



Test Coordinator Monthly Webinar

February 14, 2024

**RHODE
ISLAND**

Agenda for February 14, 2024

- Test Coordinator Monthly Webinar Calendar
- Individual Test Updates & Preparing for 2022-23 RI State Assessments
 - Enrollment for outplaced students
 - Test Coordinator and Test Administrator Training
 - DLM
 - NGSA
 - ACCESS for ELLs
 - RICAS
 - PSAT 10 and SAT
 - NAEP
- Medical Exemptions
- Resource Slides

Test Coordinator Monthly Webinars

- **Details:**

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

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

March 20, 2024

○ May 15, 2024

April 24, 2024

June 12, 2024

RIDE Assessment Team

Phyllis Lynch, PhD • Director, Office of Assessment, Instruction, & Curriculum

Heather Heineke • NGSA
• DLM

Ana Karantonis • ACCESS for ELLs and WIDA Alternate ACCESS
• Psychometrics

Tricia Bowler • RICAS
• PSAT 10 and SAT

Jackie Branco • NAEP
• Accommodations for all state assessments

Robyn Augustus • Medical Exemptions
• Data Support and Analysis

Preparing for the 2022-23 RI State Assessments

Outplacement Student Enrollment Data

Report 1: Outplaced Enrollment

- For outplacement schools to verify the data RIDE receives from LEAs.

Report 2: Outplaced Student Report

- For LEAs that tuition students to outplacement schools.

Purpose:

- Student information for students in outplacement schools is often out-of-date and inaccurate.
- This application for outplacement schools and the outplaced enrollment report for LEAs will allow LEAs and the schools to see where there are inaccuracies in the enrollment data.

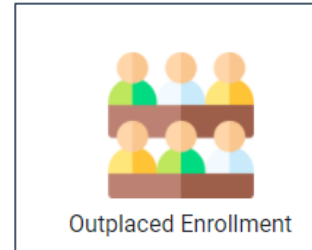
Outplaced Enrollment: Application for Outplacement Schools

For Outplacement Schools only. Outplacement school administrators must have RIDE Portal account.

- Create a RIDE Portal account at <https://portal.ride.ri.gov/Core/Default/CreateUser>

Steps for accessing the Outplaced Enrollment application:

1. Log in to RIDE portal: <https://portal.ride.ri.gov/Account/Login>
2. Click on All Applications on the left-hand side of the screen.
3. Click on the Outplaced Enrollment application:



4. Click on *STUDENTS* in the header. Then *SCHOOL YEAR* will show.
5. Select the School Year: 2022-23

If you are an administrator of an outplacement school either in Rhode Island or in another state and you need access to this application, please create a RIDE portal account and contact Heather Heineke at heather.Heineke@ride.ri.gov.

Outplaced Enrollment Application: *For outplacement schools*

Students

RIDE, School Year:

Alternate Assessment Designation

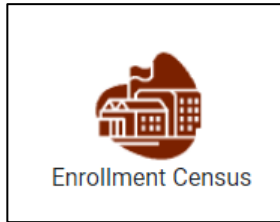
MLL/ELL Status

School	SASID	Student Name	Grade	Alt Assessment	MLL	Start Date	Exit Date
Central Falls							
Pathways Strategic Teaching Center(Coventry)(06304)			08	Y	N	08/31/2022	
Coventry							
Pathways Strategic Teaching Center(Coventry)(06304)			03	Y	N	08/31/2022	
Pathways Strategic Teaching Center(Coventry)(06304)			07	Y	N	08/31/2022	
Cranston							
Pathways Strategic Teaching Center(Coventry)(06304)			03	Y	N	08/29/2022	

Outplacement schools will be able to see students by sending LEA.

Outplaced Student Report: For LEAs

- For LEA administrators:
 - data managers
 - test coordinators
 - special ed. directors
- Found in Enrollment Census application in eRIDE:



- The report will provide a list of all students, *not just those in tested grades*, who attend outplacement schools.

eRide Home > Enrollment Census (2022-23) > District Menu RI Dept. of Educ | Log Out

submit Data | Duplicates | Check Data | Graphics | Export All | Grade Config | Errors | Sch. Calendar | TCS Data | Advanced Courses | State Report

Instructions

Click on 'Report' to view... Click on the name of a school or district for a student listing. School and district totals are **colored in red**... are substantially different from their 5-year averages (greater than 20%).

Report Types:

Outplaced Student Report: Students Outplaced by District - YTD

Code	District/School Name	Summary	Total	Baseline	Last Updated
01	Barrington	Report	24	27	2/12/2023 3:02
01103	Primrose Hill (PK-03, TAP)	Report	0	0	
01104	Nayatt School (PK-03)	Report	0	0	
01105	Hampden Meadows (04-05)	Report	0	0	
01106	Barrington High (09-12)	Report	0	0	
01108	Barrington Mid. (06-08)	Report	0	0	
01109	Sowams School (KF-03)	Report	0	0	
01190	Administration (PK-12)	Report	24	27	2/12/2023 3:02:36 AM

1. After logging in to eRIDE, go to the Enrollment Census for 2022-23

2. Select *Outplaced Student Report*

3. Click *Administration (PK-12)* to view list of students being outplaced from your district.

Outplaced Student Report: For LEAs

Shows all grades, not just tested grades.

School of attendance; where the student will be tested.

The school code for accountability.

School	SASID	LASID	Student Name	Sex	DOB	Grade	Race	Dist Res	Sch Out	Catch	enroll_type	enroll_date	exit_date
01190				M		06		BA	10305		O	08/29/2022	
01190				M		12		BA	70902		O	08/29/2022	
01190				F		PK		BA	10305		O	08/29/2022	
01190				M		03		BA	70902		O	08/29/2022	
01190				M		09		BA	70902		O	08/29/2022	
01190				M		07		BA	01999		O	08/29/2022	
01190				M		08		BA	10312		O	08/29/2022	
01190				M		10		BA	28353		O	08/29/2022	
01190				M		12		BA	07316		O	08/29/2022	
01190				M		03		BA	27302		O	08/29/2022	12/07/2022
01190				M		11		BA	35335		O	08/29/2022	
01190				M		09		BA	709B4		O	08/29/2022	

Test Coordinator Training Recordings

The RISAP Training Calendar is available at www.ride.ri.gov/assessment-training

Title of Test Coordinator Training	Recording Link
ACCESS for ELLs Test Coordinator Training	Link to recording of ACCESS for ELLs Test Coordinator Training
RICAS Test Coordinator Training	Link to recording of the RICAS Test Coordinator Training
NGSA Test Coordinator Training	Link to recording of the NGSA Test Coordinator Training
SAT/PSAT Test Coordinator Training Workshop	Link to recording of the SAT and PSAT Test Coordinator Training

Upcoming Test Coordinator Training Dates

Assessment/Title of Training	Dates/Times	Registration Link

The RISAP Training Calendar is available at www.ride.ri.gov/assessment-training

Test Administrator Training

The RISAP Training Calendar is available at www.ride.ri.gov/assessment-training

State Assessment	Link to Training Modules	Link to Test Administrator Core Training
ACCESS for ELLs:	ACCESS for ELLs Test Administrator Training Modules	ACCESS for ELLs Test Administrator Core Training
DLM:	Test Administrator Training Modules	DLM Test Administrator Core Training
RICAS:	Test Administrator Training Modules	RICAS/NGSA Test Administrator Core Training
NGSA:	NGSA Test Administration Certification	RICAS/NGSA Test Administrator Core Training
SAT and PSAT 10:	SAT/PSAT Test Hall Monitor and Proctor Training Available in LMS on March 1, 2024	

Individual Test Updates

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DLM Updates

- All students have been registered to Kite Educator Portal so test coordinators can begin to create rosters for teachers.
- Test coordinators can also begin to update their user accounts.
- Test administrator training is available.
- **All manuals are posted to www.ride.ri.gov/assessment-manuals**
 - Test Coordinator and Test Administrator Checklists
 - Educator Portal User Guide
 - Test Coordinator and Test Administrator Manuals

Important Dates:

- **February 16** (1 – 3:00PM): Test Coordinator Training (webinar)
- **March 13:** Try to have all test administrator training completed by this date.
- **March 20:** All First Contact Surveys and Personal Needs and Preferences must be completed. *Must be completed two week prior to the test window opening.*
- **April 3:** *DLM Test window opens.*

NGSA Updates

- All RIDE-provided test coordinator training is complete – use link to view webinar recording if you missed the webinar and the in-person training.
- Training test administrators:
 - Don't forget to use the NGSA/RICAS Test Administrator Core Training.
- Additional Paper Materials Ordering:
 - From March 6 to May 9 – Order materials through TIDE under the *Prepare For Testing* tab.

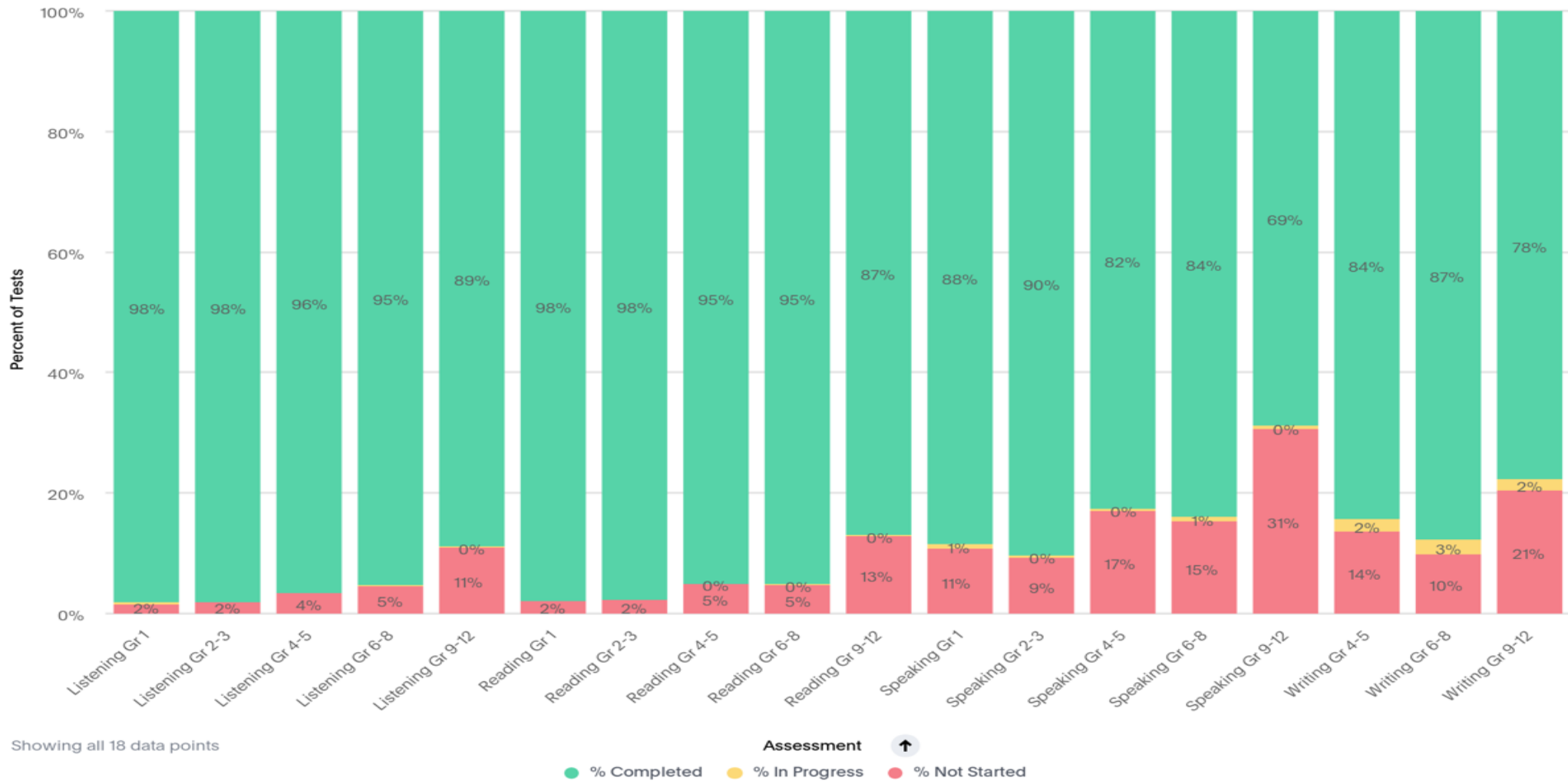
ACCESS for ELLs

- ACCESS & Alt ACCESS windows end on **3/3**
- Deadline to ship all test materials is **3/8**
- 94% of online test sessions completed statewide.
- 82% of students completed all their scheduled online sessions.

Testing Dates

12/1/22-3/3/23	WIDA AMS test setup available for test sessions
12/20/22	Districts receive test materials
12/20/22-2/24/23	Additional test materials ordering window in AMS
1/9/23-3/3/23	Test Window
3/8/23	Deadline for shipping completed test materials to DRC
5/4/23	Districts receive reports - Online
5/17/23	Districts receive reports - Printed

ACCESS: Test Session Status



RICAS Important Dates

Task	Dates
Deadline to update Ride enrollment census, Special Education Census and ELL Census for RICAS Registration	January 19
Complete the pre-administration SR/PNP process (must be completed by February 2 to receive PBT materials on time)	January 22-February 2
Extended SR/PNP window for CBT	ELA: February 5-March 22 Math: February 5-April 22
Infrastructure Trial (recommended)	January 24- March 13
Receive manuals and PBT materials	ELA: March 13 Math: April 12
Pre-cache operational test content available	March 18
Report packing discrepancies for PBT, if necessary	ELA: March 13-15 Math: April 12-14
ELA Test Sessions Math Test Sessions	March 25-April 26 April 22-May 24

RICAS Updates

Review RICAS TCM for upcoming tasks and deadlines:

- Test Coordinator Training: RISAP Overview training and RICAS test coordinator training are posted to www.ride.ri.gov/assessment-training
- PNP extended window open through start of testing- (order PBT materials through the RICAS Service Center)
- Identify test administrators and create/reenable PAN accounts for them
- Establish a school testing calendar
- Technology coordinator: Review network bandwidth (prep for Infrastructure Trial) and TestNav system requirements
- Begin planning for test administrator training- CORE training deck is posted on RIDE website

Infrastructure Trial is highly recommended - [Video tutorial for installing Web Extensions on TestNav](#)

RICAS Reminder

RIDE is sending student's preferred names to Pearson

- RICAS administration includes a student's preferred name on both their *testing ticket and their testing screen*
- Student reports will continue to have a student's legal name

SAT and PSAT 10 Important Dates

Action Item	Date
SSD Online submission window	Now – February 12, 2024
SSD Online State Allowed Accommodation window	January 8, 2024- February 12, 2024
Interactive Checklist from College Board launches <ul style="list-style-type: none">• Coordinators will receive a welcome email providing access• Click on the "View Project" button to access	January 23rd
TDTK will be available to educators- rosters will not appear until RIDE has uploaded students for registration	February 5th
RIDE will start sending registration files to SDMS	Early February
College Board will send an email granting access to SDMS for Test Coordinators.	February 6, 2024
Online Training will be available on www.collegeboard.org <ul style="list-style-type: none">• College Board LMS email to test coordinators	February 15, 2024
Linear Paper test delivery	Late March
Primary Test Window Make-up Test Window	April 1-12, 2024 April 22-26, 2024

Access to Test Day Toolkit: **March**

Student Registration Reminders:

User Accounts:

NAEP Updates

AMS

- Dashboard
- Schools
- Districts

Online mode

Request help

JACQUELINE BRANCO



Schools > Middle School

Middle School

Rhode Island Field Test Grade 8

Grade 8 NAEP Field Test

Task List

Schedule an assessment planning meeting with your NAEP representative in February to finalize details. Before this meeting, complete the rest of the tasks in this list.

Task List

- [Schedule Assessment Planning Meeting](#) →
- [Provide student information](#) →
- [Assessment Logistics](#) →
- [Parent/Guardian Notification](#) →
- [Technical Logistics](#) →
- [Support Assessment Activities](#) →

Medical Exemptions – 2023 Process Review

RISAP Test Coordinator Handbook (page 18; Appendix E)

Submitting an exemption to RIDE:

School: Discuss the student’s situation and need to request a medical exemption with the District Testing Coordinator and/or Superintendent. The Testing Coordinator and/or Superintendent may decline the school’s request to submit a medical exemption.

School: Complete Forms 2 and 3 and provide to the district.

NEW for 2023 District: Once the school has Forms 2 and 3 complete, then the district can complete Form 1 (District Assurances Form) through the Medical Exemption application in eRIDE. There is no paper copy for 2023. Only the superintendent’s office may submit a medical exemption.

RIDE: reviews Form 1 in the eRIDE system. If needed, RIDE will contact the principal or the superintendent for clarification if there are any questions.

RIDE: emails the superintendent when a decision has been reached.

NEW for 2023 District: Logs into eRIDE Medical Exemption application to review the decision.

Medical Exemptions – 2023 Dates

TEST	EXEMPTION REQUEST OPEN	EXEMPTION REQUEST CLOSED
ACCESS / Alt ACCESS	February 14	March 31
NAEP	N/A	N/A
DLM	June 6	June 30
SAT	May 2	June 30
PSAT10	May 2	June 30
RICAS ELA	May 2	June 30
RICAS Math	June 6	June 30
NGSA	June 6	June 30

Reference Information

State Assessments by Grade Level

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

2023-2024 State Assessment Calendar: Elementary & Middle School

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

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

2023-2024 State Assessment Calendar: High School

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

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

2023-2024 State Assessment Calendar: NAEP

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

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

- *Not all schools will be selected for every test. More information will be available at the beginning of the school year.*
- PISA: Program for International Student Assessment
- TALIS: Teaching and Learning International Survey
- NAEP National Assessment of Educational Progress

Best Practices for Selecting Your Testing Windows

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

Primary RIDE Website Resources

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

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

Assessment Office Resources

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