

Rhode Island State Assessment Program: Guide to Required Training

This document contains training requirements for district and school test coordinators, their teams, and test administrators for the 2023-24 Rhode Island State Assessments.

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



RIDE Rhode Island
Department
of Education

Test	Title	Date	Notes	Registration Link/Link to Recording, Presentation, and Materials
SEPTEMBER				
ACCESS for ELLs/ Alternate ACCESS	ACCESS Test Administrator Training Courses available	9/1/2023	<p>When: Opening on 9/1/2023; Self-paced</p> <p>Description: Each educator who will administer any ACCESS for ELLs test is required to complete these courses before being allowed to administer the test. Training courses are available through the WIDA Secure Portal.</p>	<i>No registration required.</i>
All Tests	Monthly Test Coordinator Webinar	9/20/23	<p>When: [WEBINAR] 10:00 - 11:00AM</p> <p>Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p> <p>Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.</p>	<p>Link to recording, presentation, and materials: Rhode Island State Assessment Program (RISAP) Test Coordinator Information RI Department of Education</p> <p>Use this link to register: https://attendee.gotowebinar.com/register/4324337882363514716</p> <p>Recording will be posted at: TC Monthly Webinar 23-24 GoToStage.com</p>
SAT and PSAT 10	<i>The New Digital Suite of Assessments: SAT Test Day Training for Test Coordinators Part 1</i> District and School Test Coordinators	9/18/2023	<p>When:</p> <ul style="list-style-type: none"> • OPTION 1 [IN PERSON]: September 18-(1:00-3:30PM) <ul style="list-style-type: none"> ○ The New Digital Suite of Assessments: SAT Test Day Training for Test Coordinators <i>Part 1</i> <p>Where: Registrants will be emailed the location details once they are finalized.</p>	<p>Use this link to register for Option 1: https://www.eride.ri.gov/workshopReg/ViewWorkshop.aspx?workshopid=1897</p>
		9/21/2023	<ul style="list-style-type: none"> • OPTION 2 [WEBINAR]: September 21 (9:30-11:30 AM) <ul style="list-style-type: none"> ○ The New Digital Suite of Assessments: SAT Test Day Training for Test Coordinators <i>Part 1</i>. <p>Description: This is part 1 of a required two-part training that will cover what you need to know and understand to prepare for the state administrations of the New SAT/PSAT Digital Assessment in April.</p>	<p>Use this link to register for Option 2: https://attendee.gotowebinar.com/register/1574156937015290454</p> <p>Recording will be posted here: https://ride.ri.gov/instruction-assessment/assessment/statewide-assessment-training</p>

RHODE ISLAND STATE ASSESSMENT TRAINING CALENDAR – 2023-24

Test	Title	Date	Notes	Registration Link/Link to Recording, Presentation, and Materials
DLM	DLM Test Administrator Training Modules available	9/30/2023	These modules are required for any educator who will administer the DLM assessments. Go to www.ride.ri.gov/assessment-manuals to access the <i>RI Guide to Required Training for DLM</i> to help you plan for test administrator training.	<i>No registration required.</i>
OCTOBER				
All Tests	Monthly Test Coordinator Webinar	10/18/2023	<p>When: [WEBINAR] 10:00 - 11:00AM</p> <p>Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p> <p>Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.</p>	<p>Link to recording, presentation, and materials: Rhode Island State Assessment Program (RISAP) Test Coordinator Information RI Department of Education</p> <p>Use this link to register: https://attendee.gotowebinar.com/register/4324337882363514716</p> <p>Recording will be posted at: TC Monthly Webinar 23-24 GoToStage.com</p>
NOVEMBER				
ACCESS	ACCESS Test Coordinator Training District and Test Coordinators	11/1/2023	<p>When: Attend one session</p> <ul style="list-style-type: none"> OPTION 1 [IN PERSON]: November 1 <ul style="list-style-type: none"> AM Session (10:00-12:00) ACCESS Test Coordinator Training OPTION 2 [IN PERSON]: November 1 <ul style="list-style-type: none"> PM session (1:00-3:00) ACCESS Test Coordinator Training <p>Where: registrants will be emailed the location details once they are finalized.</p> <p>Description: This required training will be split into three sections:</p> <ul style="list-style-type: none"> Policies and procedures applicable to all state assessments and those required when administering the Alternate ACCESS and ACCESS for ELLs assessments. 	<p>Use this link to register for option 1 or 2: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1917</p> <p>Recording of narrated PowerPoint will be posted here: https://ride.ri.gov/instruction-assessment/assessment/statewide-assessment-training</p>

Test	Title	Date	Notes	Registration Link/Link to Recording, Presentation, and Materials
			<ul style="list-style-type: none"> ○ In-depth look how to prepare for the Alternate ACCESS and ACCESS for ELs assessments including common mistakes and irregularities. ○ Accommodations for Alternate ACCESS and ACCESS for ELs assessments. <p>This is required training for all district and school test coordinators, and EL directors involved with preparing for and administering the ACCESS for ELs tests.</p>	
SAT and PSAT 10	<i>SAT Tech Readiness: Understanding Bluebook</i> District and School Technology Coordinators	11/8/2023	<p>When</p> <ul style="list-style-type: none"> • [WEBINAR]: November 8 (9:30-11:30AM) <ul style="list-style-type: none"> ○ <i>Tech Readiness: Understanding Bluebook</i> <p>Description: This training will cover all you will need to know about required technology requirements and Bluebook in order to prepare for and have successful administrations of the New SAT/PSAT Digital Assessment in April.</p>	<p>Use this link to register: https://attendee.gotowebinar.com/register/1718317205068095317</p> <p>Recording will be posted here: https://ride.ri.gov/instruction-assessment/assessment/statewide-assessment-training</p>
All Tests	Monthly Test Coordinator Webinar	11/15/2023	<p>When: [WEBINAR] 10:00-11:00AM</p> <p>Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p> <p>Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.</p>	<p>Link to recording, presentation, and materials: Rhode Island State Assessment Program (RISAP) Test Coordinator Information RI Department of Education</p> <p>Use this link to register: https://attendee.gotowebinar.com/register/4324337882363514716</p> <p>Recording will be posted at: TC Monthly Webinar 23-24 GoToStage.com</p>
DECEMBER				
SAT and PSAT10	<i>New Digital Suite of Assessments: Service for Students with Disabilities (SSD Online)</i> District and School Test Coordinators and SSD Coordinators	12/12/2023	<p>When: Attend one session.</p> <ul style="list-style-type: none"> • OPTION 1 [IN PERSON]: December 12 <ul style="list-style-type: none"> ○ AM Session (9:00-11:30AM): <i>Service for Students with Disabilities (SSD Online)</i> • OPTION 2 [IN PERSON]: December 12 <ul style="list-style-type: none"> ○ PM Session (1:00 – 3:30PM): <i>Service for Students with Disabilities (SSD Online)</i> 	<p>Use this link to register for Option 1or 2: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1918</p> <p>Use this link to register for Option 3: https://attendee.gotowebinar.com/register/7285274318870204764</p> <p>Recording will be posted here:</p>

Test	Title	Date	Notes	Registration Link/Link to Recording, Presentation, and Materials
		12/14/2023	<p>Where: Registrants will be emailed the location details once they are finalized.</p> <ul style="list-style-type: none"> • OPTION 3 [WEBINAR]: December 14 (9:30-11:30AM) <p>This is a required training for all SSD online Coordinators.</p> <p>Who: This session is ideal for anyone involved in preparing for the state assessments; especially those who are new or in their second year of being a test coordinator.</p> <p>Description: This training session will cover what you need to know to understand and prepare for the state administrations of SAT and PSAT 10 in April.</p>	https://ride.ri.gov/instruction-assessment/assessment/statewide-assessment-training
All Tests	Monthly Test Coordinator Webinar	12/20/2023	<p>When: [WEBINAR] 10:00-11:00AM</p> <p>AGENDA TOPICS:</p> <ul style="list-style-type: none"> • Assessment Calendar • Individual Test Updates and Reminders 	<p>Link to recording, presentation, and materials: Rhode Island State Assessment Program (RISAP) Test Coordinator Information RI Department of Education</p> <p>Use this link to register: https://attendee.gotowebinar.com/register/4324337882363514716</p> <p>Recording will be posted at: TC Monthly Webinar 23-24 GoToStage.com</p>
JAN. 2024				
All Tests	Monthly Test Coordinator Webinar	1/17/2024	<p>When: [WEBINAR] 10:00-11:00AM</p> <ul style="list-style-type: none"> • Agenda: <ul style="list-style-type: none"> ○ State Policies and Procedures Training. This required training will cover all state policies and procedures that assessment teams must know as part of preparing for any of the RI state assessments. <p>Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p>	<p>Link to recording, presentation, and materials: Rhode Island State Assessment Program (RISAP) Test Coordinator Information RI Department of Education</p> <p>Use this link to register: https://attendee.gotowebinar.com/register/4324337882363514716</p> <p>Recording will be posted at: TC Monthly Webinar 23-24 GoToStage.com</p>

Test	Title	Date	Notes	Registration Link/Link to Recording, Presentation, and Materials
			<p>Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.</p>	
SAT and PSAT10	The New Digital Suite of Assessments: SAT Test Day Training for Test Coordinators Part 2 District and School Test Coordinators	1/23/2024	<p>When: Attend one session.</p> <ul style="list-style-type: none"> OPTION 1 [IN PERSON]: January 23 <ul style="list-style-type: none"> AM Session (9:00AM – 11:30AM): The New Digital Suite of Assessments: SAT Test Day Training for Test Coordinators Part 2 OPTION 2 [IN PERSON]: January 23 <ul style="list-style-type: none"> PM Session (1:00 – 3:30PM): The New Digital Suite of Assessments: SAT Test Day Training for Test Coordinators Part 2 <p>Where: Registrants will be emailed the location details once they are finalized Registration is limited to 45 participants.</p>	<p>Use this link to register for Option 1 or 2:</p> <p>https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1919</p>
		1/25/2024	<ul style="list-style-type: none"> OPTION 3 [WEBINAR]: January 25 (9:30AM – 11:30AM) <ul style="list-style-type: none"> The New Digital Suite of Assessments: SAT Test Day Training for Test Coordinators Part 2 <p>Description: This is part 2 of a two- part required training that will cover what you need to know to understand and prepare for the state administrations of the New SAT/PSAT Digital Assessment in April.</p> <p>This is a required training for all Test Coordinators.</p>	<p>Use this link to register for Option 3:</p> <p>https://attendee.gotowebinar.com/register/2490248035046192725</p> <p>Recording will be posted here:</p> <p>https://ride.ri.gov/instruction-assessment/assessment/statewide-assessment-training</p>
ALL Tests	Understanding Accommodations for State Assessments District and School Test Coordinators	1/31/2024	<p>When: [IN PERSON] January 31 (9:00 -12:00 PM)</p> <p>Where: Registrants will be emailed the location details once they are finalized.</p> <p>Description: This training will cover accommodations and accessibility features for students with disabilities and MLL/ELs for all state assessments</p>	<p>Use this link to register:</p> <p>https://www.eride.ri.gov/workshopReg/ViewWorkshop.aspx?workshopid=1912</p>

FEB. 2024

NGSA	NGSA Test Administrator Certification Course	2/1/2024	When: Beginning on 2/1/2024; self-paced This training course is required for anyone involved in administering the NGSA tests.	No registration required. Use your login for the TA Interface to access the Test Administrator Certification Course .
RICAS	RICAS Test Coordinator Training Videos	2/1/2024	There are a variety of online modules on specific tasks like how to order materials and updating accommodations, conducting an infrastructure trial, creating sessions, how to move students between sessions, etc., to supplement the in-person test coordinator workshops.	PearsonAccess ^{Next} No registration required.
RICAS	<i>Test Coordinator Training for RICAS</i> District and School Test Coordinators	2/6/2024 2/7/2024 2/9/2024	When: <ul style="list-style-type: none"> OPTION 1 [IN PERSON]: February 6 (8:30AM-12:00pm). Registration is limited to 45 participants. This session will not include accommodations information, please register for the Accommodations session on Jan. 31 OPTION 2 [IN PERSON]: February 7 (12:30 - 4:00 PM). Registration is limited to 45 participants. This session will not include accommodations information, please register for the Accommodations session on Jan. 31 Where: Registrants will be emailed the location details once they are finalized. <ul style="list-style-type: none"> OPTION 3 [WEBINAR]: February 9 (9:00 – 11:30 AM): This session will not cover accommodations. Register for the Accommodations session on Jan. 31 Description: These trainings will cover the policies and procedures required when administering the RICAS assessments. This training is required for all district and school test coordinators, EL directors, and educators involved with preparing for this state assessment.	Use this link to register for Option 1 or 2: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1920 Use this link to register for Option 3: https://attendee.gotowebinar.com/register/4296416885506063194 Recording will be posted here: https://ride.ri.gov/instruction-assessment/assessment/statewide-assessment-training
NGSA	<i>Test Coordinator Training for NGSA</i> District and School Test Coordinators	2/6/2024 2/7/2024	When: <ul style="list-style-type: none"> OPTION 1 [IN PERSON]: February 6 (1:00-3:30 PM) Registration is limited to 45 participants. This session will not cover accommodations. Please register for the Accommodations session on Jan. 31. OPTION 2 [IN PERSON]: February 7 (9:30-NOON). Registration is limited to 45 participants. This session will 	Use this link to register for Option 1 or 2: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1921

not cover accommodations. Please register for the Accommodations session on Jan. 31.

Where: *Registrants will be emailed the location details once they are finalized.*

Description: This training will cover the policies and procedures required when administering the NGSA assessments. This training is required for all district and school test coordinators, EL directors, and educators involved with preparing for this state assessment.

This is a required training for all Test Coordinators.

DLM	Test Coordinator Training for DLM District and School Test Coordinators	2/13/2024	<p>When: [WEBINAR] 1:00 – 3:00PM</p> <p>Description: This training will cover the policies and procedures required when administering the DLM alternate assessment. This training session is required for all district and school test coordinators, EL directors, and educators involved with preparing for this state assessment.</p>	<p>Use this link to register: https://attendee.gotowebinar.com/register/8185345532637803356</p>
All Tests	Monthly Test Coordinator Webinar	2/14/2024	<p>When: [WEBINAR] 10:00 - 11:00AM</p> <ul style="list-style-type: none"> • Agenda: <ul style="list-style-type: none"> ○ Test Administrator Core Presentation for RICAS and NGSA. -Test Coordinators are required to give this presentation to test administrations in addition to ensuring that all TAs meet the test-specific training requirements outlined in the back of this document. <p>Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p> <p>Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.</p>	<p>Link to registration, recording, presentation, and materials: Rhode Island State Assessment Program (RISAP) Test Coordinator Information RI Department of Education</p> <p>Use this link to register: https://attendee.gotowebinar.com/register/4324337882363514716</p> <p>Recording will be posted at: TC Monthly Webinar 23-24 GoToStage.com</p>
ALL TESTS	Understanding Accommodations for State Assessments District and School Test Coordinators	2/15/2024	<p>When: [WEBINAR] February 15 (9:00-11:00AM)</p> <p>Description: This webinar will cover accommodations and accessibility features for students with disabilities and MLL/ELs</p>	<p>Use this link to register: https://attendee.gotowebinar.com/register/3836319647946263381</p> <p>Recording will be posted here:</p>

					https://ride.ri.gov/instruction-assessment/assessment/statewide-assessment-training
SAT and PSAT10	SAT/PSAT Hall Monitor and Proctor Training Modules Test Administrators and Hall Monitors	Feb 2024	When: Beginning on Feb 2024; Self-paced Description: Required online training modules for test administrators/proctors and hall monitors.	A College Board Professional Account is not required to access the online module.	
MARCH 2024					
NGSA	NGSA Test Coordinator Training District and School Test Coordinators	3/5/2024	When: [WEBINAR] 9:00-11:30 Description: Cambium will provide a review of the policies and procedures required when administering the NGSA assessments. Please attend this refresher if you have questions or concerns about administering the NGSA.	Use this link to register: https://attendee.gotowebinar.com/register/826341695723799390 Recording will be posted here: https://ride.ri.gov/instruction-assessment/assessment/statewide-assessment-training	
SAT and PSAT10	Office Hours: Question and Answer Session	3/19/2024 Or 3/21/2024	When: <ul style="list-style-type: none">• OPTION 1 [WEBINAR] March 19 (2:30-3:30)• OPTION 2:[WEBINAR] March 21 (2:30-3:30) Who: Anyone involved with preparing for SAT and PSAT 10 Description: Join RIDE and College Board staff to get your last-minute questions answered. There are a few weeks left before testing day so be sure your questions are answered!	Use this link to register for option 1: https://collegeboard.zoom.us/webinar/register/WN_IxF-44FISQaIKDYGSKR9Ag Use this link to register for option 2: https://collegeboard.zoom.us/webinar/register/WN_IN1eLLUZTe6QvP_gelhuyA	
All Tests	Monthly Test Coordinator Webinar	3/20/2024	When: [WEBINAR] 10:00-11:00AM Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.	Link to registration, recording, presentation, and materials: Rhode Island State Assessment Program (RISAP) Test Coordinator Information RI Department of Education Use this link to register: https://attendee.gotowebinar.com/register/4324337882363514716 Recording will be posted at: TC Monthly Webinar 23-24 GoToStage.com	

APRIL 2024

All Tests	Monthly Test Coordinator Webinar	4/24/2024	<p>When: [WEBINAR] 10:00-11:00AM</p> <p>Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p> <p>Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.</p>	<p>Link to registration, recording, presentation, and materials: Rhode Island State Assessment Program (RISAP) Test Coordinator Information RI Department of Education</p> <p>Use this link to register: https://attendee.gotowebinar.com/register/4324337882363514716</p> <p>Recording will be posted at: TC Monthly Webinar 23-24 GoToStage.com</p>
-----------	----------------------------------	-----------	---	--

MAY 2024

All Tests	Monthly Test Coordinator Webinar	5/15/2024	<p>When: [WEBINAR] 10:00-11:00AM</p> <p>Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p> <p>Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.</p>	<p>Link to registration, recording, presentation, and materials: Rhode Island State Assessment Program (RISAP) Test Coordinator Information RI Department of Education</p> <p>Use this link to register: https://attendee.gotowebinar.com/register/4324337882363514716</p> <p>Recording will be posted at: TC Monthly Webinar 23-24 GoToStage.com</p>
-----------	----------------------------------	-----------	---	--

SAT/PSAT	Understanding SAT Assessment Results District and School Test Coordinators	5/28/2024	When: <ul style="list-style-type: none">OPTION 1 [IN PERSON]: May 28 (9:00-11:30AM). Registration is limited to 45 participants. <i>Understanding SAT Assessment Results</i>OPTION 2 [IN PERSON]: May 28 (12:30 – 3:00PM). Registration is limited to 45 participants. <i>Understanding SAT Assessment Results</i> Where: Registrants will be emailed the location details once they are finalized.	Use this link to register for Option 1 or 2: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1922
		5/29/2024	<ul style="list-style-type: none">OPTION 3 [WEBINAR]: May 29 (9:00 – 11:30 AM): <i>Understanding SAT Assessment Results</i> Description: This session will support educators in using SAT results to make data-driven decisions and inform student learning. Participants will walk away with a clear understanding of how to interpret scores and benchmarks.	Use this link to register for Option 3: https://attendee.gotowebinar.com/register/2499043028557048672 Recording will be posted here: https://ride.ri.gov/instruction-assessment/assessment/statewide-assessment-training
JUNE 2024				
All Tests	Monthly Test Coordinator Webinar	6/12/2024	When: [WEBINAR] 10:00-11:00AM Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.	Link to registration, recording, presentation, and materials: Rhode Island State Assessment Program (RISAP) Test Coordinator Information RI Department of Education Use this link to register: https://attendee.gotowebinar.com/register/4324337882363514716 Recording will be posted at: TC Monthly Webinar 23-24 GoToStage.com

Test Coordinator and Test Administrator Training Requirements

All state assessments require district and school test coordinators to receive training on how to prepare for and administer each state assessment being given in their district and school. Each assessment in the RI State Assessment Program (RISAP) has its own training options for test coordinators. Most state assessments will have an online or self-paced training module and an in-person training opportunity from which test coordinators can choose.

District and school test coordinators are also responsible for training test administrators to give the tests properly. Training requirements for test administrators are included in the back of this document.

All Tests

- ☐ **Monthly Test Coordinator Webinars.** These meetings have become a staple in keeping everyone involved with preparing for state assessments up to date. These meetings are not only for test coordinators. We welcome anyone at the district or school level involved in preparing for or administering the state assessments. You can register, download presentations, and listen to recordings at <https://ride.ri.gov/instruction-assessment/assessment/risap-test-coordinator-information>
- ☐ **State Policies and Procedures.** This training will be given twice and covers the RISAP general policies and procedures for all state assessments.

ACCESS for ELLs / Alternate ACCESS for ELLs

Training requirements below are given for test coordinators and test administrators. All training dates, registration links, access links to online modules, and presentation recording links can be found on the preceding pages.

Before you begin:

- **Get a WIDA Secure Portal account.** Test Coordinators and test administrators must have a WIDA Secure Portal account before any training can take place. If you are a district test coordinator who needs an account in the WIDA Secure Portal, contact flavia.moleabaker@ride.ri.gov. Test Administrators must contact their district EL/MLL coordinator director, district testing coordinator, or the WIDA help desk (help@wida.us or 866-276-7735) for accounts.
- **Get a WIDA Assessment Management System (AMS) account.** Test Coordinators and test administrators must have a WIDA AMS account to administer the tests. If you are a test coordinator who needs an account in the WIDA AMS, contact DRC Customer Service (wida@datarecognitioncorp.com or 855-787-9675). Test Administrators must contact their district EL/MLL coordinator director, district testing coordinator for WIDA AMS accounts.
- **Download the WIDA ACCESS for ELLs and Alternate ACCESS for ELLs checklists.** These checklists will help you keep track of tasks required for successful administration of the ACCESS assessments: <https://wida.wisc.edu/memberships/consortium/ri>.

Test Coordinator Required Training

- ☐ **ACCESS for ELLs Test Coordinator Training:** This RIDE-hosted training is for anyone involved with planning the ACCESS for ELLs or Alternate ACCESS for ELLs assessments.

Test Administrator Required Training

- ☐ **Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-training.
- ☐ **ACCESS training courses.** Anyone administering the ACCESS for ELLs or Alternate ACCESS for ELLs must complete the training course and successfully pass the online quiz every three years. Any test administrator who will be scoring the Speaking domain must recertify annually. You can access the training courses after you have a WIDA Secure Portal account here: [WIDA Secure Portal](#).

Dynamic Learning Maps (DLM) Alternate Assessment

Training requirements below are given for test coordinators and test administrators. All training dates, registration links, access links to online modules, and presentation recording links can be found on the preceding pages.

Before you begin: Test Coordinators and test administrators must have their own Kite Educator Portal accounts before any training can take place. If you are a test coordinator who needs an account in the Kite Educator Portal, contact heather.heineke@ride.ri.gov. Test Administrators must contact their district special education director or district testing coordinator for accounts.

Test Coordinator Required Training

All three are required for test coordinators:

- ☐ State Policies and Procedures Webinar
- ☐ DLM Test Coordinator Webinar
- ☐ DLM online modules

Test Administrator Required Training

- ☐ **Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-training
- ☐ **Rhode Island Guide to Required Training.** www.ride.ri.gov/assessment-training All training requirements for test administrators, and directions for logging in to the Moodle site, are included in the Rhode Island Guide to Required Training.

RI Comprehensive Assessment System (RICAS)

Training requirements for test coordinators and test administrators are given below. All training dates, registration links, access links to online modules, and presentation recording links can be found on the preceding pages.

Test Coordinators and test administrators must have their own PearsonAccess^{Next} (PAN) account. All training for RICAS will happen outside the PAN system but all test administrators MUST have an account in PAN in order to administer the assessment.

Before you begin:

- **Get a PearsonAccess^{Next} (PAN) account.** Test coordinators and test administrators must have a PearsonAccess^{Next} account to complete accommodations set-up for students, create rosters, and complete other important tasks before testing can begin. Follow these instructions to obtain an account in PAN:
 - ☐ **Test administrators** who need an account in PAN must contact their school test coordinator to request an account.
 - ☐ **School test coordinators** who need accounts should contact their district test coordinator or district data manager for access.
 - ☐ **District test coordinators** who need accounts should contact the RICAS Service Center (ricasservicecenter@cognia.org or 855-222-8936 or Tricia Bowler at Tricia.Bowler@ride.ri.gov 222-8478).
- **Review the following documents.** (Test coordinators must ensure that all test administrators have a manual.)
 - ☐ Test Coordinator Manual
 - ☐ Test Administrator Manual
- **Download the following document** from <https://ride.ri.gov/instruction-assessment/assessment/assessment-manuals-materials> or ricas.pearsonsupport.com.
 - ☐ PearsonAccess^{Next} (PAN) User Guide

Test Coordinator Required Training

- ☐ **State Policies and Procedures Training for Elementary and Middle Schools**
- ☐ **RICAS Test Coordinator Training**

For Additional Support

- ☐ **Online Modules for Test Coordinators:** Test coordinators should watch the videos on preparing for and administering the RICAS assessments in order to properly train and support test administrators and to ensure successful problem-solving. All videos can be found at ricas.pearsonsupport.com.

Test Administrator Required Training

- ☐ **Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-training.

For Additional Support

- ☐ **Online Modules for Test Administrators:** Test administrators should watch the following videos on preparing for and administering the RICAS assessments. All videos can be found at ricas.pearsonsupport.com.
 - Accessibility and Accommodations
 - Infrastructure Trial for Test Coordinator/Test Administrator
 - Moving Students Between Sessions
 - Resolving Incorrect Accommodations During Testing
 - Sessions Management

Next Generation Science Assessment (NGSA)

Training requirements for test coordinators and test administrators are given below. All training dates, registration links, and presentation recording links can be found on the preceding pages.

Before you begin:

- **Make sure you have an account for the TA Interface.** Accounts from previous years are still active. If you forgot your password, select *Forgot Your Password?* on the [login screen](#). If you are new to NGSA and need an account, test administrators should contact their school testing coordinator; school test coordinators contact their district test coordinator; and district administrators should contact the Help Desk at 866-757-9437 or rihelpdesk@cambiumassessment.com.

Test Coordinators Required Training

- ☐ **State Policies and Procedures Training for High Schools or Elementary/Middle Schools**
- ☐ **NGSA Test Coordinator Training.** There are in-person and webinar options available.
- ☐ [Test Administrator Certification Course for NGSA Test Delivery System \(TDS\)](#)

Test Administrator Required Training

- ☐ **Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-training.
- ☐ [Test Administrator Certification Course for NGSA Test Delivery System \(TDS\)](#): The certification course is required for anyone involved in administering any part of the NGSA tests. Test coordinators are responsible for setting up new test administrators with accounts in the TA Interface.

PSAT 10 and SAT School Day

Training requirements for returning test coordinators, new test coordinators, and test administrators are given below. All training dates, registration links, and presentation recording links can be found on the preceding pages.

Before you begin:

- Test Coordinators and proctors must have their own College Board Accounts. See <https://ride.ri.gov/instruction-assessment/assessment/assessment-manuals-materials> for instructions on creating an account if you don't have one. Returning and new users can contact the PSAT Help Desk at 888-477-7728 or SAT Help Desk at 866-609-2205.

Test Coordinator Required Training

- ☐ **State Policies and Procedures Training**
- ☐ *SAT Test Day Training for Test Coordinators **Part 1 and 2*** (in-person sessions) or the **online test coordinator modules** if a test coordinator did not attend the in-person series.
- ☐ *Service for Students with Disabilities (SSD Online)* or **online training modules** if a test coordinator did not attend the in-person session.

Test Administrator (Proctor) Required Training

- ☐ **Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-training.
- ☐ **Proctor online training modules:** www.collegeboard.org/ptat