

R.I. DEPARTMENT OF ELEMENTARY & SECONDARY EDUCATION

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RIDE Rhode Island
Department
of Education

November 2023

To: Director of Outplacement School

From: Office of Curriculum, Instruction, and Assessment

This memo contains information to help outplacement schools implement state policies for administering the Rhode Island State Assessment Program (RISAP). Any Rhode Island district sending a student to an outplacement school either within or outside of Rhode Island must provide this memo to the outplacement school. Rhode Island Local Education Agencies (LEAs) are responsible for ensuring that students participate in the required assessments for their current grade level. The policies and information contained in this memo are also included in the *RISAP Test Coordinator Handbook* (posted at www.ride.ri.gov/tc).

Each of the sections below contains important information for you and your staff to begin to understand which assessments are required, how to stay up to date on RISAP information, how to prepare and administer the RISAP assessments, and how to communicate with RIDE.

If you have questions after you read this memo, please contact the sending LEA or reach out to the RI Office of Curriculum, Instruction, and Assessment at assessment@ride.ri.gov. All assessment resources for RISAP can be found at www.ride.ri.gov/tc.

Participation in the Rhode Island State Assessment Program. It is expected that students attending an outplacement school, whose tuition is paid for by a Rhode Island LEA, will participate in the required tests for their current grade level, regardless of where the outplacement school is located.

There are three ways that students participate in our state assessments: by taking the general education assessment either with or without accommodations or by taking the alternate assessment either with or without accommodations.

Below is the Rhode Island State Assessment System policy which describes who is expected to participate in state assessments.

- **Required assessments by grade level:** This chart outlines the required tests for each grade level. You can download the chart at www.ride.ri.gov/tc.
- If a student attends an **outplacement school in a state other than Rhode Island**, it is the responsibility of the Rhode Island LEA to ensure that the outplacement school has a plan for administering the required assessments for that student's current grade level.
- **English Learners:** In addition to participating in the required academic assessments (English language arts, mathematics, science) for their current grade level*, students who are English learners and who are currently receiving, or are eligible for, services are expected to participate in either ACCESS for ELs or Alternate ACCESS for ELs.
 - English learners are students who have not attended U.S. schools for a cumulative number of 12 months beginning on or after April 1, 2023. These students are exempt from taking English language arts tests

Telephone (401) 222-4600 Fax (401) 222-6178 TTY (800) 745-5555 Voice (800) 745-6575 Website: www.ride.ri.gov

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for one year but are still expected to participate in mathematics and science tests, as appropriate, for their current grade level*.

- **Alternate Assessment:** Students who qualify for the alternate assessment will participate in the Dynamic Learning Maps alternate assessments for their current grade level in English language arts, mathematics, and science, as appropriate, for their current grade level*. If the student is also an English learner, they will also take Alternate ACCESS for ELLs.
 - There is no alternate assessment in the 10th grade; students who qualify for the alternate assessments will not participate in PSAT 10. Students in the tenth grade who are also English learners will take Alternate ACCESS for ELLs.
- **Current Grade Level:**
 - *Current grade level* is defined as the grade level that is recorded in the Enrollment Census by the LEA. RIDE will register the student for all required tests at the grade level recorded in the Enrollment Census. Testing the student at any grade level other than what is recorded in the Enrollment Census may result in test scores being invalidated.
 - *If a student skips a grade level*, the student does not make up tests for skipped grades.
 - *If a student is retained*, the student takes the tests for their current grade level again, even if the student took the test the previous year.
- **How to ensure that students who attend your school are enrolled in the correct grade level.** All outplacement schools can have access to the Outplaced Enrollment application on the RIDE Portal. Follow these steps to get access:
 - Obtain a RIDE Portal account by going to: portal.ride.gov. Click on *Register for an Account*.
 - Once your account is activated, email assessment@ride.ri.gov and let us know you need access to the Outplaced Enrollment application. We will email you know when the application has been added to your account.
 - When you receive our email, log in to the RIDE portal and click on the “Outplaced Enrollment” icon.
 - Once in the application, click on “Students”. All of the students from Rhode Island who are enrolled in your school will be listed by sending district. Their RI student ID, name, grade level, whether they take the alternate assessment, if they are an English Learner/Multi-lingual Learner, and start/exit dates are shown.
 - To complete the tasks below:
 1. Confirm that all data is accurate for the Rhode Island students in your school.
 2. Make note of any grade level discrepancies.
 3. Compile a list of students as well as the assessment(s) they will be taking in the Spring (RICAS, NGSAs, PSAT 10, SAT or DLM)
 4. Note any students who are flagged for alternate assessment.
 5. Notify the sending district of any missing students, incorrect grade levels, or alternate assessment/EL status.
 6. Confirm all information is accurate once corrected.

Commented [PL1]: The outplacement enrollment application provides information on..... Is there a user guide? What do they do with the information?

Commented [BT2R1]: something like that? I haven't dug into the slides Heather did yet for the application

Commented [LP3R1]: Can you add one or two bullets about what to click to see the list of names?

Preparing to Administer the Rhode Island State Assessment Program (RISAP). There are several ways to stay up-to-date on information pertaining to RISAP. We encourage anyone in your school involved with RI state assessments to take advantage of these opportunities:

- **Test Coordinator Listserv:** The assessment team sends out a memo every two weeks to anyone who is involved in preparing for or administering the state assessments. To be added to this list, please email the assessment team at assessment@ride.ri.gov.
- **Alternate Assessment Listserv:** If your school also administers the alternate assessment to Rhode Island students in your school, please email alternate.assessment@ride.ri.gov.
- **Test Coordinator Monthly Webinars:** Register for and participate in monthly test coordinator webinars at [Registration \(gotoweinar.com\)](http://Registration.gotoweinar.com).

- Test Coordinator Training Opportunities: All test coordinator and test administrators are required to participate in training for the assessments they will be administering in their school. A calendar of all training opportunities, including registration links and requirements for each state assessment, is available at www.ride.ri.gov/assessment-training.
- Master School and District Directory: It is important the information about your school is accurate. We use this information to create accounts in the test platforms. To get access to the directory for your school, please contact Mario Goncalves at mario.goncalves@ride.ri.gov.