

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

CogAT Complete and Iowa Assessments Testing Grades 1 – 4

November 12, 2024 – January 17, 2024

The CogAT (Cognitive Abilities Test) Complete and Iowa Assessments (Reading and Math) are online assessments that identify students who might excel and benefit from placement in a self-contained HC classroom at one of our HC Centers. Please note that these assessments may require a full day to complete.

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. When selecting dates, please note that:

- 2nd, 3rd, and 4th grade will test between November 12th and January 17th (**Please NO Friday dates**).
- We will test all 1st graders between December 9th and January 17th (**Please NO Friday dates**).

We may not be able to test on your preferred dates but we will make an effort to do so. Additional days will be needed for IEP/1:1/504 accommodations and make-up tests. 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	Preferred Dates
CWE	9 days			
EME	4 days			
FVE	8 days			
GAE	4 days			
HAE	4 days			
JAE	4 days			
JFE	4 days			
LOE	4 days			
MAE	4 days			
MCE	5 days			
MOE	4 days			
PCE	7 days			
SFE	5 days			
SLE	4 days			
TCE	11 days			
VRE	4 days			
WHE	4 days			
WOE	5 days			

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.

Highly Capable testing responsibilities. Administrators complete empty cells.

Tasks	Person Responsible
Confirm final proctor appointment	Krystal Gil
Send the daily testing roster to Lindsey de Carteret	
Print copies of Directions for Online Administration and EPS Testing Guide	Krystal Gil
Develop a list of students that require testing accommodations or modifications beforehand and send to Lindsey de Carteret	Lindsey works with OM on 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	
Identify the person in the office that will do the following: <i>Greet the proctor and take them to the testing space</i> <i>Identify where the restrooms are located</i> <i>Share grade level schedules for lunch, recess, etc.</i> <i>Provide a test day roster for the proctor</i> <i>Identify the location of the Chromebook cart, if necessary</i>	
Prepare classrooms for testing: <i>Cover/remove visual aids</i> <i>Adjust lighting, ventilation, and visual/noise distractions</i> <i>Arrange room so students will be separated as much as the room allows.</i> <i>Scratch paper and pencils available for grade 5 students only</i> <i>Post 'Testing – Please do not disturb' signs on classroom doors during testing sessions</i>	Proctor

1. CogAT Complete/Iowa Assessments Communication Plan. Consider the impact that these assessments may have on all stakeholders. List ways you plan to communicate, when applicable.

Impacted Group	What we intend to communicate:	Person Responsible	Date(s)
Family	Testing is going to occur Results will be mailed out from P-5 Instruction	Krystal/Jennifer Comm. via Parent Square	3 rd week in September
Teacher/Paras	Provide testing schedule and roster		
Maintenance/Custodial	Provide testing schedule and room locations		

Building Plan completed by: _____
Your Name

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