Please notify staff that they will receive a "WELCOME" email from Riverside DataManager directing them to set-up a password
- Teachers/Proctors who will be administering the test to students should complete the following
  - Please have your technical team review the "Important Links for Online Testing" on the website to ensure devices and networks are ready for testing
- Test Coordinator creates Test Event – please make sure to follow the naming convention: *AZ Grade 2 CogAT 2023-2024*
- Test Coordinator 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 must provide the AzEDS id in one of two ways:
  1. Submit a roster with the students that were manually entered
  2. 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

## Testing

- Proctors approve, monitor, and complete testing
- Have a plan for make-ups

## Remote Testing

- Remote testing is NOT permitted with *CogAT* Form 8. Those that wish to test remotely must request Form 7 licenses

## 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 > "Making Meaning of Scores and Reports" on the website
- If you have any paper pencil events, you must close your online test event prior to paper/pencil scoring. Your test date will be based on your online test date