



Assessment Inventory Survey

Completion Guide for the 2025-26 School Year

August 2025

1. Type in your district name and click on the blue **Search** button. Then click on the dropdown menu to select your district.

FIND YOUR DISTRICT AND COMPLETE THE ASSESSMENT INVENTORY.

Type part of the district name or the RCDT. Click the Search button. Select the district from the dropdown.



2. Go to the section title, **Assessment Survey for School Year 2025-26.**

ASSESSMENT SURVEY FOR SCHOOL YEAR 2025-26

The ninth annual [District Assessment Survey](#) is now available. Legislation requires each school district to report information to ISBE concerning the administration of assessments to students at each school. The law also requires schools to make this information public via the school district's website or distribution in paper form. Districts can comply with this requirement by linking to the [assessment survey results](#). This will also allow districts to track their completion rate. The survey will dynamically populate data submitted in the previous year for review and editing as needed.

Please note that the law defines tests "scored by a non-district entity" as the focus of this data collection effort. We refer to these tests as "standardized."

We appreciate your assistance with completing the form **before Thursday, October 30, at noon.**

Please click here for a [How-to-Guide](#)  on completing the survey.

3. Select all or just one school to view the assessments that were provided last year.

SELECT YOUR SCHOOL(S).

Put a check next to all of the schools for which you are responsible.

☐ /CUSD 123 Elementary School (01234567891011)

4. Click on **Show Assessment List.**

Click on the Assessment List button below to display the assessment information for the school(s) you have selected. The data will be populated based on last year's answers (if they were provided). Please verify each school is accurate and then click the appropriate "Submit School" button. If you select multiple schools, it will take longer to load all of your data.

Note: If you wish to navigate away from this page before submitting the school and want to save your edits, please select **save** or **update** first.

 Show Assessment List

5. Review the assessments that are shown. The state accountability assessments are removed because districts are only to report their local assessments. If the provided list is still correct, select **Submit School**. This must be done for each school listed in the district.

CUSD 123 Elementary School (01234567891011)

Submit School

1. CogAT8

Grades: Third grade

Given: Multiple times (2x, 3x, etc.) each year

Required By: District

Student Population: All students in general

Average Time: 1-2 hours

Purpose(s): Course/program placement

Remove

Edit

2. CogAT8

Grades: Fourth grade

Given: During a specific time period (02/24/12 - 02/24/23)

Required By: District

Student Population: Students who choose to take the test

Average Time: 1-2 hours

Purpose(s): Course/program placement

Remove

Edit

3. CogAT8

Grades: Third grade

Given: During a specific time period

Required By: District

Student Population: All students in general

Average Time: 1-2 hours

Purpose(s): Course/program placement

Remove

Edit

6. If something has changed, click the orange **Edit** button and make the changes. Once the changes have been made, click the blue **Update** button. If the assessment that is displayed is no longer provided, click the red **Remove** button to remove that assessment.

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7. If a new assessment has been added, click on the green **Add Assessment** button and enter the information as it applies to the grade and details about the assessment. Once completed, click on the blue **Save** button.

Add Assessment

Which standardized assessment is given? If you do not see the standardized assessment listed, please select other and then specify the name.

Please indicate all of the grades that take this assessment. (Check all that apply)

K-2	3-5	6-8	9-12
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Third grade	<input type="checkbox"/> Sixth grade	<input type="checkbox"/> Ninth grade
<input type="checkbox"/> First grade	<input type="checkbox"/> Fourth grade	<input type="checkbox"/> Seventh grade	<input type="checkbox"/> Tenth grade
<input type="checkbox"/> Second grade	<input type="checkbox"/> Fifth grade	<input type="checkbox"/> Eighth grade	<input type="checkbox"/> Eleventh grade
			<input type="checkbox"/> Twelfth grade

How often is the assessment given?

Who requires that you give this assessment?

Which student populations are required to take this test?

Estimate the total average time for students to complete all parts of this test:

Please indicate all of the purposes for which the results of the assessment are used. (Check all that apply)

☐ Student instruction☐ Postsecondary credit or certification (e.g., AP test)
☐ Student promotion☐ Course/program placement☐ Graduation
☐ Teacher evaluation☐ School performance ratings☐ A combination of reasons above
☐ Other

Comments on this assessment:

Close

Save

8. If you need to add a local assessment to multiple schools, then click on the green **Add Assessment to Multiple Schools** button and fill in the information. Once completed, click the blue **Add to Multiple** button at lower left.

Show Assessment List

Add Assessment to Multiple Schools

ADD A NEW ASSESSMENT TO MULTIPLE BUILDINGS.

Select the schools to which the assessment should be added. Fill in the information for the new assessment. Click the "Add to Multiple" button.

Which standardized assessment is given? If you do not see the standardized assessment listed, please select other and then specify the name.

Please indicate all of the grades that take this assessment. (Check all that apply)

K-2	3-5	6-8	9-12
<input type="checkbox"/> Kindergarten	<input type="checkbox"/> Third grade	<input type="checkbox"/> Sixth grade	<input type="checkbox"/> Ninth grade
<input type="checkbox"/> First grade	<input type="checkbox"/> Fourth grade	<input type="checkbox"/> Seventh grade	<input type="checkbox"/> Tenth grade
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☐ School performance ratings☐ A combination of reasons above☐ Other

Comments on this assessment:

Close

Add to Multiple

9. If you have any questions, please reach out to the Assessment Department at assessment@isbe.net.