

SCHOOL ASSESSMENT COORDINATOR (SAC)

TRAINING MANUAL

September 22 – 24, 2026

Cognitive Ability Testing – *CogAT7*

Testing Window

October 12 – November 12, 2026



Saint Paul
PUBLIC SCHOOLS REA

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What is the CogAT

The CogAT7 is one of the tools we use in SPSS to identify students as accelerated learners, Gifted & Talented (GT). The CogAT7 Complete can also be used to help understand how a student thinks and learns.

Form 7 of the Cognitive Abilities Test (CogAT) evaluates the level and pattern of verbal, quantitative, and spatial (nonverbal) reasoning abilities for students from kindergarten through grade 12. These abilities reflect the overall efficiency of cognitive processes and strategies that enable individuals to learn new tasks and solve problems.

CogAT7 has three batteries – Verbal, Quantitative, and Nonverbal. Within each battery contains three subtests. The abilities evaluated are those that enable students to acquire, organize, store in memory, and recall information; to make inferences; to detect relationships; to comprehend and analyze problem situations; to form concepts; to discover and remember sequences; to recognize patterns; to classify or categorize objects, events, and concepts; to infer rules and principles; and to relate and use previous experience to accomplish new learning tasks or solve novel problems.

From Riverside (publisher of the CogAT): When we understand more about a student's cognitive abilities, we open a whole new realm of possibilities for addressing the needs of the whole child. The result is that teachers can more easily tailor instruction, uncover gaps in student achievement and ability, encourage and motivate students to participate, as well as using the results for admission to enrichment programs.



Who takes the CogAT7

Grade Specific Test Requirements:

- All Kindergarten students
- All Grade 2 students
 - 2nd grade students who were previously identified can NOT be unidentified, also they will not be re-identified
 - Taking CogAT in 2nd grade gives a fuller picture of a student's cognitive abilities
- For students in grades 1, 3, 4 and 5, they may be nominated to take the CogAT if they have not been previously identified
 - Identified students have a 'GT' flag in Campus
 - Nominations are due by **October 21** to ensure SACs have time to schedule needed test sessions (date noted in CogAT7 family announcement letter)
 - **Send nominated students' information to Jess** - She will add them to the DataManager system for testing

Grade	Assessment Given
Kindergarten	Screening Form, Level 5/6
1 st	Complete, Level 7
2 nd	Complete, Level 8

Grade	Assessment Given
3 rd	Complete, Level 9 (Timed)
4 th	Complete, Level 10 (Timed)
5 th	Complete, Level 11 (Timed)



When: Important Dates

Test Coordination

DAC gives SACs access to sites	September 25, 2026
Students Roster Uploaded	September 28, 2026
- Task completed by REA, allow 3-5 days for students to appear in DataManager	
SACs can start creating Test Sessions in DataManager.	October 5, 2026
Grades KG through 5 Testing window	October 12 – November 12, 2026
Last day to request paper materials	October 30, 2026
- Translated scripts and documented paper accommodations only	
Deliver To Be Scored Answer Documents and all other secure materials to 360	November 13, 2026 - 8:30AM-5:00PM
	-avoid Bridge View buses, 9:10-9:30am & 3:45-4:15pm
Upload Documentation to REA via CogAT Documents Google Folder	November 20, 2026

GT Identification and CogAT7 Results

Results posted in Sync (sent to Principal, GT lead & SAC) . . .	Week of December 14, 2026
Parents notified by US mail	No later than January 4, 2027
Results added to Assessment tab in Campus (staff only)	Spring 2027



What's New for Fall 2026

From Riverside Insights – the CogAT testing company:

What Happened Last Year?

- 2024-25 was stable but DM was operating on old infrastructure
- Focus on shipping 2024 Norms meant load testing was delayed
- Upgrades introduced problems that weren't identified until late load tests (no time to fix)

As a result:

- Students faced latency and disruptions
- Testing windows restricted and disrupted

How We Fixed the Problem

- Made DM Performance our #1 priority for 2026-27
- Began performance remediation and load testing planning in December
- Rebuilt our load testing process from the ground up – better approximation of reality; more frequent
- Set performance targets and deadlines

The Results: A Performant DM

Hit our performance targets in load testing:

- Simulated a full peak day - 43,000 students logging in within 15 minutes
- Response times held under 1 second, even under added stress with fewer servers than we'll use when live

We're ready for this fall.

What This Means For You

- We're confident you'll experience smoother, more reliable testing on DM this fall.
- This isn't a one-time improvement – we've set up infrastructure to continuously maintain performance

Field Test Items:

Riverside Insights is field testing some new items this year. Students taking the operational test may see 2-4 items at the end of a test section, but it won't count against them or affect their scores. Testing experience will be seamless for students.

❖ Additional note: No change to how students login to the test (Clever login still in pilot and is having bugs already this fall)



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Test Preparation

- **Websites**
- **SAC Responsibilities**
- **Scheduling**
- **DataManager Prep**
- **Student Prep**
- **Accommodation and Supports**
- **Language Interpreters**



Websites

Training and Preparation:

- DataManager Training:
<https://riversideinsights.com/dm-complimentary-training>
- SPPS Test Coordination:
<https://www.spps.org/about/departments/research-evaluation-assessment/assessments/test-coordination>
 - Key pages: CogAT, Test Administrator Resources, Accommodation Guidance
- TDAS Schoology Group
 - Group access code: **6B59X-XDR7B**

Administration and Support:

- DataManager:
<https://www.riversidedatamanager.com/>
- DataManager Online Help:
https://onlinehelp.riversideinsights.com/Help/DM/index.htm#t=Welcome_to_DataManager_Online_Help.htm

After Testing:

Cogat.com: <https://cogat.com/>

- Resources for Teachers and Families (e.g. Ability Profile guides, Report guides, Ability & Achievement Tools)

Riverside Insights Webinars: <https://riversideinsights.com/training-resources/webinars>

- Webinars for educators on interpreting and using CogAT data



SAC Responsibilities

Before Testing

- Generate plan with school principal to send an assessment notification for CogAT7 testing and nomination deadline out to families prior to the testing window
 - Form letters can be found in the TDAS Schoology Group Resources and SPPS website
- Create testing schedules (see pages 10 – 12 for guidance), work with grade level teams
- Train Test Proctors (usually classroom teachers) and ensure they view the DataManager Training
- Send list of Test Proctors to DAC, Jess will add them to DataManager
- Consolidate and request materials if needed for testing
 - For all test material requests: complete the Materials Request Form – *available on SPPS website*
 - Paper accommodation must be listed on IEP or 504 Plan to be provided
 - Upon receipt of materials: Inventory and store in secure location
- Store materials in secure location, maintain test security when ever accessed
 - This includes scratch paper (grades 3-5, Quantitative ONLY), scripts, and test booklets
- Communicate iPad and headphone requirements

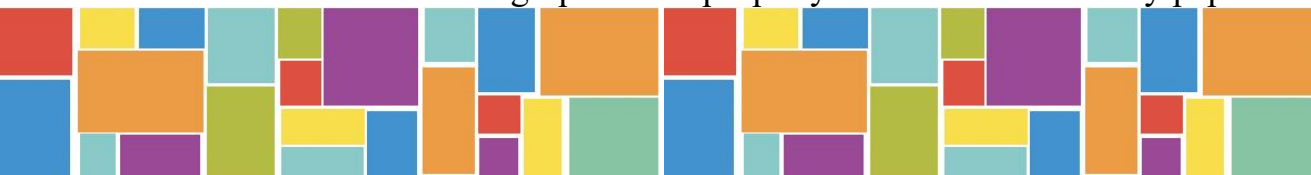
SAC must also
complete
DataManager
Training

During Testing

- Provide test administration materials to Test Proctors (e.g. signs and forms)
 - For secure materials, collect each day to store securely
- Ensure that all test materials are kept secure and confidential at all times
- Track student progress
 - Plan for makeup testing, ensure all eligible students are assessed

After Testing

- Scan and upload all documentation to your School's CogAT Documentation Google Folder
- Bring all secure paper materials to 360 Colborne on November 13 (if applicable)
 - Ensure student demographics are properly bubbled/filled for any paper test booklets



Scheduling

Calendar

- All testing must occur during the testing window: October 12 – November 12, 2026
 - The last week of the window is for make-up testing only
- [Link: example testing schedule/calendar](#), link also available on SPPS/REA CogAT Test Coordination website
 - Make a copy to generate an editable version

Breaks

- Students taking the CogAT Complete in grades 1 – 5 should be given short breaks between each Subtest
 - Example: brief group stretch

Timing

- Students generally complete 1 Battery each test day (Verbal, Quantitative, and Nonverbal)
- Estimated test administration times are available on the next two pages
- Untimed vs. Timed
 - Level 5/6 through 8 are **Untimed** (grades K – 2)
 - Level 9 through 11 are **Timed** (grades 3 – 5), must abide by the time limits

Proctoring Modes

- **Audio-Led** (recommended)
 - Students hear the directions and questions via their iPads (headphones required)
 - For Kindergarten and 2nd grade: available in English and Spanish
 - Students work independently, advancing through the questions at their own pace
 - Students all work on the same subtest at the same time
 - Preferred mode to support active test monitoring
 - The test proctor can administer more than one Audio-led test session simultaneously
- **Proctor-Led**
 - The test proctor reads a script of the directions and questions (English: embedded in DataManager Proctor test session; Spanish: request paper script from Jess) while students respond on their iPads
 - Students move together through the test; proctor advances the students to the next question after they have had time to answer
 - The test proctor can only administer one Proctor-Led test session at a time

Students must complete all subtest in the same mode they started testing in



Scheduling: Time Estimates

Kindergarten – Level 5/6 Screening Form

- Administer only one subtest per day

Task	Estimated time
Subtest 1: Verbal/Picture Analogies	
Distribute testing materials	5-7
Review directions and sample items	5
Administer Picture Analogies	15
27 minutes	

Subtest 2: Quantitative/Number Analogies

Distribute testing materials	5-7
Review directions and sample items	5
Administer Number Analogies	13
25 minutes	

Subtest 3: Nonverbal/Figure Matrices

Distribute testing materials	5-7
Review directions and sample items	5
Administer Figure Matrices	11
23 minutes	

Grade 2 – Level 8 Complete

- Administer only one battery per day

Task	Estimated time
Test 1: Verbal Battery	
Distribute testing materials	5-7
Practice items and answer questions	5
Subtest 1: Picture Analogies	13
Subtest 2: Sentence Completion	14
Subtest 3: Picture Classification	13
52 minutes	

Test 2: Quantitative Battery

Distribute testing materials	5-7
Practice items and answer questions	5
Subtest 4: Number Analogies	15
Subtest 5: Number Puzzles	15
Subtest 6: Number Series	15
57 minutes	

Test 3: Nonverbal Battery

Distribute testing materials	5-7
Practice items and answer questions	5
Subtest 7: Figure Matrices	13
Subtest 8: Paper Folding	11
Subtest 9 Figure Classification	13
49 minutes	



Scheduling: Time Estimates for nominated grades

Grade 1 – Level 7 Complete

- Administer only one battery per day

Task	Estimated time
Test 1: Verbal Battery	
Distribute testing materials	5-7
Practice items and answer questions	5
Subtest 1: Picture Analogies	13
Subtest 2: Sentence Completion	13
Subtest 3: Picture Classification	12
	50 minutes

Test 2: Quantitative Battery

Distribute testing materials	5-7
Practice items and answer questions	5
Subtest 4: Number Analogies	13
Subtest 5: Number Puzzles	11
Subtest 6: Number Series	13
	49 minutes

Test 3: Nonverbal Battery

Distribute testing materials	5-7
Practice items and answer questions	5
Subtest 7: Figure Matrices	11
Subtest 8: Paper Folding	10
Subtest 9 Figure Classification	11
	44 minutes

Grade 3: Lvl 9, Gr. 4: Lvl 10, Gr. 5: Lvl 11

- Administer only one battery per day, timed tests

Task	Timed Test
Test 1: Verbal Battery	
Distribute testing materials	5-7
Practice items and answer questions	5
Subtest 1: Picture Analogies	10
Subtest 2: Sentence Completion	10
Subtest 3: Picture Classification	10
	42 minutes

Test 2: Quantitative Battery

Distribute testing materials	5-7
Practice items and answer questions	5
Subtest 4: Number Analogies	10
Subtest 5: Number Puzzles	10
Subtest 6: Number Series	10
	42 minutes

Test 3: Nonverbal Battery

Distribute testing materials	5-7
Practice items and answer questions	5
Subtest 7: Figure Matrices	10
Subtest 8: Paper Folding	10
Subtest 9 Figure Classification	10
	42 minutes



Test Preparation in DataManager

Actions completed by REA

- Add data into DataManager
 - Schools
 - Class/Grade
 - SAC and Proctor accounts
 - Students (initial roster & new students)
- Create Test Event
- Create Test Assignments

Actions completed by SAC

- Create Test Sessions
- Track Testing Completion
 - Ensure students are administered makeup sessions as needed
 - Makeup test sessions will need to be created

Actions completed by Proctors

- Access Test Sessions
- Provide students with Test Session code (for login)
- Once all students are logged in, allow access to the test (Approve All)
 - Monitor students
- Either Continue testing or End testing at the end of the subtests (subtest/level dependent)

Notes:

- For every school there is one “Class” per grade level
- When creating Test Sessions, use standard naming convention: ”School Number Gr Proctor Name Battery”
 - Example: 625 KG Smith Verbal
 - Add ‘Spanish’ at the end of Test Session name if Audio-Led Spanish
- Students are not added to Test Sessions in DataManager
 - Students join Test Sessions when logging in using the **Session Code**

New and Nominated Students:

- Send new student information to Jess, she will add the new student to DataManager
 - This is for both students new KG & 2nd grade students and nominated students
 - Including both students new to district and coming from another SPPS school

New
Students

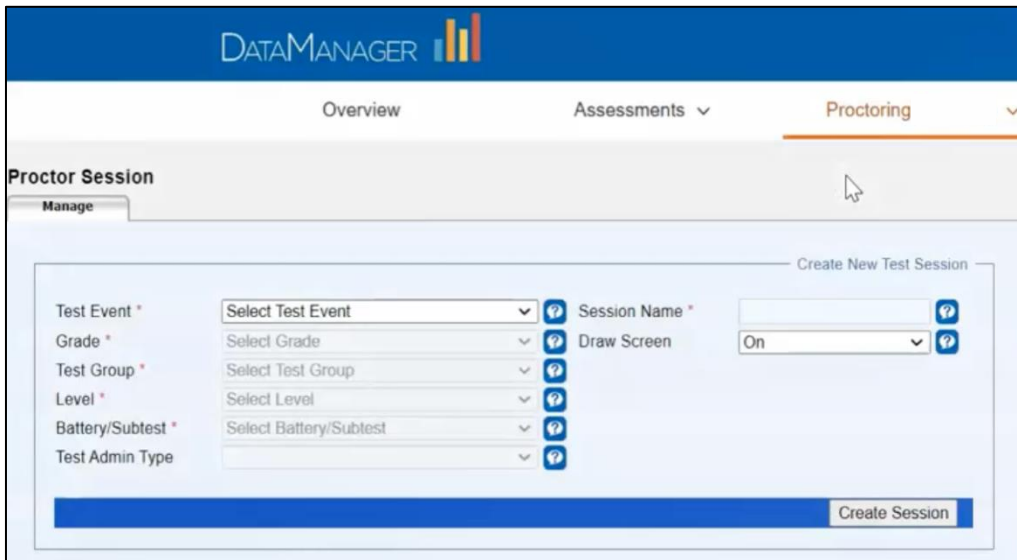


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Creating a Test Session

1. Login to DataManager: <https://www.riversidedatamanager.com/>
 2. Select **Proctoring**
 3. In the Manage tab, **Create New Test Session**
 - a. Select the required information from the dropdowns
 4. Enter **Session Name**: naming convention “Sch# Gr Proctor Name Battery”
 - a. Example: 625 KG Smith Verbal
 - b. Add ‘Spanish’ at the end of Test Session name if Audio-Led Spanish
 5. Select **Create Session**
 - a. If you make an error, you will need to delete the session and create a new one – no way to edit once a session is created
- Creating a Test Session - video <https://go.screenpal.com/u/DPPU/createtestsession>
- Detailed guide available on SPPS Test Coordination website

- SACs can start creating test sessions the week of Oct. 5
- Test Sessions can be created day of testing if needed



The screenshot shows the 'DataManager' interface with the 'Proctoring' tab selected. Under the 'Manage' sub-tab, the 'Create New Test Session' form is visible. The form includes several dropdown menus for 'Test Event', 'Grade', 'Test Group', 'Level', 'Battery/Subtest', and 'Test Admin Type'. There are also input fields for 'Session Name' and a 'Draw Screen' toggle set to 'On'. A 'Create Session' button is at the bottom right of the form.

Kindergarten:

- Test Event: CogAT Fall 2026
- Grade: K
- Test Group: CogAT Screening Form 7
- Level: Level 5/6

2nd Grade:

- Test Event: CogAT Fall 2026
- Grade: 2
- Test Group: CogAT 7 Complete
- Level: Level 8

Both:

- Battery/Subtest and Test Admin Type dependent on test session being created

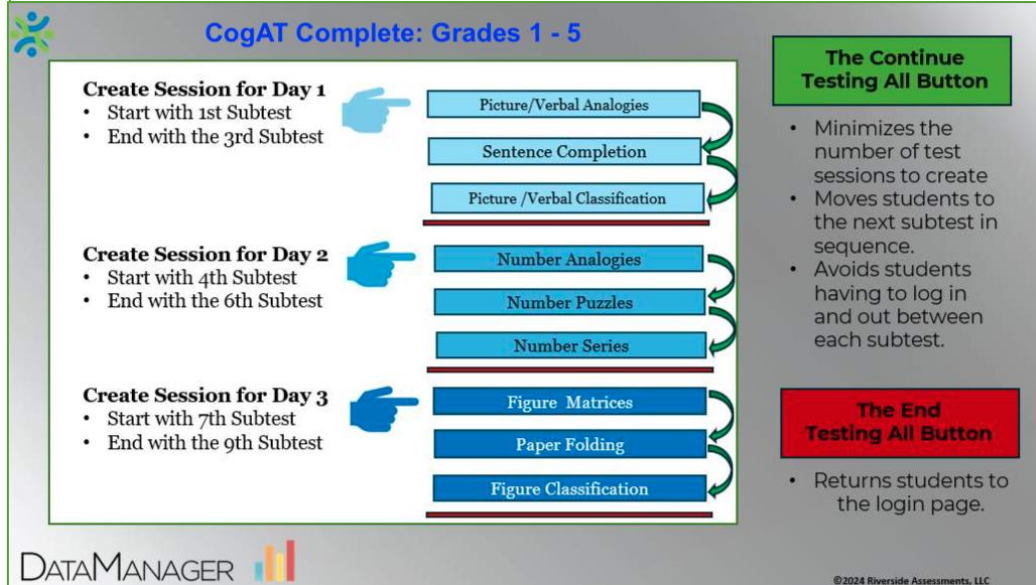


Tips, Tricks, & Notes About Test Sessions

For Kindergarten, students only complete 1 subtest each day, needing 1 Test Session each day

For grades 1-5, complete 3 subtests each day, but also only need 1 Test Session each day:

- Day 1: Verbal/Picture Analogies, Day 2: Quantitative/Number Analogies, Day 3: Nonverbal/Figure Matrices
- Once all students have completed the 1st subtest of the day, the Proctor selects **Continue Testing All** to move the students on to the next subtest
- Once all students have completed all 3 subtests for the day, the Proctor selects **the End Testing All** button to close testing for the day



Additional guidance on the SPPS Test Administrator Resource website

All Test Sessions start with a blank roster

- Students will login with a session code, which will then associate them with the Test Session

Once a Test Session has been started, it can only be used that day

- Any future testing will need a new Test Session (e.g. Makeup testing)

All students must have the status of “Completed” prior to selecting either *Continue Testing All* or *End Testing All*

Tips for Monitoring & Using Action Buttons

- Observe each student's progress, make sure students are on task.
- Use top buttons for whole group or buttons in each student's row for individuals.

⏸ Pause: short break (10 minutes or less) - Resume to return to the test

✖ Exit: leave session with answers and time remaining saved - Create a new session starting with that subtest, and students login with new code to continue in the test.

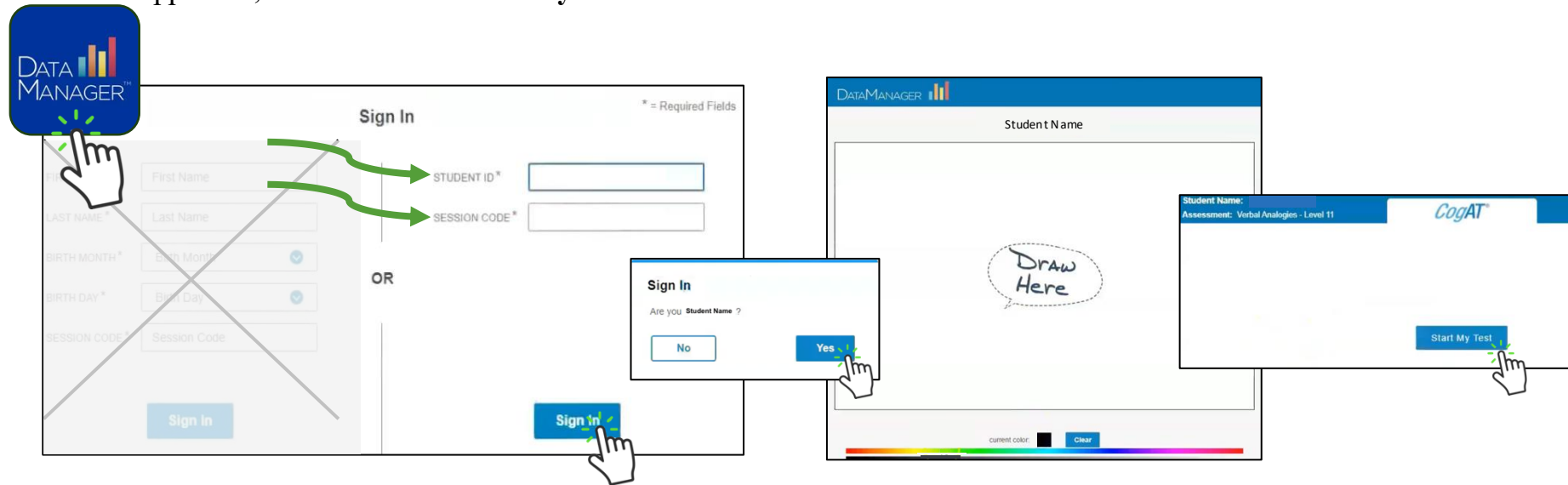
🚫 Cancel: rarely used - **does NOT save answers** - Start Over, emergency use only

⏩ Continue Testing All: Click once, press okay and wait for the group to move to next subtest in sequence. It may take a little bit to close out one test and move the group

☐ End Testing All: Ends testing session for the group and returns to login screen

How Students Access the CogAT

1. Close all apps on iPad and plug in headphones
2. Open the **DataManager** app (it will be loaded on most iPads by the start of the testing window, but available in Self Service to install if needed) – double check prior to 1st test day
3. On the right side of the student login page: enter their **Student ID** and **Session Code**
 - a. Student ID is their SPPS student ID (same # they use to login to their iPad)
 - b. Session Code is the 7 digit code the Test Administrator/Proctor gives to their students
 - Code found in DataManager > Proctoring > Test Session
 - Each Test Session has a unique Session Code
4. After selecting **Sign In**, students will confirm their name
5. Students then arrive on a 'Waiting to Test/Draw' screen
 - a. Once all students are logged in, Proctors will 'Approve All' students in DataManager to begin the students' test
6. Once approved, students select **Start My Test**

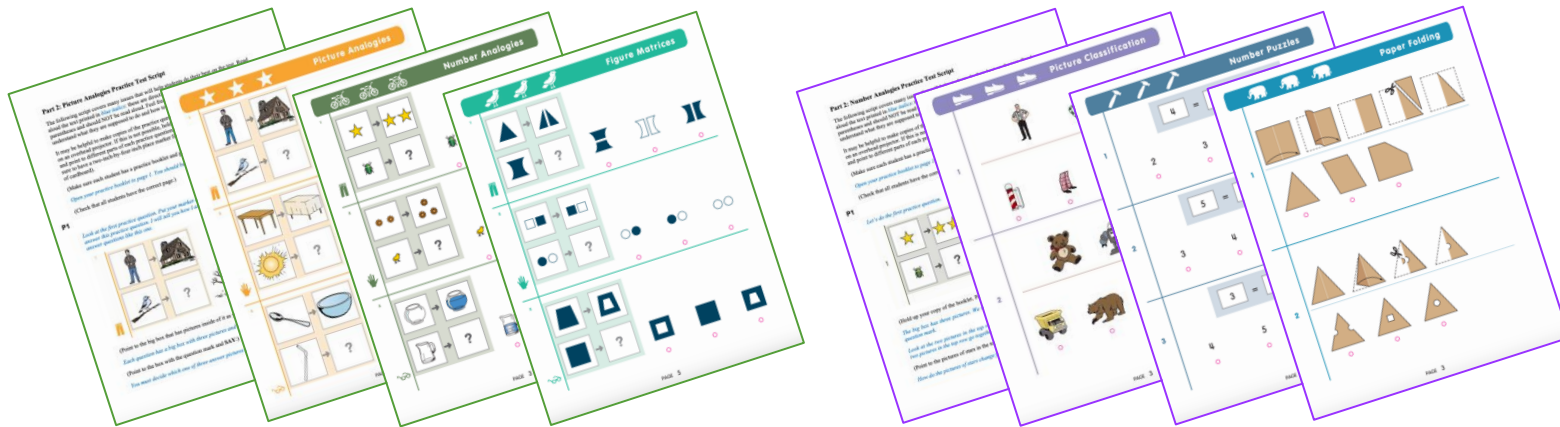


❖ Student login guide available on SPPS CogAT Test Coordination and Test Administrator websites

Student Preparation

Practice Materials/Sample Questions

- Introduces students to the types of questions they will be completing in each subtest
- Can be presented to the whole class digitally (projected) or printed
- All levels and subtests/batteries available on the SPPS Test Coordination & Test Administrator websites
 - Teacher guides/scripts and student practice materials
- Can be shared with families
- Note: when testing, each subtest has two built in Practice questions to orient students



Online resources

- Do **NOT** use the 'Getting Started' tutorial – it is buggy and not necessary
- Video guide – linked on SPPS Test Coordination & Test Administrator websites
- How to login (for students) slide deck – linked on SPPS Test Coordination & Test Administrator websites

PowerPoint versions of
KG and 2nd grade
practice also available

➤ We recommend additional staff in the testing room to support student login



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Accommodations and Supports

Supports available for all students (does not need to be on an IEP or 504 Plan):

- Alternate testing location (often partnered with individual or small group testing)
- Individual or Small Group testing
- Proctor-Led (instead of Audio-Led)
- Repeated Directions
 - Audio-Led: students may play the directions and item prompts as many times as needed
 - Proctor-Led: the test administrator may read aloud the directions and item prompts as many times as necessary for all students to understand what they are supposed to do
- Scratch Paper – grades 3-5 ONLY and Quantitative Battery ONLY (must provide to applicable students)

Accommodations for students with IEPs or 504 Plans:

- Paper test
- Scribe – trained staff physically help student navigate the online test system (replay directions/item prompts as requested, select answers as indicated by student, navigate between questions)
 - Also available for students testing with Paper test accommodation
 - Available for students w/o IEP or 504 Plan if needed due to injury
- Accommodations for Grades 3-5 only
 - Extended Time – levels 9-11 are timed; some students may need extra time to reduce the effect of a slow work rate on their test performance. Students who have attention disorders or who need help with word identification or reading are examples. Guidance from the student's IEP should be followed where extended time is needed.
 - Read aloud - CogAT is not a reading test. Students who have severe reading disabilities may require some assistance reading the questions in the Verbal Battery. Questions in these subtests may be read aloud to students who require such assistance. However, words should not be defined or sentences paraphrased.
 - Guide available

Note: calculator use is NEVER allowed on the CogAT7 even if indicated on an IEP/504 Plan



Accommodations and Supports continued

Supports for ELL students (in addition to supports available to all):

- Directions Administered in a Language other than English –

All grade levels: Paper	Grades 3-5 only, Online Audio-led
Hmong Karen Somali	Arabic Cantonese Mandarin Russian Somali Vietnamese
Spanish, all grade levels: Online (Audio or Proctor led) and Paper for accommodations	

- Note: there is not a specific EL level that determines if a student should take the CogAT in English or their home language. If a student is understanding oral instructions in English well and consistently - they should take the CogAT in English. If a student does NOT understand oral instructions given to them in English, this student should most likely take the CogAT in their home language if available.
- Read Aloud – for Verbal battery in grades 3-5, words should not be defined or sentences paraphrased
 - Guide available
- Word-to-word dictionary – generally only for grades 3-5 and only if student has experience using a word-to-word dictionary during routine classroom activities. Students may be permitted to use a glossary (no definitions) that translates an English word into the corresponding word in their home language.



Language Interpreters

The CogAT may be given in a language other than English:

- Interpreters are employed with Saint Paul Public Schools
- Interpreters speak the language
- Get prior approval from your principal
- **Interpreters must use the translated Directions for Administration**
 - Email completed Material Request form to Jessica Lang to request translated Directions for Administration
 - Available in: Hmong, Karen, Somali, and Spanish
- To find an On Call Language Interpreter
 - Visit <https://www.spps.org/families/interpreter-services>
 - All On Call Language Interpreters are paid:
 - 2 hour minimum per visit
 - Complete a regular timesheet
 - Timesheets need to be sent to payroll with a Supplemental Pay Form

*** On Call Interpreters are approved for oral interpretation only and cannot perform any written translation.**

Online audio options available with DataManager

Levels 5/6 – 8 (KG – 2nd grades)

- Audio Led available in English and Spanish

Levels 9 – 11 (3rd – 5th grades)

- Audio Led available in English, Arabic, Cantonese, Mandarin, Russian, Somali, Spanish, and Vietnamese

- Any word test content is in English → Verbal battery for Levels 9-11 are all word puzzles



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Requesting Paper Test Materials

Request paper materials via the CogAT7 Materials Request Form

- Scan/email to Jessica Lang:
jessica.lang@spps.org
- Only the SAC can request Paper Materials
- Materials are **only** available for:
 - Translated scripts
 - IEP or 504 Plan documented paper accommodations
- Last day to order materials is **October 30, 2026**



CogAT7 Materials Request Form

School _____ Date _____

SAC _____

Place the number of materials needed in the appropriate space below
Email this form to Jessica Lang at jessica.lang@spps.org

Level	Consumable Test Booklets	Directions for Administration – English –	Directions for Administration – Translated – List language needed
Grade K – Level 5/6			
Grade 1 – Level 7			
Grade 2 – Level 8			
Grade 3 – Level 9			

Level	Re-Useable Test Booklets	Answer Sheets	Directions for Administration – English –	Directions for Administration – Translated – List language needed
Grade 4 – Level 10				
Grade 5 – Level 11				

Name(s) and grade(s) of students needing paper materials:

Please allow 48 hours for materials to be delivered via SPPS Distribution Services
Last day to order materials is Friday, October 30, 2026



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Research, Evaluation and Assessment

2026

❖ CogAT7 Materials form available on SPPS/REA Test Coordination website:
spps.org/about/departments/research-evaluation-assessment/test-coordination/cogat



Test Security and Policies

- **Test Security and Training Proctors**
- **Non-Disclosure Agreement**
- **Test Administration Report (TAR)**



Test Security and Training Proctors

CogAT7 Proctor Training

➤ You must:

- ☐ Hold a training session for your proctors
 - “Train your staff” presentation will be available on the [SPPS CogAT Test Coordination website](#)
- ☐ Have them sign-in to verify their attendance - *included in SAC folder*
- ☐ Allow time for proctors to read and sign the Non-Disclosure Agreement - *included in SAC folder*
- ☐ Collect signed non-disclosure agreements

➤ Topics to cover during your Training Session:

➤ Test Security – All Test Items are secure

- ☐ Test items and student tests are not allowed to be reviewed by teachers, building staff or parent helpers
- ☐ Parents and parent volunteers are not allowed in testing rooms
- ☐ Test items may not be reproduced in any form

➤ Preparation

➤ Proctor Training

- All resources available on the [SPPS Test Administrator Resource website](#) under ‘CogAT’
- ☐ Watch applicable video on the Riverside CogAT training site
 - Guide how to access video available
- ☐ Review *Directions for Online Administration* manual
- ☐ Review additional videos and guide found on the [SPPS Test Administrator Resource website](#)

➤ Additional Prep and Planning

- ☐ Confirm ability to login to the DataManager website: <https://www.riversidedatamanager.com/>
- ☐ SACs communicate testing schedule and structure
- ☐ Teachers must communicate to SAC any new students



Test Security and Training Proctors cont.

➤ **Students: Practice Tests and guidance video**

- All resources are available on [SPPS CogAT TC website](#) and [SPPS Test Administrator Resource site \(CogAT\)](#) under ‘Student Preparation’
- ☐ Ensure staff know how to access Practice Materials and student guidance
- ☐ Practice Tests must be administered to students at least one day before the actual/real test
 - Practice materials are non-secure and can be duplicated as needed
- ☐ Show student video on how to login and navigate within the testing app
 - ‘How to login’ slide deck also available

➤ **Administration**

➤ **Materials Not Allowed During Testing**

- ☐ All visual aids such as word walls, posters, number lines, and graphics where students will be testing must be covered or removed
- ☐ Cell phones, PDAs or translation devices may not be used
- ☐ Calculators and Dictionaries may not be used
- ☐ Proctors are not permitted to eat or drink while testing students

➤ **Guidance**

- ☐ Arrange the room so that students will be separated from one another as much as possible
- ☐ Post “Testing – Do Not Disturb” sign on the door during testing – *included in SAC folder*
- ☐ Administer subtests/batteries as scheduled
- ☐ Login to DataManager website to open test session and then support students logging into DataManager app
- ☐ Proctors must be active test monitors and impartial observers during test administrations
- ☐ Give students a quick break between subtests, grades 1-5 (e.g. stand up and stretch)
- ☐ Ensure all test materials are kept secure at all times
- ☐ Proctors must clearly communicate to SAC who was absent and for what parts of the test



Non-Disclosure Agreement

Who must sign a Non-disclosure Agreement:

- All proctors, the SAC, and school admin.
- Anyone with access to test materials
- Anyone who will be in the testing room
- Anyone who may come in contact with or see test items or can be asked by a student about an item

CogAT7
NON-DISCLOSURE AGREEMENT

Effective for September 1, 2025 - August 31, 2026

Saint Paul Public Schools initiates and coordinates the CogAT7 test administration. The design of this program requires that the test items remain secure and applicable data privacy laws are followed.

To protect the security of the tests and their items, only authorized persons are permitted to view the test items. All test items are final and regarded as secure. Thus, they may not be printed, reproduced, photocopied, retained in either original or duplicated format, summarized in note format, discussed in any way, released or distributed to unauthorized personnel.

Authorized persons are required to abide by the appropriate manual(s) regarding the administration of the CogAT7 testing program and understand their obligations concerning the security and confidential integrity of the test(s) they are administering. These persons agree to safeguard secure test materials and limit access and/or secure login information to authorized persons only who are involved in administering the test(s).

By accepting the terms of this non-disclosure agreement, you name yourself as an employee of the Saint Paul Public Schools or as an authorized person selected by the District, and affirm that you are authorized by the District during the current academic school year to view CogAT7 secure test materials and hereby agree to be bound by the terms of this agreement restricting the disclosure of said materials.

Violation of the terms of this agreement may result in administrative consequences.

Name (printed)

Signature

Date

School Name

Work Telephone

This form must be signed prior to access to CogAT7 test materials.
Return this form to your School Assessment Coordinator. They will then send this form to the District Assessment Coordinators.

This document is available on the REA Test Coordination website:
<https://www.spps.org/about/departments/research-evaluation-assessment/test-coordination>



❖ Non-disclosure Agreement – *included in folder*

❖ Non-disclosure Agreement also available on SPPS/REA Test Coordination website:

[spps.org/about/departments/research-evaluation-assessment/assessments/test-coordination](https://www.spps.org/about/departments/research-evaluation-assessment/assessments/test-coordination)



Saint Paul
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Test Administration Report (TAR)

Examples of misadministrations:

- Unusual or unexpected occurrence during testing
- Room temperature or other environment issues
- No scratch paper provided for grades 3-5 Quantitative Battery only
- Student becomes upset or ill
- Student is administered the incorrect test level
 - Very unlikely with online testing
- Student refuses to take or complete the test
- Interaction with a parent
- Student is disruptive

These are just examples, you may encounter different issues

CogAT Test Administration Report

School: _____ Date: _____
Form completed by: _____ Signature: _____

The Test Administration Report (TAR) is used to record a variety of situations, including, but not limited to, test misadministrations, special circumstances, and reasons for invalidations. Examples of events to be documented:

- Student is administered the wrong test
- Student refuses to take the assessment
- Student falls asleep or becomes ill
- Student becomes upset
- Untrained or prohibited adult enters the testing room (e.g. parent)
- Tech or environmental issues

Provide the student information and description of the circumstance or incident below. If an adult was involved (for example, translator), include the adult's name, signature, and role in test administration in the description.

- TARs are often filled out by Test Administrators as they are the ones in the room when it happened. Test Administrators should give the TAR to their SAC as soon as possible.
- SACs will scan/email this to Jessica Lang, jessica.lang@spps.org, within 24 hours of the incident.

Name of Student	Gr.	Student ID	Description



Saint Paul

PUBLIC SCHOOLS

Research, Evaluation and Assessment

Fall 2025

❖ Test Administration Report form – *included in folder*

❖ TAR available on SPPS/REA Test Coordination website:

spps.org/about/departments/research-evaluation-assessment/assessments/test-coordination



Saint Paul
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After Testing

- **Prepare Answer Documents for Scoring**
- **Returning Secure Test Materials**
- **Paperwork to REA**
- **Results**



Prepare Answer Documents for Scoring

Ensure consumable test booklets and answer sheets can be scored. Verify each document appears as follows:

- ☐ Completed in a No. 2 pencil
- ☐ In good physical condition – not torn, creased, or damaged
- ☐ Erase any marks in the Timing Chain
- ☐ Complete demographic information on test booklet or answer sheet with No. 2 pencil
- ☐ No need to complete boxes marked with an X

Cognitive Abilities Test™ Screening Form Form 7 Level 5/6

LAST NAME: DOE FIRST NAME: JANE M.I.: L

ID NUMBER: 123456 DATE OF BIRTH: Jan 19 2001 ETHNICITY/RACE: ☒ Hispanic ☐ Not Hispanic RACE (Mark one): ☒ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

GENDER: ☒ Female ☐ Male

HOME ADDRESS: ☒ HOME ☒ PRS (Mark all that apply) ☐ IEP ☐ F/R/L ☐ ELL ☐ T/L ☐ Other 1 ☐ SD4 ☐ GT ☐ MG ☐ T/L M ☐ Other 2

TEST ADMINISTRATOR USE ONLY

Teacher: Anderson, K School: Kellogg Symbol/District: Hamilton City/State: St. Paul, MN

Place barcode label in the space above.



Returning Secure Materials

All materials to be scored and all other secure test materials must be brought to 360 Colborne on Friday, November 13

*** Between 8:30am and 5:00pm (cannot park at curb between 9:10-9:30am and 3:45pm-4:15pm)**

- ☐ Count all test booklets to be scored and all unused, damaged test booklets and administration manuals
 - ☐ Complete the Secure Material Return Form - *included with material delivery*
- ☐ Pack all unused secure materials in the box first
- ☐ Pack all to be scored test booklets in box next (on top of non-scorable materials)
- ☐ Place Secure Material Return Form on top of the test booklets



➤ If only a few items, a manila envelope may be used instead of a box



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Paperwork to REA

Paperwork should be uploaded to your school's CogAT Documentation Google folder by **November 20, 2026**

➤ **Link to Google folders:** <https://tinyurl.com/CogATdocs2026SPPS>

➤ **Documents to be uploaded:**

- ☐ Proctor Training Sign-in Sheet
- ☐ Nondisclosure Agreements; one for every person having access to CogAT7 test materials
- ☐ Test Administration Reports (TAR) - if any
- ☐ Parent/Guardian Opt-out documentation



Results

- A spreadsheet listing all student CogAT scores will be shared with school Principals, SACs, and GT Contacts the week of December 14, 2026
 - Whether a student was identified as an Accelerated Learner (Gifted & Talented) is included in this spreadsheet
 - New this year: the “Portfolio Recommended” column will no longer be included as it only caused confusion and was not helpful
- Results letters will go out to families by January 4, 2027

Resources for Teachers:

- cogat.com
- [CogAT Guide for Teachers - https://tinyurl.com/2mn4rkm7](https://tinyurl.com/2mn4rkm7)

Resources for Families:

- cogat.com – parent resources
- [SPPS: CogAT Family Information website - https://www.spps.org/about/departments/research-evaluation-assessment/assessments/cogat-family-information](https://www.spps.org/about/departments/research-evaluation-assessment/assessments/cogat-family-information)

Contact Information

Questions regarding CogAT7 test materials and coordination contact:

Jessica Lang

Districtwide Assessment Coordinator

Email: jessica.lang@spps.org

Office: 651-744-2119

Research, Evaluation & Assessment – (REA)

Website: spps.org/about/departments/research-evaluation-assessment/assessments/test-coordination

Questions regarding Announcements for Families, Portfolio Process, Non-SPPS Students and CogAT7 results contact:

Grace Raymond

TDAS Coordinator

Office: 651-325-2506

Email: grace.raymond@spps.org

Talent Development & Acceleration Services – (TDAS)

Website: spps.org/academics/teaching-learning/talented-development-acceleration-services



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