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](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 Materials

- Determine the number of 2nd graders that will be testing within your district / LEA in spring 2022
- 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 materials
- 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
- If you requested a 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.
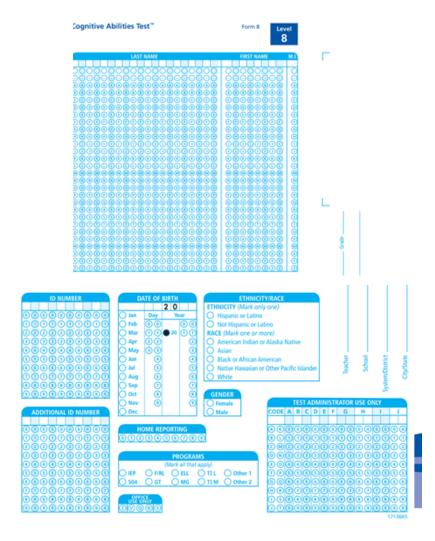
Preparing for Testing

- 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

- 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**
- **Important: Enter student's state AzEDS ID number in "Additional ID Number" section**

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 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.