



Spring 2018 Purchasing and Program Checklist

Step 1	Order testing materials
	<p>To order <i>TerraNova 3</i> and Iowa Assessments test materials:</p> <ol style="list-style-type: none"> 1. log in to www.purposefuldesign.com using your assigned account number. Test materials must be purchased by credit card or ACH (pre-paid). 2. If your school is exempt from state sales tax, you will need to e-mail your school’s tax exempt certificate to tax_exempt@acsi.org. Please include your new program account number. The certificate must be validated and on file in our system prior to placing your order to avoid paying sales tax. Allow four weeks for ACSI to process this request before ordering test materials. 3. Once you order your test materials. You will receive an e-mail with information about registering for scoring services through the process of Online Enrollment. Scoring services will be invoiced during the summer of 2018. 4. Please order carefully, as test materials are nonreturnable. 5. An 8% shipping and handling fee will be added to orders within the continental United States. Shipping charges to international locations will vary. <p>To order ACT Aspire:</p> <ol style="list-style-type: none"> 1. Go to www.purposefuldesign.com. Select Assessment Support, then ACT Aspire. Select the “Buy Now” button. 2. When placing your order, be sure to indicate that you are part of a Group Order and enter Group Owner Name ACSI where prompted in order to enjoy special benefits designed just for ACSI member and Partner Organization schools. 3. At this point you will be ordering, purchasing, and communicating with ACT to administer ACT Aspire.
Step 2	Complete Online Enrollment for machine scoring (<i>TerraNova 3</i> and Iowa Assessments).
	<p>Once you purchase test materials, you will be contacted by ACSI and directed to complete Online Enrollment for machine scoring. Choose from one of the windows below to enter your school information in Online Enrollment.</p> <ul style="list-style-type: none"> - Window 1: January 8—February 2, 2018 - Window 2: February 8—March 3, 2018
Step 3	Order Student Barcode Labels (optional) (<i>TerraNova 3</i> and Iowa Assessments)
	<p>Upload student roster for precoded barcode services during the Online Enrollment window used.</p> <p>Access additional information, tutorial videos, and guides via Assessment Support at www.purposefuldesign.com. If you have any questions, e-mail ACSI Member Care (member_care@acsi.org) or call our toll free number (800) 367-0798.</p>
Step 4	Receive and inventory testing materials (<i>TerraNova 3</i> and Iowa Assessments) Order additional materials if needed.
Step 5	Receive Test Coordinator Kit (<i>TerraNova 3</i> and Iowa Assessments) from either DRC or HMH. The kit will include directions for test administration and packaging and shipping test materials to scoring center.

Step 6	Administer assessment in April (<i>TerraNova 3</i> , Iowa Assessments, and ACT Aspire), or within the empirical window of 136 – 160 days of instruction.
Step 7	Package materials for shipping, following Test Coordinator Manual instructions (<i>TerraNova 3</i> and Iowa Assessments). (Packing errors will incur fees.)
Step 8	Ship materials to Scoring Center to arrive by May 31, 2018, or late fee will be assessed (<i>TerraNova 3</i> and Iowa Assessments).
Step 9	<p>Reports/Billing</p> <p>Access scoring results:</p> <ul style="list-style-type: none"> -TerraNova 3- paper and online -Iowa Assessments- online, and paper (if ordered additionally) <p>Scoring invoices are sent in June or July from ACSI.</p>