

Online CogAT Testing

About the test:

There are three batteries of tests. Each battery has three subtests. All of the batteries are timed. (estimated testing time is 45-60 minutes for each battery) Students will need headphones.

- Verbal Battery (will have three sections)
 - ◆ Verbal Analogies subtest
 - ◆ Verbal - Sentence Completion subtest
 - ◆ Verbal Classification subtest
- Non Verbal Battery (will have three sections)
 - ◆ Non Verbal - Figure Matrices subtest
 - ◆ Non Verbal - Paper Folding subtest
 - ◆ Non Verbal - Figure Classification subtest
- Quantitative Battery (only this battery gets **scratch paper** and has three sections)
 - ◆ Quantitative - Number Analogies subtest
 - ◆ Quantitative - Number Puzzles subtest
 - ◆ Quantitative - Number Series subtest

Checklist:

- Ensure students have downloaded the “**Riverside Data Manager**” app from Self Service
- Have a list of student ID#'s in case they forget them.
- Make sure there are enough **headphones**.
- Write the **session codes** on the board.
- If students are taking the **Quantitative Battery test**, distribute scratch paper and a pencil. *(Do not allow the use of scratch paper for the Verbal and Non Verbal batteries)*

(AP and LTA) Logs in to Data Manager:

1. Log in to <https://www.riversidedatamanager.com>
 - a. Username is your full work email address
 - b. Password is what you created from the email password setup link



2. Click on “**Proctoring**”
3. Under “**Created Sessions**”, click on the session that will be tested.
Or create a new session- Create new sessions using the dropdowns. Only one choice is available per grade level, except for Test Admin Type, choose **Audio Led** and give it a unique name using your **school name** as the beginning part.
4. Share **session codes** with staff who are proctoring.

5. If you have more than one session open, click on the **“Merge”** tab to **“approve all”**. Only five tabs can be opened, so close the tabs that are completed.
6. Proctors will instruct students to open the Riverside Data Manager app and to tap on **“Take a Test”** they will get a pop-up. Have them tap **“Yes”** on the right side and sign in with their 6-digit ID# and session code written on the board. Instruct students to tap the **sign-in** button. As students log in, they will see a drawing screen to draw and doodle until you approve them.
7. AP/LTA will approve all with the **“approve all”** button or individually approve students in the actions column in the student row. It’s a green **checkmark**.
8. Instruct students to tap on **“Start My test”**. Audio will start immediately.
9. Once students are approved for the first subtest of the day, AP/LTA will click on the Verbal/Quant/NonVerbal tab (depending on what you have open) and click on **“Continue Testing All”** when it is highlighted.
10. Proctors will walk around the room and observe students as they work through the sample questions. If a student seems to linger on the sample questions, check to see if he or she needs assistance.
11. When all students have the **“completed”** status, AP/LTA will click on **“End Testing All”**. This will get the students out of the lockdown browser.

What if:

- If a student gets kicked out, have them log in again and have the proctor **approve** (if that doesn’t work and the app is glitching, use Safari or Chrome with this URL <https://www.riversideonlinetest.com/studentlogin.aspx> and make sure to proctor. It will not be a lockdown browser.)
- If a student finishes before time expires, have them tap **finished** and then tap **ok**.
- If time expires, have the student tap **ok** then **end**.
- Students can’t exit the lockdown browser until the Proctor clicks on **End Testing All**.

Some more information:

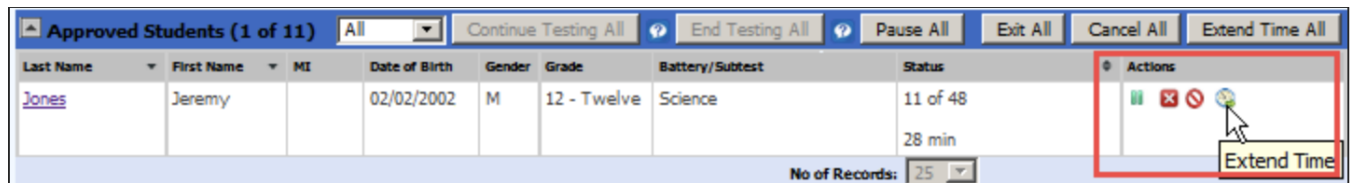
- Sessions expire at the end of the day only if it has students that **completed** testing in them. New sessions will need to be created for make-up.
- Follow these steps if **Continue testing all** doesn’t appear as an option, *even if the dashboard indicates that all students have completed testing*
 1. Refresh from the blue dashboard bar
 2. Refresh the browser
 3. Check individual iPads for inconsistencies or problems
- If a red box appears around the answers during the practice session, the student should click next immediately. This is a random glitch that doesn’t affect the actual test.

Extended Time

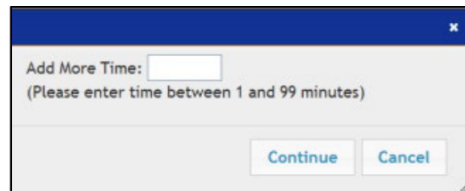
To extend time in a test session for an individual student:

1. On the session tab, click the extend time button () on the row where the student’s

name is displayed. The Add More Time dialog box is displayed.



2. In the Add More Time box, type the number of minutes you want to extend the test session. You can enter a value between 1 and 99.



Note: You cannot extend the time for a student's test session if the time value in the Status column in the session tab is "0."

3. Click Continue. A message is displayed at the top of the session tab confirming that the student's test session has been extended.

Note: The updated time to complete the test will refresh in the Status column after the student clicks or taps the Next button to move to the next test question.