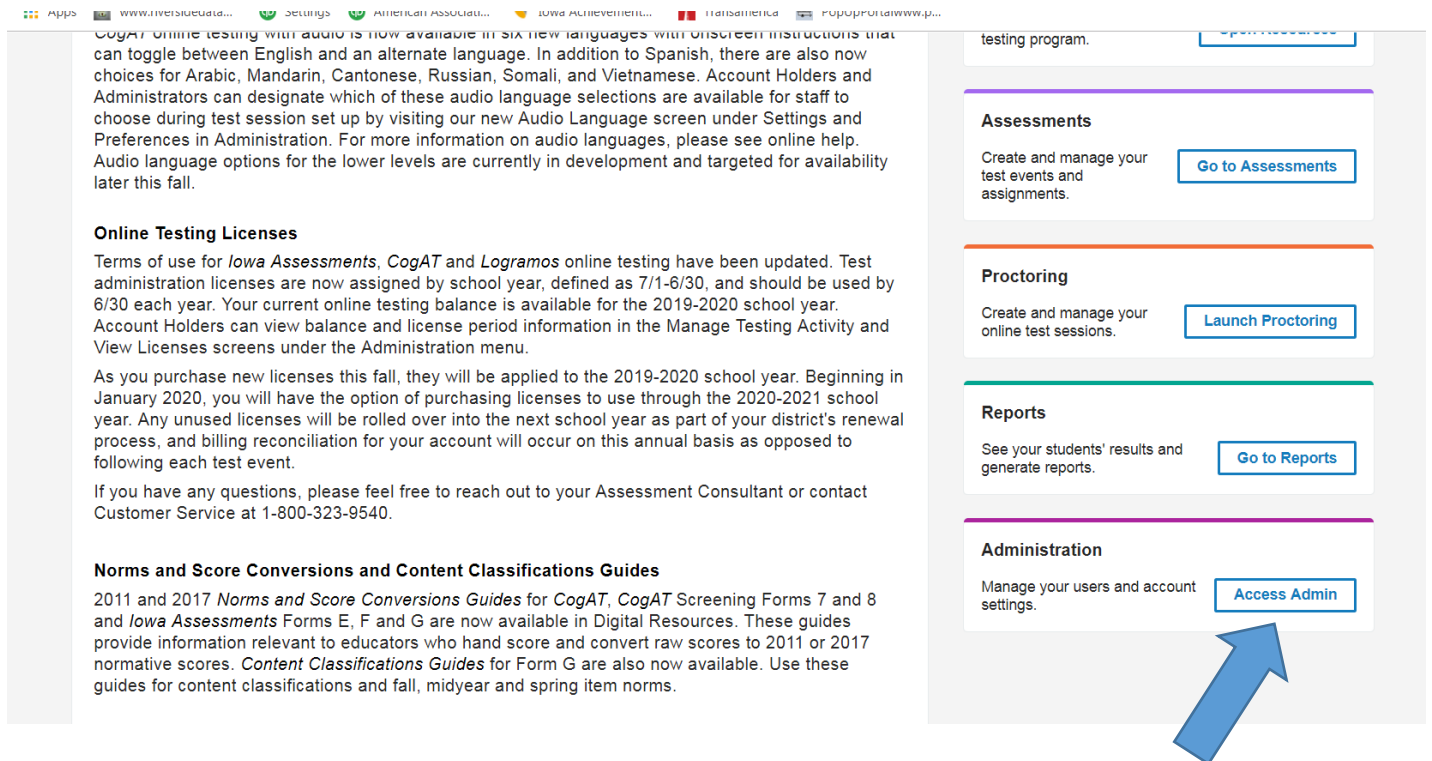


About Directions for Administration (DFAs)

The *Directions for Administration* booklets are needed for each person administering the Iowa Assessment and/or the Cognitive Abilities Tests. DFA booklets can be purchased from the AACS office or can be downloaded at no cost from the DataManager website. All documents are provided in PDF format.

1. Log in to the Data Manager website and click on the **Access Admin** tab in the lower right corner.

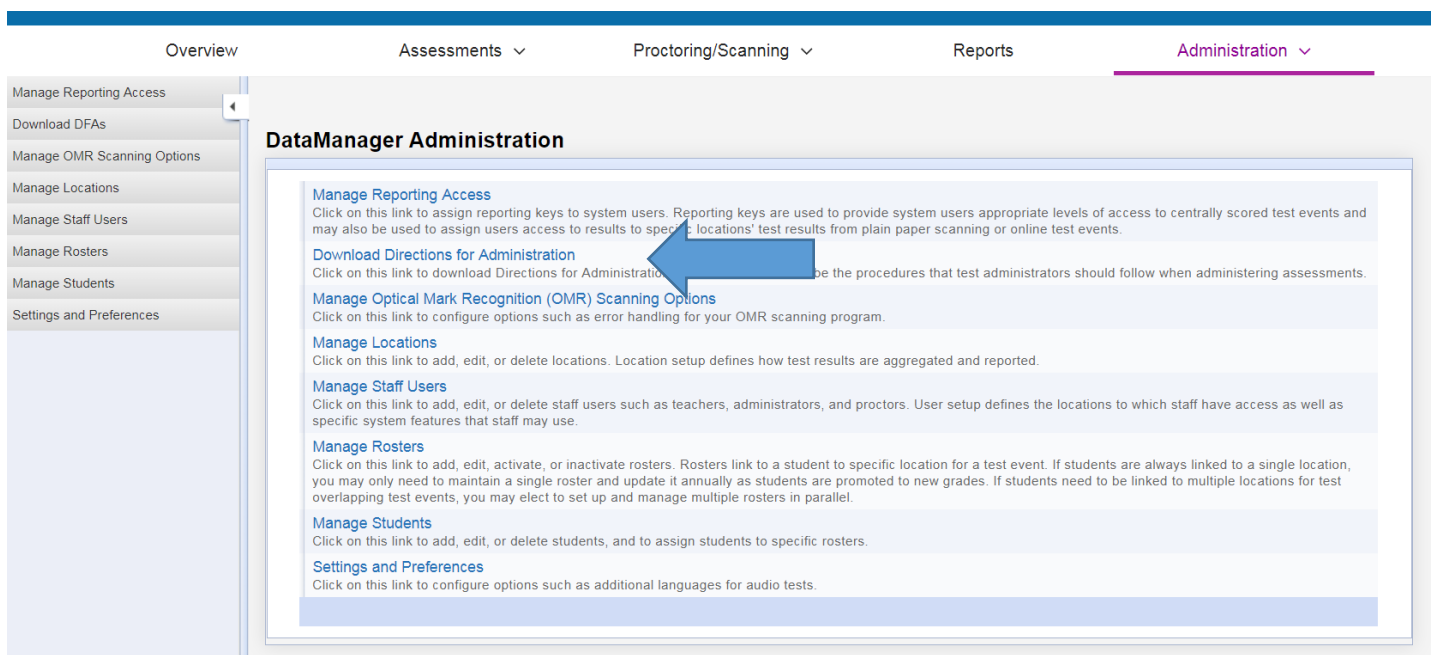


The screenshot shows the DataManager website interface. On the left, there is a sidebar with a search bar and a list of navigation items: Manage Reporting Access, Download DFAs, Manage OMR Scanning Options, Manage Locations, Manage Staff Users, Manage Rosters, Manage Students, and Settings and Preferences. The main content area is titled "DataManager Administration" and contains several sections with blue links and brief descriptions:

- Manage Reporting Access**: Click on this link to assign reporting keys to system users. Reporting keys are used to provide system users appropriate levels of access to centrally scored test events and may also be used to assign users access to results to specific locations' test results from plain paper scanning or online test events.
- Download Directions for Administration**: Click on this link to download Directions for Administration. These are the procedures that test administrators should follow when administering assessments.
- Manage Optical Mark Recognition (OMR) Scanning Options**: Click on this link to configure options such as error handling for your OMR scanning program.
- Manage Locations**: Click on this link to add, edit, or delete locations. Location setup defines how test results are aggregated and reported.
- Manage Staff Users**: Click on this link to add, edit, or delete staff users such as teachers, administrators, and proctors. User setup defines the locations to which staff have access as well as specific system features that staff may use.
- Manage Rosters**: Click on this link to add, edit, activate, or inactivate rosters. Rosters link to a student to specific location for a test event. If students are always linked to a single location, you may only need to maintain a single roster and update it annually as students are promoted to new grades. If students need to be linked to multiple locations for test overlapping test events, you may elect to set up and manage multiple rosters in parallel.
- Manage Students**: Click on this link to add, edit, or delete students, and to assign students to specific rosters.
- Settings and Preferences**: Click on this link to configure options such as additional languages for audio tests.

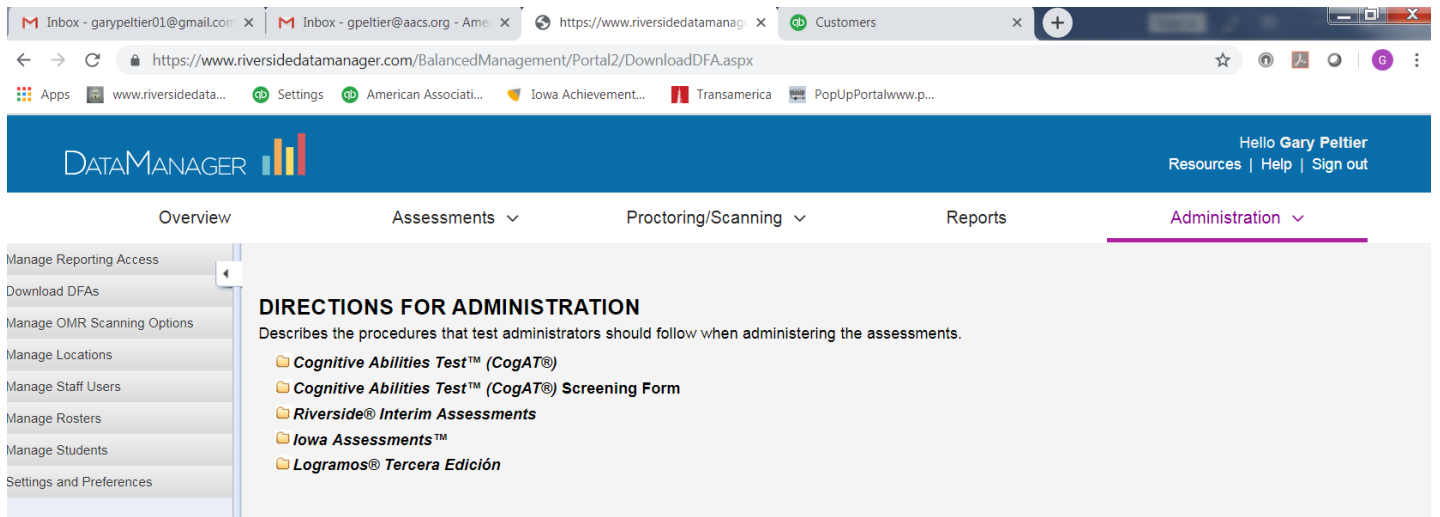
On the right side of the screenshot, there is a vertical menu with four sections: Assessments, Proctoring, Reports, and Administration. Each section has a brief description and a blue button: "Go to Assessments", "Launch Proctoring", "Go to Reports", and "Access Admin". A large blue arrow points to the "Access Admin" button.

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



The screenshot shows the DataManager Administration page. The top navigation bar includes "Overview", "Assessments", "Proctoring/Scanning", "Reports", and "Administration". The "Administration" tab is selected and highlighted in purple. The left sidebar is visible, showing the same navigation items as in the previous screenshot. The main content area is titled "DataManager Administration" and contains the same list of links and descriptions as in the previous screenshot. A blue arrow points to the "Download Directions for Administration" link.

3. Click on either the **CogAT folder** or the **Iowa Assessment folder**.



4. For CogAT DFAs, select the Form 7 of the level that you need. For Iowa DFAs, click on the Form E, Complete or Complete/Core of the level that you need. The DFA will open as a PDF and you can make as many copies that you need.

For This Grade Level	Use This Iowa DFA ¹	Use This Iowa Practice DFA	Use This CogAT DFA
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 ²	Level 9–11	Level 9 ³
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

5. To download the Iowa Practice Test DFAs, click on **Resources** on the opening page in the upper right corner of your screen then scroll down to find the **Practice Test Directions for Administration** heading. Click on the heading then make your selection.

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

² Do **not** use the Level 9 Machine-Scorable Edition.

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