Please e-mail your building plan to Justine Palabrica by **September 13** for review and approval.

Online CogAT Kindergarten Screener
Testing Window: November 6 - 20, 2024

The primary purpose of CogAT (Cognitive Abilities Test) screener is to provide a quick, reliable, and valid data point to anchor other measures that inform decisions on student identification and placement in highly capable programs. The screener consists of the first subtest from each of the three batteries from the complete test: Picture Analogies, Number Analogies, and Figure Matrices. Students take the test online through DataManager secure app.

School: _____

Administrator who will serve as School Coordinator: _____

Reserve testing room(s): Schools must reserve classroom/library space for proctors to administer tests. The estimated number of days below is based on a room occupancy of 15 students. The more (and larger) rooms provided, the fewer testing days required if you have a large number of students who will be screened. We may not be able to test on your preferred dates but we will make an effort to do so. The Highly Capable Administrative Assistants (Krystal Gil and Lindsey de Carteret) will confirm room reservations and dates with your office staff.

School	Number of test days	Room Name/Number	Max Occupancy of room	Kindergarten Specialist schedule	Preferred Dates *Between 11/6 – 11/20*
CWE	2 days				
EME	1 day				
FVE	3 days				
GAE	1 day				
HAE	1 day				
JAE	1 day				
JFE	1 day				
LOE	1 day				
MAE	1 day				
MCE	1 day				
MOE	1 day				
PCE	2 days				
SFE	2 days				
SLE	1 day				
TCE	2 days				
VRE	1 day				
WHE	1 day				
WOE	1 day				

Proctors: *P-5 Instruction will schedule proctors to administer the tests at each elementary school. Please inform office staff of testing schedule and locations so they can direct proctors when they arrive.*

CogAT Screener Responsibilities. Administrators complete empty cells.

Tasks	Person Responsible
Confirm final proctor appointment	Krystal Gil
Split up the testing roster into groups of 15 students or less, if applicable	
Master roster will be supplied by the P-5 Instruction department	Lindsey de Carteret
Develop a list of students that require testing accommodations or modifications beforehand and send to Lindsey de Carteret	
Ensure there are headphones for every student. Have spare headphones to replace if a pair is not working properly. (Schools can request additional headphones through Krystal Gil)	
Ensure all students have a charged Chromebook and there are spare devices available to replace one that is not working properly	
Identify the person in the office that will do the following: • *Greet the proctor and take them to the testing space* • *Identify where the restrooms are located* • *Share grade level schedules for lunch, recess, etc.* • *Provide a test day roster for the proctor* • *Identify the location of the Chromebook cart, if necessary*	
Prepare classrooms for testing: • *Cover/remove visual aids* • *Adjust lighting, ventilation, and visual/noise distractions* • *Arrange room so students will be separated as much as the room allows.* • *Post 'Testing – Please do not disturb' signs on classroom doors during testing sessions*	Proctors

CogAT Screener Communication Plan. Consider the impact that this assessment may have on stakeholders at your building, list ways you plan to communicate, when applicable.

Impacted Group	What we need to communicate:	Person Responsible	Date(s)
Family	To schedule kindergarten student screening for LEAP, families must submit a referral form by Nov. 1. The testing window is during Nov. conference week. Results will be mailed out from P-5 Instruction in Dec.	Krystal/Jennifer Comm. via Parent Square	
Teacher/Paras	Testing schedule and rosters	Administrators	
Maintenance/Custodial	Testing schedule and room location		

Building Plan completed by: _____
                                        Your Name

If you have any questions, please contact Krystal Gil at x4237 or kgil@everettsd.org