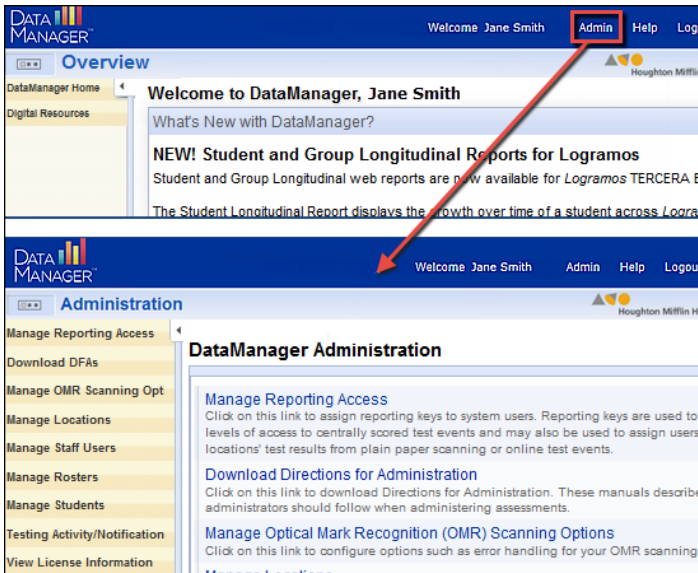


Downloading Directions for Administration (DFAs)

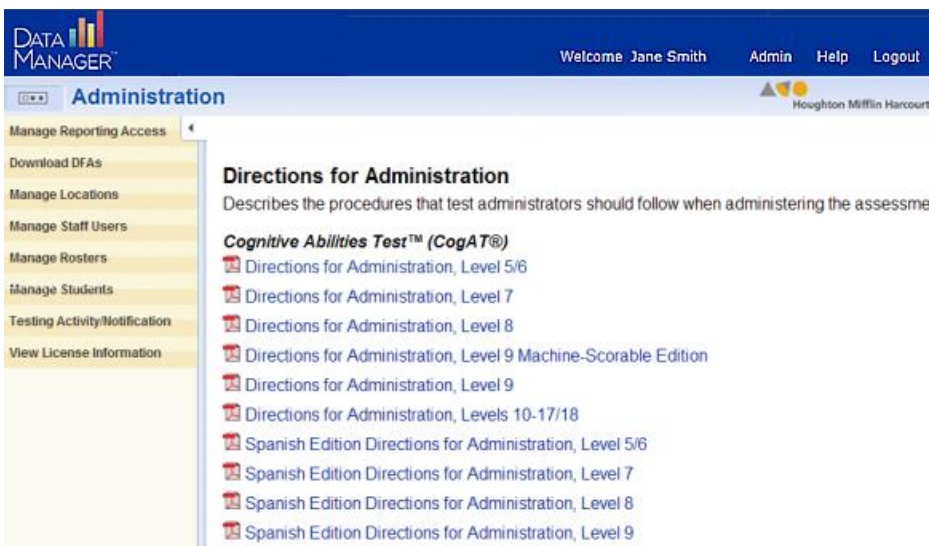
The **Directions for Administration** page provides quick access to *Directions for Administration* for paper-and-pencil testing for both the Iowa Assessment and the Cognitive Abilities Test. All documents are provided in PDF format.

Note: To view PDF files, you need Adobe® Reader®. You can download a free copy from the Adobe website at www.adobe.com/products. See “System Requirements” in the *DataManager Navigation User’s Guide* for information regarding the minimum version of Adobe Reader required.

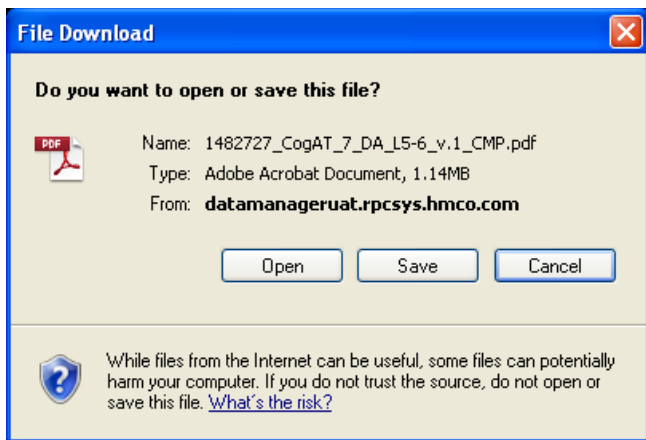
1. Log in to the DataManger website and click on the “Admin” tab in the upper right corner.



2. On the next page, click on **Download Directions for Administration**.



3. Click the name of the *Directions for Administration* document to open the PDF file. If you are using a Mac, a PDF file of the *Directions for Administration* will automatically download to your download folder. Open the download folder to access the file. If you are using a PC, the File Download dialog box appears. Continue with Step 4. Please refer to the bottom of this document for the DFAs used in the AACs testing program.



The listening and word analysis test sections are referred to in the DFAs for level 9 and above, but the version of the test used in the AACS testing program does not include those sections and those sections are not included in the student test booklets. Those instructions should be ignored in the DFA booklet at those grade levels.

Note: The **File Download** dialog box may be different depending on the browser you are using.

4. Do one of the following from the **File Download** dialog box:
 - Click **Open** to open the PDF file of the *Directions for Administration* in Adobe Reader.
 - Click **Save** to save the *Directions for Administration* as a PDF file. The **Save As** dialog box appears. In the **Save in** box, select a folder. In the **File name** box, type a file name, and then click **Save**. The file is saved to the folder you selected.
5. In your browser window or in Adobe Reader, click the **Print** button. The **Print** dialog box appears.
6. Click **OK** to print the *Directions for Administration*.

Note: The DFAs for the Iowa Practice Tests are found in a different location on the website. To find them, click on “Digital Resources” in the upper left corner of the opening page and then click on “Iowa Assessments.” Click on the folder labeled “Practice Test Directions for Administration.” CogAT Practice Tests (through Level 12), including DFAs, can be downloaded at no cost from the DataManager website.

Limited supplies of all DFAs are available for purchase from AACS at a discounted price. Please refer to the *2017 Testing Materials Order Form* on the AACS website for pricing information.

For This Grade Level	Use This Iowa DFA ¹	Use This Iowa Practice DFA	Use This CogAT DFA ²
K5	Form E, Level 5/6	Level 5/6	Level 5/6
1	Form E, Level 7	Level 7/8	Level 7
2	Form E, Level 8	Level 7/8	Level 8
3	Forms E and F, Level 9–14 ³	Level 9–11	Level 9 ⁴
4	Forms E and F, Level 9–14	Level 9–11	Level 10–17/18
5	Forms E and F, Level 9–14	Level 9–11	Level 10–17/18
6	Forms E and F, Level 9–14	Level 12–14	Level 10–17/18
7	Forms E and F, Level 9–14	Level 12–14	Level 10–17/18
8	Forms E and F, Level 9–14	Level 12–14	Level 10–17/18
9	Forms E and F, Level 9–14	Level 15–17/18	Level 10–17/18
10	Forms E and F, Level 15–17/18	Level 15–17/18	Level 10–17/18
11–12	Forms E and F, Level 15–17/18	Level 15–17/18	Level 10–17/18

¹ Use the “Complete” or the “Complete/Core Directions” of the Iowa DFAs. Do **not** use the “Survey Directions.”

² Do **not** use the “Screening” version of the CogAT DFA.

³ Do **not** use the Level 9 Machine-Scorable Edition.

⁴ Do **not** use the Level 9 Machine-Scorable Edition.