



Test Coordinator Monthly Webinar

November 15, 2023

**RHODE
ISLAND**

Test Coordinator Monthly Webinars

- **Details:**

- **WHO:** district and school test coordinators, special education directors, EL directors, data managers, technology coordinators
- **WHAT:** pertinent information about state assessments, including monthly tasks, to support schools and LEAs in a successful test administration year
- **REGISTRATION:** the link to register for the entire series can be found at www.ride.ri.gov/tc
<https://attendee.gotowebinar.com/register/4324337882363514716>

- **Webinar Calendar (Wednesdays at 10:00 am) – Save the Dates!**

- December 20
- January 17, 2024
- February 14, 2024
- March 20, 2024
- April 24, 2024
- May 15, 2024
- June 12, 2024

Agenda for November 15, 2023

- Introduction (Tricia Bowler)
 - Test Coordinator Monthly Webinar Calendar
- Accommodations (Tricia Bowler)
- Individual Test Updates
 - PSAT 10 and SAT
 - RICAS
 - ACCESS & Alternate ACCESS
 - NAEP
 - NGSA
- Medical Exemptions (Robyn Augustus)
- Reporting Assessment Results for 2022-23 (Heather Heineke)
- Resource Slides (Heather Heineke)

Accommodations

There will be changes coming to the *State Assessment Accessibility Features Accommodations Manual* for **RICAS** and **PSAT/SAT**.

Keep your eye out for a revised manual and join us for our *Understanding Accommodations for State Assessment* training being offered:

- [IN PERSON] **January 31** (9:00 -12:00 PM)
<https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1912>
- [WEBINAR] **February 15** (9:00-11:00AM) <https://attendee.gotowebinar.com/register/3836319647946263381>

Individual Test Updates

Upcoming Test Coordinator Trainings

Assessment/Title of Training	Dates/Times	Registration Link
New Digital Suite of Assessments: Service for Students with Disabilities (SSD Online) <i>For district and school test coordinators and SSD Coordinators</i>	December 12 (In Person) <ul style="list-style-type: none"> 9:30am-11:30am 1:00pm-3:30pm 	https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1918
	December 14 (Webinar) <ul style="list-style-type: none"> 9:30am-11:30am 	https://attendee.gotowebinar.com/register/7285274318870204764
Understanding Accommodations for State Assessment	January 31 (In Person) <ul style="list-style-type: none"> 9:00am -12:00pm 	https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1912
	February 15 (Webinar) <ul style="list-style-type: none"> 9:00am -11:00am 	https://attendee.gotowebinar.com/register/3836319647946263381

Professional Learning Series

RIDE is inviting districts to take advantage of an upcoming Professional Learning Series. This series will focus on unpacking RICAS data to better inform instruction. A team of 4-6 members (total of 45 participants per session) will spend time on:

- understanding and using the SDP;
- gaining a better understanding of RICAS scores;
- analyzing district/school data;
- using student work to gain insight into next steps for instructional improvement;



The poster features the RIDE logo in the top left, a QR code with an 'RSVP' label, and a URL: <https://bit.ly/3SwGPjl>. A timeline at the top right shows the progression from December 2023 to March 2024. The main content is organized into three horizontal sections, each with a colored circle representing the month: a teal circle for December, a red circle for February, and an orange circle for March. Each section includes a title and a brief description of the session's focus. At the bottom, there is a call to action to bring a team of 4-6 members and a list of suggested team members.

RICAS Data

Professional Learning Series

March 2024

February 2024

December 2023

Prepare for RICAS 2024

Analyze Student Work

RICAS Data- Unpack, Infer & Next Steps

11 DEC
8:30-10:30

13 DEC
1:00-3:00

RICAS Data: Unpack, Infer & Next Steps
Dive deeper into your RICAS data. Find facts, make interpretations and determine implications

FEBRUARY

Analyze Student Work
Learn about RICAS ELA and Math item analysis, look at student work, and develop an instructional plan

MARCH

Prepare for RICAS 2024
Learn about effective strategies for RICAS, effective use of resources and blueprint for support

Bring a team (of 4-6) to dive into RICAS data.
Suggested team members: district leadership, principal(s), instructional coaches, teacher leaders

RICAS Important Dates

Task	Dates
Update enrollment census, Special Education Census and ELL Census for RICAS Registration by:	January 19
Complete the pre-administration SR/PNP process (must be completed by February 2 to receive PBT materials with ELA shipment)	January 22-February 2
Extended SR/PNP window for CBT	ELA: February 5-March 22 Math: February 5-April 22
Infrastructure Trial (recommended)	January 24- March 13
Receive manuals and PBT materials	ELA: March 13 Math: April 12
Pre-cache operational test content available	March 20
Report packing discrepancies for PBT, if necessary	ELA: March 13-15 Math: April 12-17
ELA Test Sessions Math Test Sessions	March 25-April 26 April 22-May 24

SAT and PSAT 10

Updates and Reminders

- ✓ **Keep an eye out for the interactive checklist from College Board!** First email will be sent today, November 15, 2023!
- ✓ **Now – March 2024:** SSD Online submissions for IEP and 504 accommodations as well as EL accommodations.
- ✓ **December 12 or 14:** SSD Online Training
- ✓ **Test Day Toolkit (TDTK) requires a College Board account** (go to collegeboard.com to create an account)
- ✓ **TDTK Updates**
 - College Board will create accounts for proctors if you send them a list of names and emails
 - College Board will be allowing an additional user in TDTK
 - TDTK sandbox is planned for 2025. This year, a simulation will be made available during training

PSAT 10/SAT: Testing Rooms and Room Assignments

Testing Rooms

- Must have a wall clock easily visible to all students
- Spacing and desk requirements remain the same
- Computer labs MAY be used
- Large spaces like gyms and auditoriums with theatre-style seating may be used if connectivity allows.

Room Assignments

- Test Coordinator assigns testing staff to rooms in TDTK
- Students are NOT required to be preassigned, but it will help with organizing
- Students should be assigned to rooms based on test, time and accommodation(s)
- Students taking a make-up test should not be in the same room as students taking the test for first time

PSAT 10/SAT

Roles and Responsibilities

Every school should have:

Test Coordinator	SSD Coordinator	Technology Coordinator <i>New for 2024!</i>
<ul style="list-style-type: none">Oversees planning and test day activitiesWorks with technology staff to ensure devices meet technical specificationsIdentify staff to support test administration and ensure all training is completeSubmits irregularity report:<ul style="list-style-type: none"><input type="checkbox"/> To College Board<input type="checkbox"/> To District Test Coordinator for RIDE report	<ul style="list-style-type: none">Submits accommodations requests for ALL students requiring themChecks to ensure that all requests have been approvedChecks TDTK report to ensure accommodations are accurate	<ul style="list-style-type: none">Works with test coordinator and SSD coordinator to meet student needs for testing dayEnsure devices meet technical specificationsInstalls BluebookCompletes Digital Readiness Check

ACCESS & Alternate ACCESS

Training presentations are now posted on [Statewide Assessment Training | RI Department of Education](#)

[Test Coordinator Training 2023-24 ACCESS](#) (pdf)

[Test Coordinator Training 2023-24 ACCESS](#) (recording)

[Test Administrator Core Training 2023-24 ACCESS](#) (ppt)

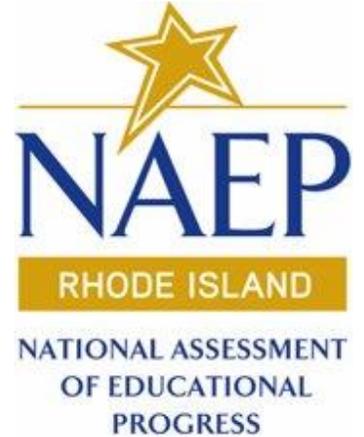
ACCESS & Alternate ACCESS

- The pre-ID file for ACCESS testing and ordering will be submitted to WIDA on November 15.
- For any new student, LEAs will need to:
 - Add the student in WIDA AMS for testing (beginning on 11/30)
 - Create/update the student record in the MLL Census

Testing Dates

11/30/23-3/1/24	WIDA AMS Test Setup Available for Registrations
12/20/23	Districts Receive Test Materials
12/20/23-2/23/24	Additional Test Material Ordering Window in WIDA AMS
1/8/24-3/1/24	Test Window
3/8/24	Deadline for Shipping Completed Test Materials to DRC
4/29/24	Reports and Data Files Available - Online in WIDA AMS
5/17/24	Reports Available in District - Printed
9/16/24	Alternate ACCESS Reports and Data Files Available - Online in WIDA AMS
10/2/24	Alternate ACCESS Reports Available in District - Printed

NAEP



NAEP 2024

- All principals & school coordinators need to be registered in the NAEP AMS.
- Principals will be assigned as the school coordinator if that role has not yet registered.
 - ❖ this can be changed by the principal
- NAEP field staff will begin contacting school coordinators for a brief meeting beginning December 1st.
- All on-site technology coordinators need to be registered.
- Principals should assign and invite this role in the NAEP AMS.
- District technology director will be assigned role and will be expected to complete the school connectivity survey, assign the on-site role, and participate in a meeting with NAEP field staff if no on-site technology coordinator has been assigned by Friday, November 17.
 - ❖ Connectivity survey must be completed by November 30.

RIDE is in the process of importing student lists which will be available for review by school coordinators beginning **December 4**

NGSA: New TIDE Accounts for Teachers

District coordinators must set up new accounts for all teachers. Instructions are in the RI TIDE USER GUIDE at:

- <https://ri.portal.cambiumast.com/administrators.html> (scroll to the bottom of the page to access the documents)
- www.ride.ri.gov/assessment-manuals (click on the NGSA tab to access assessment documents)



Associated Resources

Preparing for Testing Administering Tests After Testing Interim Assessments

USER GUIDE
Practice Test User Guide [↗](#)
This user guide provides an overview of the Rhode Island Next Generation Science Assessment (RI NGSA) Practice Test sites for

ADMINISTRATION MANUAL
Test Administration Manual (TAM) [↗](#)
The Test Administration Manual provides step-by-step instructions on how to administer the online NGSA.

ADMINISTRATION MANUAL
Test Coordinator Manual (TCM) [↓](#)
This manual provides information for District Administrators and School Test Coordinators regarding policies and procedures for

USER GUIDE
Test Information Distribution Engine (TIDE) User Guide [↗](#)
The Test Information Distribution Engine (TIDE) User Guide is designed to help users navigate TIDE.

BROCHURE
Understanding and Creating Rosters [↓](#)
Rosters are groups of students associated with a teacher in a particular school.

Medical Exemptions

Updated Medical Exemptions Request Window for the Assessments for 2023-2024

Assessment	Primary Testing Window	Makeup Test Window	Medical Exemption Window
ACCESS	January 8th – February 16th	February 19th – March 1st	March 1st – April 1st
Alternative ACCESS	January 8th – February 16th	February 19th – March 1st	
DLM (ELA, Math, and Science)	April 1st – May 31st	N/A	April 26th – June 30th
NGSA	May 1st – May 19th	May 22nd – May 31st	
PSAT	April 1st – April 12th	April 22nd – April 26th	
SAT	April 1st – April 12th	April 22nd – April 26th	
RICAS - ELA	March 25th – April 19th	April 22nd – April 26th	
RICAS - Math	April 22 – May 17th	May 20th – May 24th	

Assessment Results from 2022-23

Student Score Reports Calendar

2022-23 Testing Year: www.ride.ri.gov/assessment-results

Test	Date		Online Location
	Paper (mailed)	Online	
ACCESS	<i>Arrived in LEA</i>	<i>Available now</i>	WIDA AMS
DLM	<i>Arrived in LEA</i>	<i>Available now</i>	Educator Portal
RICAS*	<i>Arrived in LEA</i>	<i>Available now</i>	PearsonAccess^{next}
PSAT 10**	N/A	<i>Available now</i>	RIDE Portal: SDP
SAT**	N/A	<i>Available now</i>	RIDE Portal: SDP
NGSA	<i>Arrived in LEA</i>	<i>Available now</i>	NGSA Reporting Portal

**The webinar recording for the RICAS Video Score Reports is at the link above.*

***RIDE-produced student score reports must be printed from the RI-ADP and mailed to families. These score reports are different from those reports posted on the College Board Reporting Portal.*

Access the 2023 state assessment public release presentation [here](#)

Reference Information

State Assessments by Grade Level

	Alternate Assessments			General Education Assessments					
Grade Tested	WIDA Alternate ACCESS	DLM	DLM	ACCESS for ELLs	NGSA	RICAS	PSAT™10	SAT	NAEP
	<i>ELP</i>	<i>ELA & Math</i>	<i>Science</i>	<i>ELP</i>	<i>Science</i>	<i>ELA & Math</i>	<i>ELA & Math</i>	<i>ELA & Math</i>	
K	K			K					
1	1			1					
2	2			2					
3	3	3		3		3			
4	4	4		4		4			4
5	5	5	5	5	5	5			
6	6	6		6		6			
7	7	7		7		7			
8	8	8	8	8	8	8			8
9	9			9					
10	10			10			10		(Age 15)
11	11	11	11	11	11			11	
12	12			12					12

2023-2024 State Assessment Calendar: Elementary & Middle School

State testing windows are posted at www.ride.ri.gov/Assessment-Schedules

Test	Content Area(s)	Grades	Primary Test Window	Makeup Test Window
ACCESS for ELLs	ELP	K-12	Jan. 8 – Feb. 16, 2024	Feb. 19 – March 1, 2024
WIDA Alternate ACCESS	ELP	K-12	Jan. 8 – Feb. 16, 2024	Feb. 19 – March 1, 2024
RICAS	ELA	3-8	March 25 – April 19, 2024	April 22 – April 26, 2024
	Math	3-8	April 22 – May 17, 2024	May 20 – May 24, 2024
DLM	ELA, Math Science	3-8 5, 8, 11	April 1 – May 31, 2024	N/A
NGSA	Science	5, 8, 11	May 1 – 19, 2024	May 22 – 31, 2024
NAEP	<i>See following slides</i>			

2023-2024 State Assessment Calendar: High School

State testing windows are posted at www.ride.ri.gov/Assessment-Schedules

Test	Content Area(s)	Grades	Primary Test Window	Makeup Test Window
ACCESS for ELLs	ELP	K-12	Jan. 8 – Feb. 16, 2024	Feb. 19 – March 1, 2024
WIDA Alternate ACCESS	ELP	K-12	Jan. 8 – Feb. 16, 2024	Feb. 19 – March 1, 2024
DLM	ELA, Math Science	3-8, 11 5, 8, 11	April 1 – May 31, 2024	N/A
PSAT10	Reading, Math	10	April 1 - April 12, 2024	April 22 - April 26, 2024
RI SAT School Day*	Reading, Math	11	April 1 - April 12, 2024	April 22 - April 26, 2024
NGSA	Science	5, 8, 11	May 1 - May 19, 2024	May 22 - May 31, 2024

2023-2024 State Assessment Calendar: NAEP

State testing windows are posted at www.ride.ri.gov/Assessment-Schedules

Test	Content Area(s)	Grades/Ages	Test Window Opens	Test Window Closes
NAEP Pilot	reading, math	4,8	January 29, 2024	March 8, 2024
NAEP 2024	reading, math	4,8,12	January 29, 2024	March 8, 2024
NAEP 2024	science	8	January 29, 2024	March 8, 2024
PISA Field Test	reading, math, science	15-yr-old students	March 2024	April 2024
TALIS 2024	principals and teachers			Spring 2024

- *Not all schools will be selected for every test.*
- PISA: Program for International Student Assessment
- TALIS: Teaching and Learning International Survey
- NAEP National Assessment of Educational Progress

Best Practices for Selecting Your Testing Windows

1. Determine how many staff you will need *before* selecting your testing window.
2. Use as much of the state testing window as possible. Even if your school testing window is over, if you're within the state assessment window, you can continue testing.
3. Plan to test 100% of students in each content area.
4. Start as early in the state primary testing window as possible.
5. Adhere to the state testing window for make-up testing.

Primary RIDE Website Resources

These websites are referenced the most in our state assessment guidance materials

Webpage Name	Contents	Link
RISAP Test Coordinator Information	Updates, memo archives, monthly webinar registration link and recording/presentation archive, help desk and general RISAP info	https://ride.ri.gov/TC
Assessment Schedules	State testing windows for all assessments	www.ride.ri.gov/assessment-schedules
Assessment Manuals & Materials	Manuals, guides, and links to assessment websites to support administration	https://ride.ri.gov/assessment-manuals
Statewide Assessment Training	Training requirements and resources for test coordinators and test administrators, training calendar	www.ride.ri.gov/Assessment-Training
Assessment Accommodations	Accommodations and Accessibility Features Manual, assessment-specific resources	www.ride.ri.gov/Accommodations
Assessment Exemptions	Information about medical exemptions	www.ride.ri.gov/assessment-exemptions
Assessment Results	Assessment reporting website resources and archive	www.ride.ri.gov/Assessment-Results
Released Items / Practice Tests	Released items, practice tests, and other resources	www.ride.ri.gov/Released-Items

Assessment Office Resources

- Assessment Mailbox: assessment@ride.ri.gov
- Alternate Assessment mailbox: alternate.assessment@ride.ri.gov
- Assessment Resources: www.ride.ri.gov/TC
 - Manuals: www.ride.ri.gov/assessment-manuals
 - Training: www.ride.ri.gov/assessment-training
 - Accommodations: www.ride.ri.gov/accommodations
- Assessment Data Portal:
 - Public Site: <https://www3.ride.ri.gov/ADP>
 - Confidential Site: <https://portal.ride.ri.gov/Account/Login>
- Ana Karantonis (ACCESS for ELLs, psychometrics)
 - 401-222-8940
 - Ana.Karantonis@ride.ri.gov
- Heather Heineke (DLM, NGSA)
 - 401-222-8493
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