Arizona Grade 2 Gifted *CogAT*®
Paper/Pencil Testing Checklist

*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 download your Order Form for Scoring Services.

Ordering your Paper/Pencil Materials and complimentary Barcodes

- Determine the number of 2nd graders that will be testing within your district / LEA during 2023-2024
- Order your paper/pencil materials using the order form found under the "Order your Tests" section of the website.
- Determine your test date ahead of time and allow 10-14 days for delivery of your testing materials.
- If you haven't ordered barcodes in the past, you will receive your Online Barcode Ordering (OBO) login credentials via email. Once you receive your credentials, submit your barcode order, and allow 10 days for processing.
- If you have ordered barcodes in the past, you will not receive your OBO credentials again. Use your existing OBO account to submit your your barcode order, and allow 10 days for processing
- To request an account, make changes to an existing account, or be provided with your organization's login credentials please complete the form found here: **Online Barcode Account Request Form**
- Schedule additional time to distribute testing materials to buildings prior to their expected test date
- Keep the boxes that your materials arrive in; they can be reused to ship your scorables back to Riverside for scoring processing.

Securing Your Materials

- Before testing or between testing administrations, keep your materials in a secure location
- Test booklets may NOT be sent to student homes. Students must come to a test site for testing

Reviewing Emails from Riverside

- Within days of placing your material order, the LEA Coordinator that was listed on your material order will receive an email* containing the following attachments:
    - Your district / LEA's UPS pre-paid **Return Service (RS) Labels**
    - Custom program **Order for Riverside Scoring Services** form (OSS)
    - **Informational Checklist**
    - These attachments should be printed and safely retained until you are ready to ship your materials back to Riverside for scoring
- You will receive (2) emails with your Online Barcode Ordering (OBO) account information for placing your complimentary barcode order. The first email will include the OBO URL, your username, and ordering instructions and the second email will include your temporary password.
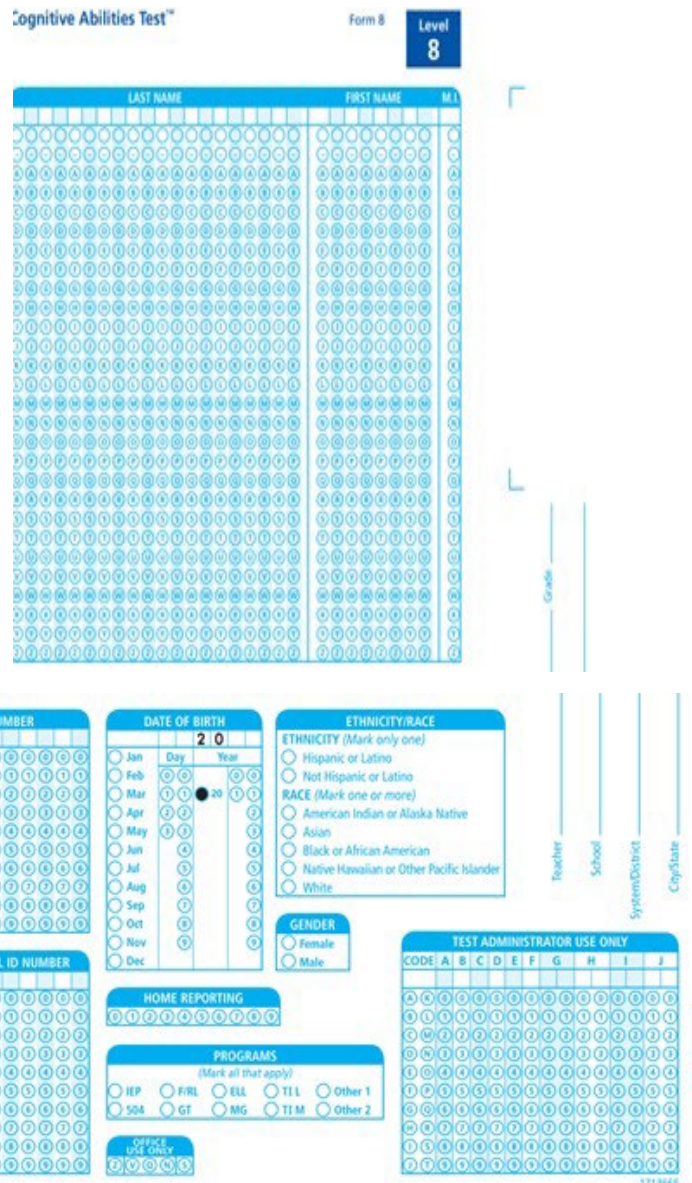- Spanish DA when you placed your material order, a PDF of the document will be sent in a separate email*

These emails contain attachments that could potentially end up in your spam or junk folders. Please check these folders if you have not received anything from Riverside.

Preparing for Testing

- Refer to the *CogAT* **Directions for Administration (DFA) Part 1** to prepare for testing. DFAs are included with your material order
- Watch complimentary training videos through Riverside Training Academy for paper/pencil testing.
  - *Paper Administration: Overview video*
  - *Paper Administration: Best Practices for Coordinators Managing & Shipping*
  - *Paper Administration: Best Practices for Administering the Test*

Preparing the Test Booklets Prior to Testing

- If you ordered complimentary barcode labels, place the barcode label lengthwise (parallel to the statement "place barcode label in the space above") and within the four marked corners of the box on the back of the test booklet.
- If you did not order barcode labels, bubble student information on the back of test booklets prior to testing (page 10 of your Directions for Administration)
- **Important: Enter student's local student ID number in the "ID Number" section**
- <u>Extremely</u> <u>Important</u>: **Enter student's state AzEDS state ID number in "Additional ID Number"**

Preparing for Scoring

- Refer to Part 3 in your (DFA)
  - Student test booklets are completed and ready for scoring
  - Class and Building Identification sheets cannot be photocopied; they are scannable documents
  - Complete the **Grade/Class Identification Sheet** (blue):
    - Complete one Grade/Class ID sheet for each class
    - Section 1: In the **Information Box**, enter your Test Date; your school's name for Building Name; your District / LEA name for System; (the district / LEA name listed on each Class ID sheet must match the name of the District / LEA entered on the Order for Scoring Service); and the city where your school is located for City
    - Section 2: Enter the name of the teacher under **Class Name**
    - Section 3: Leave **Class Code** blank
    - Section 4: Enter 2 for **Grade**
    - Section 5: Indicate *Form 8* for **Form**
    - Section 6: In **Answer Document Count**, indicate the number of test booklets you are returning for scoring; make sure that all students' test booklets are accounted for
  - Complete the **Building Identification Sheet** (purple):
    - Complete only one (1) Building Identification Sheet (purple) per building
    - Section 1: In the **Information Box**, enter your Test Date; your District / LEA name for System; (the district name listed on the Building ID sheet must match the name of the District / LEA entered on the Order for Scoring Service)
    - Section 2: Enter your building name
  - **Order Form for Riverside Insights Scoring Service** (OSS)
    - Complete the printed copy of the custom Order Form for Riverside Insights Scoring Service (OSS) which was emailed to you. It can also be found on the website.
    - Locate and/or print your UPS prepaid Return Services (RS) labels. They were emailed to you shortly after you placed your material order (check spam junk folder)

Shipping Test Booklets for Scoring

- Refer to page 63, "Arrange Materials for Scoring," in your *CogAT* Directions for Administration
- There is no need to alphabetize your student test booklets
- Once you have organized your test booklets, you are ready to package them in sturdy boxes. *The boxes in which your materials arrive to your school can be reused to ship your scorables back to Riverside Insights for scoring.* Make sure to pack the boxes securely to avoid the shifting of booklets in transit
- Download your **Order Form for Scoring Services** (OSS) from the website under the section "Returning Test Materials for Scoring"
- Place your completed OSS on **the top of all documents in Box 1.** Failure to provide a completed OSS will cause scoring delays
- Tape one UPS prepaid Return Services (RS) label to **each** box
- Label each box 1 of ___, 2 of ___, etc.
- If you are testing later in Spring, 2024, make sure to ship your materials back to scoring no later than May 24, 2024.