

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 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

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 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* (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 2022*
- Test Coordinator creates Test Assignment
- 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