Please e-mail your building plan to [Justine Palabrica](#) by **September 13** for review and approval.

Online CogAT Screener – Grades 1 and 5

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: _____

Schedule:
Include which teacher(s) will be testing on the calendar below.

Monday	Tuesday	Wednesday	Thursday	Friday
Gr. 1 test window: October 14 – 18, 2024. Testing must be completed within the window, including make-ups.				
October 14	15	16	17	18
Gr. 5 test window: October 21 – 25, 2024. Testing must be completed within the window, including make-ups.				
21	22	23	24	25

Teachers proctor the CogAT Screener – all grade 1 and 5 teachers will be provided with a test guide, training ppt and a training option on October 8 (grade 1) and October 15 (grade 5).

CogAT Screener Responsibilities: Administrators complete empty cells.

Tasks	Person Responsible
Confirm that all grade 1 and 5 teachers have logged into the system with their username and password.	Krystal Gil
Develop a list of students that require testing accommodations or modifications (504 or IEP).	
Create specific testing plan for students that need small group or 1:1 testing	
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	
Prepare classrooms for testing: • *Cover/remove visual aids* • *Adjust lighting, ventilation, and visual/noise distractions* • *Ensure teachers know what is expected of them during testing* • *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*	
Check progress to ensure on-time completion	
Develop test administration plan and create a schedule for make-up tests during the test window.	

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	How/what we intend to communicate:	Person Responsible	Date(s)
Family	Screening is going to occur for all students in grades 1 and 5, unless parents opt out. Results will be mailed out from P-5 Instruction Team in Nov.	Krystal Gil	3rd week in September
Teacher/Paras	Testing schedule		
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