

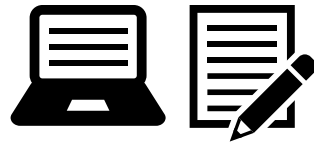


**RIDE** Rhode Island  
Department  
of Education

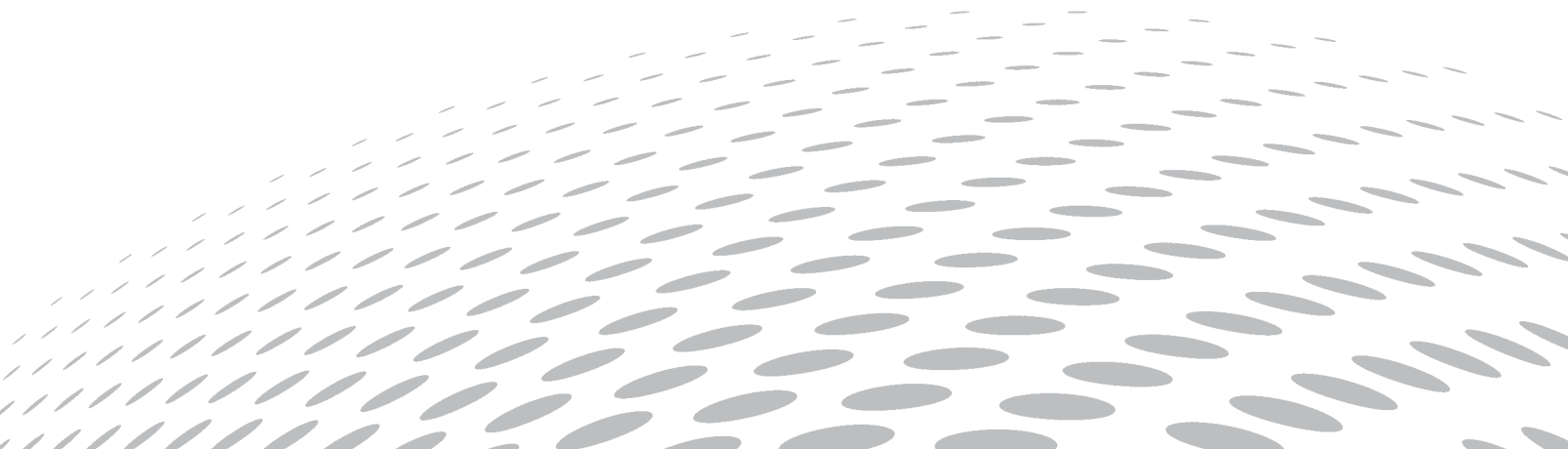
## Rhode Island Comprehensive Assessment System

# TEST COORDINATOR'S M A N U A L

### Grades 3–8



**SPRING 2024**





**RIDE** Rhode Island  
Department  
of Education

Rhode Island Department of Education  
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## Purpose of This Manual

This *Test Coordinator's Manual* (TCM) provides the information necessary for elementary and middle school leaders to conduct a smooth and successful RICAS administration. It is meant to be used in conjunction with training modules and other resources posted at the RICAS Resource Center ([ricas.pearsonsupport.com](https://ricas.pearsonsupport.com)), as well as the *Test Administrator's Manuals*, which provide instructions for test administrators as well as scripts to read to students during the test administration sessions. Test coordinators will also need the *Accommodations and Accessibility Features Manual*, which contains all of the information on allowable accommodations for students with disabilities and English learners and accessibility features for all students.

RIDE has high expectations for proper RICAS administration and requests that test coordinators and test administrators read and understand their respective manuals. In order to have confidence that RICAS tests are eliciting students' independent work and assessing their knowledge and skills in the tested subjects, it is important that test administration protocols are followed throughout Rhode Island.

If any information seems unclear, or if you have any special situations, please contact the RICAS Service Center, or RIDE, as indicated on the following page. You may also search for a keyword or select hyperlinks (including internal page and section references) in the PDF version of this manual, which is posted at [ricas.pearsonsupport.com/manuals](https://ricas.pearsonsupport.com/manuals).

The following icons are included in the margins of this manual to designate key areas where a test coordinator may need to consult with others.



technology coordinators



accessibility and accommodations, and information related to students with disabilities and ELs/MLLs

Additionally, the following icon is used to identify training opportunities and resources.



training

# Important Contact Information and Resources

<b>RICAS Test Administration Information, Technology Support, and CBT Troubleshooting</b>	
<b>RICAS Service Center</b>	
<b>Hours</b>	7:00 a.m.–5:00 p.m., Monday–Friday
<b>Web</b>	<b><a href="https://ricas.pearsonsupport.com">ricas.pearsonsupport.com</a></b> Use this website to access training modules and other materials to support test administration, including a link to the RICAS Service Center website ( <a href="https://ricas.pearsonsupport.com/support">ricas.pearsonsupport.com/support</a> ) to access the Principal's Certification of Proper Test Administration (PCPA), order additional materials, and schedule UPS pickup for any paper testing materials.
<b>Email</b>	<b><a href="mailto:ricasservicecenter@cognia.org">ricasservicecenter@cognia.org</a></b>
<b>Telephone</b>	855-222-8936

<b>RICAS Policy Information</b>	
<b>Rhode Island Department of Education: Office of Instruction, Assessment, and Curriculum</b>	
<b>Web</b>	<b><a href="http://www.ride.ri.gov/RICAS">www.ride.ri.gov/RICAS</a></b>
<b>Email</b>	<b><a href="mailto:assessment@ride.ri.gov">assessment@ride.ri.gov</a></b>
<b>Telephone</b>	401-222-8478

## Important Information about Online Accounts and Passwords

Type of Account	Purpose	How Sign-in Information Is Provided
<p><b>PearsonAccess<sup>next</sup></b> (PAN, <a href="https://ricas.pearsonaccessnext.com">ricas.pearsonaccessnext.com</a>)</p>	<p>All schools will use PAN to do the following:</p> <ul style="list-style-type: none"> <li>• Update student registration for tests</li> <li>• Upload selected accessibility features and accommodations for each student including paper-based test materials orders</li> <li>• Create and manage PAN sessions</li> <li>• Monitor online testing</li> </ul>	<p>RIDE uses LEA profiles to create and update “district test coordinator” accounts for district test coordinators, technology coordinators, and data managers. Those with the “district test coordinator role” then assign accounts to school test coordinators. School test coordinators in turn then assign accounts to test administrators.</p> <p>All users will be required to review and accept the terms of use for PAN when the system is refreshed for the Spring 2024 administration. Active users’ accounts will still be accessible in PAN; they will simply be prompted to confirm the user agreement. Passwords will need to be reset. Accounts that became disabled due to inactivity will need to be enabled accordingly (district test coordinators enable school test coordinators; school test coordinators enable test administrators). See the PAN User Guide for guidance.</p> <p>Please ensure profile information is correct at <a href="http://www2.ride.ri.gov/Applications/MasterDirectory">www2.ride.ri.gov/Applications/MasterDirectory</a>. If not correct, please update and then notify <a href="mailto:assessment@ride.ri.gov">assessment@ride.ri.gov</a> of the correction.</p>
<p><b>PearsonAccess<sup>next</sup> training site</b> (<a href="https://trng-ricas.pearsonaccessnext.com">trng-ricas.pearsonaccessnext.com</a>)</p>	<p>Schools will use the training site to run their Infrastructure Trial and to give access to users for practice prior to testing.</p>	<p>District users will receive access to the training site around the same time as for the live site (see above).</p> <p>If a user has an account in the PAN live site as well as the PAN training site, the password for both sites will always match.</p>
<p><b>RICAS Service Center</b> (<a href="https://ricas.pearsonsupport.com">ricas.pearsonsupport.com</a>)</p>	<p>All schools will use the RICAS Service Center website to do the following:</p> <ul style="list-style-type: none"> <li>• Order additional materials (manuals, materials for accommodations)</li> <li>• Complete the Principal’s Certification of Proper Test Administration (PCPA)</li> </ul> <p>Schools that need to return materials will also do the following:</p> <ul style="list-style-type: none"> <li>• Schedule UPS pickup</li> </ul>	<p>Use the secure password mailed by the Service Center in January 2024 to access the PCPA.</p> <p>Use the Ship Code printed on the Materials Summary form to order additional materials.</p>

# Spring 2024 RICAS Testing Schedule and Administration Deadlines

## Spring 2024 RICAS Tests for Elementary and Middle Schools

### Grades 3–8 ELA and Mathematics

Schools are expected to administer all the grade 3–8 tests online. (Exceptions are made for students who require a PBT edition as an accommodation.)

For more information about the tests, refer to the test designs for ELA and Mathematics at [www.ride.ri.gov/RICAS](http://www.ride.ri.gov/RICAS). Note that the prescribed administration sequence as follows: ELA, followed by Mathematics.

Task	Date/Time	
<b>Before Testing</b>	District deadline to update eRIDE student enrollment, including the Special Education Census and the ELL Census, to be used in RICAS registration	January 19
	Complete the pre-administration SR/PNP process <sup>1</sup>	January 22–February 2
	Extended SR/PNP window for CBT	<b>ELA:</b> February 5–March 22 <b>Math:</b> February 5–April 19
	Conduct an Infrastructure Trial (recommended) and determine if ProctorCache should be downloaded and installed	January 24–March 13
	Receive test administration manuals and PBT materials for accommodations	<b>ELA PBT materials and all manuals:</b> March 13 <b>Math PBT materials:</b> April 12
	Precache operational test content for spring 2024 testing (only recommended if minimum bandwidth requirement is not met)	Operational test content will be available for precaching on March 18, but schools should not precache until one week prior to the start of their testing window.
	Report packing discrepancies for PBT shipments, if necessary  Manuals: Schools may order additional manuals as needed, but should order within the following windows (for ELA or Math) to receive the manuals in time for the corresponding administrations.	<b>ELA PBT materials:</b> March 13–15 <b>Math PBT materials:</b> April 12–14
<b>Test Administration</b>	ELA test sessions  Note: Make-up testing for students must be administered within the testing window dates listed for that content area.	March 25–April 26
	Primary Testing Window: March 25–April 19	
	Make-up Testing Window: April 22–26	
	Mathematics test sessions  Note: Make-up testing for students must be administered within the testing window dates listed for that content area.	April 22–May 24

<sup>1</sup> Schools must complete the SR/PNP by February 2 in order to receive PBT materials for students who require them. For students doing PBT, Student ID Labels cannot be generated for any students not registered in PAN by the initial SR/PNP deadlines. Any updates to the SR/PNP for PBT materials after the initial SR/PNP deadline will need to be made in PAN, and PBT materials must be ordered during the additional materials window online at [ricas.pearsonsupport.com/student](http://ricas.pearsonsupport.com/student).

# Spring 2024 RICAS Testing Schedule and Administration Deadlines

<b>Spring 2024 RICAS Tests for Elementary and Middle Schools</b> <b>Grades 3–8 ELA and Mathematics</b>		
Schools are expected to administer all the grade 3–8 tests online. (Exceptions are made for students who require a PBT edition as an accommodation.)		
For more information about the tests, refer to the test designs for ELA and Mathematics at <a href="http://www.ride.ri.gov/RICAS">www.ride.ri.gov/RICAS</a> . Note that the prescribed administration sequence as follows: ELA, followed by Mathematics.		
Task	Date/Time	
<b>After Testing</b>	Primary Testing Window: April 22–May 17	
	Make-up Testing Window: May 20–24	<b>ELA:</b> April 26
	Deadline for updating SR/PNP information, if necessary	<b>Math:</b> May 24
	Mark students’ tests complete, if necessary	
	Deadline to complete the PCPA	May 30, 3:00 p.m.
	For PBT accommodations: Pre-scheduled UPS pickup/pickup deadline	<b>ELA:</b> April 29, 5:00 p.m. <sup>2</sup> <b>Math:</b> May 28, 5:00 p.m. <sup>2</sup>

<sup>2</sup> A UPS driver will automatically come to each school to pick up materials on the date listed in the calendar. However, schools are encouraged to return materials once testing has been completed in the school.



# Updates for the Spring 2024 RICAS Test Administrations

Updates listed below are of particular importance, but note that this list is not exhaustive.

Topic	General Information
<b>Test Administration Policies and Procedures</b>	<ul style="list-style-type: none"> <li>• For grades 3–8, ELA testing will again start at the end of March. The Mathematics testing window will begin in late April. See page iv for the 2024 testing schedule.</li> <li>• Recommended testing times have been updated for grades 3–8 ELA. See Part II, section C.4, for the recommended testing times.</li> <li>• Students in grades 7 and 8 Mathematics will have access to multiple calculators in TestNav (previously, they had access to either a standard five-function or a scientific calculator, depending on the test). Students will be able to choose the calculator they would like to use, and it is recommended that students use the calculator that closely resembles the one used in regular instruction. See Part II, section E, for details.</li> </ul>
<b>PearsonAccess<sup>next</sup> and TestNav</b>	<ul style="list-style-type: none"> <li>• TestNav system requirements for 2023–24 computer-based testing are posted at <a href="https://support.assessment.pearson.com/TN/testnav---review-and-prepare-for-2023-24-school-year-69894146.html">support.assessment.pearson.com/TN/testnav---review-and-prepare-for-2023-24-school-year-69894146.html</a>. See also <a href="https://support.assessment.pearson.com/TN/testnav-system-requirements-18613791.html">support.assessment.pearson.com/TN/testnav-system-requirements-18613791.html</a>. ChromeOS 83–90 will no longer be supported.</li> <li>• The latest annual TestNav application release, version 1.11, is now available for download. Districts must install this latest version of TestNav for use in the 2023–24 school year.</li> <li>• Updates to TestNav and PearsonAccess<sup>next</sup> include the following:               <ul style="list-style-type: none"> <li>› Students will see a progress bar in TestNav that shows the percentage of the session that has been completed.</li> <li>› Test coordinators can now delete and restore PAN user accounts using a file import.</li> <li>› If a preferred name is populated in the preferred name field in the enrollment census, students will now see their preferred name on testing tickets and testing screens.</li> <li>› Test coordinators and administrators will now see both preferred name (if applicable) and first name of students in sessions lists and student profiles in PAN.</li> <li>› Test coordinators and administrators can now search a student by preferred name (if applicable) or first name in PAN.</li> <li>› Student status dashboard will now display sessions of up to 100 students.</li> <li>› To see all TestNav and PearsonAccess<sup>next</sup> changes for 2023–24 testing, go to <a href="https://ricas.pearsonsupport.com/manuals">ricas.pearsonsupport.com/manuals</a> and click on the Test Administration Guidance tab. Under the PearsonAccess<sup>next</sup> Guidance drop-down, choose “Updates to TestNav and PearsonAccess<sup>next</sup> – December 2023.”</li> </ul> </li> </ul>
<b>Test Administration Procedures for PBT</b>	<ul style="list-style-type: none"> <li>• In order for students’ results to be included during the early online reporting period, schools must return their grades 3–8 Mathematics materials by May 12. Students’ results for grades 3–8 ELA will be included in early online reporting if their materials are returned by the pre-scheduled UPS pickup deadline date.</li> <li>• Schools will return test materials in a combined scorable/nonscorable shipment (instead of two separate types of return shipments). All booklets, used and unused (with the exception of Braille) will be placed in envelopes (Return, Special Handling, or Void). All materials will be shipped back to the testing contractor in their original cartons. Additional cartons are not automatically included in the shipment. Appendix C contains specific return instructions.</li> </ul>



Topic	General Information
<b>Accessibility and Accommodations</b>	The <i>Accommodations and Accessibility Features Manual</i> has been updated for 2024 and is posted at <a href="http://www.ride.ri.gov/Accommodations">www.ride.ri.gov/Accommodations</a> . All Braille tests are now in “full” (i.e., technical) UEB format instead of EBAE.

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# **Part I**



## **RICAS Test Security Requirements**

## RICAS Test Security Requirements

The purpose of the Rhode Island Comprehensive Assessment System (RICAS) is to elicit valid results showing what students know and can do in the tested subjects. The purpose of the RICAS Test Security Requirements is to protect the validity of RICAS results.

**Section A** describes responsibilities of principals and test coordinators.

**Section B** describes shared responsibilities of all individuals who have access to secure test materials.

**Section C** describes responsibilities of test administrators.

**Section D** provides instructions for reporting testing irregularities.

**Principals and school staff members authorized to have access to secure materials and test content must follow the requirements listed below and may not participate in, direct, assist in, encourage, or fail to report any testing irregularity or act of misconduct.**

**Principals are responsible for ensuring that all test administrators and school staff members authorized to have access to secure test materials are trained in and comply with the requirements and instructions contained in this part of the *Test Coordinator’s Manual (TCM)* and in the *Test Administrator’s Manuals (TAMs)*.**

Please note the following definitions for the purposes of this section and this manual:

- **“Secure”** content and materials include the following:
  - › test questions not publicly released
  - › any onscreen test content (e.g., ELA passages)
  - › student responses to test questions
  - › student testing tickets
  - › proctor testing tickets (for test administrators administering certain accommodations)
  - › used scratch paper

The following secure testing materials must be tracked using internal tracking forms:

- › student testing tickets
- › proctor testing tickets
- › used scratch paper (scratch paper must be accounted for on tracking forms but individual sheets do not need to be counted)
- **“Access”** refers to handling secure testing materials, but does not include viewing test content, which is prohibited (except when administering certain accommodations; see the *Accommodations and Accessibility Features Manual* at [www.ride.ri.gov/Accommodations](http://www.ride.ri.gov/Accommodations)). Students may never transport secure testing materials, including from their initial testing room to a test completion room.
 

**Note:** Student testing devices are not considered secure unless they are actively signed in to TestNav. Students may transport testing devices as long as the devices are signed out of TestNav.
- **“Locked storage area”** refers to the central locked area that must be used to store all secure RICAS testing materials when they are not in use. Principals must restrict access to the locked storage area to only those school staff members authorized by the principal to handle secure materials. For example, custodial or cleaning staff may not enter or access the locked area where the principal stores secure materials.

Each principal must complete the Principal’s Certification of Proper Test Administration (PCPA) to certify that the school has followed proper RICAS test security requirements and test administration protocols. See Appendix A for the certification statements to which the principal must attest.

## **A Responsibilities of the Principal and Test Coordinator**

- 1. Authorize specific staff members to serve as test administrators, and train them to properly administer RICAS tests. Designate other school staff members as necessary to maintain a secure test administration (e.g., staff members permitted to access secure test materials, staff members to serve as hallway or restroom monitors, technology coordinators) and train them in RICAS security requirements.**
  - Before the training session, distribute
    - › a copy of the appropriate TAM to every test administrator, and
    - › a copy of the test security requirements to all other school staff members who have access to secure materials.
  - Document that all test administrators have received TAMs and that school staff members who have access to secure materials have received the test security requirements (see sample form in Appendix A).
  - Train test administrators prior to test administration. The TCM and TAMs describe the protocols necessary to conduct a proper RICAS test administration.
  - For test administrators who provide accommodations to students with disabilities, or English learner (EL) students, provide training in the administration of accommodations in accordance with the *Accommodations and Accessibility Features Manual* (available at [www.ride.ri.gov/Accommodations](http://www.ride.ri.gov/Accommodations)).
- 2. Instruct students in RICAS test security requirements (see Part II).**
- 3. Develop local policies and procedures to ensure proper test security at all times.**
  - Schedule tests to avoid conflicts with recess or lunch (see Part II for more information about scheduling test sessions).
  - Ensure that tests are administered during the prescribed window and in the prescribed order.
  - Ensure that hallways are properly monitored during testing so that students are supervised at all times when they leave testing rooms (e.g., to use the restroom or transition to a test completion room).
  - Ensure that test administrators administer tests according to section C.
- 4. Keep RICAS test materials in locked central storage when RICAS tests are not being administered.**
  - Account for all secure test materials at the end of each test session and keep them in the locked storage area when not in use.
  - Restrict access to the locked storage area to only those school staff members authorized to have access to secure materials.
- 5. Monitor printing, distribution, and collection of materials.**
  - Student testing tickets and proctor testing tickets must be printed, securely distributed before testing, and collected after testing.
  - Used scratch paper must be accounted for and tracked during testing.

## RICAS Test Security Requirements

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### 6. Destroy secure materials after testing.

- Student testing tickets, proctor testing tickets, and used scratch paper (i.e., written on by students), must be securely destroyed (e.g., shredded) following testing.
- Used scratch paper must be stored securely until it is shredded. It may not be viewed by school staff members.

## **B** Shared Responsibilities of Test Coordinators, Test Administrators, Technology Staff, and Other School Staff Members Authorized to Have Access to Secure Materials

### 1. Receive training in test security requirements and test administration protocols.

- Test coordinators are expected to participate in one of RIDE’s training sessions on RICAS test security and test administration protocols. Session information will be posted at [www.ride.ri.gov/Assessment-Training](http://www.ride.ri.gov/Assessment-Training).
- Test administrators, test coordinators, and other school staff members authorized to have access to secure test materials must attend a school training session. Appendix A contains a sample form that test coordinators may use to document participation.

### 2. Document the location of secure materials at all times.

- Track secure materials using the sample Test Materials Internal Tracking Form in Appendix A or a similar document (test coordinators keep these forms on file for three years). See Part II, section E, for more information about requirements for internal tracking forms.
- The test coordinator and each test administrator must independently count testing tickets and sign the tracking forms before transferring custody of the tickets.
- Do not leave testing tickets or other secure RICAS materials unattended at any time unless they are locked in the secure storage area.
- Testing materials should be returned to the principal or test coordinator immediately following the end of the test session.

### 3. Ensure the security of the testing location.

- Do not allow unauthorized persons to enter the testing room. This includes parents, researchers, reporters, students not scheduled to be testing at the time, and any school staff members not assigned to the room as test administrators or proctors.
- School administrators, district staff, and RIDE observers may enter testing rooms to monitor and observe testing procedures.
- Technology staff may enter testing rooms to troubleshoot problems with computer-based testing, but are not permitted to photograph or otherwise duplicate secure test content on-screen.

### 4. Ensure the security of test questions, test booklets, and other secure materials.

- Do not discuss or in any way reveal the contents of test questions or student responses to questions before, during, or after test administration, except as noted in this manual (see TAMs for exceptions). Because RICAS test questions are secure and confidential until released publicly, school staff members should not discuss or review test questions with students or adults even after testing has been completed.



- Do not duplicate any secure test content, including but not limited to audiotaping, videotaping, photographing, typing, or copying by hand.<sup>3</sup>
- Do not allow any portion of test booklets or answer booklets to be retained, discarded, recycled, removed, or destroyed.
- Do not remove testing materials from the school.
- Do not allow scratch paper to be retained, discarded, or otherwise removed by students.
- Be sure that testing tickets and used scratch paper have been securely destroyed after testing (this step should be done by the principal or test coordinator).
- Do not allow students access to secure test questions prior to testing.
- Do not read or view any secure test content or student responses except when administering certain accommodations.
- Do not change any student responses.

## **C Responsibilities of Test Administrators**

### **1. Receive training from the test coordinator in administering RICAS tests properly and securely.**

- Review the TAM and all relevant test security requirements before administering test sessions.
- Attend the training session led by the test coordinator before test administration. A sample form that test coordinators may use to document participation in training and receipt of TAMs can be found in Appendix A.
- Understand and follow the protocols related to administering tests to students with disabilities, English learners, and English learners with disabilities, and protocols related to administering accessibility features. See the *Accommodations and Accessibility Features Manual* for more information.

### **2. Administer all tests according to appropriate protocols.**

- Administer tests during the prescribed testing window.
- Follow the directions and read the scripts in the TAMs (and in any subsequent updates provided by RIDE) verbatim to students.
- Remove or cover any classroom displays that provide information related to the content being assessed or to test-taking strategies (see page 22).
- Provide students with all required test materials as listed in the TAMs.
- Prevent the use of prohibited materials (see Part II, section E, for lists of required, permitted, and prohibited materials). Note that results may be invalidated for students who use cell phones or other electronic devices during a test session, including after they submit their test and turn in materials, during a break, and during the transition to a test completion area.
- Return all testing materials to the secure central storage area immediately following each test session.

<sup>3</sup> The only exceptions are for test administrators who must transcribe student responses into answer booklets for students with disabilities receiving certain accommodations or for students who did some or all of their work in damaged, defective, or void booklets, in accordance with the steps noted in Appendix C.

## RICAS Test Security Requirements

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- A test administrator may view students' tests on-screen only for the purpose of assisting a student who is having trouble with the computer interface, or in order to administer appropriate accommodations and accessibility features. See Part II, section D, for more information about assisting students with the computer interface.
  - Students must work only on the session being administered, and test administrators may not unlock a test session in PearsonAccess<sup>next</sup> other than the one being administered. (A student cannot review a prior test session or go ahead to the next test session without the test session being unlocked by a test administrator.)
- 3. Focus full attention on the testing environment at all times.**
- Monitor the testing process by circulating around the room frequently. When not circulating around the room, test administrators should maintain a clear view of the students and keep their attention focused on them.
  - Ensure that students are not left unsupervised during testing, including during breaks and during transitions to test completion locations.
- 4. Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.**
- Students must not
    - › copy answers from anyone else
    - › use notes, books, extra reference sheets, or any kind of class materials
    - › talk to or communicate with other students
    - › provide help or answers to any other student
    - › ask for or receive help from anyone else in answering the questions
    - › access cell phones or other electronic devices other than their testing device
  - Ensure that students do not access the internet outside of the TestNav application (the student testing online platform) during testing.
    - › A student who tries to access certain applications may see an error message that reads, "TestNav has detected a blacklist process '<processname>' running in the background that prevents you from taking this test. Please contact the administrator to stop the blacklisted process running in the background and resume testing." Make sure that any student who receives this message is not trying to access other applications.
- 5. Do not give students any assistance or make suggestions for responding to any test question.**
- Test administrators must not coach students during testing or alter or interfere with students' responses in any way. Examples of coaching include
    - › providing answers to a student
    - › indicating that a student has answered a question incorrectly or left a question blank
    - › indicating that a student has bookmarked or skipped questions
    - › defining words or providing synonyms
    - › spelling words
    - › influencing a student's responses by offering hints, cues, gestures, facial expressions, nods, or changes in voice inflection or body language

- › monitoring or evaluating whether students are using their scratch paper or using specific testing strategies
  - › altering, explaining, simplifying, or paraphrasing any test question, reading passage, writing prompt, or multiple-choice answer option
  - › providing any manner of assistance that could impact a student's answers, including testing strategies
  - › suggesting that a student write more on a question, check previous work, or review or reconsider a question
- At any time during a test session, a test administrator may repeat a portion of the TAM script if necessary for clarification.
  - Test administrators may remind the entire class to check their work before submitting their tests (the scripts contain language instructing students to do this).
  - Statements of encouragement such as “Just do your best” or “Answer it as well as you can” are permitted.

## 6. Do not read, view, or change student responses.

## 7. Follow proper procedures for administering accommodations to students with disabilities, English learners, and English learners with disabilities.



- Ensure that students are only provided accommodations that are listed specifically for use during RICAS testing in an approved IEP or a 504 plan, or that were specifically chosen as accommodations for English learner (EL) students.
- Follow guidelines on proper provision of RICAS accommodations as prescribed in the *Accommodations and Accessibility Features Manual*.

## D Testing Irregularities

Testing irregularities are incidents that represent a deviation from prescribed testing procedures. Testing irregularities may include student impropriety, errors in providing accommodations, educator misconduct, or the mishandling of secure test materials.

### 1. School Observations

In order to ensure the security and proper administration of the RICAS program, RIDE conducts announced monitoring visits to schools to observe the procedures followed during test administration. If selected for a visit, at least two regular classrooms should be visited by RIDE staff and at least one accommodation session, if possible. Additional information about school selection and visit procedures are available in the *2024 RI Test Coordinator Handbook* on the RIDE website at [www.ride.ri.gov/TC](http://www.ride.ri.gov/TC).

RIDE observers will confirm that all test security requirements are being met, including the following:

- Materials are stored properly.
- Staff have been trained.
- Test administrators are administering tests appropriately.
- The testing environment is secure.

# RICAS Test Security Requirements

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## 2. Mandatory Reporting of Irregularities by All Staff Members

All test irregularities must be reported by the test administrator to the school test coordinator. The school test coordinator must collect any information and documentation and inform the Local Education Agency (LEA) or district test coordinator. The LEA or district test coordinator must create a report using the Rhode Island State Assessment Test Irregularities application found on the RIDE Portal. If any school or district employee with knowledge of a test irregularity has questions about his or her reporting obligations, RIDE can be consulted.

It is recommended that parents/guardians be informed when a student-specific irregularity is reported to RIDE.

Before reporting an irregularity to RIDE, the following information should be gathered:

- a description of the incident and the date it occurred (be sure to speak with any students and test administrators involved)
- the name(s) of the individual(s) involved in the incident
- the specific test(s) and specific session(s) affected
- copies of documents if needed (e.g., notes that were passed, unauthorized reference materials)
- any accommodations used by the students
- in student-specific reports: the student's name, date of birth, grade, and State-Assigned Student Identifier (SASID)

Review the *RISAP TC Handbook* posted at [www.ride.ri.gov/TC](http://www.ride.ri.gov/TC) for additional information.

## **Part II**










### **Test Preparation**

# Test Preparation


## Overview of This Section and Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities when preparing for RICAS testing during suggested timeframes. Some of the tasks in the checklist are described in other documents (noted accordingly), but most are described in the Tasks section that follows. You may use the “Completed?” column to check off when each task has been completed; you may also want to use the column to write in the names of staff who will be helping with each of the tasks.

Task	Page	Task Overview	Completed?
<b>A. Ongoing/Tasks to Complete Beginning in Fall 2023</b>			
1	12	Attend RIDE’s Monthly Test Coordinator Webinars and familiarize yourself with RICAS resources, test designs, and assessment components.	
2	12	Provide RIDE with accurate contact information via RIDE Master Directory (LEA and School Profile). Ensure no duplication of entries and that a testing coordinator is designated at LEA and school levels.	
3	12	Ensure accurate student information is sent to RIDE through daily eRIDE transfer: enrollment census, special education census, and LEP census.	
<b>B. Tasks to Complete BEFORE Test Administration – Winter 2024</b>			
1	14	 Meet with the technology coordinator and establish a plan to ensure that the appropriate technology preparations are made.	
2	15	Participate in RIDE training on test security and administration protocols.	
3	15	 Review the student registrations for your school in PAN for accuracy and ensure daily transfers to eRIDE stay up-to-date.	
4	15	Identify all students who will be participating in each grade’s tests.	
5	16	 Complete the SR/PNP process to assign accessibility features and accommodations, particularly for paper-based testing.	
<b>C. Tasks to Complete BEFORE Test Administration – Late Winter/Early Spring 2024</b>			
1	17	Develop a test security plan.	
2	17	Identify test administrators and other school staff members who will have access to secure materials.	
3	19	Assign and update user roles in PAN.	
4	19	Establish the school’s testing schedule.	
5	22	Communicate the test schedule and other important information to the school community, including parents/guardians.	
6	22	Identify testing spaces and plan how to set up a secure testing environment, and prepare room assignments for students and test administrators.	

Task	Page	Task Overview	Completed?
<b>D. Tasks to Complete BEFORE Test Administration – Early Spring 2024</b>			
1	24	Collaborate with technology coordinator to conduct an Infrastructure Trial. Students encouraged to use accommodations and assistive technology during the trial to familiarize them with test and supports.	
2	24	Run the Accommodations Report to verify whether all students have the correct accessibility features and/or accommodations. Follow the instructions in the PNP Process Guide to make updates.	
3	25	Meet with students to provide information about testing.	
4	27	Administer the student tutorial and practice tests. Familiarize students with additional resources.	
5	29	Create PAN Sessions and assign students to them.	
6	29	 Verify form assignment in PAN Sessions for form-dependent accommodations	
<b>E. Tasks to Complete Two to Three Weeks BEFORE Test Administration</b>			
1	30	Verify receipt of test administration manuals. Inventory your school's shipment of manuals, and store them.	
2	31	Establish a chain of custody for all testing materials.	
3	32	Order additional manuals if necessary, and/or download materials.	
4	32	Prepare administration materials for test administrators and students. Review the types of materials required, permitted, and prohibited during testing.	
5	38	Distribute manuals/security requirements. Train staff in test security requirements and test administration protocols. Ensure all test administrators know which materials students can use for which content area and session, including the difference between required/permitted materials and accommodations.	
6	41	 Prepare to provide accessibility features and accommodations for testing. Train and confirm that test administrators understand the specific accommodations they will be providing.	
7	42	 Precache operational test content in PAN (if bandwidth minimum requirement not met, or otherwise choosing to use ProctorCache). ( <a href="https://support.assessment.pearson.com/x/dRFgAQ">support.assessment.pearson.com/x/dRFgAQ</a> )	
<b>F. Tasks to Complete One or Two Days BEFORE Test Administration</b>			
1	42	Verify that test administrators have covered or removed prohibited materials from the walls (shelves, desks, etc.) of testing rooms.	
2	42	 Confirm that the technology coordinator has completed necessary preparations for testing.	
3	42	Run the Accommodations Report in PAN to verify whether all students have the correct accessibility features and/or accommodations. Follow the instructions in the PNP Process Guide to make updates. DNR/voiding of tests can now only be processed by RIDE.	

# Test Preparation

Task	Page	Task Overview	Completed?
4	42	Ensure all first-year ELs who will not be participating in the ELA test are not assigned to an ELA session in PAN, or else are in a separate session that will not be started.	
5	43	Prepare secure materials (student testing tickets, proctor testing tickets) and non-secure materials (equation editor symbol keys, standard math reference sheets, scratch paper, etc.). Review the list of materials by grade, content area, and session when preparing materials for each testing location, and ensure that test administrators understand which resources students are permitted to use accordingly, and which are prohibited, in order to prevent materials-related testing irregularities.	
6	44	 Prepare and start PAN Sessions.	

## A Ongoing/Tasks to Complete Beginning in Fall 2023

### 1. Attend RIDE’s Monthly Test Coordinator Webinars and familiarize yourself with RICAS resources, test designs, and assessment components:

- Register for the monthly webinar series at [www.ride.ri.gov/TC](http://www.ride.ri.gov/TC). Review recordings and slide decks of any missed meetings, which are posted in the archive on that page.
- Become familiar with the ELA and mathematics test designs ([www.ride.ri.gov/RICAS](http://www.ride.ri.gov/RICAS)).
- Review the RICAS websites listed at the beginning of this manual to locate the resources needed to complete tasks.
- If you are new to computer-based testing (CBT), review sample forms and materials for CBT in Appendix A and additional instructions and troubleshooting for CBT in Appendix B.

### 2. Provide RIDE with accurate contact information via RIDE Master Directory (LEA and School Profile). Ensure no duplication of entries and that a testing coordinator is designated at both LEA and school levels.

RIDE uses the Master Directory information as the basis for the listservs used to contact LEA and school staff members with important updates. Please review the information posted at [www.ride.ri.gov/TC](http://www.ride.ri.gov/TC) about the Test Coordinator memos to ensure that all test coordinators stay informed during assessment preparation.

### 3. Ensure accurate student information is sent to RIDE through daily eRIDE collections: enrollment census, special education census, and LEP census.

RIDE uses data submitted by districts to the enrollment Census as the source for student information for the nightly feed into PearsonAccess<sup>next</sup>, as well as for results reporting and other assessment and accountability purposes. The student registration (SR) nightly feed file uses the enrollment census, the special education census collections, and the EL census collections. It is the responsibility of the district, principal, and test coordinator to provide accurate information for every student enrolled. Any questions regarding data submissions should be directed to the district’s Data Manager.



- **Enrollment census:** Student enrollment records must be active and the grade level must be accurate.
  - › Please check the preferred name field for accuracy. This is the first year that the preferred name field is being utilized for RICAS. Refer to RIDE’s guidance on how to appropriately complete the field.

**Please note:** Student enrollment records for students attending outplacement schools are the responsibility of the sending district. Please ensure that all student records for outplacement students are active, have the correct grade level, and the correct school designation.

- **Special education census:** The Dynamic Learning Maps (DLM) Assessment is available for students with significant cognitive disabilities who are unable to participate in standard RICAS tests. For more information, refer to [www.ride.ri.gov/DLM](http://www.ride.ri.gov/DLM). Students taking the alternate assessment should have the assessment accommodations code of 3 (alternate assessment) in the special education census. Any student with this designation will be removed from the student registration file for RICAS automatically.
- **EL census:** RICAS ELA testing is optional for English Learner students who are in their first year of enrollment in U.S. schools (for the Spring 2024 RICAS, the students must have enrolled in U.S. schools after April 1, 2023). First-year ELs are only required to take the mathematics assessment, but are automatically registered for both ELA and mathematics through the nightly feed. If the student does take the ELA assessment as a first-year EL, the score will not count toward accountability.

Students are automatically registered for both ELA and mathematics for their grade level based on the information submitted by the district. District and school users will not be able to add students directly to PAN; registration only takes place through the nightly feed. Once students have been registered in PAN, test coordinators may update the students’ Personal Needs Profile (PNP) to ensure accuracy of accommodations and accessibility features (see section D, tasks 2 and 6).

**Please note:** Due to the timing of the transfers, it may take 24–48 hours for enrollment changes made in a district’s student information system to be reflected in PAN.

State Assigned Student Identifiers (SASIDs) are required as part of the Student Registration/ Personal Needs Profile (SR/PNP) process. If you do not have a student’s SASID (e.g., the student is new to Rhode Island or new to the public school system), Data Managers should request a SASID through the SASID Administration Application in the RIDE Portal. Call your district’s Data Manager with questions on assigning SASIDs.

**Please note:** Homeschool students participating in RICAS must have a SASID in order to be registered, participate, and receive results. Please also ensure they are properly coded in the enrollment census so they are not included in your school for accountability purposes.

# Test Preparation

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## **B** Tasks to Complete BEFORE Test Administration – Winter 2024



### 1. Meet with the technology coordinator and establish a plan to ensure that the appropriate technology preparations are made.

- Configure internet firewalls, content filters, and spam filters.
  - › Review the information on the Network Requirements and Guidelines page and configure your network appropriately. Test delivery URLs should be “exempted” or “excluded” from inspection and filtering.
- Configure the common applications listed below so that they will not launch on any student devices during the Infrastructure Trial or during operational testing:
  - › anti-virus software performing automatic updates
  - › power management software on laptops warning of low battery levels
  - › screen savers and sleep mode
  - › email with automessage notification
  - › calendar applications with notifications, such as Google Calendar
  - › pop-up blockers
  - › set automatic updates (iTunes)
  - › Windows Accelerator
  - › MacOS three finger tap gesture on Macintosh computers with trackpads
  - › Siri and Dictation (MacOS)
  - › Cloud Clipboard
  - › Cortana and Game bar (Windows)
  - › any other application that could have a pop-up message
- Review the RICAS Technology Specifications, and prepare the school’s infrastructure.
  - › The CBT technology specifications provide minimum and recommended specifications for computer hardware, devices, and security requirements; and suggests recommended levels of bandwidth that will support schools’ instructional and assessment needs ([support.assessment.pearson.com/x/HwYcAQ](https://support.assessment.pearson.com/x/HwYcAQ)).
  - › Identify any gaps in technology capacity, including test-taking devices that do not meet technology specifications and potentially insufficient bandwidth and address those gaps.
  - › If the school will use Chromebooks, review these special instructions: [support.assessment.pearson.com/x/NgccAQ](https://support.assessment.pearson.com/x/NgccAQ).
- Prepare devices and materials.
  - › Plan a sufficient number of devices for test administrators and students, including back-up devices that can be used if needed.
  - › Ensure that devices will be charged prior to each test session.
  - › Have the following materials available, and confirm if they are in working order:
    - Power cords, power strips, extra batteries, extra computers
    - If using tablets: external keyboards
    - If students are using text-to-speech: headphones

- View the online training module: Infrastructure Trial for Technology Coordinators.
- Conduct an Infrastructure Trial. Note from the trial whether your network meets or exceeds the minimum bandwidth requirement (100 kbps per student testing); if so, proctor caching is optional.
- Set up ProctorCache (recommended only if network does not meet bandwidth minimum requirement).
  - › The ProctorCache system requirements provide minimum and recommended specifications for computer hardware ([support.assessment.pearson.com/x/PQACAO](https://support.assessment.pearson.com/x/PQACAO)). Precaching reduces test delays from network congestion and provides students with a more seamless testing experience in the event of disruptions to internet connectivity.
  - › If you do not meet the minimum required bandwidth, or otherwise choose to utilize ProctorCache, precache the operational tests by following the steps outlined in the *PearsonAccess<sup>next</sup> User Guide* ([support.assessment.pearson.com/x/LYDy](https://support.assessment.pearson.com/x/LYDy)).  
**Please note:** Schools should not precache secure operational test content until two weeks prior to the start of their testing window.
  - › Confirm that the tests are precached by entering the following URL into a browser: [http://\[Caching Computer's IP Address\]:4480](http://[Caching Computer's IP Address]:4480).
- Schedule one-on-one support as needed from Pearson's support specialists (i.e., Field Services Engineering) using the link at [ricas.pearsonsupport.com/technology-setup](https://ricas.pearsonsupport.com/technology-setup).



### 2. Participate in RIDE training on test security, general state policies, and RICAS test administration protocols.



All test coordinators are expected to participate in these sessions. More information about training sessions can be found at [www.ride.ri.gov/Assessment-Training](https://www.ride.ri.gov/Assessment-Training).

### 3. Review the student registrations for your school in PearsonAccess<sup>next</sup> for accuracy and ensure daily transfers to eRIDE stay up-to-date.



Confirm accuracy of records for students newly added to the school through the nightly feed from eRIDE (e.g., students who transferred into your school before or during RICAS testing). Students who will no longer be taking RICAS (e.g., transfer out of the school, taking the alternate assessment) will not be removed from PAN if they have already been registered, but will no longer be included in the nightly feed to RIDE. You may remove those students' test assignments in PAN, or else assign them to a test session that will not be started.

### 4. Identify all students who will be participating in each grade's tests.

Students are expected to participate in computer-based RICAS tests for the grade in which they are enrolled and reported to eRIDE through the enrollment census. The Rhode Island State Assessment Program (RISAP) Participation Policy can be found in more detail at [www.ride.ri.gov/TC](https://www.ride.ri.gov/TC).

Participation requirements and guidelines for EL students and students with significant cognitive disabilities are provided in the *Accommodations and Accessibility Features Manual* available at [www.ride.ri.gov/Accommodations](https://www.ride.ri.gov/Accommodations).

See section C, task 4, for information about scheduling test administration, including scheduling make-up sessions for students who are absent on the day of testing.

## Test Preparation

### 5. Complete the initial stage of the PNP process to assign accessibility features and accommodations, particularly for paper-based testing.

The Student Registration (SR) process is used to register students for testing. The Personal Needs Profile (PNP) provides information on selected accessibility features and accommodations that a student will use during testing. It determines the test form students will take for computer-based testing (e.g., text-to-speech) and provides the basis for the initial shipment of manuals and other paper-based materials to schools.

See the *Guide to the Student Registration/Personal Needs Profile (SR/PNP) Process for the Spring 2024 RICAS Tests* posted at [ricas.pearsonsupport.com/manuals](https://ricas.pearsonsupport.com/manuals) for details.

Once the nightly feed from RIDE begins, schools will be able to update PNP information (e.g., test mode, accommodations) through PAN.

**Please note:** The primary focus of the initial PNP window is to ensure that all students assigned paper-based testing in their IEP or 504 plans have had that test mode assigned in PAN. Completing that assignment will result in an automatic shipment of those paper-based testing materials as part of the initial materials shipment for each content area. Changing the test mode to paper after that window closes requires school test coordinators to manually order paper materials through the RICAS Service Center ([ricas.pearsonsupport.com/support](https://ricas.pearsonsupport.com/support)). Information specific to paper-based testing can be found in Appendix C of this manual.

It is crucial that all PNP information is accurate prior to testing to ensure students have the correct accommodations, test mode settings, and accessibility features. Incorrect accommodations or form-based accessibility features are considered testing irregularities.

See the *Accommodations and Accessibility Features Manual* for information on assigning accessibility features and accommodations.

For additional support, view the “Accessibility Features and Accommodations” module ([ricas.pearsonsupport.com/training](https://ricas.pearsonsupport.com/training)).



- PNP information may be updated in PAN prior to testing as follows:
  - › add, edit, update, or remove accommodations based on the student’s IEP or 504 plan (e.g., changing the test mode to paper, form-based accommodation such as text-to-speech)
  - › assign a form-based accessibility feature (e.g., Color Contrast)
- PNP information may also be updated after testing for the following situations:
  - › to update accommodations that were incorrect or that have been added to or removed from students’ IEPs or 504 plans
  - › to update accommodations that were not used by the student during testing

To update student data in PearsonAccess<sup>next</sup>, follow the steps below (recommended for a small number of updates) or export a Student Registration File, update the file and then re-import it (recommended for larger updates).

1. View the top of the screen to confirm that you are in the correct administration.
2. Go to **Setup** and select **Students**.
3. Locate the students whose data needs to be updated, and check the box next to their SASIDs.

4. Go to **Select Tasks**, check **Create/Edit Students**, and **Registration** (the system will autocheck all registration tasks) and click **Start**.
5. Make the appropriate changes in these tasks, and click **Update**. Then click **Exit Tasks**.

See the *Guide to the Student Registration/Personal Needs Profile (SR/PNP) Process for the Spring 2024 RICAS Tests* at [ricas.pearsonsupport.com/manuals](https://ricas.pearsonsupport.com/manuals) for the steps to complete SR/PNP prior to testing for these purposes:

For support with updating the PNP, view the following resources available at [ricas.pearsonsupport.com/training](https://ricas.pearsonsupport.com/training) in the “Modules to Assist with Pre-Administration Tasks” section:

- SR/PNP module
- Accessibility and Accommodations module



### **C** Tasks to Complete BEFORE Test Administration – Late Winter 2024

#### **1. Develop a test security plan for your school that will assist you in preventing issues and, if necessary, detecting incidents and determining actions.**

- Review the RICAS Test Security Requirements (see Part I).
- Establish a tracking system (see sample internal tracking forms in Appendix A), and develop local procedures to ensure that the chain of custody of secure testing materials is maintained and that students are provided with required materials for testing.
- Designate a central locked area for storage of secure testing materials such as testing tickets and used scratch paper.
- Develop procedures so that students do not access prohibited materials such as cell phones and other prohibited devices (see list on page 37).
- Begin planning for the number of staff who will need to be involved in test administration, so that there will be appropriate coverage (e.g., monitors for hallways and restrooms, test administrators, substitute test administrators, test administrators for accommodated students).
- Develop a training plan for staff who will be involved in test administration, and develop a communication plan for students and parents/guardians to inform them about prohibited items during testing as well as the consequences for having them (see the optional sample form for students and the letter for parents/guardians).

#### **2. Identify test administrators and other school staff members who will have access to secure materials.**

School test coordinators must authorize the following individuals to ensure secure and proper test administration: test administrators, other staff member roles during testing (e.g., hallway monitors), technology staff. School test coordinators must then train all staff members with access to secure materials in test security requirements and proper test administration (for details about training content and resources, see section E, task 5).

##### **a. Qualified Test Administrators**

It is the responsibility of the principal to authorize individuals to serve as test administrators. Test administrators’ responsibilities are described in the TAMs.

# Test Preparation

To the extent possible, test administrators should be licensed classroom teachers working in the school. When necessary, other education professionals (e.g., administrators, professional staff) employed by the school or district may be authorized to serve as test administrators. See the RISAP Test Coordinator Handbook at [www.ride.ri.gov/TC](http://www.ride.ri.gov/TC) for additional information about test administrator qualifications and requirements.

To assist in maintaining security, RIDE recommends that whenever possible, test coordinators assign two test administrators per testing space. It can be especially useful for two test administrators to be present, so that one test administrator has the primary responsibility of actively monitoring the room, and the other has the primary responsibility of completing tasks in PearsonAccess<sup>next</sup>, as well as assisting with monitoring. Another recommendation is to assign test administrators to students other than their own.



The test coordinator must authorize individuals to serve as test administrators for students being tested with accommodations. Test administrators will need to follow instructions in the TAMs for administering specific accommodations.

## b. Technology Staff

The test coordinator should authorize technology staff to assist with set-up prior to testing and troubleshooting during test administration. Technology staff should complete the following tasks:

- Prepare student testing devices as well as computers for test administrators by ensuring they meet the System Requirements ([support.assessment.pearson.com/x/HwYcAQ](http://support.assessment.pearson.com/x/HwYcAQ)) and installing TestNav from [download.testnav.com](http://download.testnav.com).
- Conduct an Infrastructure Trial (strongly recommended). See the *Infrastructure Trial Readiness Guide* at [ricas.pearsonsupport.com/technology-setup](http://ricas.pearsonsupport.com/technology-setup) (click on the “User Guides” drop-down menu).
- Review lessons learned from the Infrastructure Trial with the test administration team (e.g., error codes, connectivity issues, issues with signing in to TestNav). After resolving issues discussed with the team, the technology set-up should not be changed prior to testing.
- Set up or disable ProctorCache based on the Network Check report of your school’s bandwidth. Precaching is only recommended if you do not meet the minimum bandwidth requirement (100 kbps per student testing). Precaching can reduce test delays from network congestion and provides students with a more seamless testing experience in the event of disruptions to internet connectivity. If you determine proctor caching is needed for your organization, please visit Pearson’s support page ([support.assessment.pearson.com/x/LYDy](http://support.assessment.pearson.com/x/LYDy)) for instructions on how to complete the Network Check and specific ProctorCache recommendations based on the results of your Network Check. You may also contact Pearson Support directly or set up an Office Hours meeting to discuss your concerns. Schools should not precache secure test content until two weeks prior to the start of their testing window.
  - › Confirm that the tests are precached by entering the following URL into a browser: [http://\[Caching Computer's IP Address\]:4480](http://[Caching Computer's IP Address]:4480).
  - › Schools using an Apple computer for their ProctorCache device will need to call the RICAS Service Center for special instructions.

## c. Other School Staff Members

The test coordinator may want to authorize other school staff members to assist with the distribution and return of secure test materials.



Also, RIDE suggests that test coordinators assign monitors for hallways, restrooms, and other areas to ensure a secure testing environment.

Anyone authorized to have access to secure test materials must be employed by the school or district. Once test administrators and other school staff members are authorized, test coordinators must train them in test security requirements as well as the logistics that will be followed at the school, including how to contact the principal or test coordinator during testing if necessary.

### 3. Assign and update user roles for test administrators and other school staff members as necessary in PearsonAccess<sup>next</sup>.

RIDE created initial accounts for district test coordinators for PearsonAccess<sup>next</sup>. District test coordinators are responsible for managing accounts for school test coordinators and district level personnel, including creating new accounts and enabling existing accounts that were disabled due to inactivity. School test coordinators are responsible for assigning user accounts for test administrators and other school staff members as necessary.

Refer to the *Guide to Managing Users in PearsonAccess<sup>next</sup>* and the *User Role Matrix for PearsonAccess<sup>next</sup>*, which are posted at [ricas.pearsonsupport.com/pearsonaccessnext](https://ricas.pearsonsupport.com/pearsonaccessnext) (click on the “User Information” drop-down menu), for more information about user roles and creating user accounts. All test coordinators should continue to update roles and accounts throughout the testing window as needed. New district test coordinators should contact the RICAS Service Center to request an account be created for them.

### 4. Establish the school’s test administration schedule.

Test coordinators are responsible to ensure that tests are scheduled and administered during the prescribed state testing window (refer to page iv of this manual for dates) and in the prescribed order.

#### a. Requirements and Recommendations for Scheduling Testing

RIDE recommends that test coordinators schedule tests in the early part of the testing window to allow ample time for regular test sessions and make-up sessions. Note that the testing window for one content area may shorter than the other due to school vacation week.

The sequence for administering the spring RICAS tests must be as follows: *first* ELA, *followed by* Mathematics.

In addition, test sessions must be sequential: e.g., Session 1 must be administered before Session 2 (except for students participating in make-up testing); see section j on page 21.

#### b. Testing Time and Information on Test Sessions

**All RICAS test sessions are untimed in 2024, the same as for past administrations.**

The recommended times for scheduling test sessions are based on analysis of student testing time from computer-based testing from prior administrations.

Grade(s)	RICAS Subject Area Test	Number of Sessions	Recommended Testing Times
3–8	ELA	2 sessions	2 to 2½ hours per session
3–8	Mathematics	2 sessions	1½ hours per session

# Test Preparation

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It is important for all testing to occur during regular school days and to begin at the start of the regular school day, to ensure equivalent testing conditions in schools across the state and to ensure that all students, including students with disabilities and EL students, are afforded an equal opportunity to benefit from untimed tests.

## c. Availability of TestNav and Requesting an Alternate Schedule

In order to maintain the security of the testing system, TestNav will be available only during the test administration windows listed on page iv, and during regular school hours, between 7:00 a.m. and 4:00 p.m., Monday–Friday.

If a school wishes to conduct testing outside of these hours, the test coordinator must email RIDE or call 401-222-8478 to request an exception and provide an explanation of the rationale and benefit of doing so.

## d. Test Completion

Students who require time beyond the regularly scheduled test session may take it, as long as they are working productively. To that end, test administrators read scripts in the TAMs to guide students through the test session and inform them of the time available. Students may be moved to another location to finish testing, but must be supervised at all times during and after the transition.

For schools that choose to administer more than one test session on the same day, any students who have not completed the first test session by the time that the class begins the next test session must finish working in the first test session before beginning the next one. The next test session can be administered to the student in a separate setting from the regularly administered one.

## e. Same-Day Requirement

**No test session may extend beyond the end of the regular school day, and any individual test session must be completed on the same day on which it begins**, with the following exception: if a student becomes ill during a test session and cannot continue testing, the student should be scheduled for a make-up session (see item “i” noted further in this task).

The scripts in the TAMs that are read aloud throughout the session will help remind students how much time they have, so extra time should not generally be needed beyond the end of a regular school day. However, a test coordinator may provide students with a **maximum** of 15 additional minutes to review and complete their work, provided that:

- students request the additional time themselves;
- transportation is arranged if necessary (e.g., the school bus is held, the student’s parent/guardian is contacted); and
- a test administrator stays with the students until the end of the allotted time.

If testing must occur on an “early release” day, arrangements must be made for test administrators to stay with students who have not finished their work until the time at which school would end on a regular school day.

## f. Breaks and Lunch

Extended breaks, including recess, may not be scheduled in the middle of a test session. RIDE recommends that students be provided snacks, drinks, and the opportunity to use the restroom before the beginning of the test session. However, students are permitted to use the restroom one student at a time during the test session. **Students must be supervised at all times between the testing room and the restroom.**



Test coordinators should try to schedule tests to avoid conflicts with lunch; however, if a lunch break is required during testing, test materials must be secured and students must be escorted to the lunchroom, instructed that they may not have conversations and that they still may not access any prohibited materials, **sufficiently monitored to prevent discussion of test questions during the entire lunch period**, and escorted back to the testing location. RIDE recommends signing students out of TestNav during a lunch break.

Schools may plan for one short, supervised break (3–5 minutes) to be given at each test administrator’s discretion. Test administrators must maintain security during the break (e.g., students may not have conversations).

Test administrators should instruct students approximately midway through a session that they may have a short break or they may continue working. To maintain the security of the test, test administrators should follow the instructions in the TAMs.

### **g. Concurrent Administration Requirement**

RIDE recommends that test coordinators schedule tests in the early part of the testing window to allow ample time for regular test sessions and make-up sessions. Schools are expected to test all students in the same grade in the same session on the same day, with the following exceptions:

- make-up testing for students who were absent on scheduled testing days; make-ups should be as close as possible in time to when the students were initially scheduled to test
- testing for students whose IEP/504 plans require them to receive “Specific Time of Day” or “Frequent Breaks” as a test support
- in the event RIDE notifies test coordinators that the concurrent administration expectation has been suspended due to unique circumstances

### **h. Test Session Limitations**

It is recommended that students take no more than two test sessions on a single day, including those administered as make-up sessions.

### **i. Procedures for Students Who Become Ill During a Test Session**

If a student becomes ill during testing and cannot complete the session that day, the school may allow the student to complete the session on another day. The student should be instructed not to discuss the test with anyone, and the school should provide a closely-monitored make-up session, during which the student may complete the test, but may not return to any questions that were previously viewed or answered. For computer-based testing, the “Students in Sessions” tool within PAN displays a table of item information for each student, including items viewed or answered, so the test coordinator and test administrator can see where the student will need to resume testing.

### **j. Procedures for Make-Up Testing**

Students who are absent on the scheduled testing date for their grade for any reason (including illness or other medical condition) must be scheduled for make-up testing when they return to school. Make-up tests may be administered at any time after the scheduled testing date and before the end of the test administration window (see page iv for dates), however RIDE encourages schools to schedule make-up testing for as soon after the regularly scheduled sessions as is feasible.

# Test Preparation

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Any students who are absent for a session of a test should take the remaining session(s) of the test according to the school's administration schedule and take the missed session during the make-up period. Make-up testing for students with "extraordinary circumstances" may be scheduled according to the dates listed on page iv.

## **k. Test Administration Interruptions Including Technology Failures**

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.

Technology issues during testing that cannot be resolved quickly by troubleshooting (see Appendix B), including any large technology failure that affects a classroom or more, should be immediately reported to the RICAS Service Center and testing irregularly reporting procedures followed once the situation has been resolved.

If possible during an interruption, the test administrator should collect the student testing tickets and instruct the students to exit the test by signing out of TestNav. When normal conditions are restored, the test administrator will need to resume the students' tests from PearsonAccess<sup>next</sup>.

Test coordinators must also provide guidance to test administrators on handling regular interruptions, such as students requesting to use the restroom or to go to the nurse's office. Students may not remove secure materials from the room. Test administrators must maintain test security according to the requirements in Part I of this manual while any student is out of the room.

## **l. Severe Weather**

If severe weather forces the closure of a school on a scheduled test administration date, then on the day it reopens the school should administer the test session scheduled for that day and make up the missed session(s) later.

When severe weather forces a delayed opening on a scheduled test administration date, the test coordinator should proceed with the test administration after students arrive, if this is possible.

## **m. Scheduling the Student Tutorial and Practice Tests**

In order to prepare students and educators for RICAS question types, as well as to gain experience with TestNav, schools should schedule ample time for the student tutorial and practice tests in late winter/early spring.

The tutorial should take approximately 20–30 minutes to complete. The practice tests should take approximately 30–45 minutes to complete.

## **5. Communicate the school's testing schedule and general policies to the school community, (e.g., educators, parents/guardians, students), including the following:**

- school procedures during testing, as well as the policy that students are not permitted to use cell phones (or other prohibited devices or materials) during RICAS testing
- participation requirements

## **6. Identify testing spaces and plan how to set up a secure testing environment, and prepare room assignments for students and test administrators.**

Identify adequate and appropriate testing spaces, and plan strategies to maintain security in each testing space.

- It is the responsibility of the test coordinator to ensure that testing spaces are free from noise and distractions and are adequately lit, ventilated, and furnished so that students can work comfortably and without disruption.
- Each testing room should have a working clock so that students can plan their work. There is no clock or timer in TestNav.
- Prior to testing, test coordinators must verify that test administrators have covered or removed from the testing spaces all materials containing content in the subject areas being tested, including any materials that might help students answer test questions.
  - › Examples of materials that must be covered or removed include, but are not limited to, posters, maps, charts, graphic organizers, reading and writing strategies, word lists, number lines, multiplication tables, definitions, writing formulas, and mathematical formulas/theorems.
  - › It is not necessary to cover or remove calendars, posters displaying the alphabet or consonant blends, or posters displaying the Pledge of Allegiance.

### a. Seating Arrangements

Test coordinators must ensure that each student assigned to the testing space will have adequate work space and be sufficiently separated from other students to support a secure testing environment. **Regardless of how testing rooms are arranged, students must not have a view of any screen but their own.**

The following seating arrangements are suggested strategies to create a secure environment:

- Seat students at least two seats away from each other.
- Seat students in every other row.
- Seat students at opposite ends of a long lab table.

Physical barriers can also be used. Note that using physical barriers to shield students from each other can also shield them from test administrators, making it more difficult to see what students are doing (e.g., using notes or a cell phone). Thus, it is especially important that test administrators circulate frequently throughout the room and monitor students when physical barriers are used. Acceptable physical barriers include:

- privacy screens on computer monitors
- tri-fold display boards around testing devices
- cardboard or heavy cardstock placed on desks or taped to the sides of monitors to create a barrier

### b. Room Assignments

Document the rooms to which students and test administrators will be assigned and maintain the record in your school files.

- As long as all requirements for testing conditions and staffing are met, test coordinators have the flexibility to test students in appropriate groups and testing spaces other than regular classrooms, including planning small groups for students.
- Test coordinators must identify appropriate testing spaces for students using accessibility features or accommodations that require changes in the testsetting, presentation, or mode of response (e.g., human read-aloud, text-to-speech without headphones, speech-to-text). See the *Accommodations and Accessibility Features Manual* at [www.ride.ri.gov/Accommodations](http://www.ride.ri.gov/Accommodations) for administration and space requirements.

## Test Preparation

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- Schools should not group together students doing computer-based testing and any students doing paper-based testing, including for make-up testing.
- To achieve efficiencies for make-up testing, schools may group students taking different tests together if the following conditions are met: the script in the TAM is the same for these different tests and the materials needed for the students are the same (e.g., students will use a reference sheet for both tests).

### **D** Tasks to Complete BEFORE Test Administration – Early Spring 2024

- 1. Recommended: Collaborate with your technology coordinator to conduct a Preliminary System Test and (if recommended) an Infrastructure Trial to ensure school bandwidth is sufficient for testing, and provide students with an opportunity to familiarize themselves with the test, its supports, and any accommodations or assistive technology to be used during administration.**

Refer to the *Infrastructure Trial Readiness Guide* ([ricas.pearsonsupport.com/technology-setup](https://ricas.pearsonsupport.com/technology-setup)) to determine whether your school should conduct an Infrastructure Trial, Preliminary System Test, or both, and for the steps to do so.

Review the steps below and the suggested assignments for tasks.

- Access the PearsonAccess<sup>next</sup> (PAN) training site (all participating staff).
- Set up technology (technology coordinator).
- Create sample students in PAN (test coordinator).
- Create a session in PAN (test coordinator).
- Administer a test session (test coordinators and test administrators).
- Review lessons learned from the Infrastructure Trial and/or Preliminary System Test with the test administration team (e.g., error codes, connectivity issues, issues with signing in to TestNav).

**Note:** After resolving issues discussed with the team, the technology set-up should not be changed prior to testing.

For additional support, staff should view the “Infrastructure Trial for Technology Coordinators” module and “Infrastructure Trial for Test Coordinators and Test Administrators” module as appropriate based on their roles.

- 2. Run the Accommodations Report in PAN to verify whether all students have the correct accessibility features and/or accommodations. Follow the instructions in the PNP Process Guide to make updates.**

Ensure that the PNP is updated with any changes since it was first imported. It is important to make sure that your PNP is up to date and reflects your current enrollment. Changes can be made through the PAN interface or by exporting, updating, and then re-importing the file. You can update the PNP according to the instructions in the *Guide to the Student Registration/Personal Needs Profile (SR/PNP) Process for the Spring 2024 RICAS Tests* posted at [ricas.pearsonsupport.com/manuals](https://ricas.pearsonsupport.com/manuals).

**Reminder:** Certifying accuracy of accommodations and accessibility features prior to testing is **critical** because DNR/voiding of tests due to incorrect or missing accommodations can now only be processed by RIDE.



### 3. Meet with students to provide information about testing.

It is recommended that staff meet with students to provide information on test security requirements and information about the testing experience.

#### a. General Meetings

Feedback from principals and teachers indicates that a serious, yet supportive, testing environment has a positive impact on student performance. RIDE recommends that the test coordinator or test administrators meet with students before each test administration window to give them information about testing procedures at the school, including the following topics.

1. The Testing Schedule and Recommended Testing Times
  - Students will need to come to school on the scheduled test days.
  - Most students should be able to finish within the suggested time limits, but they will be allowed additional time to finish their work if they are working productively.  
**However, test session should not extend past the end of the regular school day.**
2. Preparing for the Tests
  - Students should read questions carefully, be thorough in their responses, and answer all parts of multi-part questions. They should also try their best, and answer all the questions on the test.
  - Their test administrator will be able to assist with the computer interface, and can read aloud a word during Mathematics testing at their request, but the test administrator cannot give them any help or answer any question related to test content.
  - Students may let their test administrator know if they have a concern about a test question during a test session. Their test administrator will then inform the principal or test coordinator, who will contact RIDE for guidance.
3. CBT Tools and Navigation
  - Students will become familiar with the tools available to them and with how to navigate through the test by taking practice tests and a student tutorial.
  - For each response, there is a counter at the top right of the response box. As students type, the number will count down to show how many more characters they can type (the only exception is that the AT/Screen Reader forms do not have a character counter). A character is counted as any key that is typed (e.g., letters, numbers, spaces, punctuation).
  - Students should be aware that they have limited space for their constructed responses and essays for ELA, just as they would in a paper-based test.
    - > 1,200 characters for short responses (equivalent to one hand-written paragraph)
    - > 2,500 characters for essays in grades 3–5 (equivalent to one hand-written page)
    - > 5,000 characters for essays in grades 6–8 and 10 (equivalent to two hand-written pages)
  - During the ELA test, students may use a notepad in the computer test to take notes in addition to their scratch paper. The notepad cannot be resized, but if a student's writing fills the box, a scroll bar will appear to allow the student to keep on typing. Any notes written in the notepad on one screen will only remain on that same screen.

# Test Preparation

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New

When a student clicks on the arrow to go to the next question, there will be a new notepad, although students can go back to the previous screen to access the previous notepad.

- Students may want to highlight text in a passage, test question, or answer choice. Just as notes they take in the notepad will not carry over from one screen to the next, highlighted text will not carry over from one screen to the next. To highlight, students must drag their cursor over text and then select one of two colors: blue or pink.
  - **NEW for 2024:** The copy-and-paste feature is available for use on constructed responses and essay prompts. By selecting text and pressing CTRL+C and CTRL+V on the keyboard, students can copy and paste text from ELA passages as evidence or to support their answers. When using this feature, students should be mindful to limit the amount of text they copy. Copying a large amount of text from a passage may prevent students from demonstrating their essay-writing skills, which may result in a low score.
  - Certain words during the ELA test will have a dotted line below them that students may select to display a definition (pop-up glossary feature).
  - For some questions with left and right panels, students can use the Expand buttons to expand the left side or right side of the screen and make the content there fill the whole screen (expandable panels feature).
  - Students can select and drag over the words they want to highlight and unhighlight. After dragging over the words they will see four options for the highlight color: blue, pink, green, and orange (highlighter feature).
4. Resources Available during Testing
    - Students will have scratch paper available to them.
    - Students may use calculators and reference sheets, as described on pages 34–36 of this manual but they may not bring in additional reference sheets, notes, or study guides, with the exception of approved materials for students with disabilities using certain accommodations.
  5. Testing Irregularities and Invalidations
    - Student test results may be invalidated if they engage in any of the following activities during a test session (including after submitting their tests, during a break, or during the transition to a test completion area):
      - > duplicating any portion of secure test content
      - > accessing prohibited materials such as cell phones or other electronic devices for any purpose, including accessing the internet for any purpose other than accessing TestNav.
      - > communicating with other students (e.g., talking, whispering, writing notes)
      - > looking at any other student’s testing materials (e.g., scratch paper, test & answer booklet, computer screen)
      - > consulting notes, books, or instructional materials during testing
    - To avoid testing irregularities, students may bring a book to read in the event they finish their test early. Students should be informed of the options they have for appropriate activities after testing (see page 84 for the list of materials students may use after completing their tests).

- Students' test results may also be invalidated if they discuss secure test content or their responses to questions with anyone, including teachers, with the exception of reporting a concern about a test question to their test administrator.

### **b. Meeting with EL Students**

Communicate the following to explain participation guidelines:

- They will be participating in tests that they may find difficult because they are still learning English. Students should answer as many questions as they can, and should let their test administrator know when they can no longer complete the test.
- The purpose of having them participate is to establish a starting point from which their progress over time can be measured, and because they are required to participate.
- Since participation in the ELA test is optional for first-year ELs, inform them if they will not participate in that test.
- Current and former EL students may use printed copies of authorized bilingual word-to-word dictionaries and glossaries or other EL accommodations.
- Schools should ensure that EL students are familiar with the bilingual word-to-word dictionaries and glossaries that will be available to them during RICAS testing, and that students have some practice using them in advance of testing.

### **c. Meeting with Parents/Guardians**

In addition to student meetings, principals are encouraged to share information with parents/guardians before testing about the following topics:

- the ways that the school will prepare their child for testing
- how parents/guardians can support their child
- the days that their child will be testing
- participation requirements and guidelines
- test security requirements and materials their child will not be permitted to have during testing (e.g., students will not be permitted to contact parents/guardians via cell phone during test sessions, even after submitting their tests)
- how to reach their child during testing if necessary (parents/guardians should not text or call their children during testing)

Suggested methods for sharing information include during parent-teacher conferences or information in regular parent newsletters.

## **4. Administer the student tutorial and practice tests. Familiarize students with additional resources.**

RIDE strongly recommends that schools have all their students view the student tutorial (accessed at [ricas.pearsonsupport.com/student](https://ricas.pearsonsupport.com/student)) to familiarize themselves with the tools and features available in TestNav, including students who participated in computer-based testing last year.

It is important for schools to schedule ample time for students and educators to familiarize themselves with the different types of test questions, and to gain experience with TestNav, including the tools and accessibility features that will be available during testing.

Upon completion of practice testing, a score for multiple-choice test questions is provided for diagnostic purposes. Rubrics are provided for constructed-response questions and essays.

# Test Preparation

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Part IV of the CBT TAM contains more information and instructions for test administrators to administer the student tutorial and practice tests.

## a. Student Tutorial

RIDE strongly recommends that schools have all their students view the student tutorial (accessed at [ricas.pearsonsupport.com/student](https://ricas.pearsonsupport.com/student)).

- The tutorial shows students how to use different onscreen tools and accessibility features, and how to review responses before submitting a test.
- All technology-based accommodations are demonstrated in the student tutorial.
- The tutorial is intended to supplement the practice tests in familiarizing students with the online test-taking experience.
- The tutorial covers all subject areas, is self-directed with no audio, and is expected to take about 20 minutes to complete. **Test administrators are expected to go through the tutorial themselves so that they are familiar with TestNav’s features and can answer any questions students have.**

## b. Web-based Practice Test

The web-based practice test (accessed at [ricas.pearsonsupport.com/student](https://ricas.pearsonsupport.com/student)) can easily be shared with parents/guardians and the school community.

- Web-based practice tests mimic TestNav without the need to download the application.
- Note that the practice tests accessed via the web are the same as the practice tests in TestNav.
- Text-to-speech versions of the practice tests are also available for schools to prepare students who will be using this accommodation.

## c. Practice Tests Accessed via the TestNav App

This version of the practice tests is the closest reflection of the actual student testing experience (including accessibility features, accommodations, and text-to-speech) because students will take the test using the TestNav application during actual testing.

- The app can be downloaded from [ricas.pearsonsupport.com/technology-setup](https://ricas.pearsonsupport.com/technology-setup)
- Download the TestNav8 application, choose **Rhode Island**, and select the **Practice Tests** link on the sign-in screen. This will take you to the options to select the appropriate subject and grade.

## d. Infrastructure Trial

Another way to access practice tests is through PearsonAccess<sup>next</sup> for schools to use when conducting an Infrastructure Trial; see the *Infrastructure Trial Readiness Guide*.

## e. Additional Resources to Prepare Students for Testing

In addition to the practice tests, RIDE recommends that schools familiarize students with the following resources, which are available in the RICAS Resource Center at [ricas.pearsonsupport.com/student](https://ricas.pearsonsupport.com/student):

- blank CBT response boxes for ELA, which allow students to practice answering constructed-response and essay questions (Click on “Practice Tests,” and then click on the subject area, then the grade. The blank CBT response boxes are in the resources section on the right-hand side.), and then Approved ELA Graphic Organizers



- equation editor practice tool for grades 3–6 Mathematics
- equation editor and calculator practice tool for grades 7 and 8 Mathematics
- reference sheets for Mathematics
- equation editor guide and symbol key
  - › Students taking the Mathematics tests on desktop computers will be able to hover their pointer over the symbols in the equation editor for a brief explanation of the symbol. Students not using a desktop computer may not be able to do this, so the equation editor symbol key is particularly useful for them.
- Text-to-speech (TTS) guide for students using that accommodation

## 5. Create PAN Sessions and assign students to them.

“PAN Sessions” are separate groupings in PearsonAccess<sup>next</sup> of the students who will take a test at the same time and in the same testing location. PAN Sessions are used when printing student testing tickets. The principal/school test coordinator and the technology coordinator have the permissions in PAN to create Sessions.

A PAN Session name may contain up to 50 characters. RIDE recommends that schools use a naming convention for PAN Sessions that will help test administrators quickly and easily find the test they are administering including the following items:

- test administrator name
- testing location
- grade
- subject area test

Create separate PAN Sessions for each group of students receiving the Human Read-Aloud or Human Signer accommodation (five students maximum per group), since the students must be in a separate PAN Session from other students who do not receive these accommodations in order for PAN to generate a proctor testing ticket. Proctor testing tickets allow proctors/test administrators to sign in to their own tests, but responses are not saved in this version of the test.



Recommended: create separate PAN Sessions for first-year ELs who will not be participating in the ELA test so their test records can be easily identified.

For more information on creating PAN Sessions, see the *PearsonAccess<sup>next</sup> User Guide* at [support.assessment.pearson.com/x/KoDy](http://support.assessment.pearson.com/x/KoDy).

For additional support, view the “Creating Sessions” module ([ricas.pearsonsupport.com/training](http://ricas.pearsonsupport.com/training)).



## 6. Verify form assignment in PAN Sessions for form-supported accommodations.

Ensure that students using the following accommodations have the correct form assigned to them in PearsonAccess<sup>next</sup>: Text-to-Speech (TTS), Screen Reader Edition (SR), compatible Assistive Technology (AT), ASL, Human Read-Aloud, or Human Signer have the correct form assigned to them in PearsonAccess<sup>next</sup> by following one of the sets of steps below. (Also be sure that these students have these accommodations listed in their IEPs or 504 plans. Results may be invalidated for students who are given improper accommodations.)



This step is very important because if a student starts a test without the correct form assigned, several additional steps are required to fix the situation, including reporting a test irregularity and contacting RIDE to void the student’s current test and assign a new one.

## Test Preparation

**a. View a report in “Students in Sessions” in PAN.**

1. Go to **Testing > Students in Sessions**.
2. Select **Add a Session**.
3. Type in the PAN Session name to review in **Session Name**, and click **Add Selected**.
4. Confirm the form-supported accommodation indicator is correctly assigned (it will appear next to a student’s SASID).

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name
<input type="checkbox"/>	9999099999 ⓘ	LASTNAME	FIRSTNAME	
				TTS

**Note for Human Reader:** Students requiring a Human Reader for a computer-based test should be placed into specific Human Reader test sessions. To do this, change the Form Group Type to “Human Reader.” If a session is created via the SR/PNP import, the Form Group Type will need to be changed from “Standard” to “Human Reader” from the Create/Edit Sessions page in PAN. If the Human Reader Session has been set up correctly, a proctor testing ticket will be available on the Students in Sessions page.

**b. View the PNP Report.**

1. Go to **Reports > Operational Reports**.
2. Check the box for **Students & Registrations**, and select **PNP Report – Accessibility Features and Accommodations for Student Tests**.
3. This report can be filtered by either choosing all **Accessibility Features and Accommodations** or by choosing a specific one. The PNP Report can also be filtered by a specific organization within the district and/or by a specific test.

**c. View the Session Student Roster in PAN.**

**Note:** This step is included in the CBT TAM for test administrators to complete on the day before testing. Alternatively, you may want to print this report for test administrators to review the day prior to testing.

1. Go to **Testing > Students in Sessions**.
2. Go to **Resources > Session Student Roster**.

### **E Tasks to Complete Two to Three Weeks BEFORE Test Administration**

**1. Verify receipt of test administration manuals. Inventory your school’s shipment of manuals, and store them.**

Verify receipt of manuals immediately upon their delivery to your school (see page iv for the dates that manuals will arrive). Each grade’s manuals are shipped separately. Call the RICAS Service Center if you do not receive materials by this date.

For spring 2024, TAMs are being produced as follows:

- CBT TAM
- PBT TAM

Using your Materials Summary, inventory your shipment of manuals upon receipt. There is no need to use the Materials Summary to inventory manuals for return; after the inventory, the form can be stored in school files. There is no need to retain shipping cartons.

- To inventory the manuals, complete the “Qty Received” column of the Materials Summary for each grade according to the “Before Testing” directions on the form.
- Designate an area to store the manuals. You may want to use the secure, locked storage area that you will be using to store testing tickets when printed.

### 2. Establish a chain of custody for all testing materials.

Test coordinators must establish and follow document tracking procedures so that they can determine at all times the location of materials not in the central secure storage area. Document tracking procedures must also make it possible for principals to trace the movement of materials from the time they are removed from secure storage until they are returned to the central secure storage area.

Test coordinators may use one of the Test Materials Internal Tracking Forms in Appendix A. If test coordinators choose to create their own internal tracking form, the following items must be included:

- the specific count of materials at the time of distribution
- the specific count of materials at the time of return
- a place to indicate that used scratch paper has been returned
- a place to indicate that student testing tickets and used scratch paper have been securely destroyed
- signature areas for the test administrator and the test coordinator to sign the form

Test administrators and the test coordinator should independently count materials and sign the internal tracking form before transferring custody of secure materials. Signature stamps may not be used to sign internal tracking forms.

**Immediately investigate any irregularity in the use of tracking documents or in the information recorded on them. Create an irregularity report immediately if any situation occurs that could compromise test security.**

It is the responsibility of the test coordinators and test administrators to account for secure testing materials throughout test administration. This requirement includes accounting for secure testing tickets once they are generated and printed, tracking their location throughout test administration, and ensuring that they are securely destroyed after test administration. Test coordinators must account for secure materials on internal tracking forms, and ensure that used scratch paper is securely destroyed.

Once all testing is finished, the school principal must complete the Principal’s Certification of Proper Test Administration (PCPA) to certify that all students participated in testing as required and that test administration and security protocols described in this manual (including chain of custody and tracking of secure materials) were followed. Instructions for completing the online PCPA can be found in Part IV of this manual, and the certification statements on the PCPA are in Appendix A.

# Test Preparation

### 3. Order additional manuals if necessary, and/or download administration materials.

Schools are shipped one copy of the TCM, and also receive one copy of each TAM per 20 students, plus one for each small group identified in the SR/PNP.

If your shipment of manuals is not sufficient, you may do one of the following:

- Download copies of the manuals from RIDE’s website at [www.ride.ri.gov/Assessment-Manuals](http://www.ride.ri.gov/Assessment-Manuals).
- Order additional manuals online at [ricas.pearsonsupport.com/support](http://ricas.pearsonsupport.com/support) no later than the deadline dates listed on page iv. You will need your Ship Code from your Materials Summary when placing your order.
  - › **Note:** Orders will be shipped for receipt on the following business day if the order is received before 12:00 p.m.; orders received after 12:00 p.m. will be shipped for receipt on the second business day.

RIDE is producing a script-only edition of the TAMs for test administrators who may not need the entire manual (posted at [www.ride.ri.gov/Assessment-Manuals](http://www.ride.ri.gov/Assessment-Manuals)). Note however that all test administrators must read and understand Part I of the TAMs which contain the test security requirements.

### 4. Prepare administration materials for test administrators and students. Review the types of materials required, permitted, and prohibited during testing.

Read the following section carefully. Materials use and access during testing is defined in order to ensure that all students have a standardized testing experience and that no students receive an unfair advantage. RIDE recommends referring test administrators to this list as well to ensure that prohibited materials are not accessed or used during testing, particularly electronic devices (other than for approved accommodations according to a student’s IEP or 504 plan).

#### a. Materials for Test Administrator Use

- computers for test administrators (required)

Test administrators will need computers to complete tasks in PearsonAccess<sup>next</sup> during test sessions (separate from the student testing devices). Test administrators administering the Human Read Aloud or Human Signer accommodations will require a proctor testing ticket as well as an additional device to read or sign the test from.

- proctor testing tickets, if applicable

Proctor testing tickets contain the sign-in information to access a test administrator version of the test when administering the Human Read-Aloud or Human Signer accommodation. There is one proctor testing ticket assigned to each Human Read-Aloud or Human Signer PAN Session — they are not unique to individual test administrators. Because proctor testing tickets provide access to secure test content, they must be tracked and accounted for.

**New for 2023–24**, when a test is accessed through a proctor testing ticket, TestNav will display a prompt asking for verification that the user is a proctor, not a student, before continuing. **No responses should be entered into the test using a proctor testing ticket, as the responses will not be saved.** (Students will sign in and respond using their student testing tickets.)



New

A sample proctor testing ticket is shown below:

Proctor Testing Ticket	
Session Name	TEST SESSION
Test	Grade 8 ELA
<p>IMPORTANT NOTE FOR TEST ADMINISTRATORS: This testing ticket should ONLY be used by the test administrator to log into TestNav when administering the Human Reader or Human Signer accommodation. No responses should be entered into the test using this Proctor Testing Ticket, as they will not be saved; students must log in using their own Student Testing Ticket. When you are ready to access the test, log into the TestNav app on your device or use the following URL to access the test:</p>	
<p>Select <b>Rhode Island</b> in the application or go to <a href="https://ri.testnav.com/">https://ri.testnav.com/</a></p>	
Username	proctor113522
Password	385C6E

Up to two days before testing, test coordinators may print out proctor testing tickets. They must be stored securely until being distributed to test administrators.

- cell phones (permitted)

Cell phones may be used by test administrators for test administration-related purposes such as communicating with the test coordinator or school administration. At no time should test administrators be using cell phones for any purpose unrelated to testing, or in any way that violates test security, or in any way that distracts them from focusing their full attention on the testing room.

## b. Materials REQUIRED for Student Use

The following materials **must be provided for student use** during testing:

- devices for testing that meet technical specifications  
([support.assessment.pearson.com/x/HwYcAQ](https://support.assessment.pearson.com/x/HwYcAQ))

**Note:** Newer iPads are compatible with TestNav, but there are known presentation issues with test content while using iPads (e.g., less room to view onscreen content, especially when the software keyboard is activated). It is strongly recommended to use wired external keyboards for tablets, whenever possible, to ensure equitable access to test content, particularly if external keyboards are used during instruction and essay response.


- scratch paper
  - › Test administrators must supply at least one sheet of unused scratch paper (blank, lined, or graph) for each student for each test session.
  - › Students can request more scratch paper, if needed. Test administrators may provide up to three pages at one time. If students need additional pages beyond three, they will need to turn in used scratch paper. Upon request, students may view the pages they already turned in, as long as they only have three pages at one time.
  - › Test administrators are responsible for collecting all used scratch paper to be securely destroyed (e.g., shredded) after test administration.
  - › Schools may reuse scratch paper if the paper is completely blank.
  - › Scratch paper that has been written on during Session 1 of a test may not be used in Session 2; students will need new paper.
- writing instruments for use on the scratch paper

# Test Preparation

- student testing tickets

Student testing tickets contain the sign-in information that students need for each test session. There is a separate student testing ticket for each subject (e.g., one student testing ticket for ELA and a separate student testing ticket for Mathematics). The same student testing ticket is used for both sessions of a test. **If a preferred name has been added to the preferred name field in the enrollment census, that name will appear on the student testing ticket. Please check testing tickets for accuracy before distributing and ensure that name appears when the student logs into TestNav.** If an error is discovered, it must be corrected in student registration. For more information, review Part II, section A, task 3.

A sample student testing ticket is shown below:







<b>STUDENT TESTING TICKET</b>	
<b>Student:</b>	WARD, JONATHAN A
<b>Student ID:</b>	6630199684
<b>Session:</b>	TEST SESSION
<b>Date of Birth:</b>	2009-11-11
<b>Test:</b>	Grade 8 ELA 
Please raise your hand if any of the information above is incorrect. Your test administrator will give you instructions before beginning the test. You will need to enter in the username and password below.	
<b>Username:</b> 4448981376	<b>Password:</b> 385c6e
(Optional) School testing device ID: Session 1 _____ Session 2 _____	

- > Up to two days before testing, test coordinators must print out student testing tickets, cut the pages to separate the tickets, and then prepare them for distribution using internal tracking forms. Because student testing tickets provide access to secure test content, they must be tracked and accounted for.
- > At the start of each test session, as directed by the TAM, test administrators will distribute student testing tickets to students. Because it is recommended that schools use an identifier for student testing devices in case of technology issues, there is a line on the student testing ticket for students to write in the testing device ID at the start of each test session.





























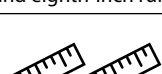



### c. Tools Embedded in the Computer-Based Test for Students

Students have access to multiple tools and calculators as described below (it is recommended that students use the calculator that closely resembles the one used in regular instruction).

Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers). Calculators that can access the internet are not allowed.

Icon in the Following Table	Description
	Calculators are not permitted for grades 3–6 Mathematics (both sessions) or for Session 1 of grades 7–8 Mathematics.
 five-function/scientific  scientific/TI-84/Desmos	Students will have access to a calculator as follows: <ul style="list-style-type: none"> <li>• Mathematics Session 2                             <ul style="list-style-type: none"> <li>&gt; grade 7: a five-function calculator and a scientific calculator</li> <li>&gt; grade 8: a scientific calculator, a TI-84 graphing calculator, and a Desmos graphing calculator</li> </ul> </li> </ul>
	Students can access the grade-specific Mathematics reference sheet in grades 5–8 by clicking on the Exhibits tab on the right-hand side of the screen (shown at right). Note that the Mathematics reference sheet is grade-specific. 
	Students will have access to two rulers (a centimeter ruler and an eighth-inch ruler) for the following tests: <ul style="list-style-type: none"> <li>• grades 3–8 Mathematics</li> </ul>

Tools for Mathematics tests are available in TestNav as described below.

Grade	Tools Available for Session 1	Tools Available for Session 2
3	  centimeter ruler and eighth-inch ruler	  centimeter ruler and eighth-inch ruler
4	  centimeter ruler and eighth-inch ruler	  centimeter ruler and eighth-inch ruler
5	  reference sheet  centimeter ruler and eighth-inch ruler	  reference sheet  centimeter ruler and eighth-inch ruler
6	  reference sheet  centimeter ruler and eighth-inch ruler	  reference sheet  centimeter ruler and eighth-inch ruler
7	  reference sheet  centimeter ruler and eighth-inch ruler	 five-function/scientific  reference sheet  centimeter ruler and eighth-inch ruler
8	  reference sheet  centimeter ruler and eighth-inch ruler	 scientific/TI-84/Desmos  reference sheet  centimeter ruler and eighth-inch ruler

# Test Preparation

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## d. Materials PERMITTED for Student Use

Students may use the following materials during testing as needed. Test coordinators must make these materials available to students at the time of testing.

- pens, pencils, highlighters, and colored pencils for use on scratch paper
- handheld calculators for the specific tests/sessions listed in the previous section for students who prefer them to the online calculator
  - › When using a handheld calculator, each student must have sole access to the calculator, and test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers).
  - › RIDE recommends that handheld calculators be equivalent to the ones embedded in the grade-specific online testing platform (see the charts in the previous section). At a minimum, schools should provide five-function calculators for students taking grades 7 and 8 Mathematics. The RIDE calculator policy can be found here: [www.ride.ri.gov/RICAS](http://www.ride.ri.gov/RICAS).
- printed reference sheets for the tests listed above
  - › RIDE recommends providing printed reference sheets for students to use in addition to the one that appears in TestNav.
    - Reference sheets are available at [ride.ri.gov/instruction-assessment/assessment/ricas-assessments](http://ride.ri.gov/instruction-assessment/assessment/ricas-assessments) for schools to print (printed copies cannot be ordered).
  - › Students may reuse printed reference sheets only if there is no writing on the paper. If there is any writing or marks on the reference sheet, it must be recycled/discarded and a new reference sheet must be printed for the student.
- equation editor symbol keys for Mathematics tests for students using tablets
  - › These sheets are available at [ricas.pearsonsupport.com/student](http://ricas.pearsonsupport.com/student) for schools to print (printed copies cannot be ordered).
- equation editor guides for Mathematics
  - › These sheets are available at [ricas.pearsonsupport.com/student](http://ricas.pearsonsupport.com/student) for schools to print (printed copies cannot be ordered).
- computer mice
- styluses for touch-screen devices, if used in regular instruction
- headphones for students with using accommodation A4.1 (text-to-speech) or DF7 (noise buffer). See *Accommodations and Accessibility Features Manual* for more information.
- printed copies of authorized bilingual word-to-word dictionaries and glossaries for current and former EL students

## e. Materials PROHIBITED during Testing

**Prohibited** materials include, but are not limited to, materials that must be covered or removed from the testing space (see page 22) as well as the materials listed on the following page.

Materials listed in *section i* are not permitted at any time during test sessions.

Materials listed in *section ii* may ONLY be provided to an individual student after the student has finished testing and turned in their test materials.

None of the materials in *sections i or ii* are permitted while a student is testing and has test materials.



### ***i. Materials PROHIBITED at Any Time during a Test Session***

Materials listed in this section **are NOT permitted at any time during test sessions**, including after a student finishes testing and turns in test materials, during a break, or during the transition to a test completion area.

- cell phones (See below for more information.)
- other electronic devices
  - › smartwatches
  - › e-book readers or electronic dictionaries
  - › music players for one student’s personal use or that of the whole class, earphones, ear buds, or headphones (other than noise blocking headphones)
  - › any device capable of taking photographs
  - › game consoles
  - › electronic translators
  - › calculators (See page 35 for exceptions.)
  - › computers or electronic tablets other than the one being used for testing
  - › any device that provides access to the internet (such as certain calculators and fitness trackers) other than the ones being used for testing
  - › editing devices (e.g., spelling or grammar checkers)
- English-language dictionaries or thesauruses
- accommodation materials unless specified by a student’s approved IEP or 504 plan (e.g., graphic organizers)
- handheld rulers (The only rulers that students need for computer-based testing are included in TestNav.)
- any reference or notes sheets prepared or created prior to the current testing session, other than the approved printed reference sheets listed under Permitted Materials or approved materials for students with disabilities using certain accommodations

### ***ii. Materials PROHIBITED until after Students Have Completed Testing***

Materials listed in this section are prohibited while a student is still testing or has test materials. These materials may be provided to individual students **only AFTER** they have completed testing (i.e., test submitted), and at the test coordinator’s discretion.

- books
- textbooks for subjects other than the one being tested
- notebooks or other notes, as well as flags or sticky notes
- handheld rulers

### **Cell Phones and Other Electronic Devices**

It is the responsibility of the test coordinator and test administrators to ensure that students do not have access to cell phones or other electronic devices during testing. **Results may be invalidated for students who use cell phones or other electronic devices at any time during a test session**, including after they submit their tests and turn in test materials, during a break, or during the transition to a test completion area. Prohibited use includes a student using a cell phone to listen to music, podcasts, etc., once that student has finished testing but while other student(s) in the room are still testing.

# Test Preparation

During the Test Administrators' Training, the test coordinator will inform test administrators either to read the script in the TAMs instructing students before each test session to follow the procedure to ensure that students do not have access to cell phones or other electronic devices. See the following section for more information about the Test Administrators' Training.

## 5. **Distribute manuals/security requirements. Train all school staff members authorized to have access to secure test materials in test security requirements (test administrators, hall monitors, technology staff, proctors), in test security requirements and the school's procedures for implementation (see topics in Part I, section B).**

In advance of the training session, distribute TAMs to test administrators so that they can familiarize themselves with the requirements and procedures and come to the session prepared with questions. Also distribute a copy of the test security requirements to all school staff members who have access to secure test materials but are not test administrators (posted at [www.ride.ri.gov/Assessment-Manuals](http://www.ride.ri.gov/Assessment-Manuals)).

- Document that test administrators and school staff members have received the documents listed above. Test coordinators may use the sample form in Appendix A or create their own.
- At the training session, the test coordinator must describe the test security requirements and confirm that all school staff members understand these requirements. In addition, test coordinators must describe school procedures for implementing the test security requirements, and familiarize test administrators with the tasks they will be completing (see list of essential topics in Part I, section B).
- School staff members must sign in to demonstrate that they attended the school training session (see the sample form in Appendix A; this sample is the same one used to acknowledge that staff received TAMs/test security requirements; schools may use this form or create another or two separate forms).

### a. **Training in Test Security and Test Administration Protocols**

Before test administration, the test coordinator must meet with test administrators, technology staff, and other staff members authorized to have access to secure materials to explain the test security protocols and procedures that will be followed at the school. Test coordinators also need to meet with the technology coordinator to discuss topics listed in this section and in section D, task 1.

RIDE has outlined topics for the test administrator training session in slide presentations for elementary schools and middle schools posted at [www.ride.ri.gov/Assessment-Training](http://www.ride.ri.gov/Assessment-Training). Test coordinators are expected to address the topics covered.

During the training session, the test coordinator will need to do the following:

- describe the test security requirements and test administrator protocols contained in Part I and Part II of this manual as well as the appropriate TAM
- describe local procedures for meeting test security and administration protocols
- provide an orientation to the major tasks that will be completed during test administration
- review the schedule for testing, including the scheduled length of test sessions
- emphasize that all test administrators must read and familiarize themselves with the TAMs before administering RICAS tests



- answer any questions that test administrators have about the school’s procedures or about RICAS protocols
- inform test administrators about resources they can use to find answers to any questions they have after the training

The TAMs contain optional scripts as described below. Inform test administrators at the training session if they will read the scripts or if the school will develop an alternative version.

- whether test administrators will read the recommended script in the “As Students Arrive” sections of the TAMs instructing students to put away cell phones and other electronic devices in their backpacks at the side of the room, or if a locally developed script will be used instead
- whether test administrators will read the scripts for students going to a supervised lunch, students transitioning to a test completion room, and students going to the restroom

Inform test administrators about the decisions you have made regarding other procedures such as:

- whether PAN sessions will be started by the test coordinator, or whether test administrators will do it themselves
- whether students who arrive late for testing will be read the scripts quietly in the room, read the scripts outside the room, or scheduled for make-up testing
- test administrators’ assignment of specific testing spaces and groups of students (Also instruct test administrators on the use of new accessibility features that students may use that may affect their testing space.)
- whether students will be provided printed reference sheets as well as handheld calculators during Mathematics testing, in addition to the versions available in TestNav (Calculators are only allowed for Session 2 for grades 7 and 8.)
- whether test administrators will collect student testing tickets from students after they have signed in to TestNav, or collect them at the end of the test session
- whether students will write down device ID numbers on their testing tickets
- how students will be supervised when they are out of the testing room, e.g., for a restroom break (hallway monitors, restroom monitors, escorts, etc.)
- how students who need more time beyond the scheduled test session will be handled (e.g., will they be moved to a test completion room?)
- how to contact the school administration and technology staff if there are any problems during testing
- whether test administrators are expected to come to the central storage area to pick up testing materials or testing materials will be delivered to them

Test administrators administering accommodations to students with disabilities or EL students should receive additional training to ensure that accommodations are correctly provided. In addition, these test administrators should be familiarized with the differences between instructional accommodations and testing accommodations, especially regarding the prohibition on coaching and assisting students during testing.

# Test Preparation

Additional training may include one or more of the following:

- reviewing the online Accessibility and Accommodations module at [ricas.pearsonsupport.com/training](https://ricas.pearsonsupport.com/training)
- participating in or reviewing the Accessibility and Accommodations trainings and/or webinars:
  - > Registration is available on the RIDE website in the RIDE Workshop Registration system.
  - > Previously recorded webinars are available at [ride.ri.gov/instruction-assessment/assessment/assessment-accommodations](https://ride.ri.gov/instruction-assessment/assessment/assessment-accommodations)
- reviewing RIDE's *Accommodations and Accessibility Features Manual for the 2023–2024 RICAS* (available at [ride.ri.gov/instruction-assessment/assessment/assessment-accommodations](https://ride.ri.gov/instruction-assessment/assessment/assessment-accommodations))

It is the principal's responsibility to ensure that all test administrators who will be providing accommodations receive adequate training to provide those accommodations correctly.

## b. Required Documentation

Schools must keep documentation that their test administrators attended a training session and that test administrators received TAMs for the test(s) they will administer. In addition, all other school staff members who have access to secure materials must sign an acknowledgment that they received a copy of the test security requirements. A sample form for documenting attendance at training and receipt of the TAM is contained in Appendix A, but schools may develop their own forms instead.

Test coordinators must retain the following in their school files for three years: agendas, sign-in sheets, and any other relevant documentation to demonstrate that trained test administrators and other school staff members who have access to secure materials were properly trained.

## c. Training in Using PearsonAccess<sup>next</sup> and Basic Technology

Review Appendix B, and view the online training modules posted at [ricas.pearsonsupport.com/training](https://ricas.pearsonsupport.com/training). It is recommended that test coordinators designate individuals to assist with tasks and share the modules as appropriate.

<p><b>Test administrators will need to conduct the following tasks:</b></p>	<ul style="list-style-type: none"> <li>• Confirm that their students have the correct test form assigned to them (e.g., text-to-speech) by using the Session Student Roster in the Resources drop-down menu. (<a href="https://support.assessment.pearson.com/x/HxpgAQ">support.assessment.pearson.com/x/HxpgAQ</a>)</li> <li>• Start, stop, and resume testing in PAN. (<a href="https://support.assessment.pearson.com/x/JoDy">support.assessment.pearson.com/x/JoDy</a>) (<a href="https://support.assessment.pearson.com/x/coJ8AQ">support.assessment.pearson.com/x/coJ8AQ</a>) (<a href="https://support.assessment.pearson.com/x/JIDy">support.assessment.pearson.com/x/JIDy</a>)</li> <li>• Lock and unlock sessions. (<a href="https://support.assessment.pearson.com/x/JoDy">support.assessment.pearson.com/x/JoDy</a>)</li> <li>• Monitor student progress in the online sessions. (<a href="https://support.assessment.pearson.com/x/JYDy">support.assessment.pearson.com/x/JYDy</a>)</li> <li>• Close down testing devices.</li> </ul>
<p><b>RIDE recommends test administrators view the following modules:</b></p>	<ul style="list-style-type: none"> <li>• Accessibility and Accommodations</li> <li>• Infrastructure Trial for Test Coordinators and Test Administrators</li> <li>• Sessions Management</li> </ul>



<p><b>In addition to understanding all test administrator tasks, test coordinators and technology coordinators will need to understand the following tasks in PearsonAccess<sup>next</sup>:</b></p>	<ul style="list-style-type: none"> <li>• Import and export student registration files (for the PNP process). (<a href="https://support.assessment.pearson.com/x/ILDy">support.assessment.pearson.com/x/ILDy</a>)</li> <li>• Edit and delete testing groups (for Infrastructure Trials). (<a href="https://support.assessment.pearson.com/x/P4NOAQ">support.assessment.pearson.com/x/P4NOAQ</a>)</li> <li>• Create, edit, and delete TestNav configurations (technology coordinator only). (<a href="https://support.assessment.pearson.com/x/L4Dy">support.assessment.pearson.com/x/L4Dy</a>) (<a href="https://support.assessment.pearson.com/x/ood8AQ">support.assessment.pearson.com/x/ood8AQ</a>) (<a href="https://support.assessment.pearson.com/x/LoDy">support.assessment.pearson.com/x/LoDy</a>) (<a href="https://support.assessment.pearson.com/PAsup/setup/import-and-export-data/configure-response-file-backup-locations">support.assessment.pearson.com/PAsup/setup/import-and-export-data/configure-response-file-backup-locations</a>)</li> <li>• Create, edit, and delete PAN Sessions. (<a href="https://support.assessment.pearson.com/PAsup/testing">support.assessment.pearson.com/PAsup/testing</a>)</li> <li>• Move a student between PAN Sessions. (<a href="https://support.assessment.pearson.com/PAsup/testing/move-a-student-test-between-sessions">support.assessment.pearson.com/PAsup/testing/move-a-student-test-between-sessions</a>)</li> <li>• Pre-cache test content (technology coordinator only). (<a href="https://support.assessment.pearson.com/x/LYDy">support.assessment.pearson.com/x/LYDy</a>)</li> <li>• Download and print student test tickets. (<a href="https://support.assessment.pearson.com/x/HxpgAQ">support.assessment.pearson.com/x/HxpgAQ</a>)</li> <li>• Mark tests complete. (<a href="https://support.assessment.pearson.com/x/igQHAQ">support.assessment.pearson.com/x/igQHAQ</a>)</li> <li>• View operational and published reports. (<a href="https://support.assessment.pearson.com/x/Q4Dy">support.assessment.pearson.com/x/Q4Dy</a>)</li> </ul>
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**6. Prepare to provide accessibility features and accommodations for testing. Train and confirm that test administrators understand the specific accommodations they will be providing.**

RIDE recommends that schools prepare a list or spreadsheet that relevant staff can refer to, including students’ names, grades, subject area, test administrator name, testing location, and accessibility features and accommodations (accommodation name and a brief description).

Generate the PNP report in PearsonAccess<sup>next</sup>:

1. To find the report, go to **Reports > Operational Reports**.
2. Check the “Students & Registrations” checkbox on the left-hand side of the screen.
3. Click the “PNP Report – Accessibility Features and Accommodations for Student Tests.”
4. Filter by Accommodation, Organization, or Test; or, generate the entire report for all accommodations and tests.

The PNP report provides a separate row for each student for each subject, the accommodations assigned, the student’s PAN Session name, and the test format (CBT or PBT). Test coordinators can group students by test administrator, and securely share the relevant information with each test administrator who will be administering accommodations or accessibility features.

Share the *Accommodations and Accessibility Features Manual* with test administrators and provide additional training to those who will be administering accommodations (including assistive technology).

## Test Preparation

### 7. Precache operational test content in PAN (if bandwidth minimum requirements not met, or otherwise choosing to use ProctorCache).

For schools with low bandwidth, ProctorCache software allows your school to preload the RICAS test content into a local caching computer to reduce issues with internet connectivity during testing. Proctor caching is recommended only if you do not meet the minimum bandwidth requirement (100 kbps per student testing).

The technology coordinator should follow the steps outlined at [support.assessment.pearson.com/x/dRFgAQ](https://support.assessment.pearson.com/x/dRFgAQ) to prepare for testing at the school if ProctorCache will be used for Spring 2024.

## F Tasks to Complete One or Two Days BEFORE Test Administration

1. **Verify that test administrators have covered or removed from the walls (shelves, etc.) of each testing space the following prohibited materials:** all materials containing content in the subject areas being tested, including any materials that might help students answer test questions. Examples of materials that must be covered or removed include, but are not limited to, posters, maps, charts, graphic organizers, reading and writing strategies, word lists, number lines, multiplication tables, definitions, writing formulas, and mathematical formulas/theorems. It is not necessary to cover or remove calendars, posters displaying the alphabet or consonant blends, or posters displaying the Pledge of Allegiance.



### **Confirm that the technology coordinator has completed the steps in section D (task 1), and that all devices are prepared for testing.**

Ensure that all devices to be used for testing are charged prior to each test session. Make sure sufficient power cords and power strips are available as well as extra testing devices if needed. Confirm that accessories, such as external keyboards for tablets and headphones (only used for students using the text-to-speech edition), are available and in working order prior to testing.

Assign computers to test administrators to complete tasks in PearsonAccess<sup>next</sup>.

Ensure that all students' testing devices have TestNav installed. For details, visit [download.testnav.com](https://download.testnav.com).

3. **Run the Accommodations Report in PAN to verify whether all students have the correct accessibility features and/or accommodations. Follow the instructions in the PNP Process Guide to make updates.**

It is important to make sure that your PNP is up to date and reflects your current enrollment and students' documented accommodations and accessibility features. You can update the PNP according to the instructions in the *Guide to the Student Registration/Personal Needs Profile (SR/PNP) Process for the Spring 2024 RICAS Tests* posted at [ricas.pearsonsupport.com/manuals](https://ricas.pearsonsupport.com/manuals).

Certifying accuracy of accommodations and accessibility features prior to testing is critical because DNR/voiding of tests due to incorrect or missing accommodations can now only be processed by RIDE.



### **Ensure all first-year ELs who will not be participating in the ELA test are not assigned to an ELA session in PAN, or else are in a separate session that will not be started.**

First-year EL students who appear in PearsonAccess<sup>next</sup> but will not participate in the ELA test should be removed from all operational ELA sessions prior to test administration. In **Testing > Students in Sessions**, select the **Remove Students from Sessions**.

You are welcome to create a separate ELA session just for these students, move the students to that session, and then not start the session when ELA testing begins.

## 5. Prepare materials for testing.

Prepare secure materials (student testing tickets, proctor testing tickets) and non-secure materials (equation editor symbol keys, standard math reference sheets, scratch paper, etc.). Review the list of materials by grade, content area, and session when preparing materials for each testing location (list can be downloaded from [www.ride.ri.gov/Assessment-Manuals](http://www.ride.ri.gov/Assessment-Manuals)). Ensure that test administrators understand which resources students are permitted to use accordingly to prevent materials-related testing irregularities.

### a. Printing Student Testing Tickets (and Proctor Testing Tickets, if Used)

Prior to the day of testing, test coordinators must print, cut, and sort student testing tickets.

- Print out student testing tickets from PearsonAccess<sup>next</sup> (refer to the online *PearsonAccess<sup>next</sup> User Guide* for instructions: [support.assessment.pearson.com/x/HxpgAQ](http://support.assessment.pearson.com/x/HxpgAQ)). There are options to print one per page, multiple per page (by choosing the “List” option), or multiple per page in two columns (by choosing either the “Grid” or “Multiple Per Page” option). Schools can also print testing tickets for multiple PAN Sessions by using the Generate Test Tickets task on the Sessions page in PAN. See Updates to TestNav and PearsonAccess<sup>next</sup> pdf at [ricas.pearsonsupport.com/manuals](http://ricas.pearsonsupport.com/manuals) for step-by-step instructions.
- Student testing tickets may be printed up to two days in advance, however they may not be distributed to test administrators before the day of testing; once they are printed they must be kept in the school’s secure storage area.
- When printing out testing tickets, note that there is an icon of a person speaking on the student testing tickets for the Human Read-Aloud and Human Signer accommodations. There is an icon of a headset on student testing tickets for the text-to-speech accommodation. See page 69, section C, situation 1 for instructions on updating accommodations in PAN if necessary.
- After printing pages of tickets, test coordinators should cut the pages to separate the tickets, and secure them until it is time to prepare them for distribution. Student testing tickets should be treated as having the same level of test security as paper-based test booklets. They must be stored in the central storage location and may not be distributed to test administrators until the day of testing.



If used, test coordinators must also print, cut, and sort proctor testing tickets as well.

- Proctor testing tickets may also be printed in advance, however they may not be distributed to test administrators before the day of testing, and once they are printed they must be kept in the school’s secure storage area. Schools using proctor testing tickets may want to print them on colored paper to help distinguish them from student testing tickets and ensure that students do not use them.
- Proctor testing tickets should be treated as having the same level of test security as paper-based test booklets.

## Test Preparation

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### **b. Preparing Materials for Student Use**

Review the list of required, permitted, and prohibited materials (section E, task 4) for students. Gather the materials needed for each test administration location.

- Ensure that a sufficient supply of scratch paper will be available for all students, and #2 pencils for students who need them.
- Collect handheld calculators for students who wish to use them for the tests listed on page 34.
- Prepare materials for accommodations:
  - › If your school is administering the human reader or human signer accommodation, print proctor testing tickets, following the same steps as those for preparing student testing tickets.
  - › Download graphic organizers and supplemental reference sheets for students who receive accommodation A9 ([ride.ri.gov/instruction-assessment/assessment/assessment-accommodations](https://ride.ri.gov/instruction-assessment/assessment/assessment-accommodations)).
  - › Have printed copies of authorized bilingual word-to-word dictionaries and glossaries available for current and former EL students.
- Optional for students using tablets: Print copies of the equation editor symbol key (available in the “Equation Editor Guide” drop-down at [ricas.pearsonsupport.com/student](https://ricas.pearsonsupport.com/student)).

### **6. ‘Prepare’ and ‘Start’ Sessions in PearsonAccess<sup>next</sup> once PNP information is correct.**

Steps to prepare PAN Sessions can be found at [support.assessment.pearson.com/x/24F8AQ](https://support.assessment.pearson.com/x/24F8AQ).

PAN Sessions may be prepared up to two days prior to testing. Test form assignments can be verified after a session has been prepared. PAN Sessions should not be started earlier than one day prior to testing. They can also be started by test administrators on the day of testing. The CBT TAM contains instructions for test administrators to verify test forms on the day of testing, and explains the steps to start a session. Schools may determine whether they want to have the test coordinator start PAN Sessions or have test administrators do so.



## **Part III**



### **Tasks to Complete During Test Administration**

# Tasks to Complete During Test Administration

## A Overview of This Section and Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities during RICAS testing. Some of the tasks in the checklist are described in other documents, but most are described in the Tasks section that follows. You may use the “Completed?” column to check off when each task has been completed; you may also want to use the column to write in the names of staff who will be helping with each of the tasks.

Task	Page	Task Overview	Completed?
<b>Tasks to Complete DURING Test Administration</b>			
1	46	Using your document tracking system, distribute materials for testing.	
2	46	Monitor your school’s test administration through the listed tasks.	
3	47	Manage situations that may occur during testing.	
4	47	Securely store materials for testing.	
5	48	Maintain/update the record of test administrators and their students for each test session.	
6	48	Collect lists of students who were absent for testing and schedule make-up testing for them. Confirm that all students participated.	
7	48	When test sessions are completed, verify that all secure materials have been returned.	

## B Tasks to Complete DURING Test Administration

### 1. Using your document tracking system, distribute materials needed for testing.

On the day of testing, distribute testing tickets and other materials to each test administrator. Be sure that test administrators and the test coordinator independently count materials and sign the internal tracking form before transferring custody of secure materials. See the appropriate TAM for the specific list of materials necessary for each test session.

- Have #2 pencils available for students who do not bring them.
- Have printed copies of authorized bilingual word-to-word dictionaries and glossaries available for current and former EL students.
- Have equation editor guides, symbol keys, and printed reference sheets available during Mathematics testing.
- Have scratch paper available to distribute.

### 2. Monitor your school’s test administration by conducting the following tasks.

- Follow test security requirements.
- Ensure that internal tracking forms are used each time that test materials are moved.
- Continue to update user roles for test administrators throughout the testing window as needed.
- Refer to [ricas.pearsonsupport.com/training](https://ricas.pearsonsupport.com/training) for the Sessions Management module or [support.assessment.pearson.com/PAsup/system-basics/resources/session-management-tasks](https://support.assessment.pearson.com/PAsup/system-basics/resources/session-management-tasks) for more information on Managing an Online Test Session.

## Tasks to Complete During Test Administration

### 3. Manage situations that may occur during testing.

Refer to Appendix B for technology-related situations and resolutions, including steps to take if a student starts testing with an incorrect accommodation (or without the correct accommodation).

#### a. Steps if a school is closed or has a delayed opening due to severe weather:

On the day the school reopens, administer the test session scheduled for that day and make up the missed session(s) later. When severe weather forces a delayed opening on a scheduled test administration date, the test coordinator may proceed with the test administration after students arrive, if this is possible.

#### b. Steps for test administration interruptions (e.g., power failures):

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. Test coordinators should report any major disruptions to RIDE by calling 401-222-8478.

#### c. Steps for make-up testing for students who are absent:

Students who are absent on the scheduled testing date for their grade for any reason (including illness or other medical condition) must be scheduled for make-up testing as soon as they return to school. If a student is absent for Session 1 of a test, the student should take Session 2 according to the school's administration schedule and then take Session 1 during the make-up period.

Make-up tests may be administered at any time after the scheduled testing date and before the end of the test administration window (see page iv for dates). Please call RIDE at 401-222-8478 regarding exceptional circumstances related to make-up testing.

When the student is ready to make up the missed session, the test administrator will unlock the student's PAN Session and have them sign in to TestNav. Schools with a large number of students making up test sessions may want to create a separate PAN Session and move students into that new PAN Session. **Please note:** Moving students into a new PAN Session will require new student testing tickets, since passwords are linked to PAN Sessions.

### 4. Securely store testing materials between sessions and after each day of testing.

Use your document tracking system to document that all materials are kept secure between sessions and are returned to you each day after testing is completed.

At the end of each test session, test administrators should confirm that students have submitted their responses and have signed out of TestNav (students' session status will be indicated as "Complete" in the PAN 'Students in Sessions' dashboard if they have submitted). By the end of each test session, test administrators must have collected and accounted for all student testing tickets.

RIDE recommends locking each test session for additional security. Lock test sessions after testing by going to **Testing > Sessions** and selecting the session(s) you would like to lock. Then choose **Select Tasks > Lock Units**. On this page you can check the box next to all sessions and click the blue "Lock" button.

## Tasks to Complete During Test Administration

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### 5. Maintain and, if necessary, update the record of test administrators and their students for each test session, including make-up and test completion sessions.

To confirm that all students have participated in testing, use the following Operational Reports:

- **Students Registered but not Assigned to a Test:** A list of all students who are registered in a test administration but do not have any student tests assigned to them
- **Students with Online Test but not Assigned to Session:** A list of all students who are assigned to take a computer-based test but have not yet been added to a PAN Session
- **Students Tests that have been Assigned but have not yet Completed:** A list of all students who are registered in a test administration and have a student test assigned to them, but the test has not yet been completed
- **Online Student Tests Marked Test Complete:** A list of all students' tests that have been marked "Test Complete" (and Marked Test Complete reasons if applicable). This report allows administrators to view tests that did not complete normally (including due to technology failures) and to investigate prior to the end of the testing window.

Follow the steps below to access these reports:

1. In PAN, go to **Reports > Operational Reports**.
2. Select the "Report Category" (**Organization, Students & Registrations, Online Testing, or Users**).
3. Select **Operational Report Type**.
4. Select a filter for the report, and refresh the report.

### 6. Collect lists of students who were not tested from test administrators, and schedule the students for make-up testing.

Students may be scheduled for make-up testing at any time until the end of the testing window.

### 7. After test sessions are completed, verify that ALL secure materials have been returned to you.

- Use your document tracking system to verify that test administrators have returned all secure materials to you. RIDE requires two independent counts to verify that student testing tickets, proctor testing tickets (if used), and used scratch paper have been returned.
- Used scratch paper is secure and must be stored securely until it is shredded. It may not be viewed by school staff members.
- If necessary, investigate any discrepancies between the counts of materials distributed to test administrators and those returned to you.

## **Part IV**



### **Tasks to Complete After Test Administration**

## Tasks to Complete After Test Administration

### A Overview of This Section and Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities after RICAS testing. Some of the tasks in the checklist are described in other documents, but most are described in the Tasks section that follows. You may use the “Completed?” column to check off when each task has been completed; you may also want to use the column to write in the names of staff who will be helping with each of the tasks.

Task	Page	Task Overview	Completed?
<b>Tasks to Complete AFTER Test Administration</b>			
1	50	Update student information in PAN and eRIDE as needed.	
2	51	Remove students who did not test (e.g., transferred out of the school) from PAN Sessions.	
3	51	Make sure all participating students’ test sessions are either in “Complete” or “Marked Complete” status in PAN.	
4	52	Stop PAN Sessions.	
5	52	Complete the Principal’s Certification of Proper Test Administration (PCPA) by May 30.	
6	53	Plan to retain materials listed in the TCM for three years.	
7	53	Recycle or discard materials listed in the TCM.	
8	54	Securely destroy materials listed in the TCM.	

### B Tasks to Complete AFTER Test Administration

Once your school has finished testing all students, please complete the following tasks to properly close out RICAS administration.

**Please note:** If an eligible student enrolls in your school after your school has completed testing but still during the state testing window for that content area, test coordinators must ascertain whether the student has already taken RICAS (or DLM if the student is an alternate assessment student) in another Rhode Island school district. If the student has not, the student must be tested according to proper test administration policies and procedures, and the student’s test session(s) cannot be closed out until the student has finished testing.

#### 1. Update student information in PearsonAccess<sup>next</sup> and eRIDE as needed.

Ensure student PNP information in PAN is accurate, especially for the following situations and accommodations that are not form-based:

- update accommodations or accessibility features that were added to or removed from students’ IEPs or 504 plans
- update accommodations that a student refused during testing

Ask the district Data Manager to update the enrollment census if students were added to or removed from your school’s enrollment during the testing window.

## Tasks to Complete After Test Administration

### 2. Remove students who did not test (e.g., transferred out of the school) from active PAN Sessions.

This only applies to students who did not test at all (e.g., never signed in), and only for active PAN Sessions that need to be stopped. If a session has not been prepared or started, you do not need to remove the student from the session.

- Run the Operational Report **Students Tests that have been Assigned but have not yet Completed**
- In order to remove a student from a Session, the student must be in “Ready” status (for any other student status, please refer to task 3):
  1. Go to **Testing > Sessions**.
  2. Search for the PAN Session Name(s), and place a checkbox to select the Session(s).
  3. Click **Go to Students in Sessions**.
  4. Click on the PAN Session under the Session List.
  5. Place a check box next to a student’s SASID.
  6. In **Select Tasks**, choose **Remove Students from Sessions**.
  7. Place a checkmark next to the student, and click **Remove**.

### 3. Make sure all participating students’ test sessions are either in “Complete” or “Marked Complete” status in PAN.

Prior to active PAN Sessions being able to be stopped (task 4), all student tests in those sessions must be in “Complete” or “Marked Complete” status.

- Students whose tests are “Complete” have already submitted their tests themselves during their sessions and are all set.
- Students whose tests have already been “Marked Complete”.
- If a student in an active session did not participate at all (still in “Ready” status for both test sessions for a content area), please refer to task 2 in this section for how to remove them from the session prior to stopping the session. Depending on your school’s policies, you may instead choose to set their status to “Marked Complete” (as directed below) and note a reason for the student’s non-participation.

For any students in a session who do not meet any of the criteria above, those students must have their tests “Marked Complete” by the test coordinator:

- students who did not complete testing, and have at least one test session with a status of Exited, Resumed, or Resume-Upload
- students who started a test session but did not finish or submit it
- students who only took one session of a test

## Tasks to Complete After Test Administration

Test coordinators may choose to identify students whose tests need to be marked complete using the Operational Report > Session Roster in PAN:

1. Go to **Reports > Operational Reports**.
2. Select **Online Testing** under Report Categories, and then select **Session Roster**.
3. Click **Request Refresh Report** to retrieve most up-to-date information. Select organization and test type.
4. Click **Download Report**. Identify students that are not in a complete, marked complete, or ready status.

After test administration is finished, mark the test “Complete” in PAN by following these steps:

1. Go to **Testing > Students in Sessions**.
2. Select the student(s) by placing a checkmark next to the SASID(s).
3. In **Select Tasks**, choose **Mark Student Tests Complete**.
4. Select the PAN Session by placing a checkmark in the box.
5. Type in a reason (e.g., “student did not submit test”), and then click **Mark Complete**.

Repeat this process for each subject area test assigned to the student for which the student did not submit their responses or participate.

Further instructions can be found here: [support.assessment.pearson.com/x/igQHAQ](https://support.assessment.pearson.com/x/igQHAQ).

### 4. Stop Test Sessions in PAN.

All PAN Sessions must be stopped after testing in order to properly finish test administration.

1. Go to **Testing > Sessions**.
2. Confirm all students are in “Complete” or “Marked Complete” status.
3. Go to **Testing > Students in Sessions**.
4. Use **Filters Session Status** on the left and select **“In Progress”** and **“Ready.”**
5. Select these sessions.
6. Click **Go to Students in Sessions** next to Sessions in the blue portion of the screen.
7. Click on **Combined View** on the left side, and then click **Stop All Sessions**.

### 5. Complete the Principal’s Certification of Proper Test Administration (PCPA) by May 30.

The purpose of the PCPA is for the principal to certify that all students participated in testing as required and that test administration and security protocols described in this manual were followed.

There is one PCPA for each elementary and middle school to complete at the end of all RICAS testing. Instructions for completing the online PCPA can be found on the following page, and the certification statements on the PCPA are in Appendix A.



## Tasks to Complete After Test Administration

While the principal may designate an individual to assist with many other test administration tasks, the PCPA may not be completed by a designee. The principal must complete the PCPA and is responsible for all information submitted on the form.

- Go online to [ricas.pearsonsupport.com/support](https://ricas.pearsonsupport.com/support), select RICAS from the menu, and then select Principal’s Certification from the list of options. Follow the on-screen instructions to submit the form.
- Type in your name **exactly** as it appears in the Master Directory; the RICAS Service Center will follow up with schools when the name does not match.
- The principal (not a designee) must complete a PCPA form; however, if you are an interim principal or a co-principal, type “interim” or “co-principal” after your name in the signature box.
- Print the confirmation and save it for your school files.

### 6. **RETAIN the following materials in your school files for three years:**

<b>Tracking and related materials</b>	<ul style="list-style-type: none"> <li>• Materials Summaries</li> <li>• printout(s) of PCPA confirmation(s)</li> <li>• test Materials Internal Tracking Forms</li> </ul>
<b>Materials related to accommodations</b>	<ul style="list-style-type: none"> <li>• approved Request for Permission to Test a Student in an Alternate Setting forms, if applicable</li> <li>• completed Student Accommodation Refusal forms, if applicable</li> <li>• accommodations lists/spreadsheets, if applicable</li> </ul>
<b>Other local records</b>	<ul style="list-style-type: none"> <li>• agendas, sign-in sheets, and any other relevant documentation from the Test Administrators’ Training and the training session for other authorized school staff members to demonstrate that they have been trained and received TAMs and test security requirements</li> <li>• record of test administrators and their students for each session, including make-up and test completion sessions</li> <li>• documentation for absences due to medical reasons, if applicable</li> <li>• documentation for students who were removed from or added to the school’s enrollment during the testing window</li> <li>• approval for a Request for Permission to Test a Student in an Alternate Setting forms, if applicable</li> </ul>

### 7. **RECYCLE OR DISCARD the following materials:**

<b>Recycle or discard</b>	<ul style="list-style-type: none"> <li>• Test Administrator’s Manuals</li> <li>• this manual, after the completion of the Mathematics testing window</li> <li>• Mathematics reference sheets, if printed</li> <li>• equation editor guides and symbol keys, if printed</li> <li>• cartons that were used to ship manuals to your school</li> </ul>
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## Tasks to Complete After Test Administration

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8. **SECURELY DESTROY (e.g., by shredding) the materials listed below, and indicate on the internal tracking form that this has been done.**

<b>Shred</b>	<ul style="list-style-type: none"><li>• scratch paper used by students</li><li>• student testing tickets</li><li>• proctor testing tickets</li><li>• accommodation materials such as graphic organizers and pre-approved reference sheets</li><li>• any session student rosters or operational PearsonAccess<sup>next</sup> reports with student information</li></ul>
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# Appendix A



## Sample CBT Administration Forms and Materials for Testing



# Appendix A—Sample CBT Administration Forms and Materials for Testing

**Note:** For sample materials unique to paper-based testing, see the end of Appendix C.

## CBT Proctor Testing Ticket

### Proctor Testing Ticket

**Session Name** TEST SESSION  
**Test** Grade 8 ELA

IMPORTANT NOTE FOR TEST ADMINISTRATORS: This testing ticket should ONLY be used by the test administrator to log into TestNav when administering the Human Reader or Human Signer accommodation. No responses should be entered into the test using this Proctor Testing Ticket, as they will not be saved; students must log in using their own Student Testing Ticket. When you are ready to access the test, log into the TestNav app on your device or use the following URL to access the test:

Select **Rhode Island** in the application or go to <https://ri.testnav.com/>

**Username** proctor113522  
**Password** 385C6E

## CBT Student Testing Ticket

### STUDENT TESTING TICKET

**Student:** WARD, JONATHAN A  
**Student ID:** 6630199684  
**Session:** TEST SESSION  
**Date of Birth:** 2009-11-11  
**Test:** Grade 8 ELA

Please raise your hand if any of the information above is incorrect. Your test administrator will give you instructions before beginning the test. You will need to enter in the username and password below.

**Username:** 4448981376    **Password:** 385c6e

(Optional) School testing device ID: Session 1 \_\_\_\_\_ Session 2 \_\_\_\_\_

## CBT Student Roster

### Session Student Roster

Test Administration	Spring 20XX RICAS Gr. 3-8	Precaching Computer	PROCTOR CACHE COMPUTER
Session Status	Ready	Scheduled Start Date	20XX-04-26
Session Name	SAMPLE SESSION	Scheduled Start Time	08:00 AM
Organization	SAMPLE SCHOOL (99999999)	Actual Start Date	20XX-04-26
Test	Grade 8 ELA	Actual Start Time	09:20 AM
Proctor Reads Aloud	Yes	Lab Location	
Form Group Type	Human Read Aloud		
Password	D787AC		

**4 Results**

Student Name	Student Code	Date of Birth	Status	Form/Form Group	Username	Signature
LASTNAMEA, FIRSTNAMEA	9999999999	2009-06-17	Battery	19EL08SPHREN01	9999999999	
LASTNAMEB, FIRSTNAMEB	8888888888	2009-09-30	Battery	19EL08SPHREN01	8888888888	
LASTNAMEC, FIRSTNAMEC	7777777777	2009-09-21	Battery	19EL08SPHREN01	7777777777	
LASTNAMED, FIRSTNAMED	6666666666	2009-11-02	Battery	19EL08SPHREN01	6666666666	

# Appendix A—Sample CBT Administration Forms and Materials for Testing

## CBT Accommodations Report

Operational Reports
Exit Report\*

### PNP Report - Accessibility Features and Accommodations for Student Tests

List of students and tests with identified Accessibility Features and Accommodations

**Report Parameters**

Test Administration  
Rhode Island > 2022-2023 > Spring 2023 RICAS Gr 3-8  
Organization  
SAMPLE SCHOOL (99999999)

Accessibility Features and/or Accommodations\*  
ALL

Filtered Organization  
SAMPLE SCHOOL (99999999)

Test  
Grade 6 ELA

Display Report
Download CSV

**4 Results**

Row	SASID	Student Name	Organization Name	Organization Code	Test Name	Test Format	Form Code	Session Name	Answer Masking	Color Contrast	ASL Video DVD Edition	Screen Reader Edition	Compatible Assistive Technology	Large Print Test Edition	Braille Test Edition	Human Scribe as a Standard Accommodation	Human Scribe as a Non-Standard Accommodation	Speech-to-Text as a Standard Accommodation	Speech-to-Text as a Non-Standard Accommodation
1	9999999999	LASTNAMEA, FIRSTNAMEA	SAMPLE SCHOOL	99999999	Grade 8 ELA (ELA08)	Online		SAMPLE SESSION											
2	8888888888	LASTNAMEB, FIRSTNAMEB	SAMPLE SCHOOL	99999999	Grade 8 ELA (ELA08)	Online		SAMPLE SESSION									Y		
3	7777777777	LASTNAMEC, FIRSTNAMEC	SAMPLE SCHOOL	99999999	Grade 8 ELA (ELA08)	Online		SAMPLE SESSION											
4	6666666666	LASTNAMED, FIRSTNAMED	SAMPLE SCHOOL	99999999	Grade 8 ELA (ELA08)	Online		SAMPLE SESSION									Y		

# Appendix A—Sample CBT Administration Forms and Materials for Testing



Sample Blank Form for Computer-Based Testing

## Spring 2024 RICAS Administration Test Materials Internal Tracking Form

Principals must account for all secure materials at all times.  
Use this form to track the distribution and return of all secure materials.

Test Administrator's Name: \_\_\_\_\_ Room Number: \_\_\_\_\_

Grade: \_\_\_\_\_ Subject/Sessions: \_\_\_\_\_

### Materials Moved from Locked Storage Area to Room # \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

	# of Student Testing Tickets	# of Proctor Testing Tickets for Certain Accommodations (See TCM for details.)
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 Student Testing Tickets	# of Proctor Testing Tickets for Certain Accommodations	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: \_\_\_\_\_

Date: \_\_\_\_\_

Check this box to confirm that scratch paper and testing tickets have been securely destroyed at the school.

**Retain this document in your school files for three years.**

# Appendix A—Sample CBT Administration Forms and Materials for Testing



Sample Completed Form for Computer-Based Testing

## Spring 2024 RICAS Administration Test Materials Internal Tracking Form

Principals must account for all secure materials at all times.  
Use this form to track the distribution and return of all secure materials.

Test Administrator's Name: Alexander Smith Room Number: 250

Grade: 3 Subject/Sessions: Mathematics

**Materials Moved from Locked Storage Area to Room # 250**

Date: 5/1/24 Time: 8:30 a.m.

	# of Student Testing Tickets	# of Proctor Testing Tickets for Certain Accommodations (See TCM for details.)
Principal's or Designee's Count	15	15
Test Administrator's Count	15	15

Principal's or Designee's Signature: Jennifer Brown Test Administrator's Signature: Alexander Smith

**Materials Moved from Room # 250 to Locked Storage Area**

Date: 5/1/24 Time: 2:00 p.m.

	# of Student Testing Tickets	# of Proctor Testing Tickets for Certain Accommodations	Scratch Paper Used? (no count needed)
Principal's or Designee's Count	15	15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Test Administrator's Count	15	15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Principal's or Designee's Signature: Jennifer Brown Test Administrator's Signature: Alexander Smith

Date: 5/1/24

Check this box to confirm that scratch paper and testing tickets have been securely destroyed at the school.

**Retain this document in your school files for three years.**

# Appendix A—Sample CBT Administration Forms and Materials for Testing



**RIDE** Rhode Island  
Department  
of Education

Principal's Certification of Proper Test Administration  
Spring 2024 RICAS

I certify that the information provided on this form is correct to the best of my knowledge. I, as principal, certify that the Rhode Island Comprehensive Assessment System (RICAS) tests were administered according to the test administration procedures outlined in the RICAS Test Coordinator's Manual and the Test Administrator's Manuals posted at [www.ride.ri.gov/ricas](http://www.ride.ri.gov/ricas).

Principal's Signature: \_\_\_\_\_

Password (same password used to log in): \_\_\_\_\_

Date: \_\_\_\_\_

May 30, 2024

Information entered on this form will **not** be saved until you click **Submit this form** below.

Submit this form



# Appendix A—Sample CBT Administration Forms and Materials for Testing

## Sample Blank Internal Form

### Spring 2024 RICAS Administration 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 staff members 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>

APPENDIX A—CBT Forms and Materials

**RICAS TESTING**

**PLEASE**

**DO NOT**

**DISURB**

## **Appendix B**



### **Additional Guidance for Computer-Based Testing**

## Appendix B—Additional Guidance for Computer-Based Testing

### A Background and Overview

Principals, test coordinators, and technology coordinators should become familiar with the terminology describing the components of computer-based testing:

- **PearsonAccess<sup>next</sup> (PAN)** is the online management system. Note that users will be signed out of PAN after 15 minutes of inactivity.
- **TestNav** is the online testing platform for students. Note that students will be signed out of TestNav after 1 hour of inactivity.
- **Infrastructure Trials:** An Infrastructure Trial is an opportunity for schools to prepare for computer-based testing by simulating test-day network use. The purpose is to identify any school or district logistical issues, and to confirm all testing devices are properly configured and ready for computer-based testing.
- **ProctorCache:** This optional software will be available to all schools as part of TestNav. Precaching is the process of loading (i.e., “caching”) test content locally to a designated proctor caching computer at a school. Precaching reduces test delays from network congestion and provides students with a more seamless testing experience in the event of disruptions to internet connectivity. (See [ricas.pearsonsupport.com/technology-setup](https://ricas.pearsonsupport.com/technology-setup) for specific ProctorCache recommendations.)

Steps that apply to any technology problems that may occur during testing:

- Resume testing on the same device, if possible.
- Do not turn off the device.
- Make a note of which testing device the student was using.
- If the error persists, move the student to a new device.
- If there is a situation in which a student is waiting for more than 15 minutes, then schedule the student to complete testing at a later time.

In the rare occurrence that TestNav or PearsonAccess<sup>next</sup> experiences an outage, the RICAS Service Center will email a notification to principals, test coordinators, and technology coordinators. The RICAS System Status page at [ri-testnav.statushub.io](https://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.

### B Instructions for Make-Up Testing

#### 1. A Student Becomes Ill During a Session

If a student becomes ill during a session and cannot continue testing,

1. Have the student exit TestNav by accessing the user drop-down menu next to the student’s name in the upper right corner. Then have the student select **Sign out of TestNav** from the menu.
2. Have the student then select **Save and Return Later**.
3. Lock the student’s session by clicking the lock/unlock icon on the **Students in Sessions** screen for the student.

## Appendix B—Additional Guidance for Computer-Based Testing

When they are able to make-up the session,

1. Resume the student by first unlocking the session using the indicator on the **Students in Sessions** screen.
2. Then have the student sign back in to TestNav.
3. On the **Students in Sessions** screen for the session, find the student and use the drop-down to change their status from **Exited** to **Resumed**. This will tell the system to check for any answers the student may have already submitted.
4. Follow the normal procedures for having this student submit their answers showing a **Completed** status in PAN, and then re-lock the session using the instructions above.

Remember that the student is not permitted to return to any questions that were previously answered.

### 2. A Student Was Absent on the Day of Testing and Will Be Kept in the Same PAN Session for Make-Up Testing

If a student was absent for one or more days of testing, and the principal or test coordinator has decided to keep the student in the original PAN Session,

1. If the original session was locked after other students completed testing, unlock it for the student who was absent at the time of make-up testing. Use the lock/unlock indicator on the **Students in Sessions** screen for the session.
2. Have the student sign in to TestNav using their original assigned credentials. This will change their status on the **Students in Sessions** screen from **Ready** to **Active**.
3. Follow the normal procedures for having the student submit answers showing a **Completed** status in PAN, and then re-lock the session using the instructions above.

### 3. A Student Was Absent on the Day of Testing and Will Be Placed in a New PAN Session for Make-Up Testing.

If a student was absent for one or more days of testing, and the principal or test coordinator has decided to remove the student from the original PAN Session and create a new PAN Session for make-up testing with other students,

1. Remove the student from the session. Go to **Testing > Students in Sessions**, select/check the student and then select **Remove Students from Sessions > Remove**.
2. Go to **Testing > Sessions > Create/Edit Session**.
3. Fill out the details for the new PAN Session and, using the Students field, find the student (and others who need to do makeup) and add them to the session. Select **Create**.
4. Follow the normal procedures for preparing and starting a session before test day. Print a new student testing ticket for the student.
5. On test day, have the student and others doing make-up testing sign in to TestNav using the new sign-in credentials for the new session (available from Resources on the **Students in Sessions** screen).

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6. Follow the normal procedures for having the student(s) submit their answers in TestNav, and then verify their **Completed** test status and lock the session using the lock/unlock indicator on the **Students in Sessions** screen.

### **C** Troubleshooting Situations that Can Occur in Test Sessions

1. **SITUATION: TestNav stops responding or exits a student from the test (e.g., a student device loses connectivity).**

#### **RESOLUTION:**

##### ***Steps for the Test Administrator:***

1. Attempt to identify if there was a loss of connectivity.
2. Resume the student’s test.
3. If there are repeated technical interruptions, contact your technology staff.

##### ***Steps for the Technology Staff:***

Escalate the issue to the principal for a student who is waiting for 15 minutes.

##### ***Steps for the Principal or Test Coordinator:***

1. Call the RICAS Service Center if there are issues that cannot be resolved in 15 minutes or less.
2. Call RIDE after calling the RICAS Service Center if there is a large-scale technology failure that affects one or more classrooms. (It is not necessary to call RIDE if there is a loss in connectivity that can be quickly restored with minimal interruption to student testing.)

2. **SITUATION: A student turned off the testing device instead of exiting TestNav correctly, and the status in PAN remains “Active” (even though the student is not currently testing).**

**RESOLUTION:** The student’s responses have not been lost, but the test administrator should verify that the student responded to all the test questions by following these steps in PearsonAccess<sup>next</sup>:

1. Navigate to the “Students in Sessions” page, and locate the affected test session in the student’s test.
2. Click on the student’s “Active” status to view the “Student Test & Item Progress” screen.
3. Verify whether the student responded to all the test questions.
4. If all the test questions were answered, mark the PAN Session complete.
5. If any responses are missing, locate and upload the student’s responses that were saved locally. For further instructions, follow the instructions in the *TestNav User Guide* ([support.assessment.pearson.com/x/DAACAQ](https://support.assessment.pearson.com/x/DAACAQ)). Test administrators may want to contact their technology staff person for support.

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### 3. SITUATION: TestNav does not appear to be working properly.

#### RESOLUTION:

##### *Steps for the Test Administrator:*

The following are expected behaviors in TestNav:

- The Notepad cannot be resized.
- Exhibits (e.g., reference sheets) cannot be resized.
- A test question appears as “Not Answered” in the “Review” menu until all parts of that question have been answered.

If students encounter a situation not listed above, consult with your technology staff, who may then call the RICAS Service Center.

##### *Steps for the Technology Staff:*

Escalate the issue to the principal for a student who is waiting for 15 minutes.

### 4. SITUATION: A student’s test status is “Resume-Upload”; error codes 1005, 1006, or 1007.

**Resume-Upload** status forces TestNav to check for a saved response file (SRF) on the testing machine when the student signs back in to continue. There are times when a student needs to be resumed, but may not be properly signed out of a test, such as if the computer froze or the browser crashed. When this happens, the student may still be listed in **Active** status, but the only option you can choose is **Resume-Upload**.

**RESOLUTION:** In most cases, resuming a student test in PAN will allow a student to sign back in to TestNav successfully. By default, TestNav will look for any saved responses and upload them. If a student is inadvertently signed out of TestNav and resumes testing on a device that does not have a Saved Response File (SRF), Resume-Upload can be used to allow a test administrator to search for the SRF on the student’s original testing device. Refer to [support.assessment.pearson.com/x/DAACAQ](https://support.assessment.pearson.com/x/DAACAQ) for directions on locating the SRF. If the student is continuing on the same testing device, “Resume” may be selected after “Resume-Upload” is selected.

When a student is ready to sign back in to the session with a Resume-Upload status, a staff member must be present. When resuming a student from Active status, select “Resume-Upload” and then “Resume.” Have the student attempt to sign in using the original testing device. If the error persists, move the student to a different testing device. If Resume-Upload is selected in PAN, the student or staff can choose “Skip Upload” from the 1005 pop-up message. If the error that caused the initial exit is still present after changing devices, please call the RICAS Service Center. Be prepared to provide the student name, PAN Session, and device type, and request to speak with Technical Support.

## Appendix B—Additional Guidance for Computer-Based Testing

5. **SITUATION: A student needs to change devices (e.g., a student has to move to a test completion room but is using a desktop computer).**

**RESOLUTION:** RIDE strongly recommends that students use only one computer per test session whenever possible. However, if students need to change devices during the same test session, they need to sign out of TestNav on the first device (click on the User icon in the top right corner, select “Sign out of TestNav,” and then follow the prompts). Once students are fully signed out, they can be resumed on the new device.

**Note for Chromebook users:** Do not power the first device off until the student has been successfully resumed on the second device.

6. **SITUATION: A student exits TestNav before completing a test session or before submitting final answers.**

**RESOLUTION:**

1. Verify that TestNav is shut down for the student.
2. Resume the student’s test in PAN.
  - If the student is resuming on the same device (recommended), select “Resume.” TestNav will automatically load any saved response files (SRFs) that are present.
  - If the student is resuming on a different device, the student’s test will need to be put in Resume-Upload status. When the student signs in, locate the saved response file (SRF) and the system will upload any test responses that the student entered after the interruption. For instructions on locating SRFs, refer to the *TestNav User Guide* ([support.assessment.pearson.com/x/DAACAQ](https://support.assessment.pearson.com/x/DAACAQ)).
3. Have the student sign in to TestNav using the sign-in information on the student testing ticket. The student’s test will resume from the point at which the test was interrupted.

Technology coordinators should contact the RICAS Service Center immediately if there is an issue that cannot be resolved. It is acceptable to contact the Service Center using a cell phone, but it is not permissible to photograph students’ testing devices (e.g., to show an error message). Be prepared to provide logs from the testing devices if the Service Center requests them.

7. **SITUATION: A student accidentally clicked “submit” but did not actually finish a test session.**

**RESOLUTION:** Only someone with the district test coordinator role can undo student submissions – it cannot be done at the school level. Schools should contact their district test coordinator who can undo student submissions with the following steps.

1. In PAN, from **Testing**, select **Students in Sessions**.
2. Click on **Add a Session**.
3. Type a session name into the search field and click on the checkbox next to the session.
4. Click on **Add Selected**.
5. Type a student name into the search field and click on the checkbox next to the student test.
6. Click on **Select Tasks**, select **Undo Student Tests Submissions**, and click on **Start**.



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7. Select the checkbox next to the student test or unit of a test to confirm your selection.
8. Click on **Undo Submissions**.
9. Resume the student’s test in PAN.

### **D** Resolving Situations that Involve Accommodations

1. **SITUATION: A student has the wrong accommodation assigned and the student has not signed in to TestNav yet (is still in “Ready” status).**

**RESOLUTION:** If the student is in a session that has not yet been prepared, the accommodation can be updated by following these steps:

1. In PAN, go to **Setup > Students**.
2. Search for the student and place a checkmark next to the student name.
3. Select **Tasks > Manage Student Tests > Start**.
4. Select the test on the left.
5. Update the Accommodation and click **Save** (repeat if more than one test needs to be updated).

**If the student is in a PAN Session that has been prepared, the student may need to be removed from the Session if one of the following accommodations is being used: text-to-speech, screen reader, assistive technology, human read-aloud, or human signer. This can be done by following these steps:**

1. In PAN, go to **Testing > Sessions**.
2. Search for the appropriate PAN Session and place a checkmark next to it.
3. Click on **Go to Students in Sessions**.
4. Click on the PAN Session name under Session List on the left side of the screen.
5. Place a checkmark next to the student whose accommodation needs to be updated.
6. Select **Tasks > Remove Students from Sessions > Start**.
7. Place a checkmark next to the student and click **Remove**.

Once the student has been removed, follow the first five steps in this section (section C.1). When the student’s accommodation has been updated, place the student back into the appropriate PAN Session by going to **Students in Sessions > Add Students to Sessions**.

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2. **SITUATION: A student incorrectly has text-to-speech, screen reader, assistive technology, human read-aloud, or human signer accommodation assigned, and the student has already signed in to TestNav (is in a status other than “Ready”).**

**RESOLUTION:** If a student has signed in to TestNav and does not have the proper accommodation needed to test, please follow these steps:

- Have the student sign out of TestNav.
  - Contact the test coordinator or principal.
  - The test coordinator must call RIDE at 401-222-8478 so that RIDE can void the test (**this will affect all test sessions for that student in that content area**).
  - Once RIDE has voided the test, the test coordinator must then assign a new test to the student, enter the correct accommodations, and place the student in a new PAN Session. If a new test is not assigned on the same testing day, one will automatically be assigned in PAN the next day.
1. Assign a new test to the student.
    - > Go to **Setup > Students**.
    - > Search for your student and select the checkbox next to the student name.
    - > Select **Tasks > Manage Student Tests > Start**.
    - > Select **Create Student Tests**, enter in the test student information, including the correct accommodations, and click **Create**.
  2. Place the student in a new PAN Session.
    - > Go to **Test > Sessions**.
    - > Select **Tasks > Create / Edit Test Sessions** and click **Start**.
    - > Ensure Create Session is selected, enter in the session details, add the student whose accommodation was updated, and click **Create**.

**Note:** If the student should have a Human Reader or Human Signer session, select the **Proctor Reads Aloud** checkbox, and then select **Human Read-Aloud** or **Human Signer** from the Form Group Type drop-down.

3. **SITUATION: A student’s form-dependent accommodations (e.g., TTS) are not appearing correctly.**

**RESOLUTION:** Instructions for correcting a large number of errors (SR/PNP Import):

1. In PAN, select the appropriate administration from the administration drop-down.
2. Select **Import / Export Data** from the **Setup** drop-down.
3. Select **Import / Export Data** from the **Select Tasks** drop-down. Click **Start**.
4. Select **Student Registration Export** from the **Type** drop-down. Unless you want to specify results by registration grade and/or subject, leave those fields blank, and leave the values in the Test Status Filter field. Also, leave the “Include tests with Void Test Score Code” box unchecked. Then click **Process**.
5. Once the file is complete, select **Download File**.

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6. In the .CSV file, identify all students who have both Text-to-Speech (column Z) and Human Reader or Human Signer (Column Y) selected. Delete all other students from the file.
7. Remove either the Text-to-Speech flag, or the Human Reader or Human Signer flag for those students.
8. Save the file as a .CSV file.
9. In PAN, select **Import / Export Data** from the **Setup** drop-down.
10. Select **Import / Export Data** from the **Select Tasks** drop-down. Click **Start**.
11. Select **Student Registration Import** from the **Type** drop-down.
12. Select **Choose File** and browse for the saved .CSV file. Click **Process**.

### Instructions for correcting a small number of errors (PAN interface):

1. In PAN, select the appropriate administration from the administration drop-down.
2. Select **Operational Reports** from the **Reports** drop-down.
3. Check **Students & Registrations** from the **Report Category**.
4. Select the **PNP Report – Accessibility Features and Accommodations for Student Tests** report from the list.
5. Select **Text-to-Speech** from the **Accessibility Features and Accommodations** drop-down. Click **Download CSV**.
6. Identify students on this report that have the Text-to-Speech flag (column T) and Human Reader or Human Signer (column U) flag selected.
7. In PAN, select **Students** from the **Setup** drop-down.
8. Search for the student that has both flags selected. Select the checkbox to the left of the student and select **Manage Student Tests** from the **Select Tasks** drop-down. Click **Start**.
9. Here, remove either the checkmark next to **Text-to-Speech**, or the checkmark next to **Human Read-Aloud** or **Human Signer**. Click **Save**.

### **E** Error Codes and TestNav Issues

The table below describes common error codes and TestNav issues and the steps to take to resolve the issues. For many of these situations, a test administrator can resolve a situation, and the student can continue testing without further issues. Others are described below in which test administrators will need to escalate the issue to technology staff if needed. A full list of error codes can be found online at [support.assessment.pearson.com/x/DwACAQ](https://support.assessment.pearson.com/x/DwACAQ). Instruct students to raise their hand if an error code appears during testing.

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Error Code Number	Error Code Description	Instructions to Resolve the Issue
9058/9059	The username or password you entered is incorrect.	<p>Confirm that the student sees the correct TestNav sign-in page (“Rhode Island” should appear above the sign-in box).</p> <p>If the correct page does not appear, click the User icon in the top right corner, and select “Choose a different customer.” Then, select “Rhode Island” from the list.</p> <p>Ensure the student is on the correct sign-in page in TestNav (“Rhode Island” should appear above the sign-in box).</p>
1005	No saved response file found.	<p>Student was placed into Resume-Upload status instead of Resume. Select “Skip Upload.”</p> <p>If you are resuming the student on a different device, see <a href="http://support.assessment.pearson.com/x/DwACAO">support.assessment.pearson.com/x/DwACAO</a> for instructions.</p>
1006	The saved response file is corrupted.	<p>The student’s status is set to Resume-Upload and the saved response file(s) is corrupt. The Resume-Upload status indicates that a student has exited the test abnormally.</p> <p>If possible, reload the saved response file that was saved when the student was last in the TestNav session to retrieve all previously provided responses.</p>
1007	<p>The saved response file is invalid.</p> <p>The saved response file is corrupted.</p>	<p>The student’s status is Resume-Upload and the saved response file(s) found in the designated response file location contains invalid data.</p> <p>The Resume-Upload status indicates that a student has exited the test abnormally.</p> <p>If possible, reload the saved response file that was saved when the student was last in the TestNav session to retrieve all previously provided responses. Contact Pearson Support.</p>
1009	Unable to download test content	<p>There is a network connection issue between the testing device and the testing subcontractor’s (Pearson’s) servers.</p> <p>Contact your technology coordinator to verify the local internet connection and/or connection to the ProctorCache server as well as ensuring that test delivery URLs are excluded from inspection and filtering in network security services.</p> <p>The technology staff person should contact the RICAS Service Center if the issue cannot be quickly identified or resolved and should be prepared to provide the following information:</p> <ul style="list-style-type: none"> <li>• the error code</li> <li>• the number of students testing</li> <li>• the device type</li> <li>• the PAN Session name</li> </ul>

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Error Code Number	Error Code Description	Instructions to Resolve the Issue
<b>1017/1018</b>	Primary/Alternate SRF location is not writable. Your responses will be saved in primary/alternate save location only. You may choose to continue with the test or exit the test and make the save location writable.	TestNav displays this error when it tries to write to the SRF secondary location but fails. Check the path and verify it is valid, accessible, and that write access is granted. To update the path, sign in to PearsonAccess <sup>next</sup> and edit the TestNav configuration. A valid SRF path is required for testing.  Technology staff should contact the RICAS Service Center. The technology staff should be prepared to provide the following information: <ul style="list-style-type: none"> <li>• the error code</li> <li>• the number of students testing</li> <li>• the device type</li> <li>• the PAN Session name</li> </ul>
<b>3005</b>	TestNav has detected that another application attempted to become the active window, which may compromise the security of this test. TestNav has been shut down. You may need assistance from your test monitor to restart the test.	This could be caused by one of the following issues: <ul style="list-style-type: none"> <li>• pop-ups in the background</li> <li>• power saving features</li> <li>• system key combinations such as ctrl+alt+del</li> <li>• the student is attempting to switch to a browser or other application (e.g., to look up information for a question)</li> </ul> The test administrator should check whether any other applications have been accessed before resuming the student's test. If it appears the student was attempting to access information online, contact the principal to report this to the Department.
<b>3018</b>	The connection to the server has been lost. Please inform your test proctor that the test must close due to a connectivity error.	Contact Pearson Support. Have your log files ready for Level 2 support.
<b>3020</b>	TestNav has detected that either Command + Option + Esc or Command + Option + Eject has been typed. TestNav has been shut down. You may need assistance from your test monitor to restart the test.	TestNav exits the test and displays this error when a student types Command+Option+Esc while testing. The proctor must resume the test before the student can sign in to TestNav again.
<b>3055</b>	The TestNav app needs to be restarted. Please close and relaunch to continue testing.	TestNav has automatically downloaded and installed a TestNav patch update. Restart TestNav to continue testing.
<b>3115</b>	Your test has been locked. In order to sign in, please contact the proctor to unlock the test.	If the issue persists, contact Pearson support.

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Error Code Number	Error Code Description	Instructions to Resolve the Issue
<b>3115 (Internal Error)</b>	TestNav has encountered an internal error. Restart TestNav to continue testing.	The cause for this error is typically local device or student security settings preventing all components of TestNav from fully launching. The specific component is the bundled Chromium browser used in TestNav. Please contact the RICAS Service Center for information on directories and executables that need to be exempted in app blocking security settings for devices and students.
<b>3124</b>	TestNav has closed the test session due to inactivity. To continue testing, ask your proctor to resume your test, and sign in again.	When TestNav displays error 3124, the test state is “Exited.” The proctor should change the test state from “Exited” to “Resume,” and then have the student sign in again.
<b>8029</b>	The installed app is out of date and needs to be updated in order to use TestNav on this device.	Download and install the latest version of the app.
<b>8032</b>	Testing is not permitted on this device because it has been modified to bypass standards and safeguards put in place by the operating system or manufacturer.	Use another device for student testing.

The following table describes two TestNav issues and how to resolve them.

TestNav Issue	TestNav Message Description	Instructions to Resolve the Issue
<b>No Available Tests</b>	A student signs in to TestNav and sees a message that reads “No Available Tests.”	If a student sees “No available tests” after signing in to TestNav, then that sign-in/password is for a test which has already been completed.  Confirm on the student’s testing ticket the test being taken is correct. The sign-in for the student will be the same for each test, but the password will be different.  Reprint the correct test ticket for the test the student is trying to access.
<b>Start Button Gray (not blue)</b>	A student signs in to TestNav and sees a gray start bar instead of a blue one.	Ensure the student is using a device with a supported OS version.  Verify the test has been started in PAN, and the test is unlocked.  For Chromebooks, close TestNav and re-launch the app in Kiosk Mode. (Kiosk Mode Apps are accessed from the Apps link in the lower left of the Chromebook sign-in screen.)

# **Appendix C**



## **Procedures for Paper-Based Testing (PBT Accommodation)**

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

This appendix contains information relating solely to paper-based test administration.

The sections of this appendix are intended to supplement the information in the full manual and not be construed as a stand-alone document.

- Part I: PBT RICAS Test Security Requirements
- Part II: PBT Tasks to Complete Before Test Administration
- Part III: PBT Tasks to Complete During Test Administration
- Part IV: PBT Tasks to Complete After Test Administration
- Part V: Sample PBT Administration Forms and Materials for Testing

### PART I: PBT RICAS TEST SECURITY REQUIREMENTS

The contents of this section are intended to supplement the information found in Part I of this manual, and only apply to paper-based test administration.

#### Additional definitions

- **“Secure”** materials include the following:
  - › Test & answer booklets for grades 3–8 testing
- **“Access”** refers to handling test materials such as booklets, but does not include viewing test content or student responses in booklets. Students may never transport secure booklets, including from their initial testing room to a test completion room.

#### A Responsibilities of the Test Coordinator

##### Monitor the receipt and return of all paper-based test materials

- Inventory paper-based materials immediately upon receipt and investigate any discrepancies in counts of materials.
- Return all paper-based materials to the testing contractor according to the prescribed packing instructions and the deadlines in this manual.

#### B Shared Responsibilities of Test Coordinators, Test Administrators, Technology Staff, and Other School Staff Members Authorized to Have Access to Secure Materials

##### Ensure the security of test questions, test & answer booklets, and other secure materials.

- Do not remove test materials from the school. For example, do not share test & answer booklets with another school or program housed in your building.
- Do not view the contents of test & answer booklets before, during, or after a test administration (see TAMs for exceptions).
- Do not discuss or in any way reveal the contents of RICAS booklets before, during, or after test administration (see TAMs for exceptions). Because RICAS test questions are secure and confidential until released publicly, school staff members should not discuss or review test questions with students or adults even after testing has been completed.



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

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- Do not duplicate any portion of test or answer booklets, including but not limited to audiotaping, videotaping, photographing, photocopying, typing, or copying by hand. The only exceptions are for test administrators who must transcribe student responses into answer booklets for students with disabilities receiving certain accommodations or for students who did some or all of their work in damaged, defective, or void booklets.
- Do not allow any portion of test & answer booklets to be retained, discarded, recycled, removed, or destroyed. The only exception is for test materials that have become contaminated; see page 80 for procedures.

### **C** Responsibilities of Test Administrators

**Focus full attention on the testing environment at all times.**

- For paper-based testing, a test administrator may view students' test & answer booklets only for the purposes of confirming that students are working in the correct test session, or in order to read aloud selected words during the Mathematics tests as part of that accessibility feature.
- Students must work only on the test session being administered. If a test administrator observes a student working in the incorrect test session of the answer booklet or reviewing the incorrect test session of the test & answer booklet, this is a testing irregularity that must be reported immediately to the principal. The principal must then report the irregularity to RIDE.


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

### PART II: PBT TASKS TO COMPLETE BEFORE TEST ADMINISTRATION

This section only applies to administration of paper form testing and supplements the main task checklists. Aside from assignment in PAN of “paper form” (standard, large print, or Braille) for students with this accommodation documented in their IEPs or 504 plans (which takes place during the PNP initial window), tasks specific to preparing for paper-based testing begin in early spring 2024.

#### Overview of This Section and Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities when preparing for paper-based RICAS testing during suggested timeframes. Some of the tasks in the checklist are described in other documents (noted accordingly), but most are described in the Tasks section that follows. You may use the “Completed?” column to check off when each task has been completed; you may also want to use the column to write in the names of staff who will be helping with each of the tasks.

Task	Page	Task Overview	Completed?
<b>A. Tasks to Complete BEFORE Test Administration – Early Spring 2024</b>			
1	79	Meet with students to provide information about testing.	
2	79	Administer the student tutorial and practice tests. Familiarize students with additional resources.	
<b>B. Tasks to Complete Two to Three Weeks BEFORE Test Administration</b>			
1	79	Establish a chain of custody for test materials	
2	80	Verify receipt of test materials immediately upon their delivery to your school.	
3	80	Using your Materials Summary, inventory test materials immediately upon receipt.	
4	81	Store test materials in the secure, locked storage area that you previously designated. Retain all original shipping cartons for the return of materials following testing.	
5	81	Order additional test materials or manuals if necessary.	
6	81	 Train and confirm that test administrators, technology staff, and other school staff members with access to secure materials understand the policies and procedures for paper-based testing.	
<b>C. Tasks to Complete One or Two Days BEFORE Test Administration</b>			
1	82	Apply Student ID Labels to front covers of booklets if school staff members will be applying labels before testing.	
2	82	Gather school-supplied testing materials for test administrators and students. Review the types of materials required, permitted, and prohibited during testing.	
3	82	Using your school’s document tracking system, organize test materials for distribution.	

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

### A Tasks to Complete BEFORE Test Administration – Early Spring 2024

#### 1. Meet with students to provide information about paper-based testing.

In addition to general information about RICAS, during the meeting also provide students with the following information about paper-based testing.

Their test results may be invalidated if they engage in any of the following activities during a test session (including after turning in their test materials, during a break, or during the transition to a test completion area):

- duplicating any portion of the test & answer booklet
- looking at any other student’s test & answer booklet
- working in a test session other than the one being administered, looking at questions or test pages beyond the stop sign, or going back to a previous test session
- damaging their test materials or removing any part of them from the testing room

#### 2. Administer the student tutorial and practice tests. Familiarize students with additional resources.

Paper-based practice tests are available at the RICAS Resource Center and can be downloaded at [ricas.pearsonsupport.com/student](https://ricas.pearsonsupport.com/student).

To assist students in becoming familiar with answering gridded response questions on paper-based tests, schools can download the Gridded Response Guidelines from the RICAS Resource Center at [ricas.pearsonsupport.com/student](https://ricas.pearsonsupport.com/student).

### B Tasks to Complete Two to Three Weeks BEFORE Test Administration

#### 1. Establish a chain of custody for test materials.

It is the responsibility of the test coordinator to account for secure test materials through test administration. This means inventorying materials immediately upon receipt, tracking the location of materials throughout test administration, and ensuring that all materials are returned to the testing contractor.

RIDE recommends that test coordinators account for secure materials using the identification numbers listed on the packing slips and document the identification numbers on internal tracking forms. RIDE also recommends having more than one person present to count materials upon receipt and when preparing for their return. The school and district are responsible for any secure materials that were received at the school but not returned.

**Please note:** Combined test & answer booklets, which contain test questions and answer spaces, are used for grades 3–8.

The test coordinator must use the forms listed below to account for and maintain the security of test materials.

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

### a. Materials Summary

The Materials Summary is used to inventory materials immediately upon receipt and to reconcile secure materials being returned at the end of testing. The school receives one combined Materials Summary for all the subjects being tested for each grade in the shipment of materials. The information recorded on the Materials Summary will help test coordinators when they complete the online PCPA. A sample form is provided at the end of this appendix. The Materials Summary is also used when ordering additional materials, including manuals. Schools need to use the Ship Code printed on the form when placing an additional materials order.

After testing is completed, test coordinators must maintain the Materials Summary in school files (these materials should not be returned to the vendor). The Materials Summary lists only the materials shipped to each school. Complete lists of test materials available for each grade are posted online at [www.ride.ri.gov/assessment-manuals](http://www.ride.ri.gov/assessment-manuals) in the Test Coordinator tab under “RICAS.”

### b. Packing Slips

A packing slip is included in each carton of test materials. Each packing slip provides the identification number of any secure materials shipped in the carton. If the test coordinator discovers a discrepancy between the number of secure materials listed as shipped and the number received at the school, he or she can use the identification numbers to determine the specific material(s) missing.

### c. Reporting Discrepancies in Shipments

Contact the RICAS Service Center if there are any discrepancies in your materials shipment.

#### i. Accounting for Contaminated Test Materials

If a test & answer booklet or other secure test material becomes contaminated with bodily fluids, the test coordinator or designee must contact the RICAS Service Center immediately for instructions. Procedures for these materials should follow district and school guidelines based on appropriate protocol for universal precautions issued by the Rhode Island Department of Health.

## 2. Verify receipt of test materials immediately upon their delivery to your school.

Materials will arrive by the date for each administration listed on page iv. Call the RICAS Service Center if you do not receive materials by this date.

Schools will receive two shipments of materials:

- All manuals will be included in the ELA delivery in March. Schools will need to retain TAMs for the later Mathematics administration.
- Schools will receive secure test materials for PBT two weeks prior to the start of each administration window.

## 3. Using your Materials Summary, inventory test materials immediately upon receipt.

To inventory test materials, complete the “Qty Received” column of the Materials Summary for each grade according to the “Before Testing” directions on the form.

Shrink-wrapped materials must remain unopened until the time specified either in this manual or in the TAMs. Therefore, to inventory your materials, count the spines of the booklets in each shrink-wrapped package.

RIDE recommends two independent counts of test materials to verify that all materials have been received by your school.

Retain the Materials Summary to assist in accounting for materials after testing.

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

**4. Store materials in the secure, locked storage area that you previously designated. Retain all original shipping cartons for the return of materials following testing.**

All materials will be returned in your original shipping cartons.

**5. Order additional materials.**

- If necessary, order additional materials, including TAMs, by the dates listed on page iv. Additional materials should be ordered, if necessary, only after a complete inventory, because extra standard test materials are included in the shipment. Schools will receive a small overage of test materials (please note that if a school has only one student doing PBT, only one extra set of materials will be shipped). Schools should carefully inventory materials by the deadline to confirm that the shipment meets testing needs.
- Locate your Ship Code on the Materials Summary, and have the code available when you go online to order additional materials at [ricas.pearsonsupport.com](https://ricas.pearsonsupport.com). Follow the onscreen instructions to place your order. Materials ordered online will be shipped for receipt on the following business day if the order is received before 12:00 p.m.; orders received after 12:00 p.m. will be shipped for receipt on the second business day. Packing discrepancies in additional orders must be reported within two business days of receipt of the order.
- It is not necessary to order additional materials to administer tests to students requiring the accommodation for Human Read-Aloud or Human Signer. There will be enough materials shipped in overage to cover these additional tests.

**6. Train and confirm that test administrators, technology staff, and other school staff members with access to secure materials understand the policies and procedures for paper-based testing.**

When training staff members, describe school policies and procedures regarding the following topics:

- who to contact in the event that secure test materials become contaminated

Test administrators are required to do the following:

- Review the *Accommodations and Accessibility Features Manual* (available at [www.ride.ri.gov/Accommodations](https://www.ride.ri.gov/Accommodations)) for the accommodations they will be providing to ensure they understand proper administration of accommodations or accessibility features.
- Review the paper-based testing Test Administrator’s Manual (PBT TAM) for proper test administration protocols.
- Closely monitor students during testing to ensure that they do not view one another’s booklets or turn back to previously completed test sessions.
- Write their name as well as the school and district name on the board (students will write this information down on the front covers of their booklets).

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

### C Tasks to Complete One or Two Days BEFORE Test Administration

#### 1. Apply Student ID Labels to front covers of booklets.

**New**

**New for 2024**, all student ID labels should be applied to booklets in advance of testing by school staff members. Students should not apply labels to their booklets after the booklets have been distributed.

Test coordinators may open the shrink-wrapped packages of test & answer booklets prior to testing for the sole purpose of applying Student ID Labels to front covers.

RIDE strongly recommends that Student ID Labels be applied to test & answer booklets the day of testing, but elementary school test coordinators may open the shrink-wrapped packages of test & answer booklets one day prior to testing for this sole purpose. Test & answer booklets must then be sealed in envelopes (supplied by the school) and the inventory documented on the envelopes immediately after labels are applied.

Envelopes may not be reopened until immediately before testing. Remember that all test security requirements must be followed.

#### 2. Gather school-supplied testing materials for test administrators and students. Review the types of materials required, permitted, and prohibited during testing.

- Collect #2 pencils to provide to any students who do not bring them.
- Print copies of the Guidelines for Completing Answer Grids (available in the “Gridded Response Guidelines” drop-down at [ricas.pearsonsupport.com/student](https://ricas.pearsonsupport.com/student)) (optional).
- Have printed copies of authorized bilingual word-to-word dictionaries and glossaries available for current and former EL students.

#### 3. Using your school’s document tracking system, organize test materials for distribution.

Each test administrator should receive extra test materials to replace possible defective booklets. If you did not receive enough materials to distribute extra shrink-wrapped materials to each test administrator, you may open the minimum number of packages necessary to distribute extra materials.

##### a. Materials for Test Administrators

Cell phones may be used by test administrators for test administration-related purposes such as communicating with the test coordinator or school administration. At no time should test administrators be using cell phones for any purpose unrelated to testing, or in any way that distracts them from focusing their full attention on the testing room.

##### b. Materials REQUIRED for Student Use

The following materials must be provided for student use during paper-based testing:

- #2 pencils (wooden)
- scratch paper
  - › Test administrators must supply at least one sheet of unused scratch paper (blank, lined, or graph) for each student for each test session.
  - › Students may request more scratch paper, if needed. Test administrators may provide up to three pages at one time. If students need additional pages beyond three, they will need to turn in used scratch paper. Upon request, students may view the pages they already turned in, as long as they only have three pages at one time.

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

- › Test administrators are responsible for collecting all used scratch paper to be securely destroyed (e.g., shredded) after test administration by the principal or test coordinator.
- › Schools may reuse scratch paper if the paper is completely blank.
- › Scratch paper that has been written on during Session 1 of a test may not be used in Session 2; students will need new paper.
- reference sheets and rulers for designated tests that are included in shipments of test materials

See more extensive lists of required test materials in Part II of the PBT TAM.

### **i. Calculators**

Calculators are not permitted for grades 3–6 for either session of the mathematics test (see page 35 for exceptions), or for Session 1 for grades 7–8.

Calculators must be provided for the following tests and sessions only:

- Grade 7 Mathematics, Session 2—a five-function calculator (minimum) or a scientific calculator
- Grade 8 Mathematics, Session 2—a five-function calculator (minimum), a scientific calculator, a TI-84 graphing calculator, or a Desmos graphing calculator

At a minimum, schools should provide a five-function calculator for students in grades 7 and 8 for Mathematics Session 2 only. Students may also use their own handheld calculator, including a graphing calculator. Calculators that access the internet are not allowed.

Each student must have sole access to the calculator, and test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers).

### **c. Materials PERMITTED for Student Use**

The following materials may be used by students during paper-based testing:

- colored pencils and yellow highlighters  
**Note:** Students may use a colored pencil (e.g., for marking or underlining passages) or a yellow highlighter, but must use a #2 pencil only to answer all test questions.
- printed copies of the Guidelines for Completing Answer Grids (available in the “Gridded Response Guidelines” drop-down at [ricas.pearsonsupport.com/student](https://ricas.pearsonsupport.com/student))

### **d. Materials PROHIBITED during Testing**

**Prohibited** materials include, but are not limited to, materials that must be covered or removed from the testing space (see page 22) as well as the materials listed on the following page.

Materials listed in *section i* are not permitted at any time during test sessions.

Materials listed in *section ii* may only be provided to an individual student after the student has finished testing and turned in test materials.

None of the materials in *sections i or ii* are permitted while a student is testing and has test materials.

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

### *i. Materials PROHIBITED at Any Time during a Test Session*

Materials listed in this section are **NOT permitted at any time during test sessions**, including after a student finishes testing and turns in test materials, during a break, or during the transition to a test completion area.

- cell phones (See the following page for more information.)
- other electronic devices (See the following page for more information.)
  - › smartwatches
  - › e-book readers or electronic dictionaries
  - › music players for one student’s personal use or that of the whole class, earphones, ear buds, or headphones (other than noise blocking headphones)
  - › any device capable of taking photographs
  - › game consoles
  - › electronic translators
  - › calculators (See page 35 for exceptions.)
  - › computers or electronic tablets other than the one being used for testing
  - › any device that provides access to the internet (such as certain calculators and fitness trackers) other than the ones being used for testing
  - › editing devices (e.g., spelling or grammar checkers)
- English-language dictionaries or thesauruses
- rulers other than those distributed at the start of testing for certain tests (see page 35 for tables of which tests use rulers)
- accommodation materials unless specified by a student’s approved IEP or 504 plan (e.g., graphic organizers)
- handheld rulers (The only rulers that students need are included in the student testing platform.)
- any reference or notes sheets prepared or created prior to the current testing session, other than the approved printed reference sheets listed under Permitted Materials or approved materials for students with disabilities using certain accommodations

### *ii. Materials PROHIBITED until after Students Have Completed Testing*

Materials listed in this section are prohibited while a student is still testing or has test materials. These materials **may be provided to individual students only AFTER** they have completed testing (i.e., test submitted), and at the test coordinator’s discretion.

- books
- textbooks for subjects other than the one being tested
- notebooks or other notes, as well as flags or sticky notes
- handheld rulers
- pens



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

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### Cell Phones and Other Electronic Devices

It is the responsibility of the test coordinator and test administrators to ensure that students do not have access to cell phones or other electronic devices during testing. **Results may be invalidated for students who use cell phones or other electronic devices at any time during a test session**, including after they submit their tests and turn in test materials, during a break, or during the transition to a test completion area. Prohibited use includes a student using a cell phone to listen to music, podcasts, etc., once that student has finished testing but while other student(s) in the room are still testing.

During the Test Administrators' Training, the test coordinator will inform test administrators either to read the script in the TAM instructing students before each test session to follow the procedure to ensure that students do not have access to cell phones or other electronic devices. See Part II, section E, task 5 of this manual for more information about the Test Administrators' Training.

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

### PART III: PBT TASKS TO COMPLETE DURING TEST ADMINISTRATION

#### A Overview of This Section and Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities during RICAS paper-based testing. Some of the tasks in the checklist are described in other documents, but most are described in the Tasks section that follows. You may use the “Completed?” column to check off when each task has been completed; you may also want to use the column to write in the names of staff who will be helping with each of the tasks.

Task	Page	Task Overview	Completed?
<b>Tasks to Complete DURING Test Administration</b>			
1	86	Distribute lists of SASIDs to test administrators if they will be entering SASIDs on booklets.	
2	86	Monitor your school’s test administration, and manage situation that may occur during testing.	
3	87	Maintain, and if necessary, update the record of test administrators and their students for each test session, including make-up and test completion sessions.	
4	87	After each test session, verify that ALL test materials have been returned to you.	
5	87	If any test materials have become contaminated, call the RICAS Service Center for instructions.	
6	87	If any test & answer booklets have become damaged or defective during testing, follow these steps.	
7	87	If your school administered tests to students using the following accommodations, verify that these responses have been transcribed completely and accurately into standard test & answer booklets.	
8	87	If your school administered tests to students using typed responses, follow these steps.	

#### B Tasks to Complete DURING Test Administration

##### 1. Distribute lists of SASIDs to test administrators if the school does not have Student ID Labels for any students who are testing that day.

These students will need to fill in additional information (including their SASIDS) on the front covers of their booklets.

##### 2. Monitor your school’s test administration, and manage situations that may occur during testing.

In addition to the tasks for monitoring computer-based testing, test coordinators may decide to have gridded response guides available during Mathematics testing (optional).

Test coordinators are responsible to manage situations (e.g., testing irregularities) that may occur during testing using the relevant communications and documentation protocols as noted for computer-based testing.

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

Check testing rooms to ensure that materials are covered on the walls and that the rooms are set up to support a secure testing environment.

**3. Maintain, and if necessary, update the record of test administrators and their students for each test session, including make-up and test completion sessions.**

It is important to keep accurate records of who has been tested. It is not permissible to look through booklets to check whether students have completed testing.

**4. After each test session, verify that ALL test materials have been returned to you.**

If necessary, investigate any discrepancies in amounts of materials distributed to test administrators and the amount returned to you. **Schools are responsible for returning all secure materials that were shipped to them.**

**5. If any test materials have become contaminated, call the RICAS Service Center for instructions.**

**6. If any test & answer booklets have become damaged or defective during testing, follow these steps.**

- Make sure the “void test & answer booklet” circle is filled in on the outside back cover of each affected booklet, and that “VOID” is written in large letters across the front cover.
- If a student completed any work in an answer booklet that was later deemed void, the work must be transcribed verbatim (multiple-choice responses as well as constructed responses) into a replacement answer booklet so that the student receives credit.
- The process of transcribing a student’s responses may occur any time during the testing window, but must be monitored and supervised by the principal, test coordinator, or another test administrator to ensure accuracy.
- Since there will be no Student ID Label to affix to the front cover of the replacement booklet, all the information on the front cover will need to be completed.

**7. If your school administered tests to students using the following accommodations, verify that these responses have been transcribed completely and accurately into standard test & answer booklets.**

- students taking the Braille edition who did not also use the typed response accommodation
- students taking the large-print edition
- students who recorded their answers directly in their test & answer booklets

**8. If your school administered tests to students using typed responses, follow these steps.**

- Verify that test administrators have returned the typed responses to you properly and that each response has the required header information. A student’s response to any single question must be submitted using only one method (i.e., all written or all typed).
- Insert typed responses inside the front cover of students’ answer booklets.
- Once all typed responses are formatted properly and typed responses are prepared for return, instruct test administrators to delete students’ responses from the computers.

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

### PART IV: PBT TASKS TO COMPLETE AFTER TEST ADMINISTRATION

#### A Overview of This Section and Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities after RICAS paper-based testing. Some of the tasks in the checklist are described in other documents, but most are described in the Tasks section that follows. You may use the “Completed?” column to check off when each task has been completed; you may also want to use the column to write in the names of staff who will be helping with each of the tasks.

Task	Page	Task Overview	Completed?
<b>Tasks to Complete AFTER Test Administration</b>			
1	88	Begin return-related activities.	
2	90	Pack the test materials.	
3	91	Schedule and confirm UPS pickup of all test materials.	
4	92	Plan to retain materials listed in the TCM for three years.	
5	92	Recycle or discard materials listed in the TCM.	
6	92	Securely destroy materials listed in the TCM.	

#### B Tasks to Complete AFTER Test Administration

Schools are encouraged to complete testing early in the testing window and to return materials as soon as testing is completed for any grade and/or subject (see the deadline for UPS pickup for each administration on page iv). If testing is completed earlier than the deadline date, follow the instructions below to schedule a UPS pickup.

In order for students’ results to be included during the early online reporting period, schools must return their Mathematics materials by May 13. Students’ results for ELA will be included in early online reporting if their materials are returned by the pre-scheduled UPS pickup deadline date.

To facilitate the return of materials and to assist test coordinators, an automatic pickup has been prescheduled for all schools doing PBT. A UPS driver will automatically come to the school on the pickup deadline date for each administration (see the schedule on page iv).

##### 1. Begin return-related activities.

###### a. Make sure that you have a used standard test & answer booklet<sup>4</sup> assigned to the following students:

- students who participated in one or both test sessions for a subject area test
- students who were absent with medical documentation (documentation on file at the school) for one or more test sessions and did not make up the session(s), and for whom you have requested or received approval from RIDE for a medical exemption in accordance with the medical exemption criteria and process ([www.ride.ri.gov/assessment-exemptions](http://www.ride.ri.gov/assessment-exemptions)).

<sup>4</sup> Used answer booklets are those that have been assigned to a student (front cover completed and/or Student ID Label affixed) or used by a student during testing. A standard booklet is one that is not large-print or Braille.

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

- b. Do NOT submit a booklet assigned to the following students. If booklets have already been assigned to these students, follow the instructions in step 6 in the previous section to mark a booklet as void.**

- students who were absent or refused testing for both the test sessions in the booklet
- students who transferred into or out of your school during the testing window and who did not participate in either test session in that booklet
- students in alternate placement who were removed from your school's enrollment and did not participate in any test sessions in the booklet
- For ELA, first-year EL students who did not participate, since their participation in ELA testing is optional

- c. Verify that front covers of test & answer booklets contain correct student information, and complete confidential student information on back covers.**

- Verify that SASIDs and dates of birth have been entered correctly on answer booklets for all students who do not have Student ID Labels.
- Complete confidential student information on the inside and outside back covers of test & answer booklets.

- d. Count the number of used standard test & answer booklets you are returning, separately for each subject.**

In your counts, make sure to include the following:

- standard test & answer booklets containing typed responses
- standard test & answer booklets in which responses have been transcribed

As you count, arrange the test & answer booklets so that the student name grids on the front covers are facing up (the booklets do not need to be alphabetized). Ensure that used answer booklets are free of extra materials, including rubber bands, paper clips, binder clips, staples, tape, and extraneous paper.

- e. Separately for each subject, count the following materials you are returning:**

- void test & answer booklets
- unused test & answer booklets

- f. Using your counts from steps 1.d and 1.e, complete the “Qty Returned” column of the Materials Summary for each subject.**

Record on the Materials Summary the quantities of test & answer booklets being returned according to the “After Testing” instructions on the form. All test & answer booklets, including Braille booklets and large-print booklets, are secure materials and must be returned.

You will need to use the information from your completed Materials Summary when you go online to complete the PCPA.

- g. Go online to complete the PCPA for each subject tested at your school by the dates shown on page iv.**

To access the PCPA, the principal must go online to [ricas.pearsonsupport.com](https://ricas.pearsonsupport.com) (the form may NOT be completed by a designee), select RICAS from the menu, and then select Principal's Certification from the list of options.

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

Follow the onscreen instructions to provide information regarding the number of materials being returned and to certify that your school followed test security requirements. Then provide your “signature”.

Print the confirmation and save it for your records.

### h. Place special materials in the Special Handling and Void envelopes, as described below.

- Used and unused large-print materials are shipped together in the Special Handling Envelope.
- Prior to placing the booklets in the envelopes, mark the counts of the materials down for your school files.
- Place the materials listed below in the Special Handling Envelope.
  - › used and unused large-print test & answer booklets (folded in half) with corresponding transcribed standard test & answer booklets
  - › standard test & answer booklets containing typed responses
- Place void test & answer booklets in the Void Envelope.
  - › Void booklets will not be scored.

### i. Place all other used and unused booklets (except for Braille) in the Return Envelope marked with the corresponding subject.

- Used and unused booklets are shipped together in the Return Envelope.
- Prior to placing the booklets in the Return Envelopes, mark the counts of the materials down for your school files.
- There will be a separate Return Envelope for each grade and subject area test.

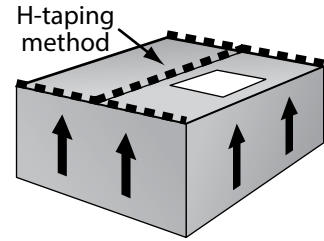
## 2. Pack the test materials.

- a. Make sure that the envelopes being used (i.e., Void, Special Handling, and Return) are sealed.
- b. Pack the envelopes and all remaining test materials in your original shipping cartons in the order shown below.

Packing Order and Checklist	
Top of carton	
<input type="checkbox"/>	Return Envelope(s)
<input type="checkbox"/>	Special Handling Envelope(s)
<input type="checkbox"/>	Void Envelope(s)
<input type="checkbox"/>	Unused UPS labels (Note: Save a label for each carton of materials you are returning.)
<input type="checkbox"/>	Unused Return, Special Handling, and Void Envelopes
<input type="checkbox"/>	Unused Student ID Labels
<input type="checkbox"/>	Accommodation materials (e.g., templates, checklists, individualized reference sheets, typed response drafts)
<input type="checkbox"/>	Used and unused <b>Braille</b> booklets and Braille Administrator’s Copies
Bottom of carton	

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

- c. **Fill any empty spaces at the tops of the cartons with crumpled paper to keep items from shifting during shipping. Do not use plastic peanuts or shredded paper.**
- d. **Before sealing your cartons, verify that all materials have been packed in them.**
- e. **Use heavy-duty packing tape to seal carton seams using the H-taping method (see diagram).**
- f. **Affix a Return Shipping (RS) label to the top of each carton.**



You may either remove the existing label from the carton or place the new label over it. UPS RS labels were included in your shipment of test materials (see the end of this appendix for a sample label).

If you need more labels, call the RICAS Service Center. UPS RS labels may not be photocopied.

- g. **Record the UPS tracking numbers from the labels on the cartons you are returning, and retain the list in your school files. In case of any questions later, it is important that schools retain the tracking numbers used.**

### 3. **Schedule and confirm UPS pickup of all test materials.**

- a. **(Optional/encouraged) If your school will be returning material before the shipping deadline/automatic pickup, schedule your school's UPS pickup appointment.**
  - Do not take test materials to UPS yourself or otherwise remove materials from your school.
  - Do not schedule a separate pickup for each carton.
  - Schedule your pickup appointment online at [ricas.pearsonsupport.com/support](https://ricas.pearsonsupport.com/support). To request a pickup, locate a UPS tracking number on one of the RS labels you are using, and have that number available when you go online. Select **RICAS Service Center** from the page, and then select **UPS Pickup Request** from the list of options. Follow the onscreen instructions to complete your request.
  - Requests for pickup on the following business day must be placed by 3:00 p.m. Requests for same-day pickup cannot be fulfilled. Requests made two or more days in advance also cannot be fulfilled.
  - If you have regularly scheduled UPS service, you may give your cartons to the UPS driver during normal pickup. If you do so, call the RICAS Service Center at 855-222-8936 or email [ricasservicecenter@cognia.org](mailto:ricasservicecenter@cognia.org) to report that the pickup has been made.
- b. **Maintain RICAS test materials in the locked storage area until they are given directly to the UPS driver.**
- c. **Confirm that all test materials are picked up by UPS.**

Call the RICAS Service Center immediately at 855-222-8936 if your cartons are not picked up as scheduled. It is also recommended that you use your UPS tracking numbers to confirm delivery of all the cartons for your return shipment to Cognia by calling the RICAS Service Center.

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

### 4. RETAIN the following materials in your school files for three years:

<b>Materials related to the return shipment</b>	<ul style="list-style-type: none"> <li>• packing slips from your school’s shipment</li> <li>• photocopies of Materials Summaries</li> <li>• printout of PCPA confirmation(s)</li> <li>• Test Materials Internal Tracking Forms</li> <li>• UPS tracking numbers used</li> <li>• printout of UPS pickup request</li> </ul>
<b>Materials related to accommodations</b>	<ul style="list-style-type: none"> <li>• completed Student Accommodation Refusal forms, if applicable</li> <li>• accommodations lists/spreadsheets, if applicable</li> </ul>
<b>Other local records</b>	<ul style="list-style-type: none"> <li>• agendas, sign-in sheets, and any other relevant documentation from the Test Administrators’ Training and the training session for other authorized school staff members to demonstrate that they have been trained and received TAMs and test security requirements</li> <li>• record of test administrators and their students for each session, including make-up and test completion sessions</li> <li>• documentation for absences due to medical reasons, if applicable</li> <li>• documentation for students who were removed from or added to the school’s enrollment during the testing window</li> </ul>

### 5. RECYCLE OR DISCARD the following materials:

<b>Recycle or discard</b>	<ul style="list-style-type: none"> <li>• Test Administrator’s Manuals</li> <li>• practice tests, including large-print practice tests, if printed</li> <li>• Mathematics reference sheets</li> </ul>
<b>Recycle or keep</b>	<ul style="list-style-type: none"> <li>• You may keep RICAS rulers for future classroom use; these materials may not be used for future testing.</li> </ul>

### 6. SECURELY DESTROY (e.g., by shredding) scratch paper and any other materials on which students did work or wrote item-related information, and indicate on the internal tracking form that this has been done.



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

## PART V: SAMPLE PBT ADMINISTRATION FORMS AND MATERIALS FOR TESTING



22 Marin Way Unit 2B  
Stratham, NH 03885

### MATERIAL SUMMARY

**Ship To:**

<b>Ship Code:</b>	00000000906679	<b>Date Packed:</b> 03/11/24	
<b>Contract:</b> 104200	<b>Contract Name:</b> Rhode Island Comprehensive Assessment System	<b>Administration:</b> 2023–2024	
<b>County Code:</b>	<b>County Name:</b>	<b>SU Code:</b>	<b>Superintendent Unit Name:</b>
<b>District Code:</b> 01	<b>District Name:</b> Barrington		
<b>School Code:</b> 01103	<b>School Name:</b> Primrose Hill School	<b>Grade:</b> 00	<b>Enrollment:</b> 1
<b>Total Boxes Shipped:</b>		1	

Box Label: 000000913940001	Unit	Qty Shipped	Qty Received	Qty Returned
Content				
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 2024	EA	1		
Material Summary Form	EA	1		

Ship Code:

Page: 1 of 1

\*00000000906679\*

Material Summary

# 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: \_\_\_\_\_

Date: \_\_\_\_\_

Check this box to confirm that scratch paper has been securely destroyed at the school.

**Retain this document in your school files for three years.**

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



*Sample Completed 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: Alexander Smith Room Number: 250

Grade: 3 Subject/Sessions: Mathematics

**Materials Moved from Locked Storage Area to Room # 250**

Date: 5/1/24 Time: 8:30 a.m.

	# of Standard Test & Answer Booklets	# and Type of Special Materials
Principal's or Designee's Count	15	1 large-print test & answer booklet
Test Administrator's Count	15	1 large-print test & answer booklet

Principal's or Designee's Signature: Jennifer Brown Test Administrator's Signature: Alexander Smith

**Materials Moved from Room # 250 to Locked Storage Area**

Date: 5/1/24 Time: 2:00 p.m.

	# of Standard Test & Answer Booklets	# and Type of Special Materials	Scratch Paper Used? (no count needed)
Principal's or Designee's Count	15	1 large-print test & answer booklet	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Test Administrator's Count	15	1 large-print test & answer booklet	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Principal's or Designee's Signature: Jennifer Brown Test Administrator's Signature: Alexander Smith

Date: 5/1/24

Check this box to confirm that scratch paper has been securely destroyed at the school.

**Retain this document in your school files for three years.**

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

## Sample Completed Answer Booklet Front Cover When Student ID Label Is Used

Math

**RHODE ISLAND COMPREHENSIVE  
ASSESSMENT SYSTEM**

**Spring 2024 Test & Answer Booklet**

Grade  
8

Test Administrator's Name(s): (PLEASE PRINT)

Session 1: \_\_\_\_\_

Session 2: \_\_\_\_\_

School Name: Sample School

District Name: Sample District

- MARKING INSTRUCTIONS**
- Use a No. 2 pencil only.
  - Do not use ink, ballpoint, or felt-tip pens.
  - Make solid marks that fill the circles completely.
  - Erase cleanly any marks you wish to change.
  - Do not make any stray marks on this form.
  - Do not fold, tear, or damage this form.

**STUDENT NAME GRID**

LAST NAME												FIRST NAME												MI
W	A	R	D									J	O	H	N							D		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B		
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C		
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D		
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E		
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F		
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G		
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H		
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I		
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J		
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K		
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L		
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N		
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q		
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R		
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T		
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U		
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V		
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W		
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z		

**BIRTHDATE**

MONTH	DAY		YEAR	
	1	2	3	4
JAN	①			
FEB	②			
MAR	③	④	⑤	⑥
APR	④	①	①	①
MAY	⑤	②	②	②
JUN	⑥	③	③	③
JUL	⑦	④		④
AUG	⑧	⑤		⑤
SEP	⑨	⑥		⑥
OCT	⑩	⑦		⑦
NOV	⑪	⑧		⑧
DEC	⑫	⑨		⑨

**STATE-ASSIGNED STUDENT IDENTIFIER (SASID)**

SASID									
1	0								
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

**Notes:** 1. This RICAS test & answer booklet is secure. It may not be duplicated in any way. **This test & answer booklet must be returned as directed.**

2. Results may not be reported correctly if a valid SASID is not provided.

WARD, JOHN D
10001000
DOB: 11/11/10

1012345678



1                    1234567890

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

## Sample Completed Answer Booklet Front Cover When Student ID Label Is NOT Used

<h1 style="font-size: 2em;">Math</h1>	<b>RHODE ISLAND COMPREHENSIVE ASSESSMENT SYSTEM</b> Spring 2024 Test & Answer Booklet	<h1 style="font-size: 2em;">Grade 8</h1>
---------------------------------------	--	--

Test Administrator's Name(s): (PLEASE PRINT)

Session 1: \_\_\_\_\_

Session 2: \_\_\_\_\_

School Name: Sample School

District Name: Sample District

- MARKING INSTRUCTIONS**
- Use a No. 2 pencil only.
  - Do not use ink, ballpoint, or felt-tip pens.
  - Make solid marks that fill the circles completely.
  - Erase cleanly any marks you wish to change.
  - Do not make any stray marks on this form.
  - Do not fold, tear, or damage this form.

**STUDENT NAME GRID**

LAST NAME												FIRST NAME												MI
W	A	R	D									J	O	H	N							D		
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
A	●	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B		
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C		
D	D	●	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	●		
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E		
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F		
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G		
H	H	H	H	H	H	H	H	H	H	H	H	H	●	H	H	H	H	H	H	H	H	H		
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I		
J	J	J	J	J	J	J	J	J	J	J	J	J	J	●	J	J	J	J	J	J	J	J		
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K		
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L		
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		
N	N	N	N	N	N	N	N	N	N	N	N	N	N	●	N	N	N	N	N	N	N	N		
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q		
R	R	●	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R		
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T		
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U		
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V		
W	●	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W		
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z		

**BIRTHDATE**

MONTH	DAY	YEAR
JAN	1	2009
FEB	2	009
MAR	3	00●
APR	4	●●1
MAY	5	22
JUN	6	33
JUL	7	44
AUG	8	55
SEP	9	66
OCT	10	77
NOV	●	88
DEC	12	999

**STATE-ASSIGNED STUDENT IDENTIFIER (SASID)**

1	0	1	2	3	4	5	6	7	8
●	●	0	0	0	0	0	0	0	0
●	1	●	1	1	1	1	1	1	1
	2	2	●	2	2	2	2	2	2
	3	3	3	●	3	3	3	3	3
	4	4	4	4	●	4	4	4	4
	5	5	5	5	5	●	5	5	5
	6	6	6	6	6	6	●	6	6
	7	7	7	7	7	7	7	●	7
	8	8	8	8	8	8	8	8	8
	9	9	9	9	9	9	9	9	9

**Notes:** 1. This RICAS test & answer booklet is secure. It may not be duplicated in any way. This test & answer booklet must be returned as directed.  
 2. Results may not be reported correctly if a valid SASID is not provided.



N L P

Place Student ID Label centered in this box.



1                      1234567890

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

## Answer Booklet Inside Back Cover

### TO BE COMPLETED BY TEST COORDINATOR OR DESIGNEE

Refer to the *Test Coordinator’s Manual* for instructions on completing these sections on the inside and outside back covers of the test & answer booklet.

#### ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

This student with a disability has an IEP or 504 plan (or a 504 plan is being developed) and was provided with the accommodations indicated below to complete the Mathematics test.

- Large-print (Accommodation A2)
- Braille (Accommodation A3.2)
- Typed Response (Accommodation A12)

Please refer to the *Test Coordinator’s Manual* for instructions on the return of materials for students with disabilities using the large-print, Braille, or typed response accommodation.

**IMPORTANT:** Schools must identify selected accommodations for each student in the student’s Personal Needs Profile (PNP) in PearsonAccess<sup>next</sup> (PAN). If accommodations were not uploaded in the PNP or were uploaded incorrectly, schools must correct the data in PAN.

RIDE reserves the right to invalidate results for students who use accommodations that are not documented in their IEPs or 504 plans.

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

## Answer Booklet Outside Back Cover

### TO BE COMPLETED BY TEST COORDINATOR OR DESIGNEE

Refer to the *Test Coordinator's Manual* for instructions on completing these sections on the inside and outside back covers of the test & answer booklet.

#### ABSENCE

- This student was absent **with medical documentation** for **one or more** Mathematics test sessions (documentation on file at the school). LEAs must submit a request for Medical Exemption in eRIDE by June 28, 2024.

#### Other Absences

A student will be reported as absent if there are no responses in one or more Mathematics test sessions.

If a student responded to any questions, submit the booklet with other students' used test & answer booklets in the scorable shipment. Test item analysis results will be reported for these test questions.

If the booklet has been assigned to a student (using a Student ID Label or the student's information is filled in on the front cover), but the student did not respond to any test questions in this booklet, do **not** submit it with other students' used test & answer booklets. Instead, mark the booklet as void by filling in the circle below in the "VOID TEST & ANSWER BOOKLET" section, write VOID in large letters across the front cover, and return the booklet in the Void Envelope in the scorable return shipment.

#### CHANGE OF ENROLLMENT STATUS

##### Removed from Enrollment

- This student participated in **one but not all** Mathematics test sessions because the student transferred **out of the school** during the Mathematics testing window.

##### Added to Enrollment

- This student participated in **one but not all** Mathematics test sessions because the student transferred **into the school** during the Mathematics testing window.

#### VOID TEST & ANSWER BOOKLET

- This is a **VOID** booklet and **WILL NOT** be scored. No student results will be reported from this booklet.



**RIDE** Rhode Island  
Department  
of Education



52

1234567890

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

## Sample UPS Return Service Label

PRINCIPAL  
(431) 123-4567  
ANY SCHOOL  
123 SCHOOL STREET  
ANYTOWN RI 02901


25 LBS

1 OF 1

**RS**

**SHIP TO:**  
**LOGIN MANAGER**  
**(603) 737-5103**  
**COGNIA**  
**22 MARIN WAY UNIT 2B**  
**STRATHAM, NH 03885**

---

 **NH 038 0-02**  


---

**UPS GROUND**  
TRACKING #: 1Z 0W8 76A 90 6608 1695

---

 **SAMPLE**

---

**BILLING : P/P**  
**DESC : Spring 2024 ELA Test**  
**RETURN SERVICE**

REF 1: 1042.261.00.41

WS 16.0.31 63.0A 04/2024

International Shipping Notice: Cargo hereunder may be subject to the rules relating to liability and other terms and/or conditions established by the Commission for the Unification of Certain Rules Relating to International Carriage by Air (the "Warsaw Convention") and/or the Convention on the Contract for the International Carriage of Goods by Road (the "CMR Convention"). These commodities, technology or software were exported from the U.S. in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited. For shipping advice, call 1-800-752-7592. United Parcel Service of America, Inc.

Note that each RS label lists the test administration in the line marked as "DESC:". Please choose the correct RS label when scheduling the UPS pickup for each administration.

The test administration listed in the "DESC" description line should assist you in preparing materials for return, particularly when trying to distinguish among the school administrations that occur during a brief time span in the spring. Return all leftover, unused labels after the Mathematics test administration.





