During the test:

How do students access the test?

- *Use the computers provided for Statewide testing in the Spring, the tech team has installed a program to open a secure browser that only allows students to access the CogAT. Students will open the browser by clicking on **the desktop icon that looks like a compass**. Make sure students know their SCUSD id code, and give them the test session code for whichever battery you will be administering that day.*

In what order should we give the three batteries?

- *Verbal is first, followed by Quantitative, then Non-verbal. Please break up these test sessions over several days, as 90 minutes is too long for most 3rd graders to be testing.*

Can we do the subtests within each battery on different days, so it only takes 10 minutes a day?

- *No, please administer all 3 subtests of each battery together.*

session?

- *You can pause one student at a time if you think he or she will be right back to the test. This stops their time and allows them to resume easil*

<u>*Please do not cancel*</u>

_____ *This will erase their progress completely. Call Kari if you think you might have a situation that would require cancelling a test.*

After the test:

What do we do if students are absent during one or more test sessions?

- *Please do your best to handle all test makeups at your site. If a student has missed one or two of the batteries but is present as the rest of the class is doing the Quantitative or Non-Verbal battery, please remember that they still need to start with the Verbal battery. You can have two test sessions open at the same time, so a student could be making up Verbal while the rest of the class is working on Quantitative. Unfortunately, if you are using both an audio English and an audio Spanish test for your students, that counts as your two test sessions.*

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