

# 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 2022**

## Ordering Licenses

- Determine the number of 2nd grade students testing within your district / LEA in spring 2022
- 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 2022 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 2022*
  - *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

