Test Coordinator Monthly Webinar

March 20, 2024

RHODE ISLAND

Agenda for March 20, 2024

- Introduction
  - Test Coordinator Monthly Webinar Calendar
- Preparing for 2023-24 RI State Assessments
  - Test Coordinator and Administrator Training
  - Registration and Enrollment Reminders
  - School Directory
  - Medical Exemptions
  - Test Irregularities
  - Assessment Monitoring
- Individual Test Updates
- Accommodations
- 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!**
  - April 24, 2024
  - May 15, 2024
  - June 12, 2024

Preparing for the 2023-24 RI State Assessments

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Upcoming Test Coordinator Training Dates

Assessment/Title of Training	Dates/Times	Registration Link
SAT/PSAT Office Hours/Questions	**March 21** [WEBINAR] 2:30-3:30	https://collegeboard.zoom.us/webinar/register/WN_lN1eLLUZTe6QvP_qelhuyA
SAT/PSAT Understanding the New Digital SAT® Assessment Results	**May 28** [IN PERSON] 9:00-11:30 AM **May 28** [IN PERSON] 12:30-3:00 PM **May 29** [WEBINAR] 9:00-11:30 AM	https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1922 https://attendee.gotowebinar.com/register/2499043028557048672
Please note the SAT/PSAT online trainings below are only required for those who did not attend the in-person trainings.		
SAT/PSAT Test Proctor/ Coordinator Training Modules	**Available NOW** • Online training modules for administering SAT and PSAT 10.	Login - Learning Center (geolearning.com)

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

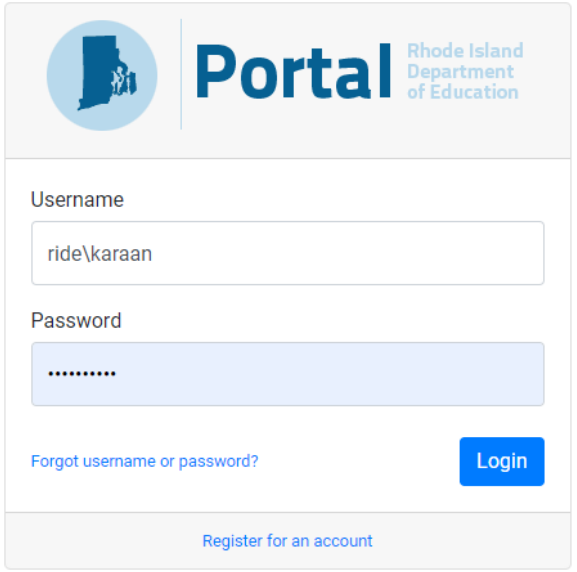
State Assessment	Link to Training Modules	Link to Test Administrator Core Training
DLM:	Test Administrator Training Modules	DLM Test Administrator Core Training
RICAS:	Test Administrator Training Modules	RICAS/NGSA Test Administrator Core Training
NGSA:	NGSA Test Administration Certification	RICAS/NGSA Test Administrator Core Training
SAT and PSAT 10:	SAT/PSAT Test Coordinator Training SAT/PSAT Proctor Training	N/A

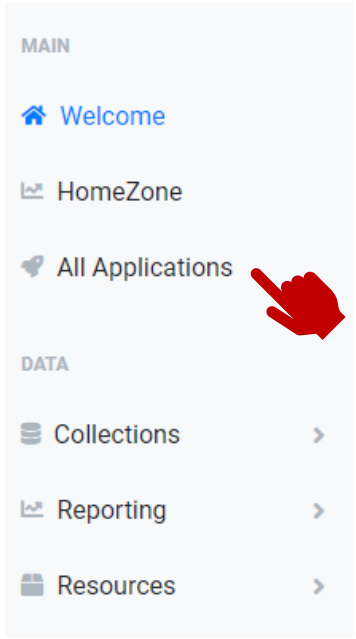
Registration and Enrollment Reminders

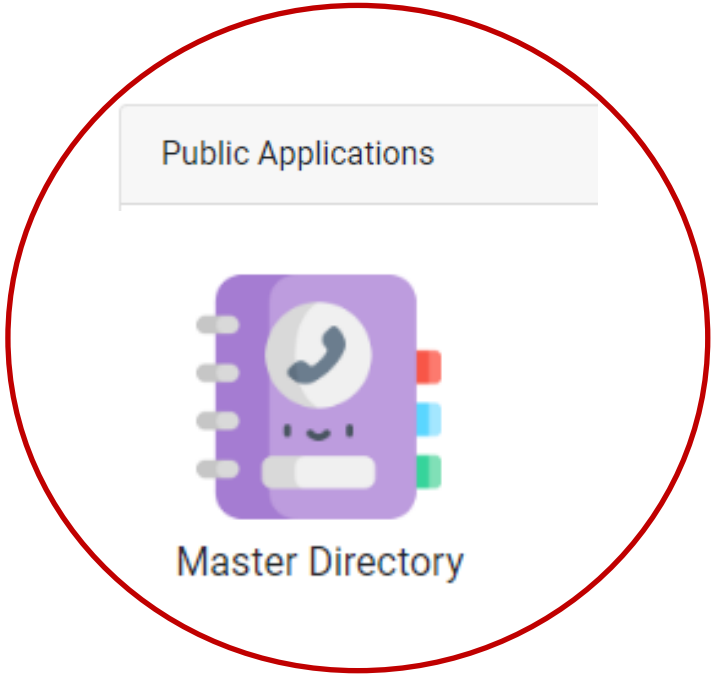
- RIDE's enrollment system is closed between March 14th and March 20th. This is done to validate the March 14 data set used for the Funding Formula.
- Anticipate to re-open enrollment on **March 21st**. Once enrollment reopens nightly uploads will resume.
- Please continue to keep enrollment, IEP Census, and MLL Census up to date.

School Directory

- The School Directory is now available through the RIDE Portal at https://portal.ride.ri.gov







- As a reminder, RIDE uses the information in the school directory to create accounts in each test platform, to update the assessment listserv, and to ship test materials and Individual Student Reports (ISR).

Individual Test Updates

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RICAS Important Dates and Updates

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	January 24- March 20
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**

Accommodations Reminders

- According to the most recent analysis of accommodations data in **PearsonAccess^{next}**, we have identified students who are receiving RICAS ELA accommodations that they are not eligible for.
- As you prepare for RICAS ELA, please run a **PNP report** to ensure that accommodation assignments are accurate.
- Students who complete a test with accommodations that they are not eligible for **may have their results invalidated for accountability.**
- RIDE will be conducting this analysis once testing is completed as well, to determine if any test results will be invalidated.

ELA RICAS Accommodations Review

ELA Accommodation	# Students Assigned w/o an IEP	# Students assigned w/o an IEP who ARE MLLs	Requirement
*Text to Speech	16	5	04
Graphic Organizer/ Reference Sheet	168	99	04
*Human Read Aloud	1	2	04
*Speech to Text	15	2	04
*Human Scribe	4	1	04
Web Extensions	15	2	04

*Special Access Accommodations (RICAS only) are only available for the small number of students with disabilities who meet specific guidelines and criteria. Only students with an IEP/504 Plan qualify these accommodations.

Math RICAS Accommodations Review

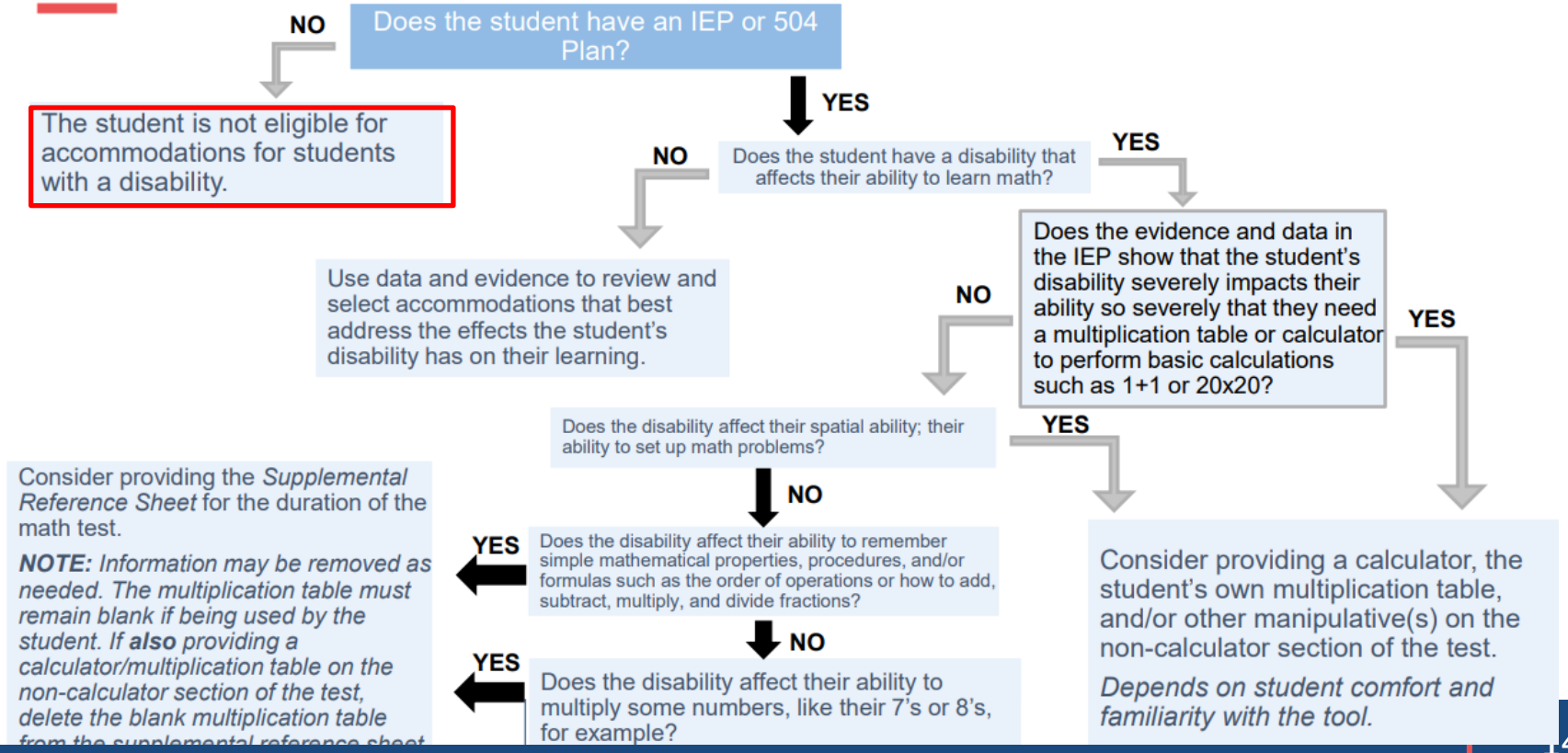
Math Accommodation	# Students Assign w/o an IEP	# Students assigned w/o an IEP /not MLLs	Requirement
Text to Speech	1404	89	04/MLL
Human Read Aloud	21	10	04/MLL
Human Scribe	1	4	04/MLL

* See AAF Appendix M for decision guidelines

Math RICAS Accommodations Review

Math Accommodation	# Students Assigned w/o an IEP	# Students assigned w/o IEP / MLL	Requirement
Supplemental Reference Sheet *	261	150	IEP/504

Calculators, Mathematical Tools, and Supplemental Reference Sheet



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 • 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 • College Board LMS email to test coordinators • Deadline to complete training	February 15, 2024 March 31, 2024
Linear Paper test delivery	Late March
Primary Test Window Make-up Test Window	April 1-12, 2024 April 22-26, 2024

Important Bluebook Update

A new version of Bluebook is being released for spring testing!

- College Board will also post the release notes to the Bluebook webpage and publish banners on the website pointing people to the release notes.
- For this routine release, Bluebook will auto-update unless blocked when students open it on their testing device. In some cases, districts/schools may need to manually update Bluebook if auto-update is not permitted.

College Board TDTK is OPEN

Student Registration Reminders:

- RIDE registers students by passing data files to College Board nightly.
  - Updates/changes to student information ***cannot be made in TDTK*.**
  - Changes must be made in the district Student Information System, come to RIDE, then be passed again to College Board.
  - *Changes may take from 24 to 48hours before they can be seen in TDTK.*

User Accounts:

- Coordinators will receive an email. SAT, PSAT 10 Coordinators are responsible for creating teacher (proctor)and other coordinator accounts.
  - Proctor accounts will need to be created for both SAT and PSAT 10 testing in TDTK.

ACCESS & Alternate ACCESS

- Statewide online participation rate: 96%

Testing Dates	
11/30/23-3/1/24	WIDA AMS Test Setup Available for Registrations
12/20/23	Districts Receive Test Materials
12/20/23-2/23/24	Additional Test Material Ordering Window in WIDA AMS
1/8/24-3/1/24	Test Window
3/8/24	Deadline for Shipping Completed Test Materials to DRC
4/29/24	Reports and Data Files Available - Online in WIDA AMS
5/17/24	Reports Available in District - Printed
9/16/24	Alternate ACCESS Reports and Data Files Available - Online in WIDA AMS
10/2/24	Alternate ACCESS Reports Available in District - Printed

NAEP

DLM Reminders

- **March 29:** The new criteria and process will be statewide. All educators registered for the eligibility training course must have it completed by March 29. ***There will be no extensions.***
- **April 1:** DLM Test Window Opens
  - All teachers must have completed their test administration training in Kite Educator Portal.
  - All students must be rostered to their teachers.
  - All teachers must have the First Contact Survey completed.

NGSA

- **May 1:** NGSA Test window opens.
  - All teachers must be trained prior to testing.
  - Your district and school test window **must** take place during the primary testing window (May 1 – 17). Make-ups can be conducted during the primary testing window and during the make-up testing window.
- **SAVE THE DATE! RHODE ISLAND NGSA ITEM REVIEW!**
  - August 6 - 8, 2024. **ALL three days.**
  - Location and times are TBD.
  - Who is needed?
    - Elementary, middle, and high school science educators
    - Special educators
    - MLL educators
  - We will be reviewing hundreds of items.

Test Irregularities

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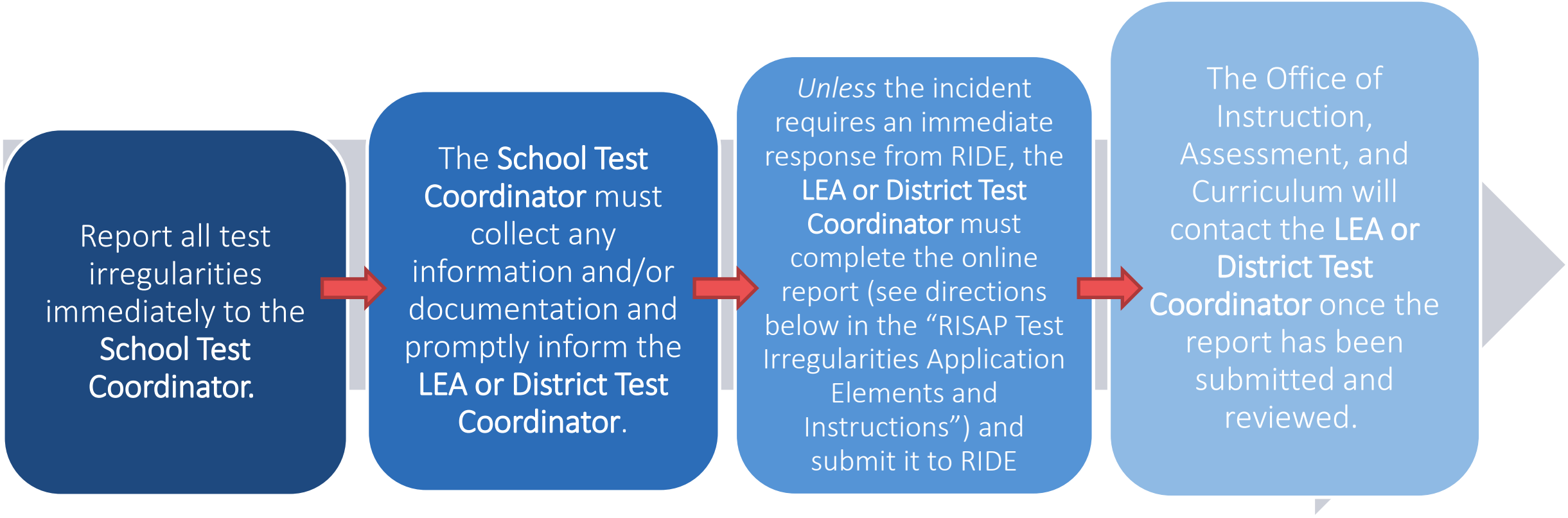
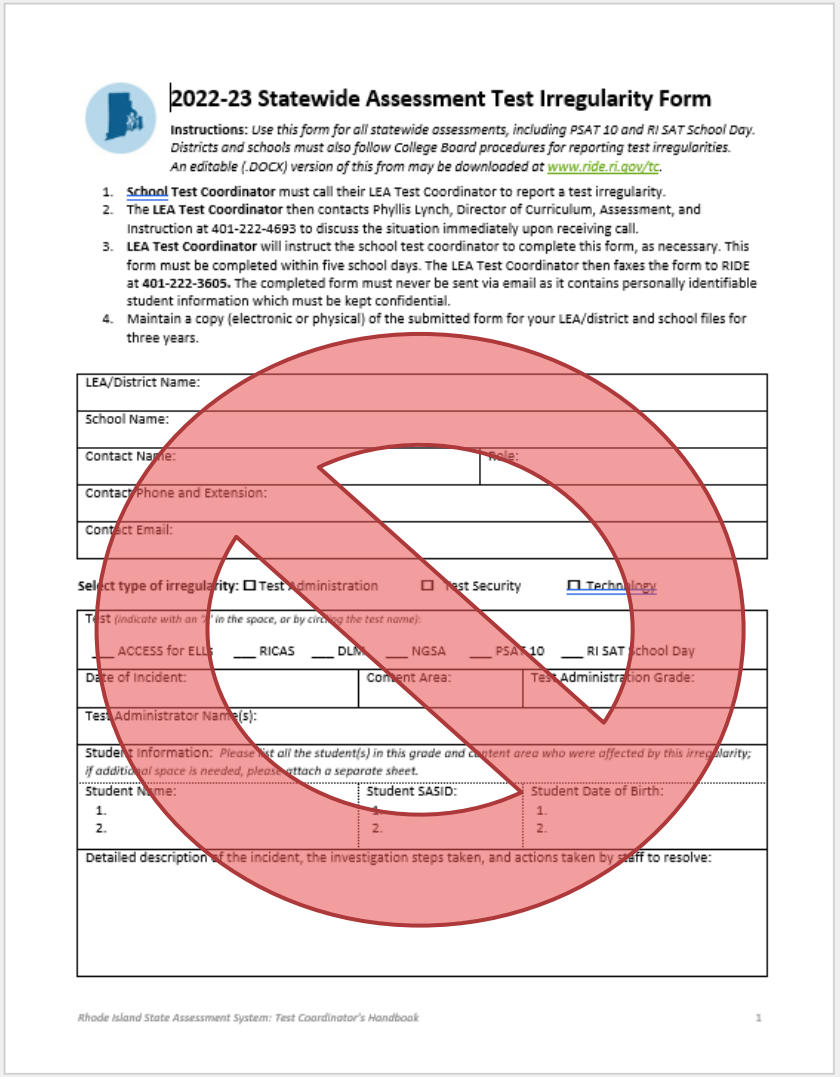
Reporting a Test Irregularity

If the incident requires immediate response, contact Phyllis Lynch, Director, Office of Instruction, Assessment, and Curriculum at 401-222-4693.



RISAP Test Irregularities Application



2022-23 Statewide Assessment Test Irregularity Form

Instructions: *Use this form for all statewide assessments, including PSAT 10 and RI SAT School Day. Districts and schools must also follow College Board procedures for reporting test irregularities. An editable (.DOCX) version of this from may be downloaded at www.ride.ri.gov/tc.*

1. **School Test Coordinator** must call their LEA Test Coordinator to report a test irregularity.
2. The **LEA Test Coordinator** then contacts Phyllis Lynch, Director of Curriculum, Assessment, and Instruction at 401-222-4693 to discuss the situation immediately upon receiving call.
3. **LEA Test Coordinator** will instruct the school test coordinator to complete this form, as necessary. This form must be completed within five school days. The LEA Test Coordinator then faxes the form to RIDE at **401-222-3605.** The completed form must never be sent via email as it contains personally identifiable student information which must be kept confidential.
4. Maintain a copy (electronic or physical) of the submitted form for your LEA/district and school files for three years.

LEA/District Name:

School Name:

Contact Name: | Role:

Contact Phone and Extension:

Contact Email:

Select type of irregularity: ☐ Test Administration ☐ Test Security ☐ Technology

Test *(indicate with an "X" in the space, or by circling the test name)*:

___ ACCESS for ELLs ___ RICAS ___ DLM ___ NGSA ___ PSAT 10 ___ RI SAT School Day

Date of Incident: | Content Area: | Test Administration Grade:

Test Administrator Name(s):

Student Information: *Please list all the student(s) in this grade and content area who were affected by this irregularity; if additional space is needed, please attach a separate sheet.*

Student Name:	Student SASID:	Student Date of Birth:
1.	1.	1.
2.	2.	2.

Detailed description of the incident, the investigation steps taken, and actions taken by staff to resolve:

Rhode Island State Assessment System: Test Coordinator's Handbook 1

Online application ONLY

RI Dept. of Education: Applications

State Assessment Test Irregularity Form

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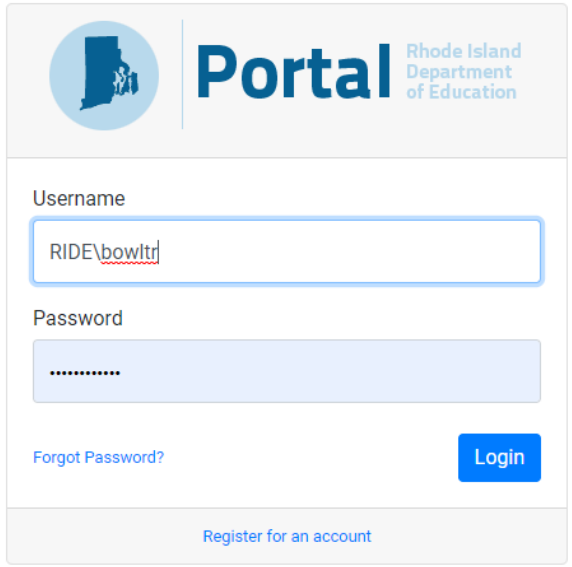
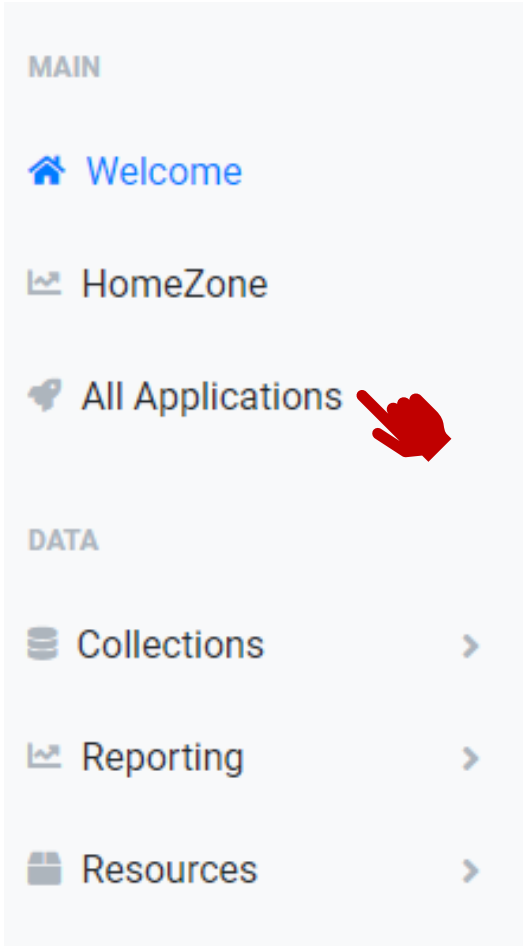
RISAP Test Irregularities Application

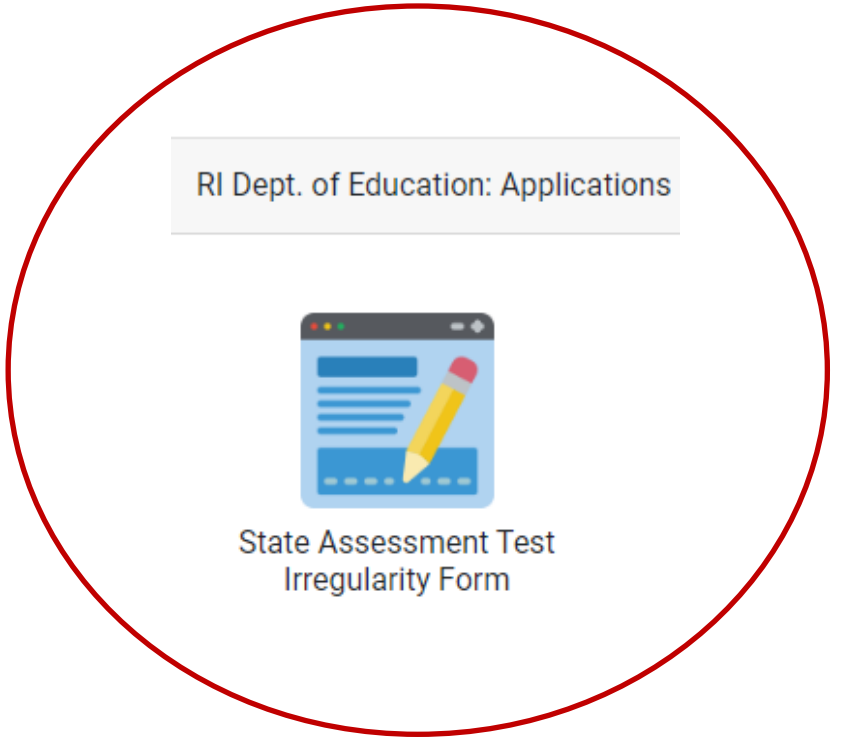
Use this application for all statewide assessments, including PSAT 10 and RI SAT School Day. Districts and schools must also follow College Board procedures and report test irregularities through Test Day Toolkit.

- RISAP Test Irregularity Application allows school and district users to electronically submit a State Assessment Test Irregularity Form in a secure, effective, and timely manner.
- The RISAP Test Irregularities Application is accessible through the RIDE Portal.
- *Please contact your data manager if you are unable to access the RIDE Portal.*
- If you have any questions about reporting test irregularities, please email phyllis.lynch@ride.ri.gov or assessment@ride.ri.gov for assistance.
- For technical issues, please submit a ticket through the RIDE Help Desk at (https://support.ride.ri.gov).

Accessing the Test Irregularity Application







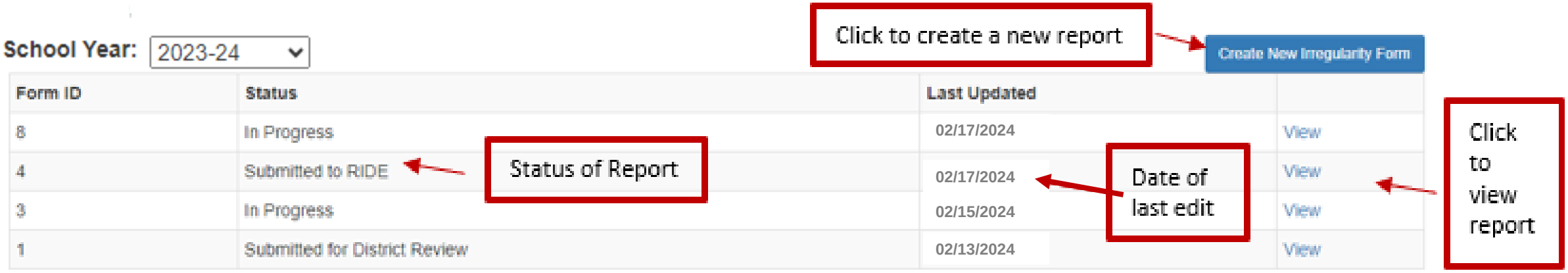
Required Information for Report

- school name
- contact name
- contact role
- contact phone
- irregularity type
- test
- test administration grade
- test administrator's name
- student name
- SASID
- student DOB
- detailed description of the incident

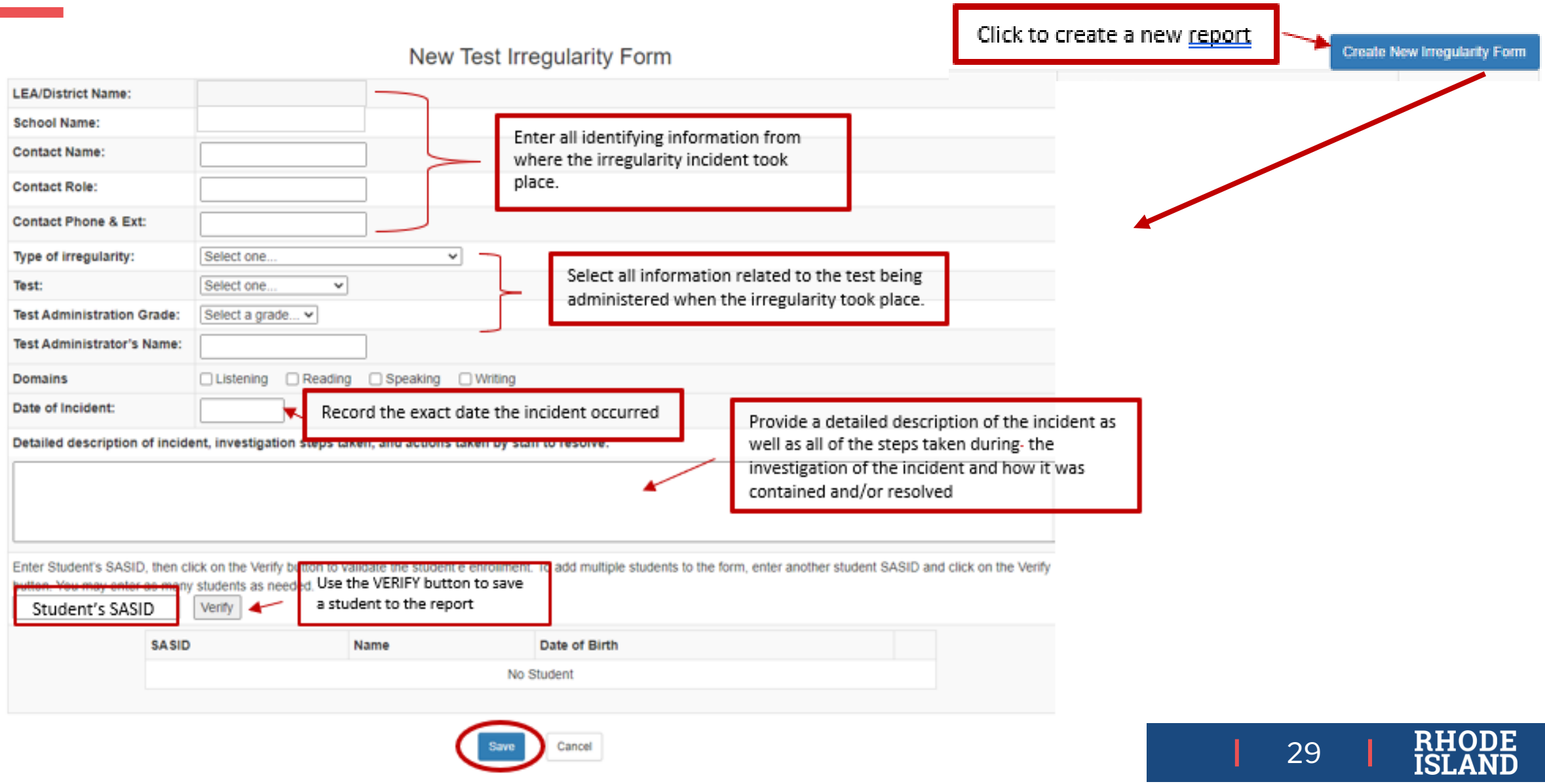
Quick Reference Overview

Landing Page:

Users will see a table with previously created reports and their current status



Creating a New Irregularity Form



Confirmation of Receipt and Status of Report

Once a report has been submitted to RIDE, it will be reviewed, and the status will be updated in the portal application. Refer the status key below to determine the status of your report.

Create New Irregularity Form

School Year: 2023-24

Reports

Form ID	Status	Last Updated	
8	In Progress	02/17/2023	View
4	Submitted to RIDE	02/14/2023	View
3	In Progress	02/13/2023	View
1	Submitted for District Review	02/13/2023	View

In Progress-report has been started but not yet submitted to district/RIDE

Submitted to District – school report has been submitted to District Test Coordinator for review

Submitted to RIDE- report has been submitted to RIDE for review

RIDE Under Review- RIDE has started to review the report

Further Information Needed from LEA- RIDE needs additional information and will reach out to the District Test Coordinator

Pending RIDE Determination- accountability or reporting decision still pending

Resolved- the testing irregularity has been resolved and no further action is needed

Monitoring

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Monitoring

- We will be contacting superintendents, principals, and test coordinators via email to notify that visits will be occurring - Please respond to these emails.
- These visits are done to help support the schools, answer questions, and listen to suggestions to improve the state assessment program.
- What to expect from a visit:
  - Receive an email notifying you have been selected.
  - A Pre-Visit via Zoom.
  - An In-Person Visit done on a testing day at the school.
  - Short debrief.

Medical Exemptions

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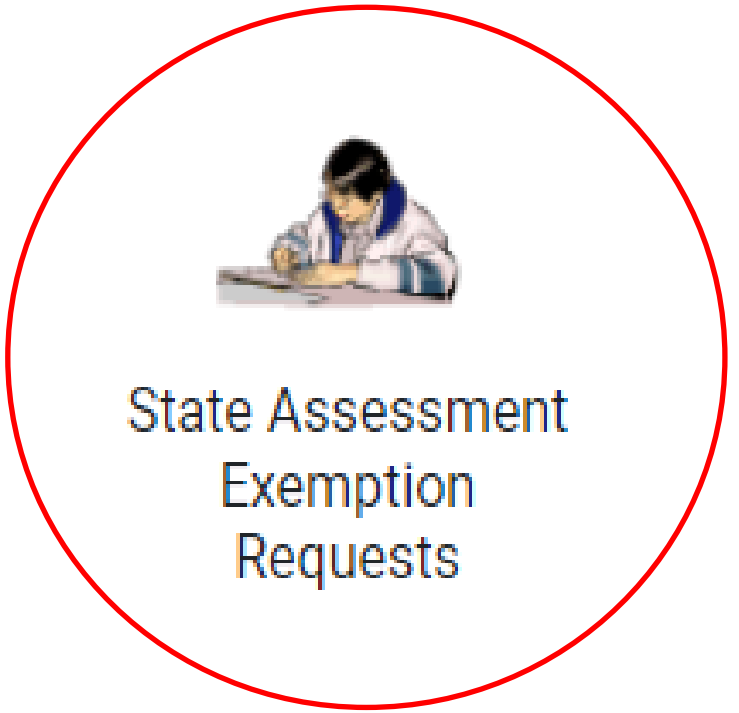
Medical Exemptions

Assessment Exemptions | RI Department of Education

Assessment	Primary Testing Window	Makeup Test Window	Medical Exemption Window
ACCESS	January 8th – February 16th	February 19th – March 1st	March 1st – April 1st
Alternative ACCESS	January 8th – February 16th	February 19th – March 1st	
DLM (ELA, Math, and Science)	April 1st – May 31st	N/A	April 26th – June 30th
NGSA	May 1st – May 19th	May 22nd – May 31st	
PSAT	April 1st – April 12th	April 22nd – April 26th	
SAT	April 1st – April 12th	April 22nd – April 26th	
RICAS - ELA	March 25th – April 19th	April 22nd – April 26th	
RICAS - Math	April 22 – May 17th	May 20th – May 24th	

Medical Exemptions Submission

- media3.ride.ri.gov/INSTRUCTION_ASSESSMENT/2024/RIDE_Medical_Exemptions_Presentation_2024.mp4
- Complete forms 2 and 3.
  - Do not send these to RIDE.
- To submit – use the portal. (https://portal.ride.ri.gov/)
- Click the State Assessment Exemption Request Icon.
- Complete form 1 online via the app.
- Click Submit



Reference Information

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Tasks for March

State Assessment	Date	Task	Notes
ACCESS for ELLs/ Alternate ACCESS	Now – March 31	Enter medical exemptions into eRIDE Medical Exemption system	www.ride.ri.gov/assessment-exemptions
DLM	Now – March 13	Complete training for test administrators	
	Now – March 15	Create rosters for ELA, math, and science	
	Now – March 20	All First Contact Surveys must be complete	
	March 29	Last day to complete Eligibility Training Course	
SAT and PSAT 10	Now – April 1	Complete training for proctors and hall monitors	Digital Proctor Digital SAT/PSAT Test Coordinator
	Now – April 1	Create accounts for proctors in CB TDTK	
	Now – Testing	Create rosters for testing rooms, including accommodated testing rooms. Make sure all accommodations requests are in *approved* in SSD Online.	

Tasks for March

Links to:
RICAS Test Coordinator's Manual (TCM)
RICAS TC Training Presentation (TCTP)

State Assessment	Date	Task	Notes
RICAS	March 13	Receive and inventory initial ELA Shipment: • ELA paper test materials, Manuals: TCM, TAMS (CBT and, if applicable, PBT)	RICAS TCM (page iv) RICAS TCM (Part II, Section E.3)
	March 15-17 (ELA) April 13-15 (Math)	Order additional paper test materials for students with the paper test accommodation set in PAN but who did not receive paper materials	
	Now	Train test administrators and all personnel involved in testing	RICAS TCTP RICAS TCM
	Now	Test administrators / test coordinators review PAN task modules	http://ricas.pearsonsupport.com/training/
	Now	Create PAN Sessions for computer-based testing	RICAS TCM (Part II, Section D.5) RICAS TCTP (slides 48-51)
	Now to start of testing	Prepare materials for testing	RICAS TCM (Part II, Section F.5) RICAS TCTP (slide 54-57)
	Now to 2 days prior to testing	Confirm all enrollment information is correct (changes take 24-48 hours to be shown in PAN)	RICAS TCM (Part II, Section A.3) RICAS TCTP (slide 36-37)
	Now to 1 day prior to testing	Verify accommodations and accessibility features for all students to ensure accuracy and prevent testing irregularities	RICAS TCM (Part II, Section B.5 F.3) RICAS TCTP(slide 38-41)

Tasks for March

State Assessment	Date	Task	Notes
NGSA	Now to Start of Testing	Train test administrators and all personnel involved in testing: • Test administrators should complete the TA Certification Course • Test coordinators must include the Test Administrator Core Presentation as part of their training	www.ride.ri.gov/assessment-training for TA Core Presentation; www.ride.ri.gov/assessment-manuals for NGSA Test Coordinator Manual
	Now	Review accommodations and accessibility features settings for students in NGSA TIDE; order any paper tests for students who need paper as an accommodation.	
	April 17	Access to NGSA Interim Assessments will be suspended until the end of testing for *non-tested* grades. Access to the practice tests will still be available.	
All Assessments	Now	Make sure that your (district test coordinators and school test coordinators) are receiving our Test Coordinator Memos	Check www.ride.ri.gov/TC for archived memos and directions to join the listserv
	Now	Verify student enrollment information – particularly grade levels and for students in outplacement schools • Continue to keep enrollment up to date. **Enrollment will be temporarily closed beginning March 14th with an anticipated re-open date of March 21st.** *Once enrollment reopens nightly uploads to PAN, College Board TDTK, and the NGSA TIDE will resume.*	Use the "Outplacement Schools" applications and reports (for district or for outplacement) discussed in January and February Test Coordinator Monthly Webinars
	Now	Communicate assessment schedule to all families, students, and personnel involved in testing	

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
	ELP	*ELA & Math*	*Science*	*ELP*	*Science*	*ELA & Math*	*ELA & Math*	*ELA & Math*	
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 – 17, 2024	May 20 – 31, 2024
NAEP	*See following slides*			

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 17, 2024	May 20-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
  - Ana.Karantonis@ride.ri.gov
- Heather Heineke (DLM, NGSA)
  - 401-222-8493
  - Heather.Heineke@ride.ri.gov
- Tricia Bowler (RICAS, PSAT 10, SAT)
  - 401-222-8478
  - Tricia.Bowler@ride.ri.gov
- Jackie Branco (NAEP, accommodations)
  - 401-222-4685
  - Jacqueline.Branco@ride.ri.gov
- Robyn Augustus (medical exemptions, data support/analysis)
  - 401-222-8944
  - Robyn.Augustus@ride.ri.gov
- Phyllis Lynch (Director of Office of Assessment)
  - 401-222-4693
  - Phyllis.Lynch@ride.ri.gov