

Rhode Island State Assessment Program: Guide to Required Training

This document contains training requirements for district and school test coordinators, their teams, and test administrators for the 2024-25 Rhode Island State Assessments.

More information is at <http://www.ride.ri.gov/assessment-manuals>



RHODE ISLAND STATE ASSESSMENT TRAINING CALENDAR – 2024-25

Test	Title	Date	Notes	Registration Link/Link to Recording, Presentation, and Materials
SEPTEMBER				
ACCESS for ELLs/ Alternate ACCESS	ACCESS & Alternate ACCESS Test Administrator Training Courses available	9/1/2024	When: Opening on 9/1/2024 Description: This self-paced training is required for each educator who will administer any ACCESS for ELLs or WIDA Alternate ACCESS test. They must complete the appropriate course before being allowed to administer either test. Training courses are available through the WIDA Secure Portal .	<i>No registration required.</i>
NAEP	Office Hours	9/17/2024	Who: This time is reserved for schools in the Long-Term Trend sample for Rhode Island. Selected schools will be sent a link. Description: Walk through required activities to prepare for Long-Term Trend assessments. When: [Webinar] 9:00 – 11:00AM	Selected schools will be sent an invitation and provided with the link to attend.
All Tests	Monthly Test Coordinator Webinar	9/18/2024	Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration. When: [WEBINAR] 10:00 - 11:00AM	Link to recording, presentation, and materials: http://www.ride.ri.gov/tc Use this link to register: https://attendee.gotowebinar.com/register/1968693600455278426
DLM	DLM Test Administrator Training Modules available	9/30/2024	These modules are required for any educator who will administer the DLM assessments. Go to www.ride.ri.gov/assessment-manuals to access the <i>RI Guide to Required Training for DLM</i> to help you plan for test administrator training.	<i>No registration required.</i>
OCTOBER				
SAT and PSAT 10	<i>The Digital Suite of Assessments: SAT Test Day Training for Test Coordinators Part 1</i>	10/7/2024 or 10/9/2024	Who: District and school test coordinators Description: This is part 1 of a required two-part training that will cover what you need to know and understand to prepare for the state administrations of the Digital SAT/PSAT. When: <ul style="list-style-type: none"> • OPTION 1 [IN PERSON]: October 7 (9:00-11:30 AM) 	Use this link to register for Options 1 or 2: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1972 Use this link to register for Option 3: https://attendee.gotowebinar.com/register/4263711918814831446

			<ul style="list-style-type: none"> • OPTION 2 [IN PERSON]: October 7 (12:30-3:00 PM) • OPTION 3 [WEBINAR]: October 9 (9:30-11:00 AM) <p>Where: Location details will be emailed once they are finalized.</p>	<p>Recording will be posted here: https://ride.ri.gov/instruction-assessment/assessment/assessment-manuals-materials</p>
All Tests	Monthly Test Coordinator Webinar	10/16/2024	<p>Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p> <p>Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.</p> <p>When: [WEBINAR] 10:00 - 11:00AM</p>	<p>Link to recording, presentation, and materials: http://www.ride.ri.gov/tc</p> <p>Use this link to register: https://attendee.gotowebinar.com/register/1968693600455278426</p>
NOVEMBER				
ACCESS for ELLs/ Alternate ACCESS	ACCESS and Alternate ACCESS Test Coordinator Training	11/4/2024 Or 11/6/2024	<p>Who: This is required training for all district and school test coordinators, and MLL directors involved with preparing for and administering the WIDA Alternate ACCESS and ACCESS for ELLs tests.</p> <p>Description: This required training will be split into three sections:</p> <ul style="list-style-type: none"> • Policies and procedures applicable to all state assessments and those required when administering the WIDA Alternate ACCESS and ACCESS for ELLs. • In-depth look at how to prepare for the WIDA Alternate ACCESS and ACCESS for ELLs assessments including common mistakes and irregularities. • Accommodations for WIDA Alternate ACCESS and ACCESS for ELLs assessments. <p>Where: Location details will be emailed once they are finalized.</p> <p>When: Attend one session</p> <ul style="list-style-type: none"> • OPTION 1 [IN PERSON]: November 4 (9:00 AM - 12:00 PM) • OPTION 2 [IN PERSON]: November 6 (9:00 AM - 12:00 PM) <p><i>*Registration for in-person sessions is limited to 45 participants.</i></p>	<p>Use this link to register: https://www.eride.ri.gov/workshopreg/viewWorkshop.aspx?workshopid=1973</p> <p>Recording of narrated PowerPoint will be posted here: http://www.ride.ri.gov/assessment-manuals</p>
All Tests	Monthly Test Coordinator Webinar	11/13/2024	<p>Who: The monthly test coordinator webinar is for anyone involved in preparing or coordinating state assessments. This includes district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p>	<p>Link to recording, presentation, and materials: http://www.ride.ri.gov/tc</p>

Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.

When: [WEBINAR] **November 13 (10:00 - 11:00 AM)**

Use this link to register:

<https://attendee.gotowebinar.com/register/1968693600455278426>

DECEMBER

SAT and
PSAT10

*Digital Suite of
Assessments: Service
for Students with
Disabilities (SSD Online)*

12/10/2024
or
12/12/2024

Who: This training is required for all SSD Online Coordinators and is ideal for anyone else involved in preparing for the state assessments; especially those who are new or in their second year of being a test coordinator.

Description: This training session will cover what you need to know to understand and prepare for the state administrations of SAT and PSAT 10 in April.

Where: *Location details will be emailed once they are finalized.*

When: *Attend one session.*

- **OPTION 1*** [IN PERSON]: **December 10 (9:00-11:30 AM)**
- **OPTION 2*** [IN PERSON]: **December 10 (1:00 – 3:30 PM)**
- **OPTION 3** [WEBINAR]: **December 12 (9:30-11:00 AM)**

**Registration for in-person sessions is limited to 45 participants.*

Use this link to register for Option 1 or 2*:

<https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1974>

Use this link to register for Option 3:

<https://attendee.gotowebinar.com/register/6013486817885547616>

Recording will be posted here:

<https://ride.ri.gov/instruction-assessment/assessment/assessment-manuals-materials>

RICAS

*Using the New RICAS
Lighthouse Platform*

12/11/2024
or
12/17/2024
or
12/19/2024

Who: This is not required training; however, we encourage district and school test coordinators, technology coordinators, and anyone involved in preparing for the state assessments to attend.

Description: This training session will give participants an introduction to the new RICAS Lighthouse platform.

When:

- **OPTION 1*** [IN PERSON]: **December 11 (9:00-11:30 AM)**
- **OPTION 2*** [IN PERSON]: **December 11 (12:30 – 3:00 PM)**
- **OPTION 3*** [IN PERSON]: **December 17 (9:00-11:30 AM)**
- **OPTION 4** [WEBINAR]: **December 19 (9:30-11:30 AM)**

**Registration for in-person sessions is limited to 45 participants*

Use this link to register for Options 1, 2, or 3:

<https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1975>

Use this link to register for Option 4:

<https://attendee.gotowebinar.com/register/1051698704990817109>

All Tests	Monthly Test Coordinator Webinar	12/18/2024	<p>Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p> <p>Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.</p> <p>When: [WEBINAR]: December 18 (10:00 - 11:00 AM)</p>	<p>Link to recording, presentation, and materials: http://www.ride.ri.gov/tc</p> <p>Use this link to register: https://attendee.gotowebinar.com/register/1968693600455278426</p>
JANUARY 2025				
All Tests	Monthly Test Coordinator Webinar	1/15/2025	<p>Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p> <p>Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.</p> <p>When: [WEBINAR] January 15 (10:00 - 11:00 AM)</p>	<p>Link to recording, presentation, and materials: http://www.ride.ri.gov/tc</p> <p>Use this link to register: https://attendee.gotowebinar.com/register/1968693600455278426</p>
SAT and PSAT10	The Digital Suite of Assessments: SAT Test Day Training for Test Coordinators Part 2	1/27/2025 or 1/28/2025	<p>Who: This is a required training for all district and school test coordinators.</p> <p>Description: This is part 2 of a two- part required training that will cover what you need to know to understand and prepare for the state administrations of the Digital SAT/PSAT Assessment in April.</p> <p>When: <i>Attend one session. Registration is limited to 45 participants.</i></p> <ul style="list-style-type: none"> • OPTION 1* [IN PERSON]: January 27 (9:00 – 11:30 AM) • OPTION 2* [IN PERSON]: January 27 (1:00 – 3:30 PM) <p>Where: <i>Location details will be emailed once they are finalized.</i></p> <ul style="list-style-type: none"> • OPTION 3 [WEBINAR]: January 28 (9:30 – 11:30 AM) <p><i>*Registration for in-person sessions is limited to 45 participants.</i></p>	<p>Use this link to register for Option 1 or 2*: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1976</p> <p>Use this link to register for Option 3: https://attendee.gotowebinar.com/register/8983254530370014805</p> <p>Recording will be posted here: https://ride.ri.gov/instruction-assessment/assessment/assessment-manuals-materials</p>
ALL Tests	Understanding Accommodations for State Assessments	1/29/2025 or 1/30/2025	<p>Who: This is a required training for all district and school test coordinators. Training is highly recommended for anyone involved in making accommodations decisions for students.</p> <p>Description: This training will cover accommodations and accessibility features for students with disabilities and MLL/ELs for all state assessments.</p>	<p>Use this link to register for all options: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1977</p>

Where: Location details will be emailed once they are finalized.

When:

- **OPTION 1 [IN PERSON] January 29 (8:30 - 11:30 AM)**
- **OPTION 2 [IN PERSON] January 29 (12:30 - 3:30 PM)**
- **OPTION 3 [IN PERSON] January 30 (8:30 - 11:30 AM)**

**Registration for in-person sessions is limited to 50 participants.*

FEB. 2025

NGSA	NGSA Test Administrator Certification Course	2/1/2025	<p>Who: This training is required for all test administrators who will administer the NGSA.</p> <p>Description: This self-paced training course will cover how to use the Cambium assessment systems (the Test Information Distribution Engine (TIDE), the Test Delivery System (TDS), and how to set student test settings and accommodations). <i>This training must be provided in conjunction with the NGSA Core Training posted at www.ride.ri.gov/assessment-manuals.</i></p>	<p><i>No registration required. Use your login for TIDE to access the Test Administrator Certification Course.</i></p>
RICAS	RICAS Test Coordinator Training Videos	2/1/2025	<p>Who: District and school test coordinators.</p> <p>Description: There are a variety of online modules on specific tasks like how to order materials and updating accommodations, conducting an infrastructure trial, creating sessions, how to move students between sessions, etc., to supplement the in-person test coordinator workshops.</p> <p>When: Beginning February 1.</p>	<p><i>Information on how to access the modules is coming soon. This document will be revised when the information is available and will also be shared via update memo.</i></p>
RICAS	Test Coordinator Training for RICAS	2/4/2025 or 2/5/2025 or 2/7/2025	<p>Who: This training is required for all district and school test coordinators, EL directors, and other educators involved with preparing for RICAS.</p> <p>Description: This training will cover the policies and procedures for administering the RICAS assessments.</p> <p>When:</p> <ul style="list-style-type: none"> • OPTION 1* [IN PERSON]: February 4 (8:30-11:30 AM). This session will not include accommodations information. Please register for one of the Accommodations sessions on Jan. 29 or 30, or Feb. 13. • OPTION 2* [IN PERSON]: February 5 (12:00 – 3:30 PM). This session will not include accommodations information. Please 	<p>Use this link to register for Option 1 or 2*: https://www.eride.ri.gov/workshopreg/VIEWWorkshop.aspx?workshopid=1978</p> <p>Recording will be posted here: https://ride.ri.gov/instruction-assessment/assessment/assessment-manuals-materials</p>

register for one of the Accommodations sessions on Jan. 29 or 30, or Feb. 13.

Where: *Location details will be emailed once they are finalized.*

- **OPTION 3 [WEBINAR]: February 7 (9:00 – 11:30 AM):** This session will not cover accommodations. Please register for one of the Accommodations sessions on Jan. 29 or 30, or Feb. 13.

**Registration for the in-person sessions is limited to 50 participants.*

Use this link to register for Option 3:

<https://attendee.gotowebinar.com/register/515883598301834075>

NGSA	Test Coordinator Training for NGSA	2/4/2025 or 2/5/2025	<p>Who: This training is required for all district and school test coordinators, EL directors, and other educators involved with preparing for the NGSA.</p> <p>Description: This training will cover the policies and procedures required when administering the NGSA assessments.</p> <p>When:</p> <ul style="list-style-type: none"> • OPTION 1* [IN PERSON]: February 4 (1:00-3:30 PM) This session will not cover accommodations. Please register for one of the Accommodations sessions on Jan. 29 or 30 or the webinar on Feb. 13. • OPTION 2* [IN PERSON]: February 5 (9:30-12:00 PM). This session will not cover accommodations. Please register for one of the Accommodations sessions on Jan. 29 or 30 or the webinar on Feb. 13. <p>Where: <i>Location details will be emailed once they are finalized.</i></p> <p><i>*Registration for the in-person sessions is limited to 45 participants.</i></p>	<p>Use this link to register for Option 1 or 2*:</p> <p>https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1979</p>
All Tests	Monthly Test Coordinator Webinar	2/12/2025	<p>Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p> <p>Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.</p> <p>When: [WEBINAR] 10:00 - 11:00 AM</p>	<p>Link to recording, presentation, and materials: http://www.ride.ri.gov/tc</p> <p>Use this link to register:</p> <p>https://attendee.gotowebinar.com/register/1968693600455278426</p>
ALL TESTS	Understanding Accommodations for State Assessments	2/13/2025	<p>Who: This is a required training for all district and school test coordinators. It is highly recommended training for anyone involved in making accommodations decisions for students.</p>	<p>Use this link to register:</p> <p>https://attendee.gotowebinar.com/register/4051451198345796702</p>

			Description: This training will cover accommodations and accessibility features for students with disabilities and MLL/ELs for all state assessments. When: [WEBINAR] 9:00-11:30 AM	Recording will be posted here: https://ride.ri.gov/instruction-assessment/assessment/assessment-manuals-materials
SAT and PSAT10	SAT/PSAT Hall Monitor and Proctor Training Modules	Feb. 2025	Who: This self-paced training is required for all test administrators and hall monitors. Description: Required online training modules for test administrators/proctors and hall monitors. When: Beginning in Feb. 2025	Use this link to access: CollegeBoard Learning Management System
MARCH 2025				
NGSA	NGSA Test Coordinator Training	3/4/2025	Who: This training is required for any district or school test coordinator who was unable to attend one of the in-person training opportunities. Anyone who feels they need a refresher or has questions or concerns about administering the NGSA is also welcome to attend. Description: Cambium will provide a review of the policies and procedures required to administer the NGSA assessments. When: [WEBINAR] 9:00 - 11:30 AM	Use this link to register: https://attendee.gotowebinar.com/register/7354711782649999193 Recording will be posted here: http://www.ride.ri.gov/assessment-manuals
DLM	Test Coordinator Training for DLM	3/12/2025	Who: This is required training for district and school test coordinators administering the DLM in their district or school. Description: This training will cover the policies and procedures required when administering the DLM alternate assessment. This training session is required for all district and school test coordinators, EL directors, and educators involved with preparing for this state assessment. When: [WEBINAR] 9:00 – 11:30 AM	Use this link to register: https://attendee.gotowebinar.com/register/2026464140796357722 Recording will be posted here: http://www.ride.ri.gov/assessment-manuals
All Tests	Monthly Test Coordinator Webinar	3/19/2025	Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration. When: [WEBINAR] 10:00-11:00 AM	Link to recording, presentation, and materials: http://www.ride.ri.gov/tc Use this link to register: https://attendee.gotowebinar.com/register/1968693600455278426

RHODE ISLAND STATE ASSESSMENT TRAINING CALENDAR – 2024-25

SAT and PSAT10	<i>Office Hours: Question and Answer Session</i>	3/18/2025 or 3/25/2025	<p>Who: Anyone involved with preparing for SAT and PSAT 10</p> <p>Description: Join RIDE and College Board staff to get your last-minute questions answered. There are a few weeks left before testing day so be sure your questions are answered!</p> <p>When:</p> <ul style="list-style-type: none"> • OPTION 1: [WEBINAR] March 18 (10:30-11:30 AM) • OPTION 2: [WEBINAR] March 25 (2:30-3:30 PM) 	<p>Use this link to register for Option 1: https://collegeboard.zoom.us/webinar/register/WN_VLJ8M8_sQJqawV8M6PxDSg</p> <p>Use this link to register for Option 2: https://collegeboard.zoom.us/webinar/register/WN_N7nZLBTZSNCgQwabN_7WTg</p>
APRIL 2025				
All Tests	Monthly Test Coordinator Webinar	4/23/2025	<p>Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p> <p>Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.</p> <p>When: [WEBINAR] 10:00-11:00 AM</p>	<p>Link to recording, presentation, and materials: http://www.ride.ri.gov/tc</p> <p>Use this link to register: https://attendee.gotowebinar.com/register/1968693600455278426</p>
MAY 2025				
All Tests	Monthly Test Coordinator Webinar	5/14/2025	<p>Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p> <p>Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.</p> <p>When: [WEBINAR] 10:00-11:00 AM</p>	<p>Link to recording, presentation, and materials: http://www.ride.ri.gov/tc</p> <p>Use this link to register: https://attendee.gotowebinar.com/register/1968693600455278426</p>
SAT/PSAT	<i>Understanding SAT Assessment Results</i>	5/28/2025 or 5/29/2025	<p>Who: District and school test coordinators, high school math and ELA department chairs are highly recommended.</p> <p>Description: This session will support educators in using SAT results to make data-driven decisions and inform student learning. Participants will walk away with a clear understanding of how to interpret scores and benchmarks.</p> <p>When:</p> <ul style="list-style-type: none"> • OPTION 1 [WEBINAR]: May 28 (1:00-2:30 PM) 	<p>Use this link to register for Option 1: https://attendee.gotowebinar.com/register/1460579591568526940</p> <p>Use this link to register for Option 2 or 3*: https://www.ride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1980</p> <p>Webinar recording will be posted here: https://ride.ri.gov/instruction-</p>

- **OPTION 2*** [IN PERSON]: **May 29 (9:00-11:30 AM)**
- **OPTION 3*** [IN PERSON]: **May 29 (12:30 – 3:00 PM)**

[assessment/assessment/assessment-manuals-materials](#)

Where: Location will be emailed once they are finalized.

**Registration for the in-person sessions is limited to 45 participants.*

JUNE 2025

All Tests

Monthly Test
Coordinator Webinar

6/11/2024

Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.

Description: Monthly webinars will include up to date, pertinent information necessary for understanding how to prepare for a successful state assessment administration.

When: [WEBINAR] 10:00-11:00 AM

Link to recording, presentation, and materials: <http://www.ride.ri.gov/tc>

Use this link to register:

<https://attendee.gotowebinar.com/register/1968693600455278426>

Test Coordinator and Test Administrator Training Requirements

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

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

All Tests

- ☐ **Monthly Test Coordinator Webinars.** These meetings are a staple in keeping everyone involved with preparing for state assessments up to date. These meetings are not only for test coordinators. We welcome anyone at the district or school level involved in preparing for or administering the state assessments. You can register, download presentations, and listen to recordings at <http://www.ride.ri.gov/tc>.

ACCESS for ELLs / WIDA Alternate ACCESS

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

Before you begin:

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

Test Coordinator Required Training

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

Test Administrator Required Training

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

- ☐ **ACCESS and Alternate ACCESS training courses.** Anyone administering the ACCESS for ELLs or WIDA Alternate ACCESS must complete the training course and successfully pass the online quiz every three years. Any test administrator who will be scoring the Speaking domain must recertify annually. You can access the training courses after you have a WIDA Secure Portal account here: [WIDA Secure Portal](#).

Dynamic Learning Maps (DLM) Alternate Assessment

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

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

Test Coordinator Required Training

All three are required for test coordinators:

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

Test Administrator Required Training

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

RI Comprehensive Assessment System (RICAS)

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

Test Coordinators and test administrators must have their own Lighthouse account. All training for RICAS will be provided by RIDE, not through the Lighthouse system; however, all test administrators MUST have an account to administer the assessment.

Before you begin:

- **Get an eMetric Lighthouse account.** Test coordinators and test administrators must have a Lighthouse account to complete accommodations set-up for students, create rosters, and complete other important tasks before testing can begin. Follow these instructions to obtain an account:
 - ☐ **Test administrators** who need a Lighthouse account must contact their school test coordinator to request an account.
 - ☐ **School test coordinators** who need accounts should contact their district test coordinator or district data manager for access.

- ☐ **District test coordinators** who need accounts should contact the RICAS Service Center (ricasservicecenter@cognia.org or 855-222-8936 or Tricia Bowler Federico at Tricia.Bowler@ride.ri.gov 222-8478).
- **Review the following documents.** (Test coordinators must ensure that all test administrators have a manual.)
 - ☐ Test Coordinator Manual
 - ☐ Test Administrator Manual
- **Download the following document.** *This document will be revised with the updated website where resources can be accessed.*
 - ☐ eMetric Lighthouse User Guide

Test Coordinator Required Training

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

For Additional Support

- ☐ **Online Modules for Test Coordinators:** Test coordinators should watch the videos on preparing for and administering the RICAS assessments in order to properly train and support test administrators and to ensure successful problem-solving. *This document will be updated with the URL to access online modules soon.*

Test Administrator Required Training

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

For Additional Support

- ☐ **Online Modules for Test Administrators:** Test administrators should watch videos on preparing for and administering the RICAS assessments. *This document will be revised with the updated URL for accessing all online training videos.*

Next Generation Science Assessment (NGSA)

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

Before you begin:

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

Test Coordinators Required Training

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

Test Administrator Required Training

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

PSAT 10 and SAT School Day

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

Before you begin:

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

Test Coordinator Required Training

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

Test Administrator (Proctor) Required Training

- ☐ **Proctor online training modules:** <https://paprofttraincloud.cblms-prod.collegeboard.org/>