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CogAT®

C e Ab e Te ™

David F. Lohman

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These tests contain questions that are to be used solely for testing purposes. No test items may be disclosed or used for any other

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Prepare for Testing

About This Guide

Purpose

The Directions for Online Administration describes the procedures that test administrators should follow when administering the Cognitive Abilities Test [™] (CogAT®) online with Riverside DataManager [™]. It is important that you read this guide thoroughly before the first day of testing and follow the directions carefully. This will ensure that your test administration will be consistent with all others and that the scores you receive will be meaningful and useful.

How to Use This Guide

This guide is to be used during the online administration of Form 7 of the Cognitive Abilities Test (CogAT), Levels 9–17/18.

- Part 1 provides information you will need in order to prepare for testing.
- Part 2 contains instructions for administering the tests using DataManager .
- Part 3 provides instructions for performing selected DataManager tasks.

About CogAT

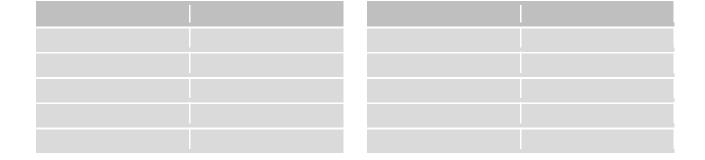
CogAT appraises the cognitive development of students from kindergarten through grade 12. The test measures students' learned reasoning abilities . Although grounded in biological processes, these abilities are developed through in -school and out -of-school experiences.

The questions in CogAT require students to demonstrate their reasoning abilities in each of the three s ymbol systems most closely related to success in s7856 28 n s7856 28 n s7856 28 n s7856 hgs(ed

CogAT scores are used for three primary purposes:

- To guide efforts to adapt instruction to the needs and abilities of students
- To provide a measure of each student's level of cognitive development that captures important information not represented in school grades or in other measures of school achievement
- To identify students whose predicted levels of achievement are markedly discrepant from their observed levels of achievement

For each of the nine subtests, the class answers one or two sample questions together. The sample questions demonstrate how to answer the items on that subtest. They are kept simple to be certain all of the students understand what they are supposed to do . Additional Practice Activities are available for Levels 9–12 in paper-and-pencil forma8 Tm [(351.35w)-6(h)rma8 T55(r)-43.6(s 22(of



Subtest	Descriptions and Administration Times,	continued
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Battery/	Subtest	Description	

4

Online Testing with DataManager

About DataManager

DataManager is a comprehensive online resource for managing your assessment program. DataManager enables you to organize, assign, and implement your test events and also to access and manage your test results online.

About the Proctor Application

The DataManager Proctor application is used to create and manage online testing sessions. To access the Proctor application, y ou must have a Platinum data package subscription and one of the following DataManager roles: Account Holder, Administrator, Teacher, or Proctor. The Proctor application provides the ability to create testing sessions. Test ing sessions can be administered at any time within the test event time frame.

that students will apply touch gestures to perform tasks. For example, students will "tap" fields to select options and enter information.

The student view presents each question and the answer choices. For online tests with audio, the student view also plays the audio directions.

- Students taking the test on a computer either click an answer choice with the mouse or press the number or letter key corresponding to the position of the answer choice. For example, students can type 1 or A for the first answer choice listed, 2 or B for the second answer choice listed, and so on. Students click the Next button to advance the subtest to the next question.
- X Students taking the test on a mobile device (for example, iPad or Chromebook tablet) review the answer choices and tap an answer choice. Students advance to the next question by tapping the Next button or by swiping the page from right to left .

The student view provides several tools for students to use during testing. For example, students can click or tap the Mark button to select a quest ion to review later. Once they have marked an answer, the button changes to Unmark . Clicking or tapping Unmark will remove the question from the review list. At the end of the subtest , the Review page appears. Students may also go to the Review page at any time by clicking or tapping the Review button. The Review page lists marked questions and any questions the student skipped. Students als

proctors to assist you during testing. Proctors can assist students as needed, allowing you to remain at your computer during proctor -led sections of the subtest.

Students with IEPs or Section 504 Plans , continued

Separate A separate assessment room should be made available for students who Location might be distracted by the pace at which their peers work, who may need

extra breaks, or who might be disruptive in a larger group.

English Language Learners (ELLs),

Obtain ing Materials and Equipment

Supply List

The following items must be available when testing begins :

9	Directions for Online Administration	You will need a printed copy of this Directions for Online Administration
9	Pencils	Each student will need one sharpened pencil with a good eraser for the Quantitative Battery. Have some extra pencils on hand.
9	Scratch Paper	Each student should have a few sheets of scratch paper for the Quantitative Battery only. Do not allow the use of scratch paper for the Verbal and Nonverbal batteries.
9	Student Login Information	Student login information consists of either the first name, last name, birth month, and birth day of each student or the student's unique ID number. For instructions on how to print student login information slips, see "Printing Student Login Information" on page 38.
9	Session Code	You will need the session code corresponding to the testing session you are administering. You can find the session code on the DataManager Manage tab in the Created Sessions area. For instructions on how to print session codes, see "Printing a Testing Session List" on page 37.

Emergencies and Irregularities during Testing

Guidelines

It is not possible to provide specific guidance for emergencies and irregularities, but there are some principles that seem reasonable to consider under many circumstances.

- The welfare of the students should always be of primary concern. Whatever action might need to be taken should put the health and safety of students first.
- If the testing room must be evacuated, click Exit All to save and close the testing session, if possible. When you exit a session, a confirmation dialog box appears in the student view. Instruct student s to click or tap OK.

If testing resumes during the same day, students can log in using the same session code. When student s resume testing, the subtest will continue at the question each student was attempting during the previous testing session.

If testing resumes the next day, you will need to create a new testing session. See "Creating a Testing Session" on page 34. Students will log in using the new session code. After students log in, the subtest will continue at the question each student was attempting during the previous testing session.

For more information about saving and closing testing sessions, see "Saving and Closing a Testing Session for All Students" on page 45.

The security of the test must be maintained. If the testing room must be evacuated, lock the door, if 2% Fk .Æa fg /CfC 49—fR \$ûÂ ñ @C; a 6P B} D Fn° @ Á I\$3",rI a fg /CäT6î°ôrC2€#

Pretesting Checklist

The following checklist will help you get ready for testing:

Day

" Audio

If you are administering an audio testing session, the session tab (bearing the name of the session) appears.

Note: You can administer more than one audio testing session at the same time . Each testing session opens in a separate tab. For more information about administering multiple testing sessions simultaneously, see " Managing Multiple Testing Sessions " on page 36.

6. Continue with "Introduc ing the Test and Instructing Students to Log I n" on page 19.

Log On without a Session Code

If you do not have a session code or do not know your session code, you can log on to the Proctor application from the DataManager Log On page.

Go to the DataManager Log On page at http://www.riversidedatamanager.com . The Log On page appears and prompts you to enter your logon information.

To log on to DataManager without a session code:

- 1. In the User Name box, type your user name.
- 2. In the Password box, type your password.
- 3. Click Log On.

If you are assigned the Proctor role, the P roctor application and Manage tab appear. The Manage tab displays all of your current and expired testing sessions. Continue with "Opening the Testing Sessior"

5.	Click Assessments. The Find Assessments page appears.
	Note: A list of open test events automatically dis plays in the test events results area. See the DataManager Assessments User's Guide for information on narrowing your search by year, scope, or view.
6.	Locate the test event for which you want to administer an online testing session.
7.	In the Actions column, click the Proctor an Online Test Session for This Test Event button ().
	The Manage tab in the Proctor application appears. The Manage tab displays all of your current and expired testing sessions.
8	Continue with "Opening the Testing Sessiorf below.
٥.	Continue with Cheming the resting dession below.
Ope You m	n ing the Test ing Session sust open a testing session in order for a student to log in to the test. In the event a log in to a testing session before you open the testing session, the student beive the following message on the Log In page.
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Proctor Led

If you are administering a proctor -led testing session, the session tab (bearing the name of the session) and Proctor Led tab appear .

Note: You can administer only one proctor -led subtest at a time. Do not attempt to open another testing session; the connection with students in the current session may be lost.

" Audio

	ed in correctly by asking students to raise their hand if they top of the Draw Here page.	
If students		

2. Review the list of students in the Waiting for Approval area to ensure that the student roster includes all students who should take the subtest. If you need to add students to the roster, see "Adding a Student to a Roster" on page 42.

Proctor Led

If you need to add students to the roster, you must do so before the testing session begins.

If you want to	Then do this
Approve individual students	Click the approve button () in the Actions column on the row where each student's name appears.
	The student is moved to the Approved Students area, and the Welcome page appears on the student's device. Continue with step 2.
Deny all students	Click Deny All in the Waiting for Approval bar.
	The students are removed from the Waiting for Approval area, and the

When the testing session is approximately half over, remind students of the time remaining.

6. Use the tools on the Proctor Led tab to monitor testing.

The question a student is working on appears in the Question column of the student 's row.

When a student answers a question, a green check mark appears in the Answered column of the student 's row. Note that the check mark does not indicate whether the student answered correctly .

See "About the Proctor Led Tab" on page 30 for more information about the tools on the Proctor Led tab.

" Audio

To approve students and start the test or Getting Started tutorial

1. Students who have logged in successfully appear in the Waiting for Approva

If

If you want to	Then follow these instructions
Give students a break before continuing to the next subtest in the series, continued	 3. Allow students a few minutes of rest. If students will be allowed to leave their devices during the break, make sure students return to the same devices they used before the break. 4. Click the Proctor Led tab to administer the subtest.
End testing for this period	 Click the session tab. Click End Testing All in the Approved Students area to close the subtest. A confirmation dialog box appears. Do one of the following:
	Click 0K to close the subtest. The Log In page appears in the student view. Log out of DataManager.
	Click Cancel to return to the session tab without ending testing for this period.

" Audio

To complete the testing session and send answers to scoring:

1. Do one of the following:

lf .	Then follow these instructions
A student finishes the	1. Remind students to click or tap Finished on the Review page to
subtest before time	end the subtest. A confirmation dialog box appears. Students
expires	must0 9 ET EMC 107.4 (4 475.92096 Tm [(D)2.6(o one of)6.u9.5487b

3. Do one of the following:

If you want to	Then follow these instructions			
Give students a break before continuing to the next subtest in the	se	ick Continue Testing All ession tab. A confirmation Ilowing:	in the Approved Students dialog box appears. Do on	area of the e of the
series		Click 0K to create a new testing session. DataManager automatically creates the next testing session in the series, and the session tab (bearing the name of the session) appears. The Welcome page appears in the student view, and students can begin testing.		
		Note: DataManager dis linked testing sessions	splays session information f	or up to five
		Click Cancel to return new testing session.	to the session tab without c	reating a
	2.			

Part 3

DataManager

Quick Reference

About the Session Tab

About the Proctor Led Tab

If you are administering a proctor	-led testing session,-	

Student Area

The Student area of the Proctor Led tab provides test status information for each student, enabling you to monitor progress during the test. The Student area includes the following information:

elapsed time since the subtest started

total number of students in the testing session

names of students in alphabetical order by last name

question number the student is working on

completion status of the current question; a green check mark () indicates the student has answered the question

Refresh the Prohec21.04 72 MCID 12 >> BDC $/T1_2$ 1 Tf .4 2-9e.391 0 Td [(2n0.002 4.5(rte))]

Subtest Directions

Number Puzzles, continued Subtest Directions

Paper Folding, continued

Level 9 , continued

To create a testing session

- Log on to the DataManager Proctor application. See "Logging On to the DataManager Proctor Application" on page 16 for instructions.
- 2. In the Test Event list, select the test event you want to test. See "Creating and Managing Test Events" in the DataManager Assessments User's Guide for more information about test events.
- 3. In the Grade list, select the grade you want to test.
- 4. In the Test Group list, select CogAT 7 Complete .
- 5. In the Level list, select the test level that you will be administering or that is assigned to the students you will be testing.
- 6. In the Battery/Subtest list, select the battery/ subtest to administer.

Note: The subtests are listed in the recommended order in which they should be administered. See "Subtest Descriptions and Administration Times" on page 3 for information about the subtests.

- 7. In the Test Admin Type list, select Proctor Led , Audio -English , or Audio -Spanish .
- 8. In the Session Name box, type a session name. You can type any name for the session. It is recommended that you enter a logical name to help you identify the session, such as using the following format: teacher last name/grade/subtest (f or example, Hanson 4 Number Analogies). The session name must be unique for the test event you selected.

9.	Click Create Session for you to proctor.	. Your session appears in the Created Sessions	area and is ready

Deleting a Test ing Session

You can delete a testing session to remove sessions that were created incorrectly or are no longer needed. A testing session cannot be deleted if students are logged in and are approved for testing.

To delete a testing session

- 1. On the Manage tab, find the testing session you want to dele te by sorting any of the columns with the sort button () next to them.
- 2. In the Actions column, click the delete button () to delete the testing session.

Note: You can approve students in the Exceptions group if you want them to take the subtest. If you approve a student who previously completed the subtest, the student will see the Thank You page in the student view.

The Waitin g for Approval area shows students who have logged in for the session and who are waiting for approval to begin the subtest.

Once students are approved, their names appear in the Approved Student s area. Students can start testing immediately after they have been approved.

Printing a Testing Session List

You can export test ing session information to a PDF file to organize test administration tasks on the day of testing and to help prepare for test setup between se ssions. The testing sessions

Viewing Student Status Information

The Student Status tab provides access to detailed student information that can assist you in helping students log in to a testing session. Student Status provides the following information about each student to identify potential testing session login and roster data issues:

- x the name of the student with the exact spelling as it appears on the roster
- x the student's month and day of birth
- x the student 's unique ID
- x the subtests that have been assigned to the student and the current status of each subtest

To view student status information:

1.	Click the Student Lookup page.	button located in the upper right	of the Proctor Session
	The Student Status tab a	appears.	
 The Student Status tab provides a Search area to help you locate student information. You can search by unique student ID, first name, last name, date of birth, test event, or location (or any combination of these fields). 			

3. Enter and/or select one or more of the following search criteria:

In the Studen t ID box, type the student 's unique identification number.

In the First Name box, type the student's first name.

In the Last Name box, type the student's last name.

In the Date of Birth box, click the down arrow and select the student's month, day, and year of birth.

In the Test Event box, click the down arrow and select a test event.

Note: If you select a t est event, you must also select another search criterion.

In the location box on the right side of the Search area, select a building- or class-level location. Click the plus sign () to expand the hierar chy. Click the minus sign () to collapse the hierarchy. You must select a location at the building level or below.

4. Click Search . The Student Status table appears and lists the results that meet the selected search criteria.

Note: If the search returns more than 100 items, a dialog box appears and asks you to refine your search criteria. If you cannot find information for a student, contact your test coordinator to see whether the student is assigned to take the test . If the student is not on the student roster and should be, you can add the student. See "Adding a Student to a Roster " on page 42 for more information.

The Student Status table includes the following information

A legend for the color coding in the table.

χ

Student and test data, including:

x First and last name

The Add Student	page appears. Fields with an asterisk (*) are required.	

- 2. In the Roster list, select the roster you want to modify.
- 3. In the Location/Class list, select the classlevel to which you want to assign the student. You must assign the student to a class -level location.
- 4. In the First Name field, click (None), and then type the student's first name in the box.
- 5. In the Las t Name field, click (N one), and then type the student's last name in the box.
- 6. (Optional) In the Middle Name field, click (N one), and then type the student's middle name in the box.

Pausing and Resuming a Test ing Session for All Students

To pause a testing session for all students:

- 1. If you are administering an audio test, continue to step 2. If you are administering a proctor -led test, c lick the session tab.
- On the session tab, click Pause All on the Approved Students bar. The students' testing sessions are paused, and the Pause All button becomes the Resume All button.
- 3. When you pause a testing session, a confirmation dialog box appears in the student view. Instruct students to click or tap OK. The Draw Here page appears in the student view until the testing session resumes.

To resume a testing session for all student s:

- 1. On the session tab, click Resume All on the Approved Students bar.
 - If you are administering a subtest with audio, students will continue from the question they were working on when you paused the testing session.
 - If you are administering a proctor -led subtest, continue to step 2.
- 2. Click the Proctor Led tab.
- 3. Continue to proctor the testing session from the question students were working on when you paused the testing session.

Canceling a Testing Session for an Individual Student

To cancel a testing session for an individual student:

- 1. If you are administering an audio test, continue to st ep 2. If you are administering a proctor -led test, c lick the session tab.
- 2. On the session tab, click the cancel button () in the Approved Students area on the row where the student's name appears. The student is removed from the Approved Students area, and that student's testing session ends.
- 3. When you cancel a testing session, a confirmation dialog box appears in the student view. Instruct the student to click or tap OK. The student returns to the DataManager Log In page.

Note: Canceling a testing session for a student erases all completed test answers and returns the student to the testing pool. Use this action with discretion.

Canceling a Test ing Session for All Students

To cancel a testing session for all students:

- 1. If you are administering an audio test, continue to step 2. If you are administering a proctor -led test, click the session tab.
- 2. On the session tab, click Cancel All on the Approved Students bar. hs -fokwOKc 0.007-Tw 0.804

Extending Time in a Test ing Session for All Students

To extend time in a testing session for all students:

- 1. If you are administering an audio test, continue to step 2. If you are administering a proctor -led test, c lick the session tab.
- 3. In the Add More Time box, type the number of minutes you want to extend the testing session. You can enter a value between 1 and 99.
 - Note: You cannot extend time for student s' testing sessions if the time value in the Status column in the session tab is "0." If you need to extend time after time has expired, contact the DataManager Support Center.
- 4. Click Continue . A message displays at the top of the session tab confirming that the students' testing sessions have been extended.

Note: The updated time to complete the test will refresh in the Status column after students click or tap the Next button to move to the next test question.

