IOWA Assessments™ and
 CogAT® Online Testing Proctor Guide   **Seton Testing Services**
iowaonline@setontesting.com
1-888-766-5805

Before Testing Day:

  A [Check your System Requirements](#)
  B [Perform a Technical Readiness Check](#)
  C Follow Instructions for Secure Browser Download
- [WINDOWS and Mac](#)
- [iPad](#)
- [Chromebook](#)

  D Download Secure Browser (Zip File) for either:
- [WINDOWS](#)
- [Mac](#)

  E Ensure your audio device (headset or speakers) is operational for testing
- **IOWA Testing Grades K-2 (Levels 5-8) - All Test Sessions are audio-led and require a headset or speakers.**
- **CogAT Test Grade 3-12 (Levels 9-17/18) - All Tests Sessions audio-led and require a headset or speakers.**

On Testing Day:

What do I need to supply for my student on testing day?

1 A room proctor – an adult who can monitor the student(s) while testing
2 Appropriate device for taking the test (Windows or Mac, Chromebook or iPad that meets system requirements)
3 A spare device for testing in case of technical difficulties
4 Headphones or speakers if taking an audio-led test: IOWA Grades K-2 (Levels 5-8) and CogAT Grades 3-12 (Levels 9- 17/18)
5 Distraction free environment for testing
6 Pencil and scrap paper
7 Session Codes supplied by Seton
8 **Student Sign in information – Student ID# supplied by Seton**

Proctoring Duties:

The proctor must be in the room with the students for the entirety of the test.

1 **Being Available:** The proctor must be readily available to Seton via phone and email should any issue arise with the student testing or technical difficulties. In order to keep the testing schedule on track, Seton may need to reach out and have an issue quickly resolved. Seton will contact the proctor from the contact information on the online account at www.setontesting.com.
2 **Providing Instructions:** The proctor must give instructions to students before the exam begins, including information on how to navigate the testing platform and what behavior is expected during the test.

3 **Technical Support:** The proctor must assist students with any technical issues that may arise during the exam, such as problems with the testing platform or internet connectivity issues.

4 **Monitoring:** The proctor must observe students to ensure they follow the rules and don't engage in cheating behaviors.

5 **Enforcing Rules:** The proctor must enforce test rules and guidelines, such as time limits, and restrictions on resources or materials allowed during the test.

6 **Responding to Incidents:** Addressing any incidents of suspected cheating or misconduct according to the protocols established by the testing organization.

Additional Information:

- If the student does not hit finish at the end of a test, Seton will close out the student. If this happens, please call Seton Testing at 888-766-5805.
- All tests grades K-2 have audio-led sessions. **None** of the questions will be repeated, so please provide an especially quiet atmosphere.
- Seton will move the students on to a new section, as long as they stay on the draw screen.
- The student should leave the testing window open until the very end of testing. **Seton will end testing after the Getting Started section, which will send the student back to the log in page.** When the student is sent to the log-in page, please check the testing schedule to see if it is A) the end of getting started or B) the end of testing for the day. If the student is on the log-in page during any other time, please call Seton Testing at 888-766-5805.
- In the Math section, if the student is allowed to use a calculator, a calculator tool will appear in the bottom left corner. If not, the student is NOT allowed to use a calculator.
- Proctors cannot read aloud the questions during the test. This test is **not** recommended for students with accommodations.
- If the student is sick or unable to test, please contact Seton **before** starting the test. If the test is partially completed, Seton will decide if a makeup session will be granted.
- If there are any technical issues during testing, please contact Seton Testing at 888-766-5805.
- The getting started section of the test will begin exactly at the appointed time. Please log in 5-10 minutes before the start of the test to prepare.