

**Iowa
Assessment/CogAT
Principal
Information**

**Northern California Conference
Department of Education**

Bar Codes

Bar code information will be taken from student information on Dashboard. These bar codes will be placed on each answer folder AFTER your student's have taken their Iowa tests, and BEFORE you return them to the conference office of education. Have each student print their name on their test as they take it (without bubbling it in). Then attach the bar code when they have finished taking all of the tests.

We hope this saves the teachers a lot of time, and also helps insure accuracy as to the student's name, ID number and date of birth. The bar code will contain the following information, so you won't have to bubble in these items:

- First Name
- Last Name
- Date of Birth
- Gender
- Grade
- School/Building Name
- School/Building Code
- Student ID Number
- Iowa Form Number
- Iowa Level Number
- CogAT Form Number
- CogAT Level Number

Each student will still need to bubble in their ethnic information.

- If you have students that registered late, and there is no bar code for them, fill in and bubble in **ALL** of their information, and it will still be processed.
- If you have any students that are approved for exemption from being scored with the rest of the class, you will need to bubble in the "Z" on their answer folder, on the far left of the "Office Use Only" box.
- The student information will be taken from DASHBOARD. So if you have a student that you want to test on a different grade level than is listed in Dashboard, do NOT use the bar code on their answer folder.
- Feel free to contact the conference office if you have any questions.

Remember...

- Please make sure you count your materials now so you have what you need to begin testing! **Call the office if you need any Class or Building ID sheets.**
- DataManager: There are resources available for you to use now on DataManager – including Directions for Administration, Score Interpretation Guides, Messages to Families. If you need assistance accessing the resources on DataManager, please contact the office. We will be spending a little time on DataManager at Principals’ Council to go over reporting options. (If you need more Directions for Administration and are having a difficult time with DataManager, please contact the office and we will email pdf copies to you.)
- “Z”: When identifying a student as qualifying for special education or students who are ELL, in addition to submission of the **Special Education Request for Exemption**, there is a specific place to identify these students. You will now bubble in the “Z” only in the box titled “*Office Use Only*” on the student answer folder of the students approved for exemption. (If you have questions, please contact the office of Education.) These student answer folders should be included on top of each class stack and identified with a post-it note.
- Form “E”: Iowa Assessment Form E and CogAT Form 7 will be on the bar code for all elementary students. All students without a bar code will need to fill those in. CogAT level indication is located **inside** the student folder and must be marked.
- Remember as part of DataManager we have access to longitudinal scores for the IA. Please make use of this valuable information.
- No NCC Checking: The office will not be double-checking your marks and student info on student answer folders. We will be counting the number of forms you will submit and will confirm that only the students on the Special Education Request for Exemption forms have the “Z” bubbled in the “*Office Use Only*” box. The rest is up to you and your staff. For secondary students, and elementary students without a bar code, please double check that student ID numbers are placed in the correct spot and that ages are correct. (Unfortunately, we typically have a number of students without CogAT scores due to incorrect birthdates and no longitudinals due to incorrect student ID.) If you need examples of “good” and “bad” bubbles to share with your staff during training, please contact the office.

Building Identification Sheet, Building Name, Building Code and Submission Tips

Very Important...

Riverside Publishing will print the building name and the building code on a “Building Identification Sheet” for each school. The preprinted Building Identification Sheets will be held at the conference office and will be placed with your testing materials when they are submitted to Riverside for scoring. Please use a generic “Building Identification Sheet” in place of the preprinted sheet to identify your Iowa Assessments when you turn them in to the office of education. They do not need to be bubbled in.

You will receive confirmation of your building name and exam date via e-mail prior to testing. Please make sure you use the correct information on all subsequent sheets and folders. Use the exam date in the email message regardless of your actual testing dates. Keep an eye out for this important message.

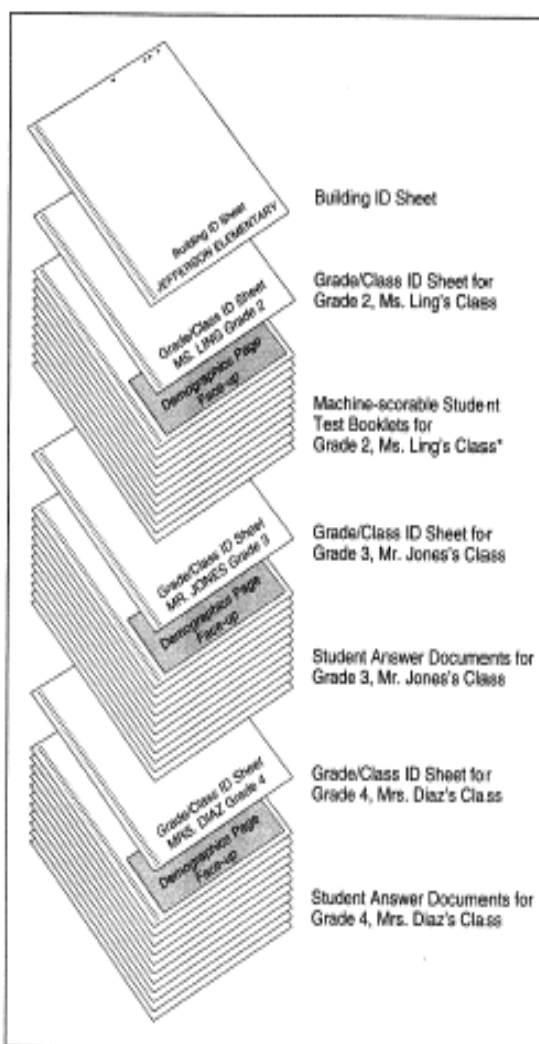
When submitting your Iowa Tests, please continue to stack your tests, using “adding machine tape” to keep stacks of answer folders by class with their class identification sheet together. **Remember no rubber bands or paperclips.** (See example from the next page.)

Confirm that you have submitted the Special Education Request for Exemption form **PRIOR** to testing. Any student answer folders with the “Z” bubbled in the “*Office Use Only*” box that is not on a Special Education Request for Exemption form will have the “Z” removed from the student answer folder when the tests are counted. Place these students’ answer folders on the top of each grade level stack prior to submission. If you have questions about who qualifies for “Z” exemption, please call the conference office.

Principal Iowa Documents Submission Guide

ORGANIZING ANSWER DOCUMENTS AND IDENTIFICATION (ID) SHEETS

When the grade/class groups of answer documents for all classes in a building have been returned, assemble the documents as outlined below.



1. Riverside Publishing's processing system for the Integrated Assessment Program has the unique feature of allowing all of the documents to be returned together for processing to the Riverside Scoring Service®. It is not necessary to first sort the documents by *ITBS*®, *TAP*®, *ITED*®, *CogAT*®, *IELI*™, and *Logamos*® and then return them separately. However, documents for all other programs using this form must be returned separately.

2. For each class, place the answer documents with the demographics pages facing up to form a stack. Place a completed **GRADE/CLASS ID SHEET (9-68191)** on top of each stack.

3. Organize the answer documents by building. Then place a completed **BUILDING ID SHEET (9-68190)** on top of the stack.

The example to the left shows how to organize test documents from one building with three classes and three grades.

*To prevent the book spines from banding, please stack the machine-scorable test booklets in groups of 5. Alternate the spines of the booklets, placing the stapled edge of the first group on the right and the stapled edge of the second group on the left. Continue alternating the remaining groups of 5.