IOWA Assessments ™ for Survey and Core Battery

Informational Packet

Seton Testing Services
iowaonline@setontesting.com
888-766-5805

Before Testing

GETTING READY

Step 1: **Review your order confirmation receipt from testing@setontesting.com, and ensure the following details are correct:**

- The week, days, and times scheduled for your student(s) to test.
- The grade level purchased for your student, based on the testing time of year.
- That your current mobile phone number is the one in your order confirmation email. If we need to contact you during testing, we will first text that number. If the number in your order confirmation email is not your current mobile number, please call or email our office by the Friday before your test.
- Seton's administrators can text, but they cannot receive texts back. If you need to let your test administrator know something, please call our offices ASAP.

NOTE: Tests are scored based on when they are taken. **There are no off-season norms for IOWA E™ or IOWA E w/CogAT®, Form 7**. Please see our norms chart below.

Norming Seasons		
Season	**Time of Year**	**Norm Dates**
Fall	**Beginning of school year**	**August 1-November 30**
Mid-year	**Middle of school year**	**December 1-February 28/29**
Spring	**End of school year**	**March 1-July 31**

EXAMPLE: If your student is testing August 1, make sure that the test you ordered is for the grade level the student is entering for the FALL and not the grade the student is finishing for the school year. Choosing the wrong grade level will affect the validity of the scores.

Step 2: **Evaluate Computer Equipment**

A [Check your System Requirements](#)
B [Perform a Technical Readiness Check](#)
C Follow Instructions for Secure Riverside DataManager Browser Download
- [Windows and Mac](#)
- [iPad](#)
- [Chromebook](#)
D Download Browser (Zip File) for either:
- [Windows](#)
- [Mac](#)

E Ensure your audio device (headset or speakers) is operational for testing

- **IOWA Testing Grades K-2 (Levels 5-8) - All test sessions are audio-led and require a headset or speakers.**
- **CogAT Test Grade 3-12 (Levels 9-17/18) - All tests sessions are audio-led and require a headset or speakers.**

Testing Sessions on the IOWA and CogAT at all grade levels are timed and follow publisher recommendations. Tests are group administered and timed, requiring students to complete each subtest within the allotted time. <u>No</u> additional time will be given for accommodations.

For technical support, contact Seton at 888-766-5805 from 9 AM-5 PM ET, Monday-Friday. Do not wait until testing day to seek assistance.

Step 3: Seton Email Schedule for Sending Session Codes and Student ID#'s

- **One Week Before Testing -** Session Codes and Student ID#'s needed for testing sent via email from: iowaonline@setontesting.com. These details will also be available in your online account on your test days at www.setontesting.com.
- **Friday Before Testing** - Testing reminder via email from: iowaonline@setontesting.com.

TESTING

LOGGING IN

1 Before logging in, ensure that all prohibited materials, including cell phones, calculators, and other items, are removed from the testing environment.

2 Launch the secure browser or app at least 10 minutes before the start of the **Getting Started** session for each student's grade level. **Chromebook and iPad** users must first launch the app and tap **Take a Test** to access the **Sign In** page.

3 **Log in** to the **Getting Started** session for **Day 1** as shown in **Figure 2** below **using only the student's ID# and session code provided by Seton.**

Figure 2.

4 Click the **Sign In** button. **See Figure 3.** The following verification box opens on each student's

Sign In page. The name should match the student's name. **If it does not, please do not log in, Call Seton immediately.**
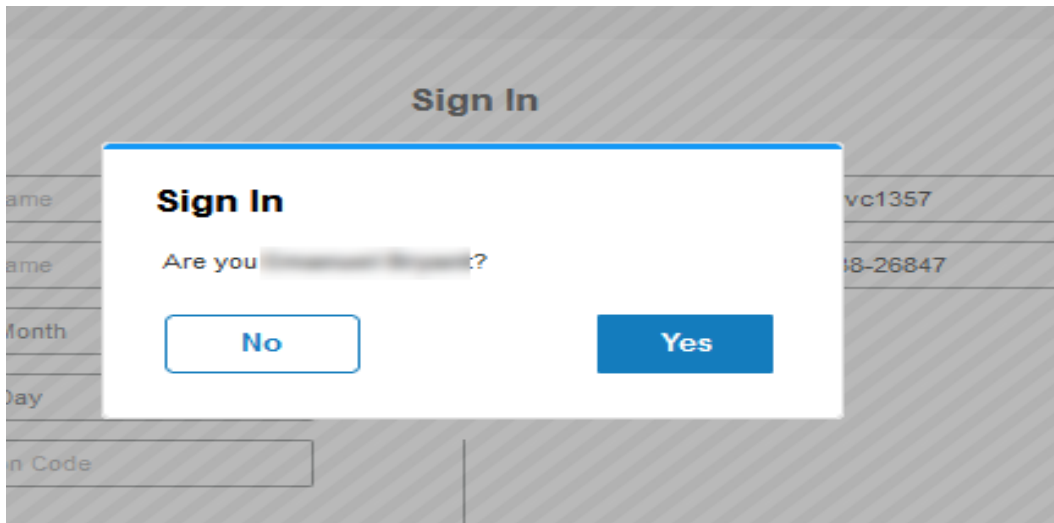
5   **Click** YES **if the student's name is correct. See Figure 3**. **above. When selecting** YES**, the student will be directed to the (DRAW Screen-Figure 4**.**) or the** "waiting to take the test" **page and await the actual start time. Once the scheduled start time has arrived, the Seton Administrator will log all students into the test and proceed to the 5 minute Getting Started tutorial session. This tutorial guides the student through the test-taking process and provides sample questions to illustrate the question types they will encounter.**

6   Once finished with the **Getting Started** tutorial, the student(s) will click **DONE** or **OK** to exit the test.

7   Student(s) will see a **Thank You** screen and exit by hitting **END**. **You must hit END. If you do not click END, you will not be able to proceed to the next section.**

8   Next, the student(s) must log back in to the Riverside DataManager Browser or App using the **Day 1** session code provided in the session code email or the online account and follow the timed testing and break

schedule contained in this information packet. **For every subtest EXCEPT Getting Started, the student will be sent to the draw screen after each test and will not need to log in to each section individually. The student will be moved along to each of the following subtests by the administrator.**

9 Any student who does not show up for testing at least 5 minutes early will need to reschedule testing, which will incur an additional fee. **Please ensure that you students are arriving 10-15 minutes early to ensure that testing goes smoothly and any technical difficulties may be resolved before testing begins.**

10 Students will have sample questions first when logging into the test, the test's internal timing does not start until these are completed, but Seton's timing does. Proctors should keep students on track to move through the sample questions at a reasonable pace, as is listed on the timing chart. If the student's time is exceeding the timing listed on the timing chart, please move your student on to the test as this will cut into their testing time.

ENDING TEST SESSION AND CLOSING THE TEST

Grades 1-2 (Levels 7-8)

1. **REVIEW -** Students should review their answers for all test questions before ending the test.
2. **DONE -** Click **DONE** to finish the test. Once DONE is clicked a student will not be able to view or change any answers. "The Thank You" page is displayed.
3. **END -** Click **END** to close the test. Students will return to the **Draw Screen**.

NOTE: All students must END the test when the time has expired even if they have not completed the subtest. If a student continues testing after the time has expired, that will cut into the break time. Seton cannot extend the break time for individual students. The next subtest will start on time.

Grades 3-12 (Levels 9-17/18)

1. **If the student Finishes the Test before Time Expires -** Room proctors are to remind students to click **Finished** on the Review page to end the test.
   a) Click **OK** to close the test. The **Thank You** page is displayed. Students cannot return to the test after they click **OK**. They must tap **Cancel** if they are not finished answering the questions to return to the test.
   b) If the student clicked **OK**, they must click **END** to officially close the test and send to scoring. The student is then returned to the **Draw Screen**.
   c) **If a student does not click END, the student will not be able to move to the next test session**

2. **If the student Does Not Finish the Test before Time Expires -** Room proctors should help students keep track of time. If a student does not finish before time has expired, the student will receive a dialog box stating that the time has expired. You are then to finish by:

   a) Click **OK** to close the test. The **Thank You** page is displayed. Students cannot return to the test after they click **OK**.
   b) After clicking **OK**, the student must click **END** to officially close the test and send to scoring. The student is then returned to the **Draw Screen**.
   c) **If a student does not click END, the student will not be able to move to the next**

subtest.

NOTE: If a student does not hit "END" on a subtest, Seton administrators will close the test for the student. Proctors will need to call Seton immediately in order to reenter the test.

After Testing

Remove the Riverside DataManager Browser or App from your computer device so that when you test next time you will receive the most current executable browser file or app.

TEST RESULTS

Once the tests are scored, you will receive an email notification from Seton Testing Services to let you know the results are available. **Test Results will be located in your online account with Seton Testing at www.setontesting.com the Tuesday following the week of testing.**
To view test results, log in to your account, go to **"Account"** at the top of the page, use the drop-down menu to click **"My Account"** and then click on **"View Test Results."**

Frequently Asked Questions for IOWA & CogAT Online

How many days will my student test?

The IOWA Online Survey and Core Batteries are a single day and typically require between 2 and 3 hours a day.

Are the IOWA Tests timed?

Yes, the IOWA Online tests are timed for all grade levels and require the student to adhere to the publisher's timing recommendations. These tests are group administered and require students to adhere to Seton's testing schedule, moving through each subtest within the allotted time. Please consult the testing schedule for specific test/grade levels and timing.

What computer devices can I use? Are they suitable for testing?

The Riverside DataManager testing platform, which facilitates the administration of IOWA and CogAT tests, supports Windows, Mac, Chromebook, and iPad devices. Check System Requirements to ensure your device is supported and meets the minimal system requirements needed to run the test. Next, perform a technical readiness check on your device to identify potential issues with the device or the internet. Detailed instructions can be found on our website at www.setontesting.com. Additionally, these instructions are included in the informational emails sent along with the session codes and student ID#'s from iowaonline@setontesting.com.

How are the Online IOWA and CogAT Tests administered?

Grades 1-2 IOWA – Audio-led and require a headset or speakers for administration

The student hears the audio directions and- depending on the test- questions and answer choices. Students work independently, advancing through the test at their own pace but adhering to the timing guidelines set by Seton and the publisher.

Grades 3-12 IOWA - Student Self Read Only
Students will select their answer choices by reading directions, questions and answers choices on their own. Students work independently, advancing through the test at their own pace but adhering to the timing guidelines set by Seton and the publisher.

What do I need to supply for my student on testing day?

1. A room proctor – an adult who can monitor the student(s) while testing
2. Appropriate device for taking the test (Windows or Mac, Chromebook or iPad that meets system requirements)
3. A spare device for testing in case of technical difficulties
4. Headphones or speakers if taking an audio-led test: IOWA Grades K-2 (Levels 5-8) and CogAT Grades 3-12 (Levels 9- 17/18)
5. Distraction-free environment for testing
6. Pencil and scrap paper
7. Session Codes supplied by Seton
8. Student sign-in information – Student ID# supplied by Seton

What are the responsibilities of a Room Proctor?

1. **Availability:** Being readily available to Seton via phone and email in case any issue arises with the student testing or technical issues. Seton will contact the proctor from the contact information on the online account at www.setontesting.com.
2. **Providing Instructions:** Giving instructions to students before the exam begins, including information on how to navigate the testing platform and what behavior is expected during the test.
3. **Technical Support:** Assisting students with any technical issues that may arise during the exam, such as problems with the testing platform or internet connectivity issues.
4. **Monitoring:** Observing students to ensure they follow the rules and don't engage in cheating behaviors.
5. **Enforcing Rules:** Enforcing test rules and guidelines, such as time limits, restrictions on resources or materials allowed during the test.
6. **Responding to Incidents:** Addressing any incidents of suspected cheating or misconduct according to the protocols established by the testing organization.

What is the Getting Started Session?

The Getting Started session is a tutorial feature that lasts approximately 5 minutes. This feature instructs students on taking the test and includes a set of samples that illustrate the types of questions students will encounter during testing. This tutorial is done before IOWA testing.

Does my student need to take the Getting Started Tutorial?

Yes, all students must take the Getting Started Session when offered.

Can my student take a break while testing?

All tests are timed with breaks scheduled for each test/grade level. Students may only take breaks at the specified times in the testing schedule to avoid forfeiting testing time. If students finish a subtest early, they may have an extended break after reviewing their answers. Proctors must ensure students are logged back on promptly at least a minute or two before the next testing session and are ready to begin. **Failure to do so may result in forfeiting testing time for the next session or denial of access if logging back in late.**

Can my student use a calculator on any of the Math tests?

A calculator tool will be available on the IOWA Mathematics test but is not permitted on the Math Computation test.

Does my student need to take all subtests for each day of testing?

Yes, it is necessary for students to complete all the tests offered on each testing day.

When do I receive student test scores?

Score reports will be available in your online account at www.setontesting.com the Tuesday after your testing week. All scores will be uploaded by 5 pm EST on the Tuesday following the week of testing.

What should I do if my student experiences a problem during testing?

If you experience technical problems while testing, please call Seton on our IOWA testing line at 1-888-766-5805. Seton is available for technical assistance between 9 AM - 5 PM ET.