

RI Comprehensive Assessment System (RICAS) Test Coordinator Training

Spring 2024 Administration

**RHODE
ISLAND**

Welcome

Purpose:

- Outline key concepts and tasks for preparation and administration of RICAS.
- Familiarize participants with processes in PearsonAccess^{next} (PAN).

Objectives:

- To understand the state policies and procedures particular to RICAS
- To increase understanding of RICAS and administration responsibilities
- To gain experience in PAN with completing common tasks for administration



Agenda

RICAS Assessment Overview

- ❑ SDP- Activity/Share

Before Testing: How to Prepare for RICAS Assessments

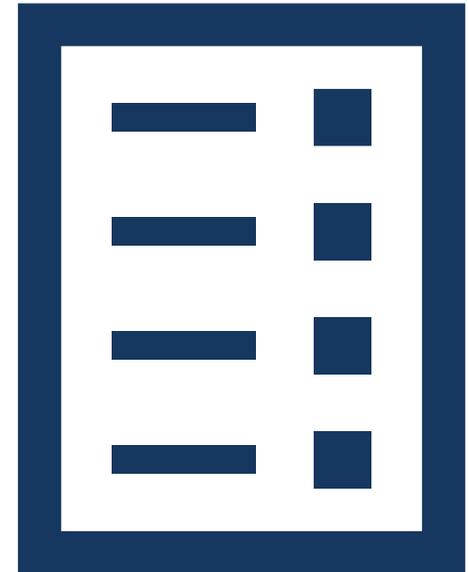
- ❑ PAN Activity/Share
- ❑ Break
- ❑ PAN Training Site Activity

During Testing: How to Administer RICAS Assessments

- ❑ Reflections

After Testing: How to Close Out RICAS Assessments

Questions



RICAS Assessment Overview

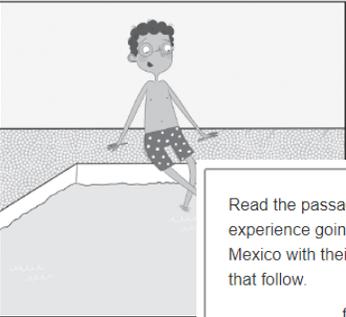
Rhode Island State Assessment Program

	Alternate Assessments								
	ACCESS 2.0 for ELs English language proficiency	Alternate ACCESS for ELs English language proficiency	DLM ELA and math	DLM science	NAEP	NGSA science	RICAS ELA and math	PSAT™10 ELA and math	SAT® School Day ELA and math
Kindergarten	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	
11	11	11	11	11		11			11
12	12	12							

Rhode Island Comprehensive Assessment System (RICAS)

Read the passage about Tomas and Marisol's experience going whale watching during a trip to Mexico with their parents. Then answer the questions that follow.

from *A Vacation in Ruins*
by Precious McKenzie



For this question, you will write an essay based on the passage(s). Your writing should:

- Present and develop a central idea.
- Provide evidence and/or details from the passage(s).
- Use correct grammar, spelling, and punctuation.

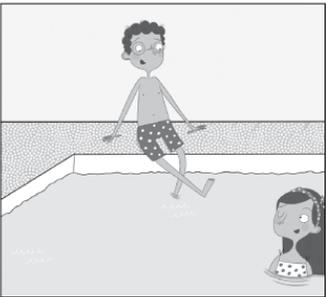
Based on *A Vacation in Ruins*, write an essay that explains how Marisol's feelings change throughout the passage. Be sure to use information from the passage to develop your essay.

In the box below, the total space provided is equal to about one page.

B / **I** **U** **:** **=** **≡** **↶** **↷** 2500

Read the passage about Tomas and Marisol's experience going whale watching during a trip to Mexico with their parents. Then answer the questions that follow.

from *A Vacation in Ruins*
by Precious McKenzie



1 Mom and Dad went to the hotel's front desk to see about planning a whale watching trip. That's when Tomas and I decided we'd head to the pool.

2 "Are you excited about a whale watching trip?" I

Where does the passage **mainly** take place?

- A. in a pool
- B. in a hotel
- C. on a boat
- D. on a beach

- Assesses students' understanding of the concepts, skills, and content in the Rhode Island Core Standards for English Language Arts (ELA) and Mathematics for their grade level
- Same assessment as MCAS (RIDE contracted with the vendor producing MCAS for the Massachusetts Department of Elementary and Secondary Education)



Rhode Island Comprehensive Assessment System (RICAS)

- Provides a **valid and reliable** mechanism to measure student learning in ELA and math
- Schools and districts can analyze results to inform local curricular and instructional choices regarding areas of strength and areas for growth
- Students and families review student achievement in relation to **academic standards** through the individual score reports (ISRs) which can inform discussions with teachers and instructional planning to better support student learning
- Fulfills federal requirements for high-quality statewide assessment of ELA and mathematics in grades 3-8

Rhode Island Comprehensive Assessment System (RICAS)

When?

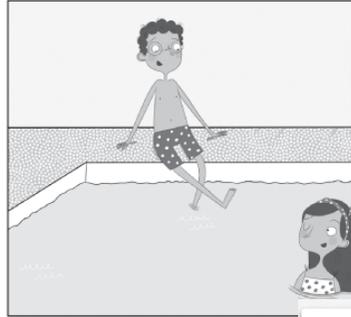
- Administered annually each spring in two overlapping testing windows (ELA, mathematics)
- Prior administrations*: 2017-18, 2018-19, and 2020-21, 2021-22, 2022-23 (**2019-20 was canceled due to the pandemic*)

How?

- Computer/device-based testing through a secure application
- Paper-based format available for students whose IEP documents that accommodation

Read the passage about Tomas and Marisol's experience going whale watching during a trip to Mexico with their parents. Then answer the questions that follow.

from *A Vacation in Ruins*
by Precious McKenzie



Where does the passage **mainly** take place?

A. in a pool

B. in a hotel

C. on a boat

D. on a beach

1 Mom and Dad went to the hotel's front about planning a whale watching trip. That Tomas and I decided we'd head to the pool

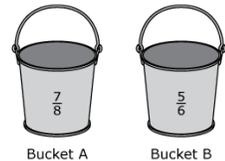
2 "Are you excited about a whale watching trip?"

This question has four parts.

Four friends live in different towns. They each placed a bucket outside to collect rainwater on the same night. The four buckets were labeled A, B, C, and D.

Part A

Bucket A and Bucket B are the same size. This diagram shows the fraction of each bucket that was filled with rainwater.



Write a number sentence using $>$, $<$, or $=$ to compare the fraction of Bucket A that was filled to the fraction of Bucket B that was filled. Show or explain how you got your answer.

Enter your number sentence and your work or explanation in the space provided.

Math Symbols

RICAS Test Design: ELA

Student Experience

- Read passage sets
- Respond to questions measuring reading and language standards
- Write in response to reading (literary and informational texts)



Resources

- RICAS Resource Center: Practice Tests - ricas.pearsonsupport.com/student/
- RICAS Resource Center: Released Items and Student Work - ricas.pearsonsupport.com/released-items/
- RIDE Website: RICAS Assessment Test Design and Reporting Categories – www.ride.ri.gov/RICAS

Item Types	
Multiple Choice	Students select one correct answer from several answer options
Multiple Choice – Two Part	Two-part questions where students select one correct answer for each part of the question
Technology Enhanced (CBT only)	Students answer questions using technology such as drag-and-drop
Short Response	Students construct a short written response
Text-Based Essays	Students write an essay in response to text(s) they have read

RICAS Test Design: Mathematics

Student Experience

- Selected response items and interactive items
- Demonstrate understanding of math concepts
- Apply math skills and use math tools (e.g., calculator, equation editor, gridded response)



Item Types

Multiple Choice	Students select one correct answer from several answer options
Multiple Select	Students select more than one correct answer from among several answer options
Technology Enhanced (CBT only)	Students answer questions using technology such as drag-and-drop or hot spots
Short Answer / Fill-in-the-Blank	Students construct a short, written response, typically only a word or number
Constructed Response	Students write a response to a multi-part item that includes calculations and explanations to a problem or set of problems.

Resources

- RICAS Resource Center: Practice Tests - ricas.pearsonsupport.com/student/
- RICAS Resource Center: Released Items and Student Work - ricas.pearsonsupport.com/released-items/
- RIDE Website: RICAS Assessment Test Design and Reporting Categories – www.ride.ri.gov/RICAS

RICAS Reporting

Type	When	Description	Source
Early Reporting	Summer	<ul style="list-style-type: none"> Raw student-level data Proficiency levels cannot be calculated No scale scores or growth 	PearsonAccess ^{next} (PAN)
Released Items / Released Student Work	Late Summer	<ul style="list-style-type: none"> Released items (CBT/PBT), item information, rubrics, sample student responses Student responses to the released items 	<ul style="list-style-type: none"> Released items: RICAS Digital Item Library Student work: PAN
Confidential Release	Fall	<ul style="list-style-type: none"> District and school administrator access to student-level and aggregate data Item-level data at student/aggregate 	RIDE Portal's Student Data Portal app
Students' Individual Score Reports (ISRs)	Fall	<ul style="list-style-type: none"> Scale scores, proficiency levels, growth (as applicable) by content area Item-level/reporting category performance Link to video version of ISR 	<ul style="list-style-type: none"> Paper copies (2/student) mailed to districts PDFs: PAN Send copy to outplacements
Public Release	Fall	<ul style="list-style-type: none"> Public access to aggregate performance level data and aggregate item-level data 	RI Public Assessment Data Portal

Pearson Training Site

<https://trng-ricas.pearsonaccessnext.com/customer/index.action>

OR

The screenshot shows the PearsonAccessNext dashboard. On the left is a navigation menu with 'Dashboard' and 'Setup' sections. The main content area is titled 'Program Information' and contains a welcome message and a list of links: Technology Setup, Training Modules, Test Administration Guidance, and Student Tutorial and Practice Tests. The text 'RICAS Resource Center' is circled in red.

The screenshot shows the 'RICAS Resource Center' home page. The navigation bar includes 'Home', 'PearsonAccessNext', 'Tech Setup', 'Test Admin Guidance', 'Training', 'Practice Tests', and 'Released Items'. The main content area has a 'Home' heading and a welcome message. A 'Recently Updated' box lists three items: 'Installing Web Extensions - Updated January 2023', 'Updates to TestNav and PearsonAccessNext - December 2022', and 'Guide to the Student Registration/Personal Needs Profile (SR/PNP) Process - Updated January 2023'. The 'PearsonAccessNext' link in the navigation bar is circled in red.

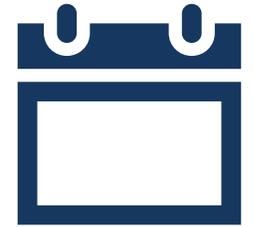
The screenshot shows the PearsonAccessNext sign-in page. It features two sign-in buttons: 'Sign In to PearsonAccessNext (PAN)' and 'Sign In to the Training Site (TS)'. Each button has a 'Forgot' link for username and password. The 'Sign In to the Training Site (TS)' button and its associated links are circled in red. Below the sign-in buttons is a 'User Information' section with a 'User Information' dropdown menu.

Before Testing:

Scheduling-Testing Windows and Session Length

Districts/schools must create schedules within these state testing windows

ELA Primary Testing Window	ELA Make-up Testing Window
March 25-April 19, 2024	April 22-April 26, 2024
Mathematics Primary Testing Window	Mathematics Make-up Testing Window
April 22 – May 17, 2024	May 20-May 24, 2024



Session information

- All tests are **untimed**. The session times listed in the table below are *recommended*.
- Students may continue testing beyond the scheduled testing session (extended time) if they are working productively
- Schools may plan for one short, supervised break per session (3-5 minutes) to be given at each test administrator's discretion

Grade/Content Area	Sessions
3-8 ELA	2-2 ½ hours per session
3-8 Mathematics	1 ½ hours per session



Sessions

Schedule sessions as early in the state primary testing window as possible.

Plan opportunities for students to interact with the practice test and tools on the platform before the testing window opens

- test administrators lead a practice test activity in their classrooms
- schools conduct an infrastructure trial for one or more grades

Please schedule sessions with ample time for lunch

Complete the PNP (Personal Needs Profile) process as early as possible for *all students* – not just PBT

- helps plan testing space required for certain accommodations (e.g., speech to text and 1:1 administration, small group)
- last-minute changes (e.g., new students, IEP updates) are easier to manage

Test Environments

(see *RICAS TCM* and *RISAP Test Coordinator Handbook*)

Plan for testing locations

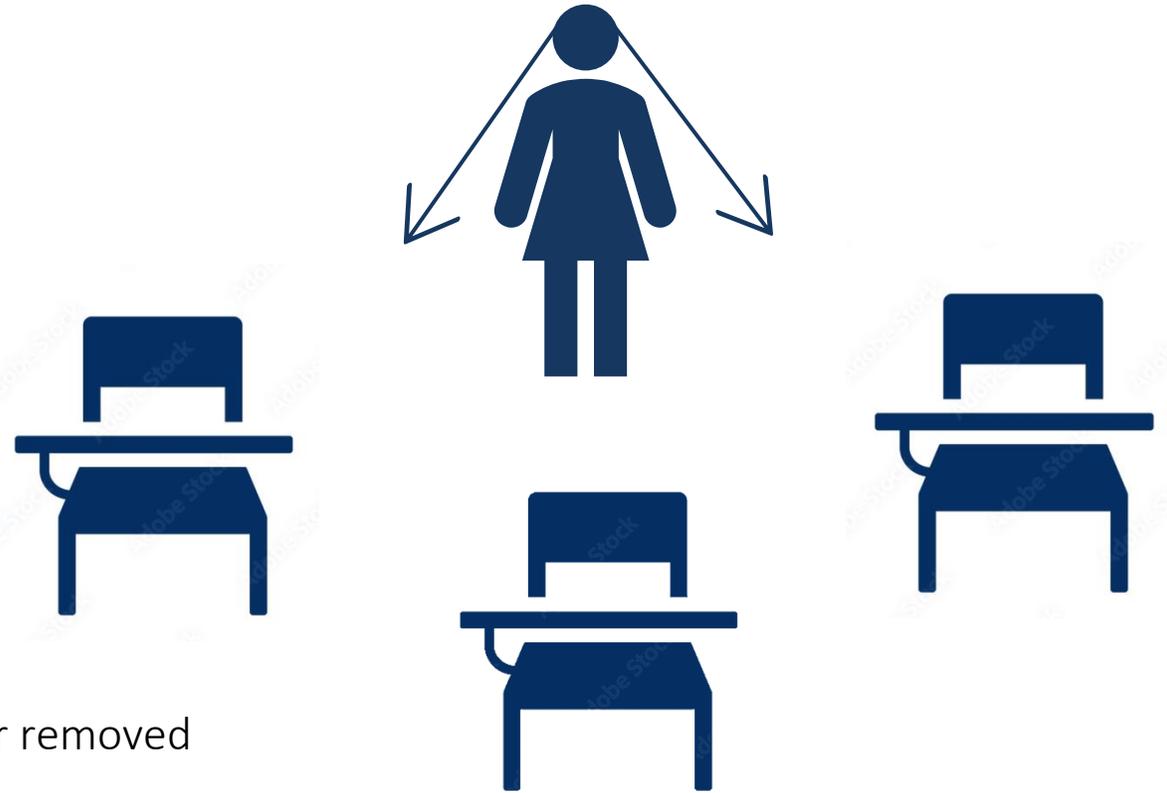
- quiet
- no interruptions by unauthorized personnel
- students can work productively without distractions

Prepare testing rooms

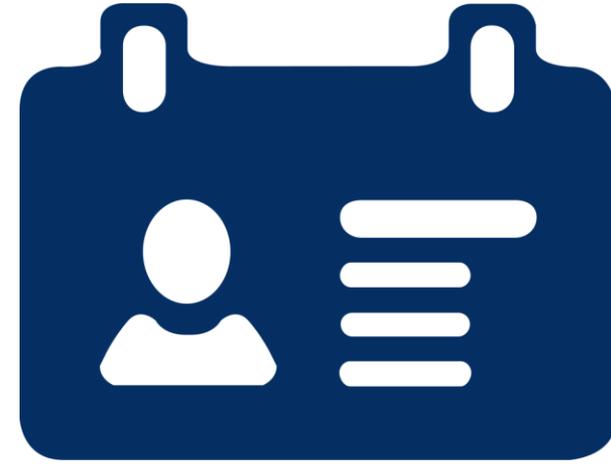
- ensure that all materials related to the content are covered or removed

Room set-up options

- prevent students from seeing others' screens (test materials)
- allow sufficient space for test administrators and proctors to move around



Personnel: Roles, Responsibilities, and Training



Roles and Responsibilities

	District Test Coordinator	School Test Coordinator	Technology Coordinator
Coordinates, manages, and plans district-wide implementation of RICAS.	✓		
Coordinates, manages, and plans school-level implementation of RICAS		✓	
Coordinates and manages technology set-up, use, and close-out for RICAS administration			✓
Completes required RIDE training and/or training modules.	✓	✓	
Must be trained in test security protocols and policies			✓
Trains test administrators, proctors, and other personnel involved in testing on test security and proper RICAS administration.		✓	
Receives materials shipments, securely stores secure materials, tracks and manages test materials during testing, and affirms proper test administration.		✓	
Provides technical assistance during testing for technology-related situations that arise			✓
Contact person to reach out to RIDE about testing irregularities.	✓		
Responsible for receiving and distributing individual student reports.	✓		

All personnel involved with testing must be employees of the district or school and be trained in test security. Test Coordinators and Test Administrators must be certified educators (including long-term substitutes). Test Coordinators please ensure your contact information is up-to-date in the RIDE School Directory.

Roles and Responsibilities

	Test Administrator	Proctor	Other School Personnel Involved in Testing
Follows proper test security and administration protocols to administer test to students, including reading scripts, administering accommodations (e.g., human reader), actively monitoring test environments, and keeping track of all testing materials distributed and used during testing.	✓		
Must be trained in test administration and test security policies and protocols.	✓	✓	✓
Assists test administrator in actively monitoring test environment and ensuring test security during a testing session. Cannot be left alone with students while testing. A proctor does not read scripts, administer test, or collect secure test materials; may answer students' questions about platform functionality or test directions.		✓	
Cannot administer test and should not enter testing locations while testing occurs			✓

All personnel involved with testing must be employees of the district or school and be trained in test security. Test Coordinators and Test Administrators must be certified educators (including long-term substitutes).

Training and Preparation Requirements



Training Requirements

- *All personnel* involved with testing must be **trained in test security**.
- *Test coordinators* must participate in RIDE's **test coordinator trainings**, and complete recommended training modules.
- *Test administrators* **must be trained** by school test coordinators and complete recommended training modules.
- *Test administrators* who will be administering accommodations must be trained in, review, and follow the proper preparation and administration **protocols for those accommodations**.

More information is at www.ride.ri.gov/assessment-training



Training Requirements

Affirmation of Test Security

- All personnel involved with testing must sign a statement affirming they will follow protocol for proper test administration and to maintain test security.
- This statement may be included on the training sign-in sheet (example in Appendix A of TCM).

Receipt of Manual (or Test Security Section if not Test Administrator)

- All test administrators must receive the TAM(s) for the test(s) they will administer (CBT and/or PBT). Proctors should also receive the appropriate TAM(s) for context and preparation.
- All other personnel involved in testing must receive the Test Security Requirements section of the TAM (posted on RIDE’s website).

Confirmation of Training Participation and Receipt of *Test Administrator’s Manuals (TAMs)* and Test Security Requirements

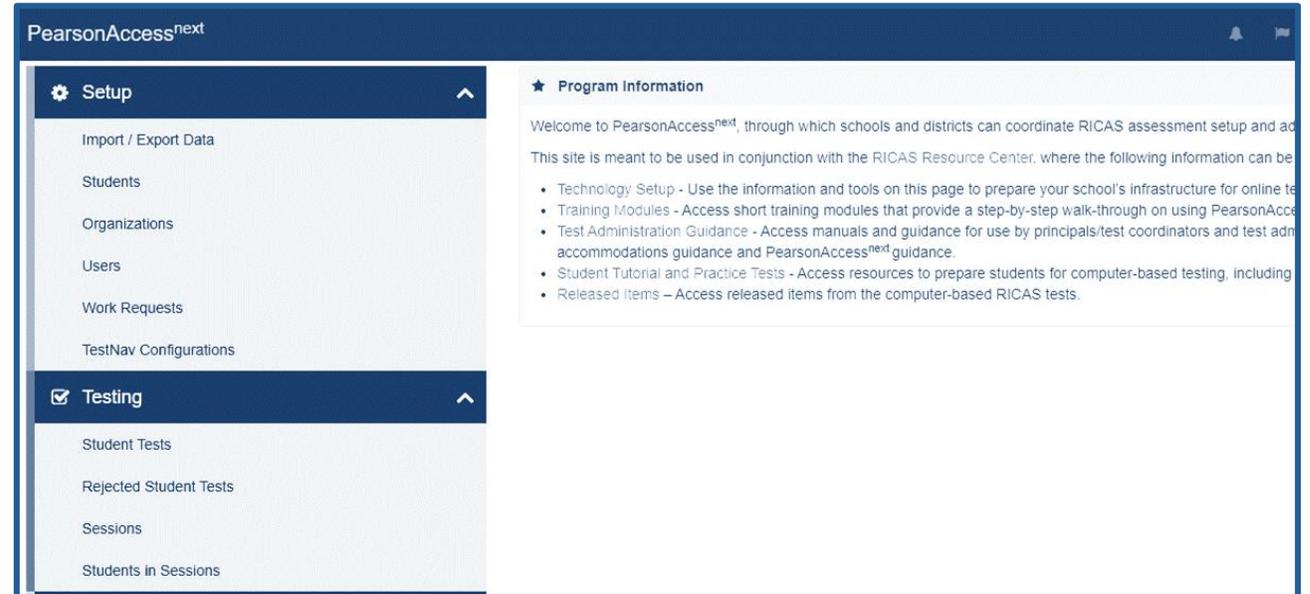
Test administrators must sign below to indicate they have attended their school’s RICAS training session and have received a copy of the RICAS TAM for the test they will be administering.

Other school personnel who have access to secure materials must sign below to indicate they have attended their school’s RICAS training session and have received a copy of the RICAS test security requirements in this manual.

Test coordinators should retain this document in their school files for three years.

Date of Training	Time	Printed Name of Individual	Individual’s Role (e.g., Test Administrator, Test Coordinator, Hallway Monitor)	Signature of Individual <i>By signing below, I acknowledge that</i> 1. <i>I am documenting my attendance at my school’s RICAS training session in proper test administration protocols and procedures.</i> 2. <i>I am receiving the RICAS TAM for the test I will administer or the RICAS test security requirements. I will read and understand the protocols in it, and I will abide by the terms specified within.</i>

PearsonAccess^{next} (PAN): Overview



PearsonAccess^{next}

PearsonAccess^{next} (PAN) Overview

- ✓ Online management system for computer-based (CBT) and paper-based (PBT) testing.
- ✓ Schools can update selected accessibility features and accommodations for each student (CBT and PBT).
- ✓ Schools use PAN to create and manage computer-based test sessions and monitor online testing activities.



Rhode Island Comprehensive Assessment System (RICAS)

★ Program Information

PearsonAccess^{next} (PAN) is the online management system for both computer-based (CBT) and paper-based (PBT) testing. RIDE will use PAN to complete the initial student registration. All schools will use PAN to update student registration for testing, upload selected accessibility features and accommodations for each student (CBT and PBT). In addition, schools will use PAN to create and manage computer-based test sessions and monitor online testing activities.

➔ Sign In

[Sign In](#)

[Forgot Username](#) | [Forgot Password](#)

☎ Contact Us

RICAS Test Administration Information and Online Services

RICAS Service Center

Hours: 7:00 am-5:00 pm, Monday-Friday

Telephone: 855-222-8936

Email: ricasservicecenter@cognia.org

RICAS Policy Information

RIDE: Office of Instruction, Assessment, and Curriculum

Web: [RICAS Assessments](#)

Email: assessment@ride.ri.gov

Telephone: 401-222-8478

Fax: 401-222-3605

PAN User Accounts

(see ricas.pearsonsupport.com/pearsonaccessnext/)

- RIDE creates **District Test Coordinator** accounts (Master directory must be accurate)



- **District Test Coordinators** create (manage, enable/restore) other **District-level and School Test Coordinator** accounts



- **School Test Coordinators** create (manage, enable/restore) **Test Administrator** and other **school-level** accounts

Profile/Year Menu/Students/Users

Setup

- Import / Export Data
- Students**
- Organizations
- Users**
- Work Requests
- TestNav Configurations

Testing

- Student Tests
- Rejected Student Tests
- Sessions
- Students in Sessions

Rhode Island > 2023 - 2024 > Spring 2024 RICAS Gr. 3-8

- 2023 - 2024 -
- Spring 2024 RICAS Gr. 3-8
- 2022 - 2023 -
- 2021 - 2022 -

Rhode Island (RI)

- TRICIA BOWLER
- Your Account
- Sign Out

Students

Tasks 0 Selected

Select Tasks [Start]

- Create / Edit Students
- Registration
- Register Students
- Manage Student Tests
- Manage Enrollments

Users

Tasks 0 Selected

Select Tasks [Start]

- Create / Edit Users
- Reset Passwords
- Delete / Restore Users

Last Name or Email starts with [Search]

Filters

- Restrict to selected organization

First Name

Starts with []

No Results

Search or select a filter to view results.

Students/Student Tests/Students in Sessions

The image displays the PearsonAccessnext navigation menu on the left and three screenshots of task dropdowns on the right. Red circles and arrows highlight the navigation path and the specific tasks being discussed.

PearsonAccessnext Navigation Menu:

- Setup
 - Import / Export Data
 - Students**
 - Organizations
 - Users
 - Work Requests
 - TestNav Configurations
- Testing
 - Student Tests**
 - Rejected Student Tests
 - Sessions
 - Students in Sessions**
- Reports
 - Operational Reports
 - Published Reports
- Support
 - Documentation

Students Task Dropdown:

- Create / Edit Students
- Registration
- Register Students
- Manage Student Tests**
- Move Student Tests (select exactly 2 students)
- Delete Students

Student Tests Task Dropdown:

- Edit Student Tests**

Students in Sessions Task Dropdown:

- Student Test Statuses
 - Mark Student Tests Complete
 - Resume Student Tests
 - Retake Student Tests
- Students
 - Add Students to Sessions
 - Remove Students from Sessions
 - Move Students between Sessions
- Student Tests**
 - Manage Student Tests**

Reports

Rejected Student Tests

Sessions

Students in Sessions

Reports

Operational Reports

Published Reports

Support

Documentation

Operational Reports

Report Categories

- Organization
- Students & Registrations
- Online Testing
- Users

Enter Report Name

Search

Organization

Organization Status

Display the inactive, participation, complete, and enrollment count status.

Organization Counts

Show the number of organizations by type including the number participating and not participating.

Enrollment Count Status - Participation Status

Participation Status by Org

Enrollment Counts

Enrollment Counts - Entered and Derived

Students & Registrations

Student Counts

Display the number of enrolled and registered students by organization.

Student Org Enrollment Report

Student Org Enrollments by date

Student Enrollment Transfer Work Requests Report

List of enrollment transfers with status including users who initiated and performed enrollment transfer changes.

Students Enrolled but not Registered for Test Administration

List of all students that are enrolled for a test administration but are not registered.

Student Registrations Report

Student Registrations By Test Admin

Student Registration Summary

Students Registrations by Test

Students Registered but not Assigned to a Test

List of all students that are registered for a test administration but do not have any student tests assigned to them

Student Test Counts

The number of online/paper student tests for each test.

Online Testing

Session List

List all of the sessions by organization.

Session Counts

The number of sessions for organizations doing online testing.

Organizations that have Precaching Server Configuration

List of all organizations that have a Precaching Server Configuration

Sessions with Delivery Schedule Override

Sessions with Delivery Schedule Override

Session Roster

List all of the students for all sessions.

Students Currently Testing Online

List of students currently testing online

Online Student Tests Marked Test Complete

List of all online student tests that have been Marked Test Complete. This will also include the Mark Test Complete Reason

Student Test Units that are Ready and Unlocked - Strict Battery

Report showing all Student Tests that are in a Ready state that has one or more units in an unlocked status

Student Tests that are Ready and Unlocked

Report showing all Student Tests that are in a Ready state with an unlocked status

Published Reports

Tasks 0 Selected

No tasks available.

Published Reports 0 Selected

Manage

Find Reports

Enter File Name

Search

Filters

Organization Type

School

Organization Name

ALFRED LIMA SR. ELEMENTARY SCHOOL (28121)

Published Report Date Range

mm/dd/yyyy

to

mm/dd/yyyy

14 Results

<input type="checkbox"/>	File Name	Size (KB)	Date Published
<input type="checkbox"/>	Early Release File ELA v2	43	2022-06-03 05
<input type="checkbox"/>	Early Release File Math v2	44	2022-06-23 08
<input type="checkbox"/>	Early Roster ELA v2	317	2022-06-04 08
<input type="checkbox"/>	Early Roster Math v2	326	2022-06-24 11
<input type="checkbox"/>	Individual Student Reports Grade 3	19,209	2022-11-03 02
<input type="checkbox"/>	Individual Student Reports Grade 4	16,842	2022-11-03 02
<input type="checkbox"/>	Individual Student Reports Grade 5	15,388	2022-11-03 02
<input type="checkbox"/>	ISR Video Links	53	2022-10-12 05
<input type="checkbox"/>	Released Items Report Grade 3 ELA	26,029	2022-06-28 01
<input type="checkbox"/>	Released Items Report Grade 3 Math	26,029	2022-06-28 01
<input type="checkbox"/>	Released Items Report Grade 4 ELA	1,622	2022-06-28 01
<input type="checkbox"/>	Released Items Report Grade 4 Math	29,286	2022-06-28 01
<input type="checkbox"/>	Released Items Report Grade 5 ELA	1,503	2022-06-28 01
<input type="checkbox"/>	Released Items Report Grade 5 Math	30,540	2022-06-28 01

Early Release File

Student Individual Score Reports

Links to the Individual Score report Videos

Released Item Responses

Activity: PAN Operational

(Blue)

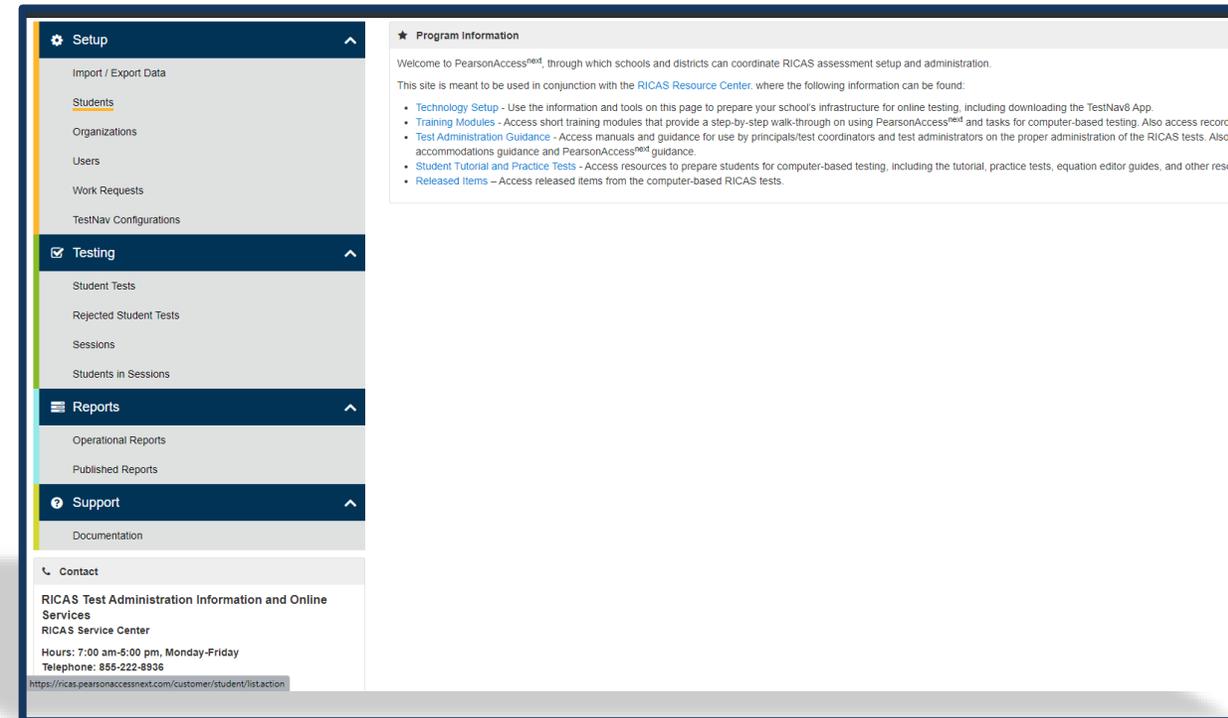
(see ricas.pearsonsupport.com/pearsonaccessnext/ for guides and link to site)

Login to operational site: <https://ricas.pearsonaccessnext.com>

✓ Find the following:

- Account Profile
- Testing Year Menu
- Manage Users
- Manage Students
- Create Sessions
- Students in Sessions
- Operational Reports
- Published Report

✓ Log out



Presentation resumes in 10 minutes

How Did You Do?



Student Participation, Registration, and the Personal Needs Profile (PNP) Process



Student Participation

All Rhode Island public school students in grades 3-8 (including students in outplaced/out-of-state schools) are expected to take both sessions of RICAS ELA and RICAS math for their current grade level

- Students participate in state assessment in one of three ways:
 - **without** accommodations
 - **with** accommodations
 - **through alternate assessment** (student participates in the **alternate assessment (DLM)** per the Special Education Census and IEP or 504 plan.)

Students are expected to participate, *unless*:

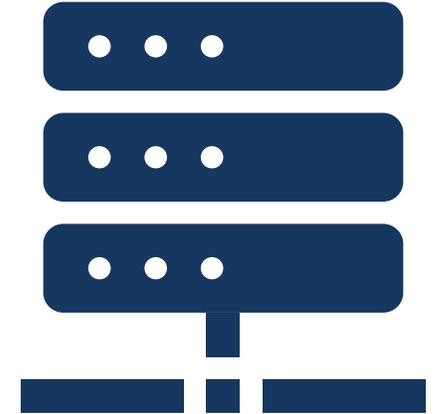
- Student has an approved **medical exemption** from RIDE (see RISAP TC Handbook).
- Student is a **first-year English learner**, and therefore exempt from RICAS spring 2023 ELA testing if they enrolled in U.S. schools for the first time *after April 1, 2023*.

Note: first-year ELs are NOT exempt from RICAS mathematics testing.

Data Collections

Districts *must* ensure the following daily RIDE collections are accurate:

- Enrollment Census (demographic information, LEP status, IEP status)
- Special Education Census (alternate assessment indication)
- MLL Census (first year EL status)
- Collections are the basis for *all* state assessment registrations, reporting, and accountability.
- Please check to make sure that the *preferred name* captured in enrollment is accurate



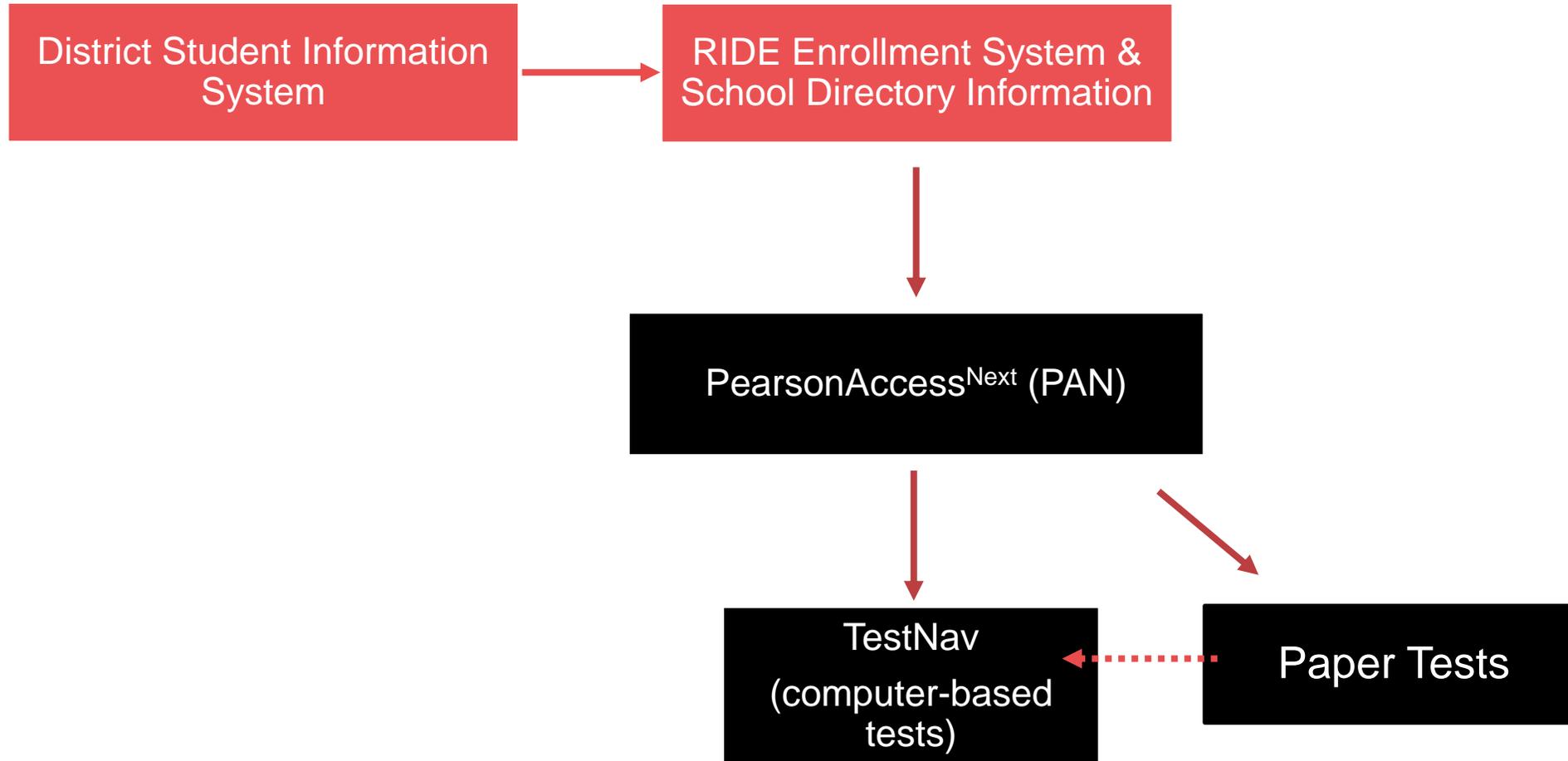
Consequences for inaccurate data may include delays among other issues

Overview of RICAS

LEGEND

RIDE/LEA
systems

Vendor
systems



Student Registration (SR) Process

RIDE uploads a file nightly to PearsonAccess^{next} for all participating students:

- began January 22, 2024
- nightly feed *only adds students to PAN* or updates existing demographic information (e.g., grade level)
- students with “3” (alternate assessment) in Special Education Census are not included in the upload because they will take DLM.
- changes may not be reflected in PAN for 24-48 hours due to timing of district collections sent to RIDE

Students will be registered for both RICAS ELA and RICAS math in their enrolled school at their current grade level:

- outplaced students are registered in their outplacement school – sending districts *must* ensure grade level and school assignment are up-to-date
- homeschool students registered in the school assigned to them in the Enrollment Census (must have a SASID and must be coded “H” in order to test)
- first-year English learners will be registered for ELA automatically, but are not required to take the assessment - RIDE will compare final assessment data against the LEP census and remove all first-year ELs from the ELA data so their scores are not included for accountability

Personal Needs Profile (PNP) Windows

Initial PNP Window: January 22, 2024-February 2, 2024

- Assign all PBT forms to students for ***both ELA and math.***
- Paper materials *and Student ID Labels* will be sent with the initial shipments for ELA (delivered March 13) and math (delivered April 12).
- Begin CBT accommodations and accessibility features updates.
- Verify student registrations to ensure proper number of manuals are shipped.

Extended Window: February 5 – March 22 (ELA) / April 12-April 22 (Math)

- Complete CBT accommodations and accessibility features updates.
- Any PBT ordered during this window will *not* be sent with Student ID Labels.
- PBT materials needed after the initial shipment received on March 13 must be ordered through the RICAS Service Center using the password/login information sent via letter in January this year.

Personal Needs Profile (PNP)

PNP is the assignment of test supports to students through PAN in accordance with students' documented assessment so that any form-based test supports are ordered (paper) or loaded (CBT) well in advance of testing through:

Import/Export File Upload OR User Interface

- **Selection of paper test form:** standard, large print, Braille, Spanish (math only)
- **Selection of CBT accommodated forms:** TTS, STT, Screen Reader

TEST FORM

Test Format*

Online

Online

Paper

Text-to-Speech (A4.1, EL3.1 for Math, SA1.1 for ELA)

Large Print Test Edition (A2)

Braille Test Edition (A3.2)

Screen Reader Edition (A3.1)

Yes

Web Extensions

Compatible Assistive Technology

[See list of compatible software.](#)

Selected Accommodations

Human Read Aloud (A5 & EL3.2)

Human Read Aloud as a Special Access Accommodation (SA1.2)

Human Signer (A6.1)

Human Signer as a Special Access Accommodation (SA2)

Human Scribe (A10.1 & EL4.1)

Human Scribe as a Special Access Accommodation (SA3.1)

Speech-to-Text (A10.2 & EL4.2)

Speech-to-Text as a Special Access Accommodation (SA3.2)

Graphic Organizer/Reference Sheet (A9)

Accessibility Features

Alternative Cursor/Mouse Pointer

Medium

Large

Extra Large

Extra Large Black

Extra Large Green

Extra Large Yellow

Personal Needs Profile (PNP)

PNP is the assignment of test supports to students through PAN in accordance with students' documented assessment so that any form-based test supports are ordered (paper) or loaded (CBT) well in advance of testing through:

- *Assignment of both embedded and non-embedded accommodations;* human read aloud / human signer, assistive technology (including web extensions), Spanish (math only)

ACCOMMODATIONS

Test Format*
Add

Special Test Forms

- Text-to-Speech (A4.1, EL3.1 for Math, SA1.1 for ELA) ⓘ
- Large Print Test Edition (A2) ⓘ
- Braille Test Edition (A3.2) ⓘ
- Screen Reader Edition (A3.1) ⓘ
- Web Extensions ⓘ
- Compatible Assistive Technology ⓘ
[See list of compatible software.](#)

Selected Accommodations

- Human Read Aloud (A5 & EL3.2) ⓘ
- Human Read Aloud as a Special Access Accommodation (SA1.2) ⓘ
- Human Signer (A6.1) ⓘ
- Human Signer as a Special Access Accommodation (SA2) ⓘ
- Human Scribe (A10.1 & EL4.1) ⓘ
- Human Scribe as a Special Access Accommodation (SA3.1) ⓘ
- Speech-to-Text (A10.2 & EL4.2) ⓘ
- Speech-to-Text as a Special Access Accommodation (SA3.2) ⓘ
- Graphic Organizer/Reference Sheet (A9) ⓘ
- Typed Responses (A12) ⓘ
- Calculation Device as a Special Access Accommodation (SA4) ⓘ
- Spell-Checker as a Special Access Accommodation (SA5) ⓘ
- Word Prediction as a Special Access Accommodation (SA6) ⓘ
- Approved Bilingual Dictionary and Glossary
- Spanish Edition Test
- TestNav Interface Language

Accessibility Features
Alternative Cursor/Mouse Pointer ⓘ

Medium
Large
Extra Large
Extra Large Black
Extra Large Green
Extra Large Yellow

Not Tested

- Not Tested Code
- Not Tested Reason

* Required

Create Reset

Personal Needs Profile (PNP)

PNP is the assignment of test supports to students through PAN in accordance with students' documented assessment so that any form-based test supports are ordered (paper) or loaded (CBT) well in advance of testing through:

- *Indication of certain form-based accessibility features:* alternate cursor/mouse pointer

ACCESSIBILITY FEATURES

Selected Accommodations

- Human Read Aloud (A5 & EL3.2) ⓘ
- Human Read Aloud as a Special Access Accommodation (SA1.2) ⓘ
- Human Signer (A6.1) ⓘ
- Human Signer as a Special Access Accommodation (SA2) ⓘ
- Human Scribe (A10.1 & EL4.1) ⓘ
- Human Scribe as a Special Access Accommodation (SA3.1) ⓘ
- Speech-to-Text (A10.2 & EL4.2) ⓘ
- Speech-to-Text as a Special Access Accommodation (SA3.2) ⓘ
- Graphic Organizer/Reference Sheet (A9) ⓘ
- Typed Responses (A12) ⓘ
- Calculation Device as a Special Access Accommodation (SA4) ⓘ
- Spell-Checker as a Special Access Accommodation (SA5) ⓘ
- Word Prediction as a Special Access Accommodation (SA6) ⓘ
- Approved Bilingual Dictionary and Glossary

Spanish Edition Test

Spanish

TestNav Interface Language

English
Spanish

Void Test Score Reason

Accessibility Features

Alternative Cursor/Mouse Pointer ⓘ

Medium
Large
Extra Large
Extra Large Black
Extra Large Green
Extra Large Yellow

answer masking, alternative background and font color now built in

PNP Verification – Accommodations Report

Report Parameters

Test Administration
 Massachusetts > 2016 - 2017 > Spring 2017 MCAS Gr. 3-8
 Organization
 LEANN SCHOOL (56787534)
 Accessibility Features and/or Accommodations*
 ALL
 Filtered Organization
 Test

Display Report Download CSV

Ensure students have the correct assignments for:

- ✓ Test format (paper or online)
- ✓ Accessibility and accommodations information
- ✓ Special forms: screen reader (TTS), assistive technology (including web extensions), human read aloud / human signer, Spanish (math only)

2 Results

Row	SA SID	Student Name	Organization Name	Organization Code	Test Name	Test Format	Form Code	Session Name	Answer Masking	Alternative Background and Font Color	ASL Video DVD Edition	Screen Reader Edition	Assistive Technology	Large Print Test Edition	Braille Test Edition	Human Scribe or Speech-to-Text	Calculation Device	Word Prediction	English/Spanish Edition Test	Text-to-Speech	Human Read-Aloud or Human Signer	Any Other Accommodations	
1	1010101010	BOB, JIM	LEANN SCHOOL	56787534	Grade 5 ELA (ELA05)	Paper												Y			02 = Human Read-Aloud	Y	
2	1011231231	STUONE, STUONE	LEANN SCHOOL	56787534	Grade 5 Math (MAT05)	Online		CHANGEACCOMMODATIONS				Y											
3	1012951343	TAYLOR, KENNY	LEANN SCHOOL	56787534	Grade 3 ELA (ELA03)	Online	E1703ELA01	GRADE3 ELA				Y											

Rejected Student Tests

Sessions

Students in Sessions

Reports

Operational Reports

Published Reports

Support

Documentation

Report Categories

Organization

Students & Registrations

Online Testing

Users

PNP Report - Accessibility Features and Accommodations for Student Tests

List of students and tests with identified Accessibility Features and Accommodations

Students with Online Test but not assigned to Session

1. Login to PAN
2. Reports > Operational Reports
3. ✓ Check Students & Registrations box
4. Select *PNP Report - Accessibility Features and Accommodations for Student Tests*

Incorrect accommodations may result in invalidations

Updating the PNP in PAN

(for additional step-by-step instructions see the SR/PNP Guide at ricas.pearsonsupport.com/manuals/)

	File Upload through Import/Export	Manual via Student Test Settings User Interface
Application	<p>Large numbers of students</p> <p>Initial PNP upload</p> <p>Many updates at once</p>	<p>Fewer than 10 students</p> <p>PNP updates (e.g., IEP changes, new students)</p> <p>One update at a time</p>
Steps	<ol style="list-style-type: none"> Export the student registration file from PAN: <ol style="list-style-type: none"> “Import/Export Data” from Setup menu Student Registration Export Update the test mode, accessibility features, accommodations (do not update demographic information) Import the .CSV file into PAN: <ol style="list-style-type: none"> “Import/Export Data” from Setup menu Student Registration Import - RI Confirm all records imported successfully by reviewing any error messages and records in error. 	<ol style="list-style-type: none"> Access the student’s record in PAN: <ol style="list-style-type: none"> “Students” from Setup menu Search for student (last name or SASID) “Manage Student Tests” from ‘Select Tasks’ and click ‘Start’ Update student accommodations and accessibility features information as needed Save that record and move on to next (if multiple selected) or save and exit.

Accommodations Test Irregularities

If a student has already logged in to TestNav and has an incorrect accommodation (e.g., TTS, human reader, human signer, web extensions, assistive technology, Spanish for math) that needs to be updated, **test coordinators must contact RIDE**. The following steps will need to be taken:

Test coordinators are not able to “void” tests in PAN.

1. The test administrator should direct the student to stop testing **IMMEDIATELY** and **sign out** of TestNav.
 - *Catching the error quickly and stopping the test before the student begins to answer questions will reduce the chance of an invalidation*
2. Test coordinators are required to **create an irregularity report in the State Assessment Irregularity Application in the RIDE Portal**. (The student’s score *may* be invalidated for accountability.)
3. **RIDE** will work with the district to determine if the test needs to be voided and **a new test assigned** to the student.
 - *Tests can take up to 24 hours to show up in PAN once they have been re-assigned; plan on testing the student the following day. If you would like to put the new test in the same session as the old one, you must create a session and **MOVE** the old test to that session in order to move in the NEW test.*
4. Once the new test is available, test coordinators **MUST update the student’s NEW PNP accordingly**, then **assign the student to a proper PAN Session** (ensuring the PAN Session’s test setting matches the student’s accommodation) for the student to retake that session (e.g scribe, human read aloud)

Give It A Try

★ Program Information

Welcome to PearsonAccess^{next}, through which schools and districts can coordinate RICAS assessment setup and administration.

This site is meant to be used in conjunction with the [RICAS Resource Center](#) where the following information can be found:

- [Technology Setup](#) - Use the information and tools on this page to prepare your school's infrastructure for online testing, including downloading the TestNav8 App.
- [Training Modules](#) - Access short training modules that provide a step-by-step walk-through on using PearsonAccess^{next} and tasks for computer-based testing. Also access recordings of previous training sessions.
- [Test Administration Guidance](#) - Access manuals and guidance for use by principals/test coordinators and test administrators on the proper administration of the RICAS tests. Also access accommodations guidance and PearsonAccess^{next} guidance.
- [Student Tutorial and Practice Tests](#) - Access resources to prepare students for computer-based testing, including tutorial, practice tests, equation editor guides, and other resources.
- [Released Items](#) - Access released items from the computer-based RICAS tests.

Home PearsonAccess^{next} Tech Setup Test Admin Guidance Training Practice Tests Released Items Service Center

Home

Welcome to the Rhode Island Comprehensive Assessment System (RICAS) Resource Center. This site provides access to test administration information, training, practice tests, and other resources to help schools and districts prepare for and administer the RICAS tests.

Recently Updated:

- [Installing Web Extensions](#) - Updated January 2023
- [Updates to TestNav and PearsonAccessNext](#) - December 2022
- [Guide to the Student Registration/Personal Needs Profile \(SR/PNP\) Process](#) - Updated January 2023



Home PearsonAccess^{next} Tech Setup Test Admin Guidance

PearsonAccess^{next}

Use this page to access the test administration management system and related resources. Use the green **Sign In** link on the left-hand side below to access the live PearsonAccess^{next} Site, and use the brown **Sign In** link on the right-hand side to access the Training Site.

Both sites use the same username and password; please review the User Role Matrix in the **User Information** section below to determine who in your district or school can give you access to PearsonAccess^{next}.

Sign In to PearsonAccess^{next} (PAN) »

[Forgot PAN Username »](#)

[Forgot PAN Password »](#)

Sign In to the Training Site (TS) »

[Forgot TS Username »](#)

[Forgot TS Password »](#)

User Information

Access the User Roles Matrix and User Roles Upload Template

[User Information ▾](#)

OR

[PearsonAccess^{next}](#)

**RHODE
ISLAND**

Activity: PAN Training

1. Generate Sample Students:

- Setup -> Students -> Select Tasks -> “Generate Sample Students” -> Start
- Populate Fields: organization, (click ‘create new group’) group name (e.g., RIDE Training Gr6 Math Library), one grade level, one content area, online test format, 4 as total number of sample students

2. Click “Add Task”, select “Manage Student Test Settings”:

- The interface loads for the available test settings.
- Hover over the “i” for each to review details.

3. Click “End Task” to exit.

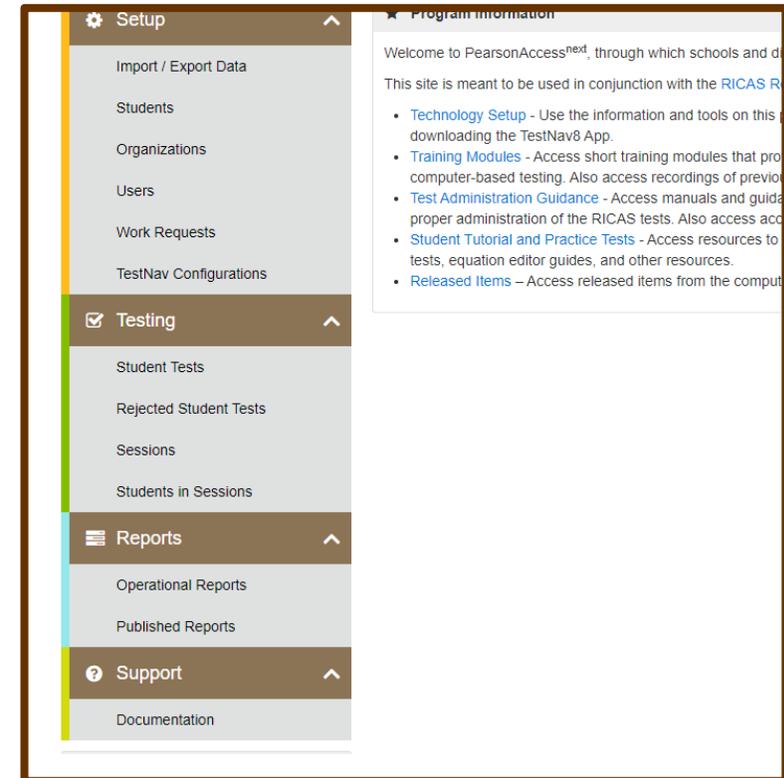
- On the ‘Students’ screen, those students should still be selected in the student list.

You will be able to edit settings for students in both the operational and training sites, either manually through this interface, or via CSV file upload.

(Brown)

(see technology guidelines and user guides at: ricas.pearsonsupport.com/technology-setup/)

Login to training site: <https://trngricas.pearsonaccessnext.com/>



Presentation resumes in 10 minutes

Preparing Technology



Technology Requirements for Testing

(see technology guidelines and user guides at ricas.pearsonsupport.com/technology-setup/)

- Network bandwidth that meets minimum requirements with a steady wireless signal (use the “App Check” tool in TestNav to verify)
- All battery-powered devices must be fully charged prior to testing, OR plugged-in during testing to minimize disruptions to student testing (testing irregularities)
- *Prior* to testing ensure all assistive technology devices work with TestNav or there is an alternate setup (see the Assistive Technology Guide)

Test Coordinators	Test Administrators	Students
<ul style="list-style-type: none">• Computer with internet to prepare, start, unlock, monitor, and end/lock test sessions	<ul style="list-style-type: none">• Computer with internet to monitor testing sessions• Cell phone in case need to contact test coordinator due to testing irregularity	<ul style="list-style-type: none">• Computer or device for testing that meets the technical requirements for TestNav• Devices or accessories (e.g., headphones, assistive technology) for accommodations or accessibility features as required by a student’s IEP or 504 plan• If using tablets, recommend external keyboards

Assistive Technology (AT)-RICAS

Compatible with TestNav

Compatible with TestNav: AT can be used on the same computer as TestNav

One Computer: Embedded in TestNav

Accessibility Features: color contrast, answer masking, line reader, Item flag/bookmarking, Notepad, Highlighter, zoom

Accommodations:

Text-to-speech*
Spell checker
Calculator* (non-calc session)

One Computer: Compatible with TestNav

Accommodations for...

Speech-to-text*^:

Co:Writer Universal and Read&Write

Word Prediction*^:

Co:Writer Universal and **Read&Write**

Screen Reader: JAWS; NVDA 2020.2; Fusion

Hardware-based Technology: alternate keyboards, mouse, etc.

Not Compatible with TestNav

AT needs to be run on an additional computer. The student needs two computers: one for TestNav and one for the AT.

Computer 1:

TestNav

Computer 2: Assistive Technology

Chrome and web extensions other than Universal CoWriter and Google Read&Write

Other AT that is not listed in Guidelines document

* *Special Access Accommodation:* ONLY for students who meet the criteria for this accommodation.

^ These accommodations have web extensions that can be downloaded and used with TestNav. See *RICAS Assistive Technology Guidelines* for step-by-step instructions.

Infrastructure Trial

Infrastructure Trial is highly recommended:

- Make sure all student testing devices are set up correctly
- Students practice taking online tests*
- All staff gain experience managing and monitoring CBT*
- If uncertain about needing ProctorCache, this helps determine bandwidth needed for testing (see TCM for ProctorCache info).

Best practices:

- Include everyone who will participate in CBT (TCs, TAs, students)**
- Plan for largest number of students who will be concurrently testing to “stress test” network
- Technology coordinators can understand bandwidth needed

Modules support the Infrastructure Trial:

- IT module for Technology Coordinators
- IT for Test Coordinators and Test Administrators

RIDE Rhode Island Department of Education RICAS Resource Center

Home PearsonAccessnext Tech Setup Test Admin Guidance Training Practice Tests Released Items Service Center

PearsonAccess^{next}

Use this page to access the test administration management system and related resources. Use the green **Sign In** link on the left-hand side below to access the live PearsonAccess^{next} Site, and use the brown **Sign In** link on the right-hand side to access the Training Site.

Both sites use the same username and password; please review the User Role Matrix in the **User Information** section below to determine who in your district or school can give you access to PearsonAccess^{next}.

Sign In to PearsonAccess^{next} »
Forgot Username » Forgot Password »

Sign In to the Training Site »
Forgot Username » Forgot Password »

User Information

Access the User Roles Matrix and User Roles Upload Template

User Information ▾

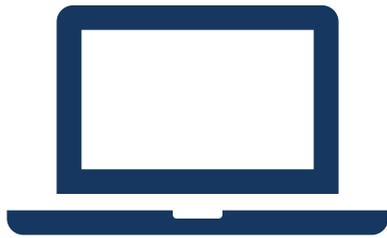
***NOTE:** The practice tests are the only place where Test Administrators can provide direct instruction on using the computer-based functionality, as they cannot coach students during live testing.

****Pearson recommends that sample students are created for the IT.**

TestNav

TestNav is the application students use to take RICAS

- Review hardware and software requirements
 - Ensure all testing devices are compatible
 - Reach out to Service Center with questions
- Download **updated** version from RICAS Resource Center
 - Install app on all student devices
 - Prior years' versions *will not work*
- Use practice test (infrastructure trial) to confirm whether students' assistive technology is compliant with TestNav (see best practices guide)



The screenshot shows the RICAS Resource Center website. The top navigation bar includes links for Home, PearsonAccess^{next}, Tech Setup (highlighted), Test Admin Guidance, Training, Practice Tests, Released Items, and Service Center. The main content area is titled "Technology Setup" and contains the following sections:

- Technology Setup:** A section with the text "Use the information and tools on this page to prepare your school's infrastructure for online testing, including downloading or accessing TestNav." A green button labeled "Download the TestNav8 App »" is circled in red.
- Technology Guidelines:** A section with the text "View the information on hardware and software requirements for administering online tests." and a button labeled "Technology Guidelines ▾".
- User Guides:** A section with the text "User Guides are used by Test Coordinators, Test Administrators, and technology personnel for technical instructions and troubleshooting." and a button labeled "User Guides ▾".
- Schedule a Call with Technology Support Specialists:** A section with the text "Use the link below to schedule one-on-one support from Pearson's support specialists (i.e., Field Services Engineering). Technology coordinators may schedule a 15-, 30-, or 60-minute phone meeting with the Field Services Engineering team for 'office hours' support." and a list of topics: Technology set-up and site readiness, Questions about TestNav, ProctorCache set-up, TestNav configurations in PearsonAccess Next, and Infrastructure Trials (set-up as well as debriefing). A button labeled "Schedule Technology Support Call »" is at the bottom.

Creating a Session in PAN

A “PAN Session” is the name you assign in the platform to a group of students with the same grade and subject who will be testing at the same time

- Note: some accommodations (e.g., human reader/signer), cannot be assigned to a ‘main’ (e.g., Grade 4 ELA) PAN Session

<input type="checkbox"/>	Session	Session Status	Scheduled Start Date	Test	# Students	Actual Start Date	Organization
<input type="checkbox"/>	ADAMS G5 MATH RM 102 ⓘ	● In Progress	2021-02-10	Grade 5 Math	3	2021-02-10 11:52 PM	PEARSON SCHOOL 12
<input type="checkbox"/>	ELA03 ⓘ	● In Progress	2021-02-10	Grade 3 ELA	9	2021-02-10 10:03 PM	PEARSON SCHOOL 12
<input type="checkbox"/>	ELA03 HR ⓘ	● In Progress	2021-02-10	Grade 3 ELA	5	2021-02-10 10:19 PM	PEARSON SCHOOL 12
<input type="checkbox"/>	ELA03 HS ⓘ	● In Progress	2021-02-10	Grade 3 ELA	1	2021-02-11 01:09 AM	PEARSON SCHOOL 12
<input type="checkbox"/>	ELA03 V2 ⓘ	● In Progress	2021-02-10	Grade 3 ELA	3	2021-02-11 12:52 AM	PEARSON SCHOOL 12
<input type="checkbox"/>	ELA04 ⓘ	● In Progress	2021-02-10	Grade 4 ELA	10	2021-02-10 11:31 PM	PEARSON SCHOOL 12
<input type="checkbox"/>	ELA04 HR ⓘ	● In Progress	2021-02-10	Grade 4 ELA	5	2021-02-10 11:26 PM	PEARSON SCHOOL 12

Creating a Session in PAN

PAN Sessions must be created prior to testing so students' tests can be prepared, loaded, and assigned before testing begins

1. Option 1: **Bulk PAN Session creation through file upload** using the same process as PNP import
 - Note: bulk upload creation is *only possible once*, and then all PAN Session updates must be made via the user interface
2. Option 2: **Individual PAN Session creation through PAN user interface** (only recommended when creating 4 or fewer PAN Sessions)

Learn more through the “Create Sessions” module at ricas.pearsonsupport.com/training/

Recommendations for Creating Sessions

For first-year English Learners who will not be taking the ELA test, you may create a PAN Session, assign them to it, and then not prepare or start the PAN Session.



Check your sessions using the Session List and Session Roster reports in PAN:

- Reports > Operational Reports > Online Testing > Session List and Session Roster

Share the final PAN Session rosters with test administrators:

- Special test assignments such as TTS are listed next to student names.
- Icons on student testing tickets will indicate certain accommodations (e.g., text-to-speech).

Test Administration	RICAS Gr. 3-8	Precaching Computer		
Session Status	Not Prepared	Scheduled Start Date		
Session Name	MATH GRADE 8	Scheduled Start Time		
Organization	MIDDLE SCHOOL	Actual Start Date		
Test	Grade 8 Math	Actual Start Time		
Proctor Reads Aloud	No	Lab Location		
Form Group Type	Standard			
Password	AE2B8E			
7 Results				
Student Name	Student Code	Date of Birth	Status	Form/Form G
(TTS)		2003-02-22	Battery	
		2003-06-11	Battery	
		2003-02-14	Battery	
(TTS)		2004-02-09	Battery	
		2004-06-30	Battery	
(TTS)		2003-10-14	Battery	
(Calc)		2004-08-23	Battery	

Recommendations for Creating Session Names

- Create PAN Sessions closer to testing to reduce edits for students who enter/leave the school.
- Create separate sessions based on student groupings (e.g., 1:1 administration, small group, classroom).
- Use naming conventions to help test administrators find their PAN Sessions to monitor (e.g., G7 ELA Rm402, G3 Math Smith, G5 Math LibrarySpHumanReader).



Test Security



Test Security-Materials

Secure Materials

Contain sensitive content (e.g., test items, student work/responses, student information, login information)

- CBT: Student testing tickets, proctor testing tickets, all on-screen content
 - PBT: Test & answer booklets
 - Any used scratch paper, reference sheets, accommodations (e.g., graphic organizers), etc., with student writing or student work.
 - Student rosters and other reports/lists
- Stored in a secure, locked central location whenever not in use for testing, and otherwise never left unattended
 - Must be tracked using internal tracking forms and independent counts of testing materials (see RICAS TCM for sample tracking form)
 - Must be shipped back (test & answer booklets only) or else securely destroyed (shredded) after testing (see RICAS TCM)

Not Secure Materials

Available publicly or do not contain sensitive content

- Manuals, guides
 - Blank scratch paper
 - Reference sheets with no student writing
 - PBT rulers
- May be stored where convenient
 - Do not need to be tracked
 - May be recycled after testing

Test Security: Paper Materials

Upon receipt of paper-based testing materials, inventory and store them in a secure central location.

- **ELA** PBT materials (including TAMs) initial shipment delivered by: **March 13**
- **Math** PBT materials (no TAMs unless ordered) initial shipment delivered by: **April 12**

Paper accommodations set in PAN after the initial shipment:

- Must be separately submitted as a paper materials order through the **RICAS Service Center** after the initial ELA shipment is received (system will not open until then)
- Require the school login sent via letter to principals in late January (superintendents also received a copy), and the ship code as indicated here.

MATERIAL SUMMARY

Ship To:			
MP Ship Code:	000000000906679	Date Packed:	03/12/20
Contract:	Contract Name: Rhode Island Comprehensive Assessment System	Administration:	2019-2020
County Code:	County Name:	SI Code:	Superintendent Unit Name:
District Code:	District Name:		
School Code:	School Name:	Grade:	Enrollment:
0100	Primrose Hill School	00	1
Total Boxes Shipped:			1

Box Label: 00000913940001	Unit	Qty Shipped	Qty Received	Qty Returned
Grade 5 Mathematics Test & Answer Booklet	EA	1		
Grade 5 ELA Test & Answer Booklet	EA	1		
Void Envelope	EA	1		
Student Label Envelope	EA	1		
UPS Return Service Label	EA	1		
Special Handling Envelope	EA	1		
*PBT Test Administrator's Manual, Spring 2020	EA	1		
Material Summary Form	EA	1		

MP Ship Code: Page: 1 of 1

000000000906679

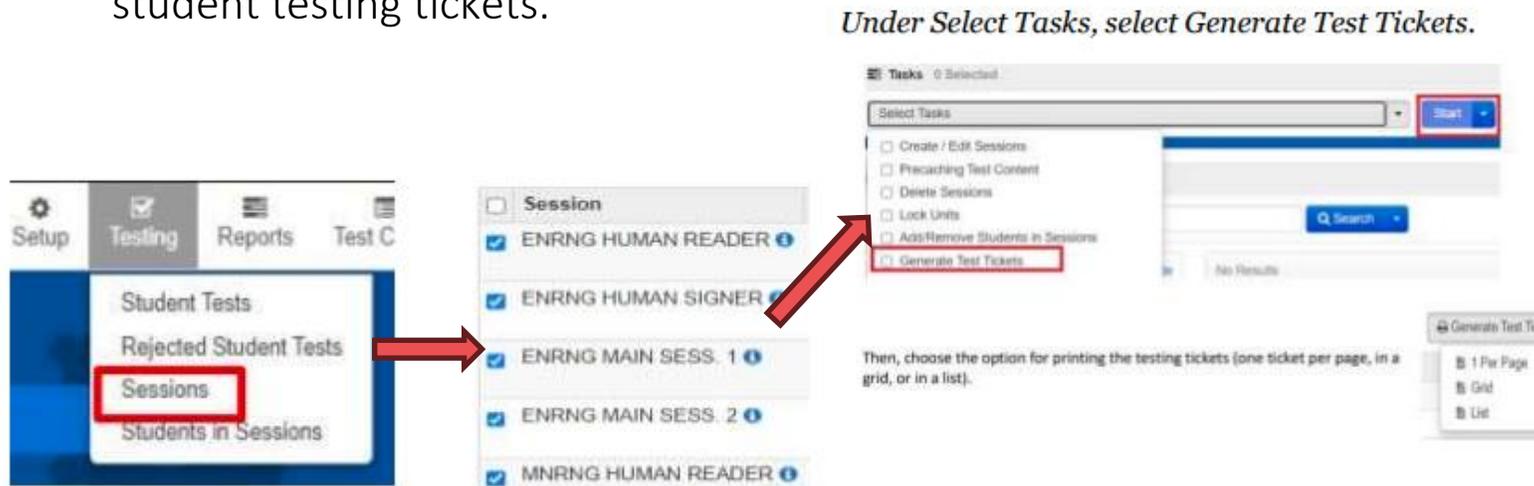
You will need the MP ship code found on this form when ordering additional materials

Printing Test Tickets

Up to two days prior to testing: print, inventory, and store student testing tickets in a secure central location. (review them to ensure accuracy)

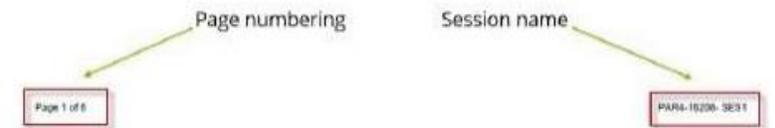
- Test coordinators can print student testing tickets for multiple PAN Sessions at one time.
- When tickets are printed, each session will be sorted by a leading header page labeled by PAN Session name followed by tickets for that Session.
- In PAN, click on Testing and then Sessions. Then, search for and select all the PAN Sessions for which you want to print student testing tickets.

Under Select Tasks, select Generate Test Tickets.



The screenshot shows the PAN system interface. On the left, the 'Testing' menu is open, and 'Sessions' is highlighted with a red box. An arrow points to a list of sessions: ENRNG HUMAN READER, ENRNG HUMAN SIGNER, ENRNG MAIN SESS. 1, ENRNG MAIN SESS. 2, and MNRNG HUMAN READER. A red arrow points from the 'Generate Test Tickets' option in the 'Select Tasks' dropdown to the 'Sessions' list. Below the sessions list, a text box says: 'Then, choose the option for printing the testing tickets (one ticket per page, in a grid, or in a list).' To the right, a 'Generate Test Tickets' dialog box is shown with options for '1 Per Page', 'Grid', and 'List'.

When generating test tickets (especially when generating multiple test tickets for one student) page numbering and session name will appear in the footer.



Test Security: Materials

Ensure test administrators are clear on when students may use or access which materials during and after testing.

Grade-specific reference sheets for materials, organized by CBT/PBT content area and session, at www.ride.ri.gov/assessment-manuals

- ✓ Prepare materials
 - Ensure sufficient blank scratch paper and other tools for students.
 - Collect and/or assign supports and materials needed for students' accommodations.
- ✓ Be clear about...
 - which materials *are* accommodations (e.g., *Supplemental Mathematics Reference Sheet* by grade for grades 3-8), and
 - which are *not* (e.g., *Standard Mathematics Reference Sheet* by grade for grades 5-8 RICAS math only).
- ✓ Print room signage (see Appendix A of RICAS TCM).



Students and Families



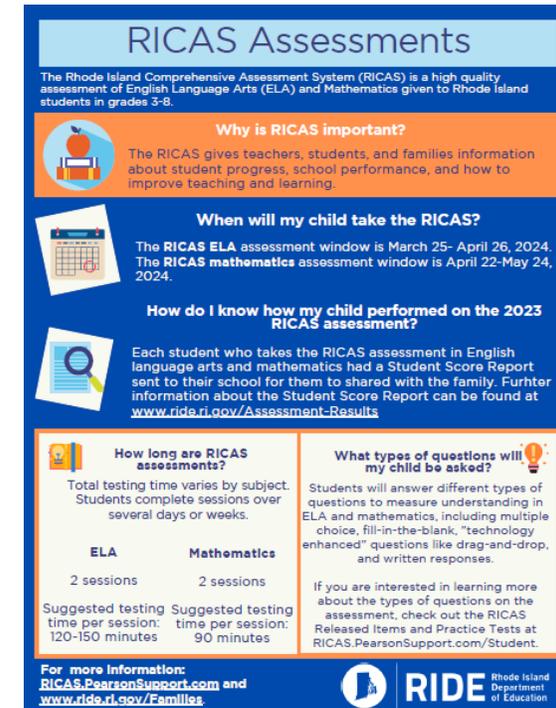
Students and Families

Communication of expectations to students and families, emphasize purpose of RICAS as tool to assess overall learning:

- Share RICAS flyer (posted at [RICAS Assessments | RI Department of Education](https://www.ride.ri.gov/Assessments)).
- Encourage families and students to try out the practice tests or released items.
- Emphasize how the district/school uses RICAS results to provide a better education and improve teaching and learning.

Work with students and families to help them prepare for and be as comfortable as possible during testing:

- Provide opportunities for students' interaction with items and test platform via the student tutorial and practice tests (ricas.pearsonsupport.com/student/).
- Ensure students are familiar with using the accommodations needed, especially assistive technology.
- Review the Technology Skills checklist (posted at www.ride.ri.gov/ricas).
- Encourage students and families to be involved in their education (see [RIDE's Resources for Families page](#)).



The Rhode Island Comprehensive Assessment System (RICAS) is a high quality assessment of English Language Arts (ELA) and Mathematics given to Rhode Island students in grades 3-8.

Why is RICAS important?
The RICAS gives teachers, students, and families information about student progress, school performance, and how to improve teaching and learning.

When will my child take the RICAS?
The RICAS ELA assessment window is March 25- April 26, 2024. The RICAS mathematics assessment window is April 22-May 24, 2024.

How do I know how my child performed on the 2023 RICAS assessment?
Each student who takes the RICAS assessment in English language arts and mathematics had a Student Score Report sent to their school for them to share with the family. Further information about the Student Score Report can be found at www.ride.ri.gov/Assessment-Results.

How long are RICAS assessments?	What types of questions will my child be asked?
Total testing time varies by subject. Students complete sessions over several days or weeks.	Students will answer different types of questions to measure understanding in ELA and mathematics, including multiple choice, fill-in-the-blank, "technology enhanced" questions like drag-and-drop, and written responses.
ELA 2 sessions	Mathematics 2 sessions
Suggested testing time per session: 120-150 minutes	Suggested testing time per session: 90 minutes

For more information: [RICAS.PearsonSupport.com](https://ricas.pearsonsupport.com) and www.ride.ri.gov/Families

RIDE Rhode Island Department of Education

TestNav Student Tutorial

<https://ricas.pearsonsupport.com>

It is highly recommended that all students view the student tutorial – especially those who haven't done CBT before.

Purpose:

- Learn how to use different onscreen tools and accessibility features
- How to navigate through the test
- How to review responses before submitting a test

Considerations:

- 20-30 minutes to complete
- No audio component (educators familiarize before viewing with students)

The tutorial has been updated

Student Tutorial & Practice Tests

Access resources for educators to prepare students for testing: the student tutorial for CBT and practice tests for CBT and PBT. Rhode Island is administering the MCAS assessments and referring to them as RICAS. Selected resources may be linked to the MCAS website and contain the MCAS branding for the 2017-2018 school year.

Wait! Before you start, check that your computer, laptop, or tablet will work. The RICAS assessments work with many devices and browsers, but not all. **Find out the technology guidelines here.**

TestNav 8 Student Tutorial

This tutorial should be used to familiarize students with how to navigate the TestNav 8 computer-based environment (advancing, going back, tool bar, embedded supports and accommodations).

TestNav 8 Tutorial

Practice Tests

Access CBT and PBT practice tests, as well as standard reference sheets for Mathematics, and approved ELA graphic organizers and reference sheets for students with disabilities.

English Language Arts Practice Tests

View English Language Arts Practice Tests

Mathematics Practice Tests

View Mathematics Practice Tests

Equation Editor

These quick reference guides will help familiarize students with how to use the Equation Editor Tool.

Equation Editor Guide ▾

Mathematics Gridded Response Guidelines

These quick reference guides will help familiarize students with how to mark their responses using grids for Mathematics paper-based testing for grades 3-8.

Gridded Response Guidelines ▾

Text-to-Speech Guide

This quick reference guide will help familiarize students with the use of the Text-to-Speech accommodation.

Text-to-Speech Guide »

RICAS Practice Tests

RICAS Resource Center

- Easily shared
- Experience with app
- Students receive scores

PAN Training Site (Infrastructure Trial)

- School community practice
- No student scores

Student Tutorial & Practice Tests

Access resources for educators to prepare students for testing: the student tutorial for CBT and practice tests for CBT and PBT. Rhode Island is administering the MCAS assessments and referring to them as RICAS. Selected resources may be linked to the MCAS website and contain the MCAS branding for the 2017-2018 school year.

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English Language Arts Practice Tests

[View English Language Arts Practice Tests](#)

Mathematics Practice Tests

[View Mathematics Practice Tests](#)

Mathematics Gridded Response Guidelines

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[Gridded Response Guidelines](#)

Text-to-Speech Guide

This quick reference guide will help familiarize students with the use of the Text-to-Speech accommodation.

[Text-to-Speech Guide](#)

During Testing:



How to Administer RICAS Assessments

General Tasks During Testing

- ✓ **Monitor** test administration, test security, and investigate and report testing irregularities:
 - Paper-based testing procedures outlined in RICAS TCM, Appendix C.
 - Testing irregularities procedures, see RICAS TCM and RISAP TC Handbook.
- ✓ **Track** secure testing materials, collect immediately after testing each day, and store securely whenever not in use for testing.
- ✓ **Maintain** list of students who require make-ups and schedule their make-up sessions accordingly.
- ✓ **Be available** to test administrators and proctors.
- ✓ **Check and update** student information (SIS) and accommodations (PAN), if needed.
- ✓ If your school is selected for a monitoring visit, follow the appropriate procedure as noted in the RISAP TC Handbook (www.ride.ri.gov/TC).

Test Security and Testing Irregularities



Test Security:

General Information and Policies



A test irregularity is **any action that results in non-standard test administration**, including:

- Improper administration, access to prohibited materials, incorrect accommodation, etc.
- Certain kinds of testing interruptions (e.g., technology issue, student going home sick during testing).
- Security breaches of any kind.

Test Irregularities must be reported to RIDE using the State Assessment Test Irregularities Application in the RIDE Portal.

Test irregularities may result in invalidated scores.

Test security policies and requirements are clearly outlined in the RICAS TCM and both TAMs.

Testing irregularities and the reporting process are covered in more detail in the [RISAP Overview Test Coordinator Training](http://www.ride.ri.gov/assessment-training) posted at www.ride.ri.gov/assessment-training.

Test Security *During* Testing

Track secure materials (testing tickets, test & answer booklets, used scratch paper) using the form in the TCM (pictured).

Ensure all test administrators and proctors are actively monitoring while students are testing.

Constant supervision of students while they have access to secure materials:

- Students must never be left unattended while testing *or* while transitioning to a test completion room with their device.
- **Test administrators must be present at all times during testing; proctors are not allowed to be left alone with students.**

No communication about test content with students, among educators, or with families.

APPENDIX C—PBT Procedures

Appendix C—Procedures for Paper-Based Testing (PBT Accommodation)

 Sample Blank Form for Paper-Based Testing

Spring 2024 RICAS Administration Test Materials Internal Tracking Form

Test coordinators must account for all RICAS test materials at all times.
Use this form to track the distribution and return of all RICAS materials.

Test Administrator's Name: _____ Room Number: _____

Grade: _____ Subject/Sessions: _____

Materials Moved from Locked Storage Area to Room # _____

Date: _____ Time: _____

	# of Standard Test & Answer Booklets	# and Type of Special Materials
Principal's or Designee's Count		
Test Administrator's Count		

Principal's or Designee's Signature: _____ Test Administrator's Signature: _____

Materials Moved from Room # _____ to Locked Storage Area

Date: _____ Time: _____

	# of Standard Test & Answer Booklets	# and Type of Special Materials	Scratch Paper Used? (no count needed)
Principal's or Designee's Count			<input type="checkbox"/> Yes <input type="checkbox"/> No
Test Administrator's Count			<input type="checkbox"/> Yes <input type="checkbox"/> No

Principal's or Designee's Signature: _____ Test Administrator's Signature: _____

Testing Irregularities



Some testing interruptions are testing irregularities and need to be reported:

- Technology issues that cause a delay of more than 15 minutes in testing.
- Student becoming sick and/or leaving testing due to emergency.

The following irregularities *may* result in **invalidations** (student scores and/or accountability):

- *Cell phone possession* or use by students during testing (including listening to music after test completion).
- *Accommodations incorrectly given* to student, or IEP/504 plan accommodations not given at all.
- *Lost or mislabeled student test booklets*, testing tickets, or other secure materials.
- *Coaching, erasing, altering, or interfering* with students' tests in any way.
- *Access to secure test materials* or content by unauthorized persons prior to, during, or after testing.
- *Providing resources that are not allowed* for a particular test or session (e.g., calculator on non-calculator portion of test, giving accommodated math reference sheet to all students)



If any test irregularity occurs:

- Correct and contain the incident at the district/school level.
- District Test Coordinator must **report the irregularity immediately using the State Assessment Test irregularity Application on the RIDE Portal**



State Assessment Test Irregularity Report

See the RISAP Test Coordinator Handbook for details about testing irregularity reporting.

During Testing FAQs-Testing Interruptions

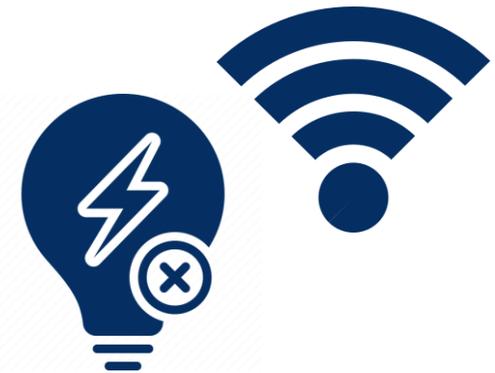
What do I do if one student's device has issues, but the student is logged in and the problem cannot be resolved within 15 minutes?

- Do not switch the student to another device unless told to do so by the RICAS Service Center.
- If you have contacted the RICAS Service Center and the problem still cannot be resolved within 15 minutes, you should schedule the student to complete the session at a later time.



What do I do if many students are affected by a power/internet outage?

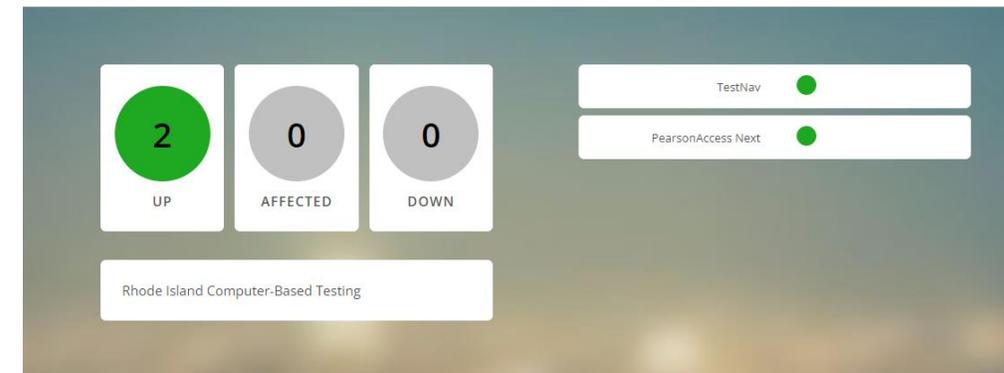
- Circumstances over which you have no control (e.g., power failures) may interrupt testing. The TAMs include specific instructions for test administrators to follow if an interruption occurs.
- When normal conditions are restored, test administrators should resume testing. No interruption should reduce the total amount of time that students are given to complete the interrupted test session.



During Testing FAQs-Testing Interruptions

How do I know if there is a system-wide outage during testing (e.g., RICAS testing servers go down)? How is that handled?

- In the rare occurrence that TestNav or PearsonAccess^{next} experiences an outage, the RICAS Service Center will email a notification to district and school test coordinators, and technology coordinators.
- The RICAS System Status page at ri-testnav.statushub.io will be updated until the issue has been resolved. A second email will be sent to schools and districts when service is restored.



During Testing FAQs – Testing Interruptions

What do I do if there is a school emergency and students must leave the building?

- Safety comes first. If it can be done safely, have students log out of TestNav (CBT) or close test & answer booklets (PBT) before leaving the testing area.
- If a student becomes sick or otherwise is required to stop testing before they have submitted, what should I do?
 - The student should log out (CBT) or close their test & answer booklet with a piece of blank scrap paper marking their place (PBT, ideally indicating the item number) and the test administrator collect the student's testing materials.
 - The student (and family) should be informed that they should not discuss the test, that the student will resume testing after their return to school and will only be allowed to work on test items that the student has not viewed or answered.



Managing PAN Sessions



PAN Sessions

Review the “Sessions Management” module at <http://ricas.pearsonsupport.com/training>

Prepare:

At least several days prior to testing (by March 20th):

prepare the PAN Sessions in order to assign test forms to students according to their PNP:

- **Do not** do this on the day of testing – it may take several minutes for the system to assign the forms to students.
- Any special forms such as text-to-speech (TTS) will be displayed next to the student’s SASID.

Before preparing PAN sessions test coordinators must ensure all students’ accommodations and accessibility features are correctly assigned – incorrect test forms may result in score invalidations

CARLYLE MATH03 ROOM 405

Resources Details Edit

Not Prepared

Prepare Session Refresh

Start:

On testing day: start the PAN Sessions so that tests may be unlocked.

CARLYLE MATH03 ROOM 405

Ignore Schedule Resources Details Edit

Ready

Start Session Refresh

Stop:

At the end of school testing window: stop the PAN Sessions.

ADAMS GR 4 MATH RM 102

Resources Details Edit

In Progress

Stop Session Refresh

PAN: Unlocking / Locking Student Tests

Review the “Sessions Management” module at <http://ricas.pearsonsupport.com/training>

Note:

- PAN Sessions must be both prepared and started before any student tests can be unlocked.
- Student tests should *only* be unlocked when:
 - the school is actively testing that grade(s) and content area.
 - session/student is actively testing

Just before testing on testing day:

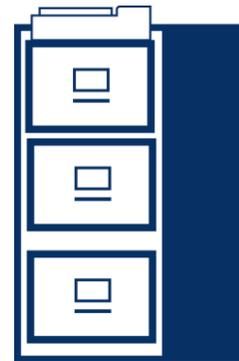
“Unlock” the test for the students who will be participating so that students can login to TestNav.

At the end of each testing day:

“Lock” all students’ tests to keep tests secure between testing sessions.



Users will no longer need to access the dropdown menu to lock or unlock a student test, the button will now be outside of the dropdown allowing for quicker and more efficient access. Additionally, once a unit is locked, the action will force lock an unlocked unit for that student.



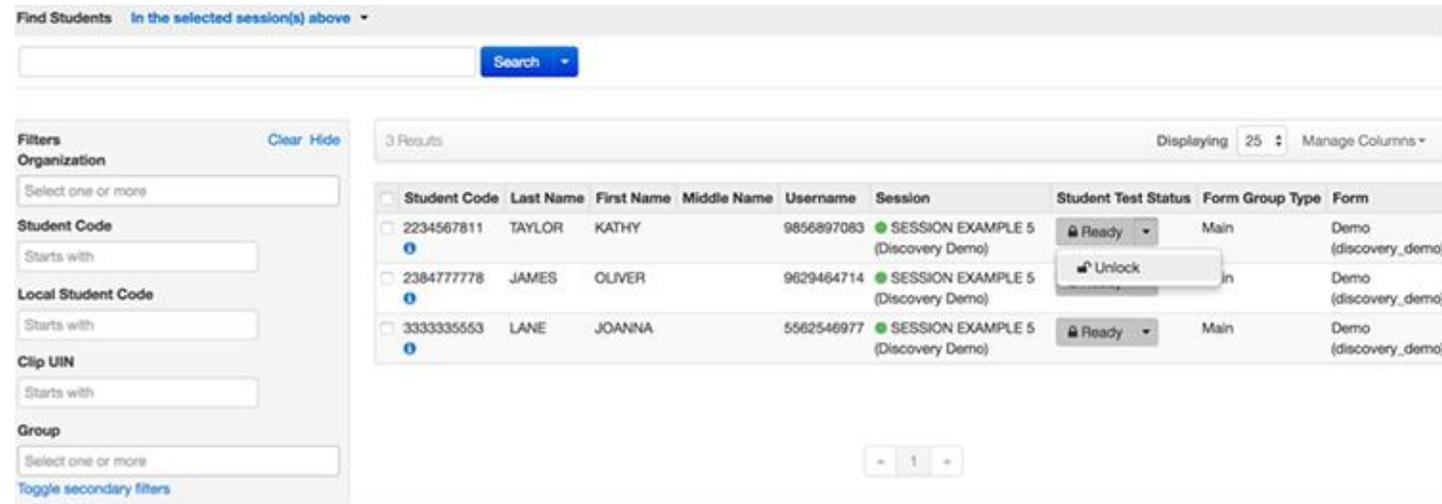
PAN FAQs – New Student, Unlocking Tests

If a student transfers into your school after you ‘stopped’ all PAN Sessions for a content area and the student has not yet taken RICAS in that content area:

- You will need to set up, prepare, and start a new PAN Session for that student.

If you will be testing students within a PAN Session before/after the other students in that PAN Session (e.g., a small number missed testing on the test day when the others completed Session 1 or Session 2):

- *Only* unlock that particular session (session1 or session 2) for those students’ individual tests.



Find Students In the selected session(s) above

Search

Filters Clear Hide

Organization
Select one or more

Student Code
Starts with

Local Student Code
Starts with

Clip UIN
Starts with

Group
Select one or more
Toggle secondary filters

3 Results Displaying 25 Manage Columns

Student Code	Last Name	First Name	Middle Name	Username	Session	Student Test Status	Form Group Type	Form
2234567811	TAYLOR	KATHY		9856897083	SESSION EXAMPLE 5 (Discovery Demo)	Ready	Main	Demo (discovery_demo)
2384777778	JAMES	OLIVER		9629464714	SESSION EXAMPLE 5 (Discovery Demo)	Unlock	In	Demo (discovery_demo)
3333335553	LANE	JOANNA		5562546977	SESSION EXAMPLE 5 (Discovery Demo)	Ready	Main	Demo (discovery_demo)

1

PAN – Moving Students Between Sessions

Review the “Moving Students Between Sessions” module at <http://ricas.pearsonsupport.com/training/>

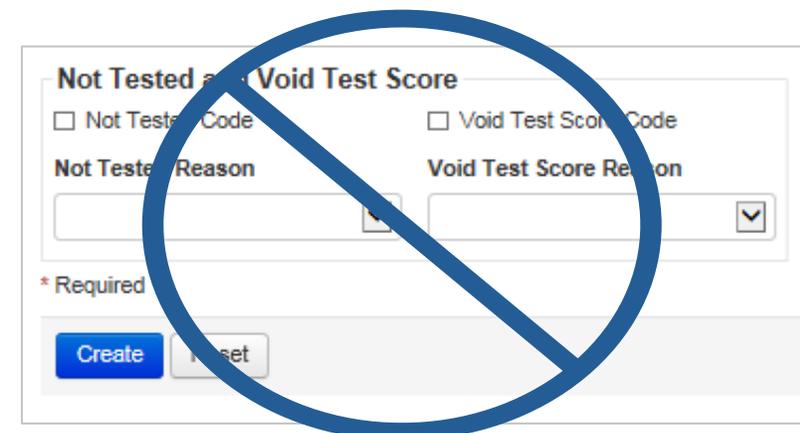
You may move a student to a new PAN Session *prior* to the student beginning testing for the following instances:

- correcting an accommodation *before* a student logs in to TestNav, moving the student (no completed sessions) to a make-up session or a different test administrator / location.

The test form assigned to the PAN Session (e.g., Human Reader, Human Signer) must match the test form (accommodation, PNP setting) assigned to the student.

If a student has already taken one session they *cannot* be removed from the session:

- you **cannot** move a student if:
 - that student’s status in either session is “**Active**”, or 1 session is complete and the other is Active
- **students with the same status** (e.g., both “Ready” or both “Completed”/”Marked Complete”) for Sessions 1 and 2 **can be moved**.



The screenshot shows a form with two columns of fields. The left column has 'Not Tested Code' and 'Not Tested Reason'. The right column has 'Void Test Score Code' and 'Void Test Score Reason'. There are checkboxes for 'Not Tested Code' and 'Void Test Score Code'. Below these are dropdown menus for 'Reason'. A red asterisk and the word 'Required' are visible. At the bottom are 'Create' and 'Reset' buttons. A large blue circle with a diagonal slash is overlaid on the entire form, indicating it is not used.

RIDE *does not* use the **Not Tested Codes**. Medical absences are *only* submitted via the exemption process described at www.ride.ri.gov/Assessment-Exemptions

Accommodations Test Irregularities

If a student has already logged in to TestNav and has an incorrect accommodation (e.g., TTS, human reader, human signer, web extensions, assistive technology, Spanish for math) that needs to be updated, **test coordinators must contact RIDE**. The following steps will need to be taken:

Test coordinators are not able to “void” tests in PAN.

1. The test administrator should direct the student to stop testing **IMMEDIATELY** and **sign out** of TestNav.
 - *Catching the error quickly and stopping the test before the student begins to answer questions will reduce the chance of an invalidation*
2. Test coordinators are required to **create an irregularity report in the State Assessment Irregularity Application in the RIDE Portal**. (The student’s score *may* be invalidated for accountability.)
3. **RIDE** will work with the district to determine if the test needs to be voided and **a new test assigned** to the student.
 - *Tests can take up to 24 hours to show up in PAN once they have been re-assigned; plan on testing the student the following day. If you would like to put the new test in the same session as the old one, you must create a session and **MOVE** the old test to that session in order to move in the NEW test.*
4. Once the new test is available, test coordinators **MUST update the student’s NEW PNP accordingly**, then **assign the student to a proper PAN Session** (ensuring the PAN Session’s test setting matches the student’s accommodation) for the student to retake that session (e.g scribe, human read aloud)

PAN FAQs – Student Enrollment

What do I do if a student *leaves* my school/district during the state testing window?

- **If the student has not yet been assigned to PAN Sessions:** nothing, though you may create a “transfer” PAN Session that will not be started and add the student to that, so they are not added to an active PAN Session.
- **If the student has been added to PAN Sessions but has not yet tested for a content area:** you can remove them from the session, and either leave as-is or place them in that “transfer” session.
- **If a student has taken one test session of a content area:** mark the student’s test complete for the session not submitted; RIDE will do the rest in our data clean-up.
- **If a student has taken both test sessions:** nothing; RIDE will handle it in our data clean-up process.

PAN FAQs – Student Enrollment

What do I do if a student *enters* my school/district during the state testing window?

Reach out to the student's prior district (if from a district within RI or Massachusetts) to determine if the student has tested for any or both content area(s).

If the student has tested **both sessions in a content area**, you are all set. Do not test the student in that content area.

If the student has **only taken one session in a content area**:

1. assign that student to their own session,
2. mark the session already taken as 'complete',
3. and test the student in the untested session. (*contact RIDE to ensure the two tests are merged during our data clean-up process*)

If the student has **not taken any sessions in a content area**, test the student completely in that content area.

Monitoring Testing Through PAN



PAN: Monitoring Students in Sessions

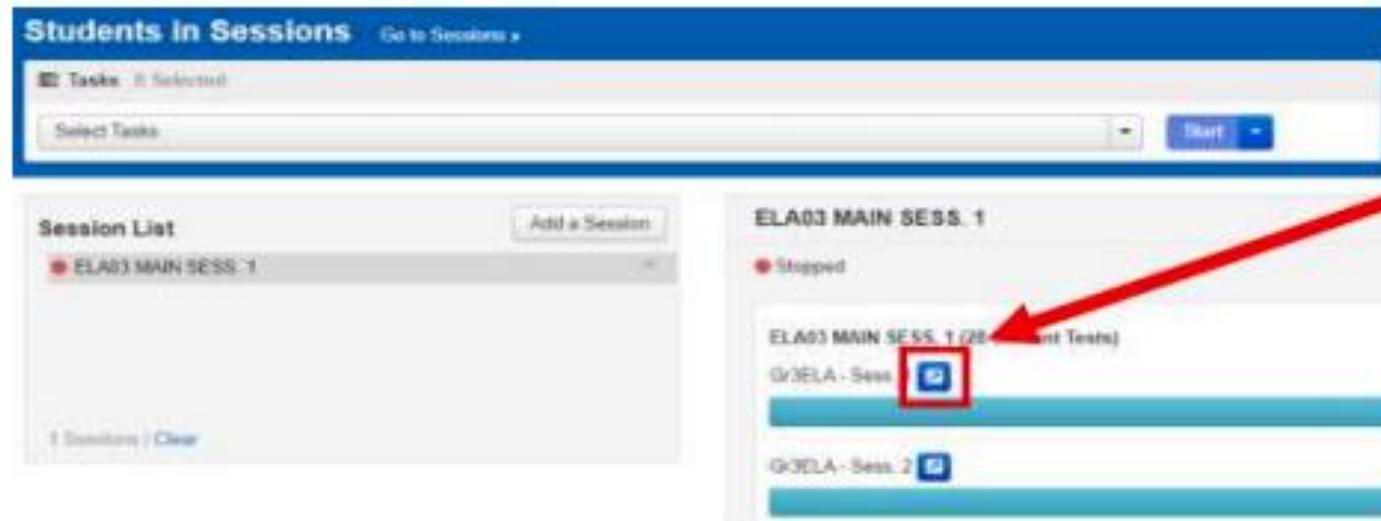
Review the “Sessions Management” module at <http://ricas.pearsonsupport.com/training>

- Once testing begins, test coordinators and test administrators may **review student progress** through the PAN Session dashboard for each content area session.
- Click ‘**Refresh**’ to update the dashboard.
- Clicking on a **student’s status** (e.g., Completed, Active) for that session will show a table indicating the items a student has viewed/answered and timestamps.
- For more information, visit the [PAN User Guide](#) for this topic.

The screenshot displays the PAN Sessions Management interface. At the top right is a 'Student Test Status Key' with the following categories: Ready (grey), Resumed, Resumed Upload (orange), Active (green), Exited (red), and Completed, Marked Complete (blue). Below this is a 'Session List' showing 'ADAMS GR 4 MATH RM 102' with an 'Add a Session' button. The main dashboard for 'ADAMS GR 4 MATH RM 102' shows 'In Progress' status and progress bars for 'Gr6Math - Sess. 1' and 'Gr6Math - Sess. 2'. A 'Find Students' search bar is located below the progress bars. On the left, there are 'Filters' for 'Organization' and 'Local Student Code'. The main table shows 25 results with columns for 'SASID', 'Last Name', 'First Name', 'Middle Name', 'Username', 'Session', 'Gr4Math - Sess. 1', 'Gr4Math - Sess. 2', 'Form Group Type', and 'Form'. The table contains three rows of student data with their respective session statuses.

SASID	Last Name	First Name	Middle Name	Username	Session	Gr4Math - Sess. 1	Gr4Math - Sess. 2	Form Group Type	Form
1549585906	STUDENT	NEW		5057357171	ADAMS GR 4 MATH RM 102 (Grade 4 Math)	Completed	Ready	Standard	
3455726882	STUDENT	NEW		8086515931	ADAMS GR 4 MATH RM 102 (Grade 4 Math)	Resumed	Ready	Standard	
5781217494	STUDENT	NEW		7237849120	ADAMS GR 4 MATH RM 102 (Grade 4 Math)	Exited	Ready	Standard	

Test Session Monitoring in the Dashboard



Test coordinators and test administrators can now view the Student Status Dashboard for larger PAN Sessions that have up to 100 students. Users can select the up arrow that is located above the test session on the Students in Sessions page (shown above) to view the Student Status Dashboard

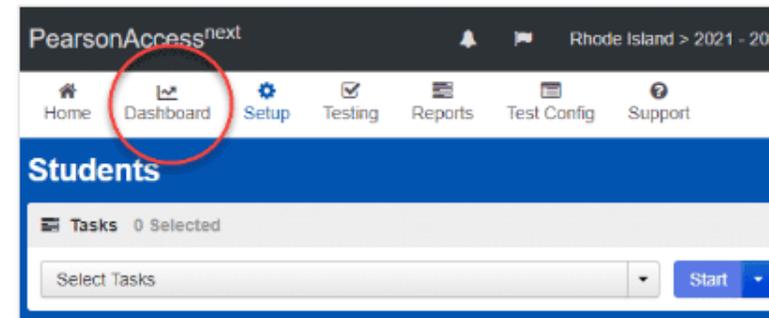
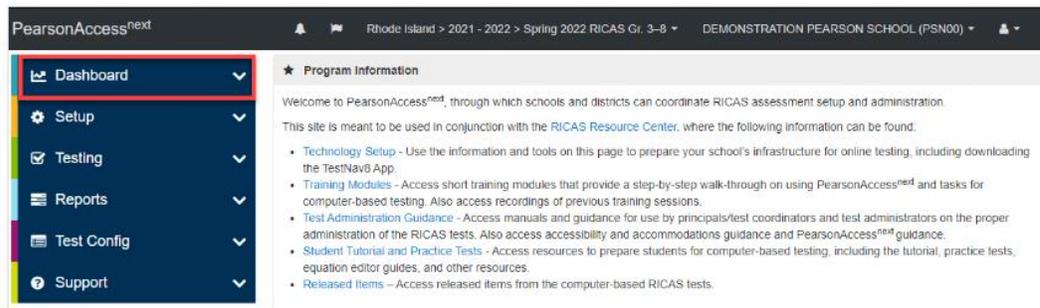
PAN Dashboard

Visualizations To Monitor Testing

User roles that will have access to the dashboard:

District Test Coordinator, School Test Coordinator, Technology Coordinator

To access the dashboard, log into PAN and there will be an option on the main menu bar on the left or your top menu bar.



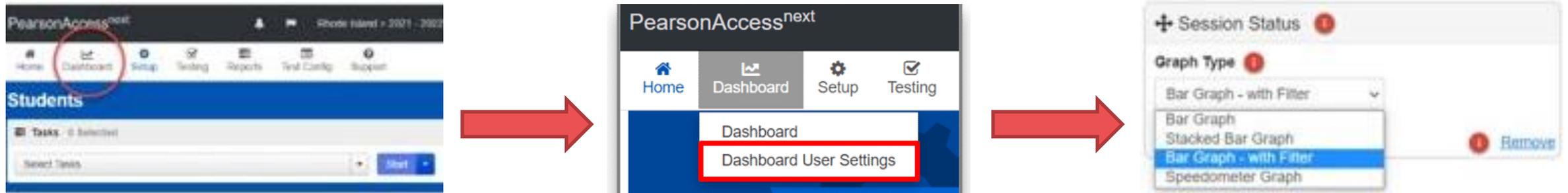
Dashboard visualizations for testing status:

- *Student Test Status by Subject*
- *Session Status*
- *Test Status – Online*

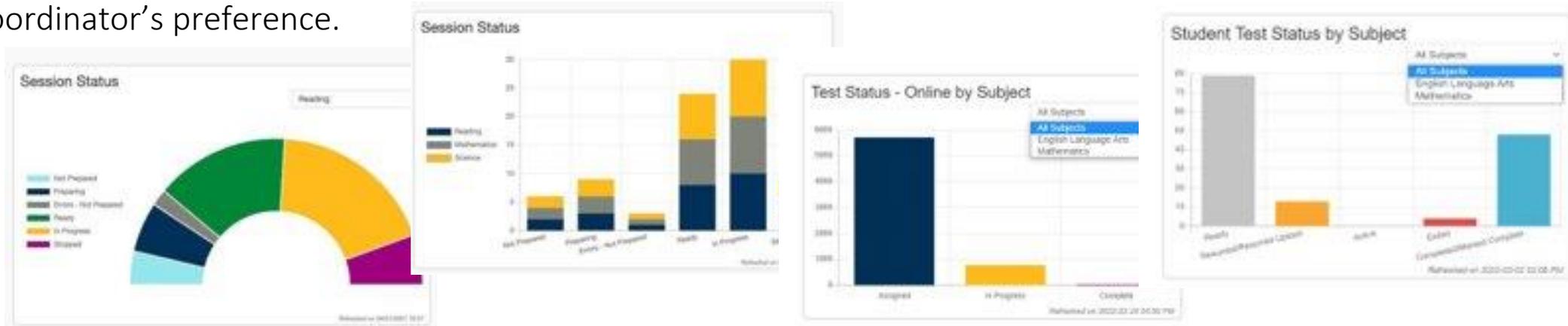
***Will go live when testing
begins in March***

PAN – Monitoring Testing via Testing Dashboard

Use the settings to choose the configuration of your visualization:



Set several different chart types (e.g., stacked bar chart, speedometer, donut chart) according to test coordinator's preference.



*Support During
Testing*



For Support During Testing, Contact...

LEA/District Test Coordinator	RICAS Service Center	RIDE Assessment Office
<ul style="list-style-type: none">❖ Testing schedule❖ Questions about local testing policies or protocols❖ School emergencies that affect testing❖ Unusual circumstances on test days❖ Violations of test security❖ Reporting irregularities	<ul style="list-style-type: none">❖ Navigating PAN❖ TestNav 8❖ Setting up test sessions❖ Managing student data❖ Managing user IDs and passwords❖ Infrastructure trial❖ Setting up proctor caching❖ Submitting additional materials orders	<ul style="list-style-type: none">❖ Accommodations questions❖ General testing policies or protocols❖ School emergencies that affect testing❖ Unusual circumstances on test days❖ Violations of test security❖ Reporting irregularities❖ Anytime a test may need to be voided

Quick Guide for RICAS Service Center Calls

Topic	Information to Provide
Performance issue within PAN	Type of device being used Operating system Browser Description of the issue Troubleshooting steps already taken
Issue while live testing	School name Session name Using proctor cache or not Student information (if only affecting specific students) Description of the issue
Issues with TestNav	School name Session name Type of device being used Operating system Description of the issue and troubleshooting steps taken

Please note that if a student is not found in PAN, there may be a few reasons for this:

- Students registered in PAN are loaded from the enrollment census – check your SIS and/or with your data manager to ensure enrollment is correct.
- It may take a couple days for a student who was added to the enrollment census to be visible in PAN.
- If you still do not see the student, please reach out and have the student name, student ID (SASID), grade level, and school ready.

Questions



After Testing:

How to Close Out RICAS
Assessments

PAN Tasks – Operational Reports

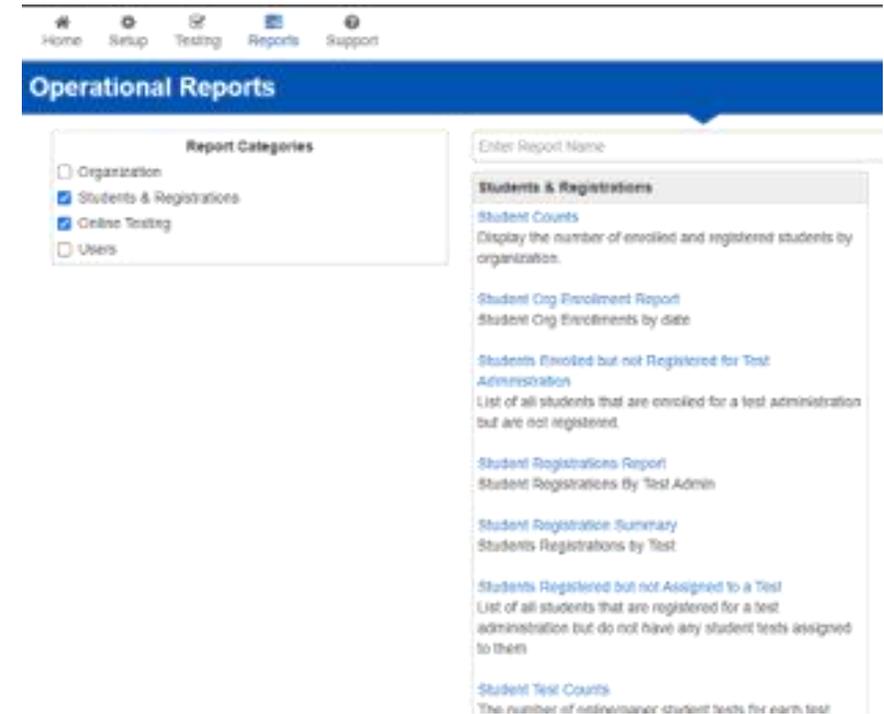
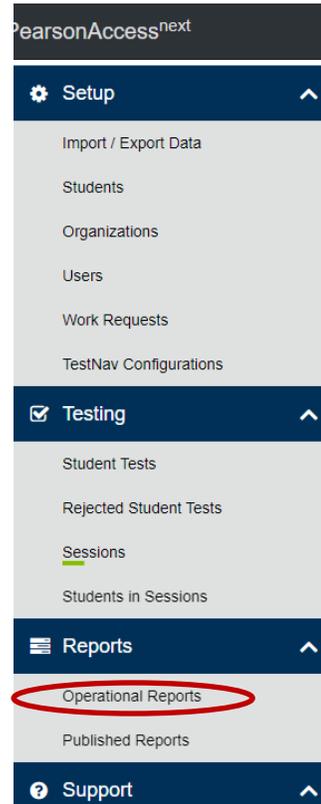
Reports > Operational Reports

Students & Registrations:

- Students with Online Test but not assigned to Session
- Students with Multiple Tests
- Student Tests that have been Assigned but have not yet Completed
- Not Tested Student Tests
- Do Not Report Tests

Online Testing:

- Online Student Tests Marked Complete
- Student Tests that are Ready and Unlocked



Note when viewing reports:

- Some reports allow you to display or download them.
- Some reports only create a downloadable file.
- For downloadable reports, you can Refresh the report or create a new one.

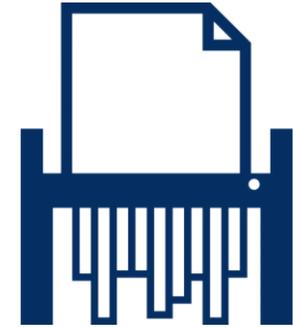
PAN Tasks – Managing Student Tests

Before test coordinators can **‘Stop’** a PAN Session, make sure all student tests in the session are in **‘Complete’** or **‘Marked Complete’** status. Here’s what to do for those that are not:

Scenario	Test Session Status	What To Do
Student who did not test in a content area	‘Ready’ status for both Session 1 and Session 2	Remove student from the PAN Session OR ‘Mark Complete’ for both test sessions (add a note as a reason if your school tracks that)
Student who partially tested	‘Ready’ status for either Session 1 or Session 2	‘Mark Complete’ the non-tested session
Student who did not finish one or both test sessions (did not answer all items, did not ‘submit’)	‘Exited’, ‘Resumed’, or ‘Resumed Upload’ status for Session 1 and/or Session 2	‘Mark Complete’ those students’ sessions through the ‘Students in Sessions’ interface, and the ‘Mark Student Tests Complete’ task
Students who completed testing but did not submit their test session(s)		

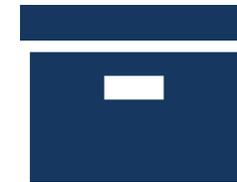
Materials Handling

- **Destroy/shred** secure student testing tickets, proctor testing tickets, and anything with student writing (used scratch paper, reference sheets).
- **Ensure** you are properly handling transcription of paper tests (see TCM for details)
- **Schedule** materials pick-up for any paper-based tests (see RICAS TCM, Appendix C).
- **Recycle** unused non-secure test materials.



Close-Out

- Ensure all sessions are stopped and locked in PAN.
- After the state testing window closes, notify Technology Coordinator that all testing is done:
 - Purge cached test content
 - Uninstall TestNav from student devices
- Review enrollment for accuracy.
- Principal completes the Principal Certification of Proper Administration (PCPA) through RICAS Service Center by **May 30**.
- Keep all records (training sign-in sheets, affirmations of test security, PCPA, etc.) on file at the school for 3 years.



RICAS Important Dates

Task	Date:
Complete the pre-administration SR/PNP process (must be completed by February 2 to receive PBT materials on time)	January 22-February 2
Extended SR/PNP window for CBT	ELA: February 5-March 22 Math: February 12-April 22
Infrastructure Trial (recommended)	January 24- March 15
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 15-17 Math: April 13-15
ELA Test Sessions Math Test Sessions	March 25-April 26 April 22-May 24



RICAS Service Center

Support for technical issues, PAN issues (login, etc.), questions about PAN and TestNav:

Hours: 7:00 am-5:00 pm, Monday-Friday

Telephone: 855-222-8936

Email: ricasservicecenter@cognia.org

Fax: 603-749-5108

The screenshot shows the RICAS Resource Center website. The header includes the RIDE logo and the text "RICAS Resource Center". A navigation bar contains links for Home, PearsonAccess^{next}, Tech Setup, Test Admin Guidance, Training, Practice Tests, Released Items, and Service Center. The main content area is titled "RICAS Service Center" and lists several services: Order Additional Materials, Principal's Certification, UPS Pickup Request, and Reporting. A green button labeled "RICAS Service Center »" is positioned to the right of the list. The footer contains three columns: "RICAS Service Center" with contact information (email: ricasservicecenter@cognia.org, phone: 855-222-8936, fax: 603-749-5108, hours: Monday - Friday 7:00 am - 5:00 pm (Eastern)), "RICAS System Status" with a link to view status and a note about routine maintenance, and "PearsonAccess^{next} User Guide" with a link to access the user guide.

Helpful Sites to Bookmark

RICAS – RIDE Website

www.ride.ri.gov/ricas

- Test coordinator information
- Manuals and materials by role (test coordinator, test administrator)
- Accommodations
- Test design

- Operational (“blue”) site: manage test administration during testing
- Training (“brown”) site: conduct infrastructure trial prior to testing
- Set and update student test format (PBT or CBT)
- Manage student accommodations and accessibility features
- Monitor test sessions and status

PearsonAccess^{next} Sites

<https://ri.pearsonaccessnext.com>

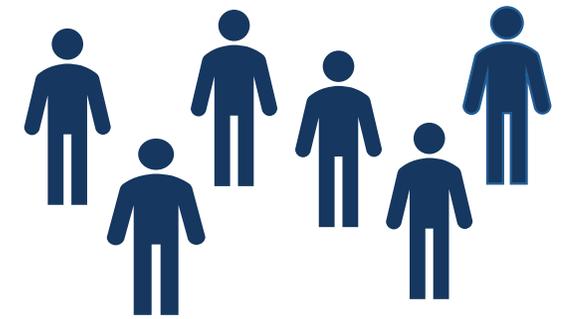
RICAS Resource Center

<http://ricas.pearsonsupport.com>

- Training modules for TCs/TAs
- Practice tests and TestNav tutorial
- Released items and student work
- PearsonAccess^{next} user guides
- Technology support and guides
- RICAS Service Center information

RIDE Assessment Team

General Inquiries: assessment@ride.ri.gov



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What Questions Do You Have?



**“High achievement
always takes
place in the
framework
of high expectation.”**

Charles Kettering



Thank you!