Test Coordinator Monthly Webinar

September 18, 2024

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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/1968693600455278426

- Webinar Calendar (Wednesdays at 10:00am) – Save the Dates!
  - October 16
  - November 13
  - December 18
  - January 15, 2025
  - February 12, 2025
  - March 19, 2025
  - April 23, 2025
  - May 14, 2025
  - June 11, 2025

Agenda for September 18, 2024

Preparing for the 2024-25 RI State Assessments

- Overview of the RI State Assessment Program
- Testing Calendar for State Assessments
- Bi-Weekly Update Memos
- Updating the Master/School Directory
- New Test Coordinator Checklist & Handbook

Individual Test Updates

- 2024-25 Test Coordinator Training Calendar

Assessment Results for 2023-2024

- Assessment data that's available now
- Individual Student Score Reports Calendar
- Review of Individual Student Report Policy
- 2023-24 State Assessment Reporting: Public Release Information
- Review of ADP/SDP Resources

Resource Information

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Preparing for the 2024-25 RI State Assessments

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State Assessments by Grade Level

Grade Tested	Alternate Assessments			General Education Assessments					
	Alternate ACCESS for ELs	DLM	DLM	ACCESS 2.0 for ELs	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

NAEP: Not all schools will be selected for every test.

2024-2025 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. 6 – Feb. 14, 2025	Feb. 17-28, 2025
WIDA Alternate ACCESS	ELP	K-12	Jan. 6 – Feb. 14, 2025	Feb. 17-28, 2025
RICAS	ELA	3-8	March 24 – April 11, 2025	April 14 – April 25, 2025
	Math	3-8	April 28 – May 9, 2025	May 12 – May 23, 2025
DLM	ELA, Math Science	3-8 5, 8, 11	April 1 – May 30, 2025	
NGSA	Science	5, 8, 11	April 28 - May 16, 2025	May 19 - May 30, 2025
NAEP	*See following slide.*			

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2024-2025 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. 6 – Feb. 14, 2025	Feb. 17-28, 2025
WIDA Alternate ACCESS	ELP	K-12	Jan. 6 – Feb. 14, 2025	Feb. 17-28, 2025
DLM	ELA, Math Science	3-8, 11 5, 8, 11	April 1 – May 30, 2025	
PSAT 10	Reading, Math	10	April 1-April 11, 2025	April 21-April 25, 2025*
RI SAT School Day*	Reading, Math	11	April 1-April 11, 2025	April 21-April 25, 2025*
NGSA	Science	5, 8, 11	April 28 - May 16, 2025	May 19 - May 30, 2025
NAEP	*See following slide.*			

*NOTE: The correct date for the end of the SAT and PSAT 10 makeup window is April 25, **not** April 28. The recording of this presentation shows the incorrect date.

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2024-2025 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 LTT 2025	Reading, math	Age 13 Age 9 Age 17	October 7, 2024 January 6, 2025 March 17, 2025	December 13, 2024 March 14, 2025 May 23, 2025
NAEP Field Test	Reading, math	4,8,12	January 27, 2025	March 7, 2025
PISA 2025	Reading, math, science	15 yr old students	March 2025	April 2025

Not all schools will be selected for every test.
- NAEP: National Assessment of Educational Progress
- LTT: Long-term Trend
- PISA: Program for International Student Assessment

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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.
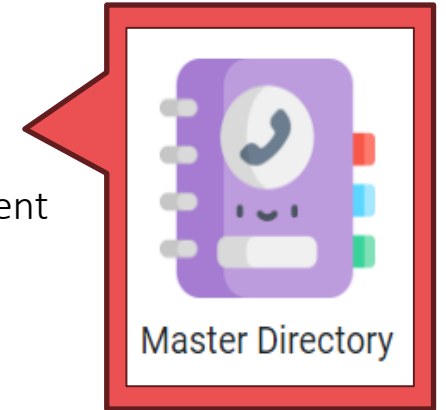
Bi-Weekly Update Memos

RIDE will send bi-weekly memos with information and updates for all state assessments to school and district test coordinators.

All memos are posted at www.ride.ri.gov/tc if you missed one!

NOTE: *If you are new to the role, please email assessment@ride.ri.gov to be added to our contact list.*

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Update Master/School Directory

- There are now two ways to access RIDE's master/school directory:
  1. Through our **public** website: https://datacenter.ride.ri.gov/Directory (does not display emails)
  2. **Privately** through the RIDE Portal. Click on the *Master Directory* icon under *Public Applications*.

- RIDE uses roles in the master directory to create accounts in each test platform and update the assessment listserv. RIDE also uses the physical addresses in the directory to ship test materials.

- Updating information in the directory has two steps:
  1. Email changes to anyone serving in the test coordinator role to assessment@ride.ri.gov.
  2. Inform your **data manager** of changes to the Master Directory. Data managers will make the changes in the Master Directory. Make sure your school and district addresses are correct and make sure the following roles are assigned, even if the person's title is different:
     - District Test Coordinator
     - School Test Coordinator
     - Principal
     - Data Manager
     - Technology Coordinator/Manager
     - SSD Coordinator (for schools administering SAT and PSAT 10)

- **Data Managers:** contact Mario Goncalves at mario.goncalves@ride.ri.gov for help.

Master Directory

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School Directory via public website (example)

School Directory via RIDE Portal (example)

https://portal.ride.ri.gov/Account/Login Click on the *Master Directory* icon under *Public Applications*.

Master Directory

RIDE Rhode Island Department of Education
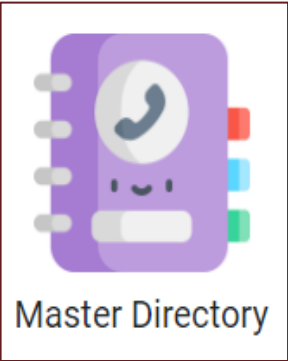
Organization Summary

Search For Organization   Education Directory Reports

LEA Information:

Name: Barrington	Parent :	Status: Active
Code: 01	Start Date:	End Date:
Type: LEA	Grade Span: PK - 12	Level:
NCES Code: 4400030	RI Relay#:	TDD#:
Comments:		Region: East Bay

Location(s):

Type: Physical Location   **VIEW MAP**

Address: 283 County Road   Phone: (401) 245-5000

Barrington, RI 02806   Fax: (401) 245-5003

Website: barringtonschools.org

Email: wargor@barringtonschools.org

Contact(s):

Name: Mark Biancuzzo   Title: Assistant Director of Pupil Personnel Services   Roles:
Phone: (401) 247-3145   Fax: Email: Biancuzzom@barringtonschools.org

Name: David Burrows   Title: Director of Technology   Roles: Director of Information Technology
Phone: (401) 245-5000   Fax: (401) 245-5003   Email: burrowsd@barringtonschools.org

Name: Ruth Corley   Title: Assistant Superintendent/Instruction & Curriculum   Roles: District Testing Coordinator   Assist. Superintendent Curriculum, Inst., Assess.
Phone: (401) 245-5000   Fax: Email: corleyr@barringtonschools.org

Name: Jerilyn Dupuis   Title: Transportation - Transportation Coordinator   Roles:
Phone: (401) 245-5000   Fax: Email: dupuisj@barringtonschools.org

Name: Douglas Fiore   Title: Director of Administration & Finance   Roles: Business Manager
Phone: (401) 245-5000   Fax: (401) 245-5003   Email: fiored@barringtonschools.org

New Test Coordinator Checklist and Handbook

❑ Review Test Coordinator Checklist.

❑ Review Test Coordinator Handbook.

Individual Test Updates

2024-2025

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2024-2025 RISAP Training Calendar

www.ride.ri.gov/assessment-training

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

RIDE Rhode Island Department of Education

Updated 8/24 V1

- Training requirements for each state assessment.

- Dates for test coordinator and test administrator trainings for all assessments.

- Links to register.

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Upcoming Test Coordinator Trainings

Assessment/Title of Training	Dates/Times	Registration Link
Digital Suite of Assessments: SAT Test Day Training Part 1 *For district and school test coordinators and SSD Coordinators*	**October 7** (In Person) • 9:00am-11:30am • 12:30pm-3:30pm **October 9** (Webinar) • 9:30am-11:00am	https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1972 https://attendee.gotowebinar.com/register/4263711918814831446
ACCESS and Alternate ACCESS Test Coordinator Training *For district and school test coordinators*	**November 4** (In Person) • 9:00am -12:00pm **November 6** (In Person) • 9:00am -12:00am	https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1973

ACCESS & Alternate ACCESS: Getting Started

WIDA Home Page: https://wida.wisc.edu/

Testing Dates

Date	Event
9/16/24	Alternate ACCESS Reports and Data Files Available – Online in WIDA AMS
10/2/24	Alternate ACCESS Reports Available in District - Printed
11/25/24 – 2/28/25	WIDA AMS Test Setup Available for Registrations
12/18/24	Districts Receive Test Materials
1/6/25 – 2/14/25	Test Window
2/17/25 – 2/28/25	Make-Up Test Window
12/18/24 – 2/7/25	Additional Test Material Ordering Window in WIDA AMS
3/5/25	Deadline for Shipping Completed Test Materials to DRC – Postmark date
4/29/25	Districts Receive Reports and Data - Posted in WIDA AMS
5/15/25	Printed Reports Received in Districts
6/4/25	Updated ACCESS and Alternate ACCESS Data Posted in WIDA AMS

Members/States ▼   Login 🔒   Se

Nevada
New Hampshire
New Jersey
New Mexico
North Carolina
North Dakota
Northern Mariana Islands
Oklahoma
Pennsylvania
Rhode Island
South Carolina
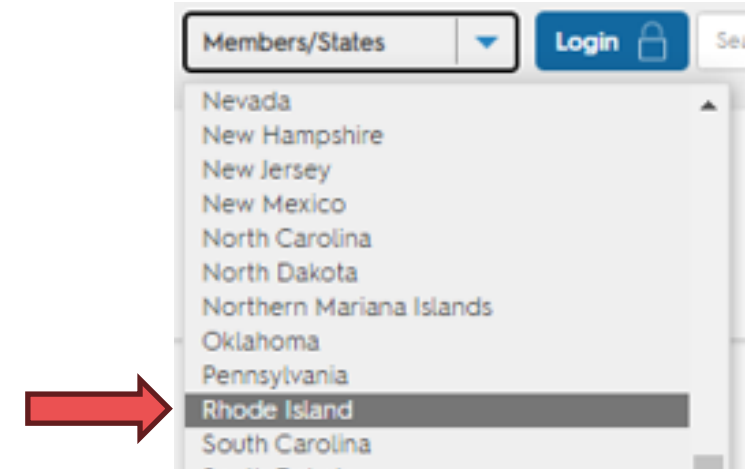
Requirements and Resources

See below for state-specific information and resources related to ELL assessment, including your state's ACCESS for ELLs Checklist, where you can find each step in the ACCESS testing process from beginning to end.

[ACCESS for ELLs Online Checklist 📄]   [ACCESS for ELLs Paper Checklist 📄]

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SAT/PSAT10 FAQs

- State Assessment SAT and PSAT 10 testing window:
  - April 1-11 PRIMARY TESTING   April 21-28   MAKEUP TESTING

- Students take the assessment on the **BlueBook** app
  - **Reminder**: Students requiring a paper test will be taking the original linear paper test

- Multi-stage adaptive test
  - Students will take 2 modules in each content:
    - Module 1 will determine the "route" of module 2
    - Students are not aware of the transition from module 1 to module 2
  - Every student will have a unique test.

Bluebook
(for Students)
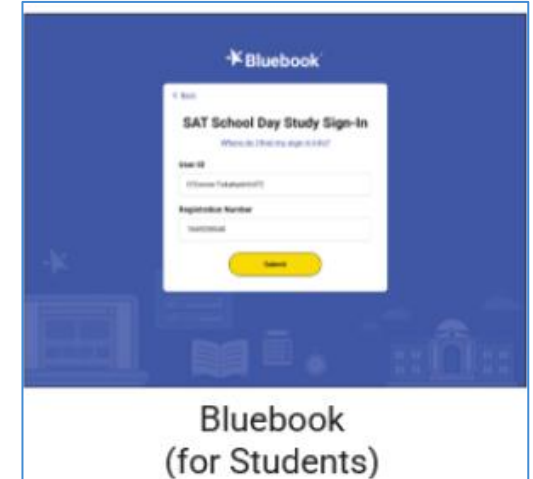
[What You Need to Know About the New Digital SAT Suite Presentation (May 2023)](#)

[Overview of New Digital SAT Suite Webinar (May 2023)](#)

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SAT/PSAT10 FAQs

- **Coordinators and Proctors will manage administration in Test Day Toolkit (TDTK)**
  - SSD Online will talk to TDTK. Accommodations will automatically be linked.

- Testing time: **2 hrs. 44 minutes**

- Calculator is allowed on entire test and does not require an accommodation request.

  Please note: Students may use their own calculator if it is on the approved list.

- Multi grade testing rooms *if necessary*

- Educators who have children taking either the SAT or the PSAT this year:

Test Day Toolkit
(for Test Coordinators and Proctors)
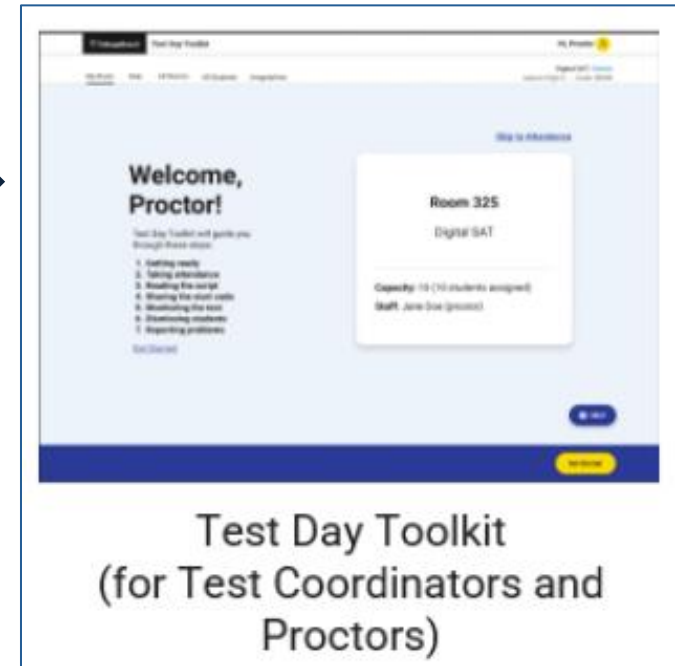
Can proctor	Cannot proctor	Can be school test coordinator	Cannot be school test coordinator
I'm proctoring for SAT and my child is taking the PSAT 10 or vice versa.	I'm proctoring the same test my child is taking.	My child is taking the SAT or PSAT in another school	My child is taking the SAT or PSAT in the school which I am coordinating

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College Board Communications for SAT and PSAT 10

Onboarding Survey (will be sent Sept. 23): All test coordinators should complete the College Board onboarding survey no later than Oct 9th to ensure all information is accurate and received by College Board.

- *Please provide the work email address associated with your College Board account.*

College Board Newsletters and Checklists: College Board will send out monthly newsletters and interactive checklists beginning in November. These checklists and newsletters will be posted to www.ride.ri.gov/tc.

Email Notification – upcoming task

Program Overview

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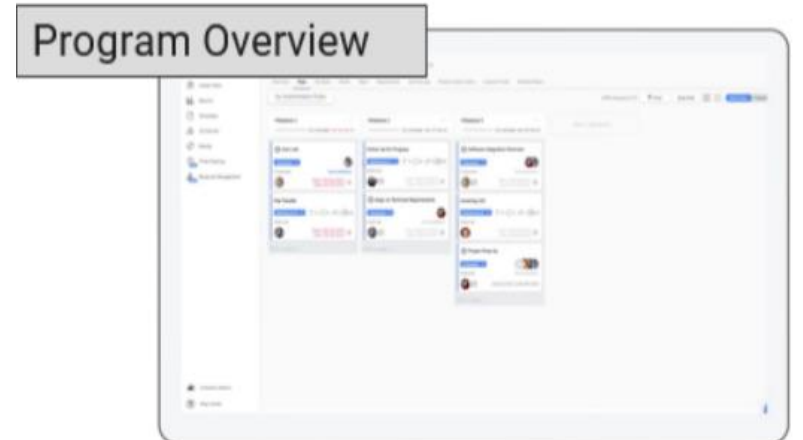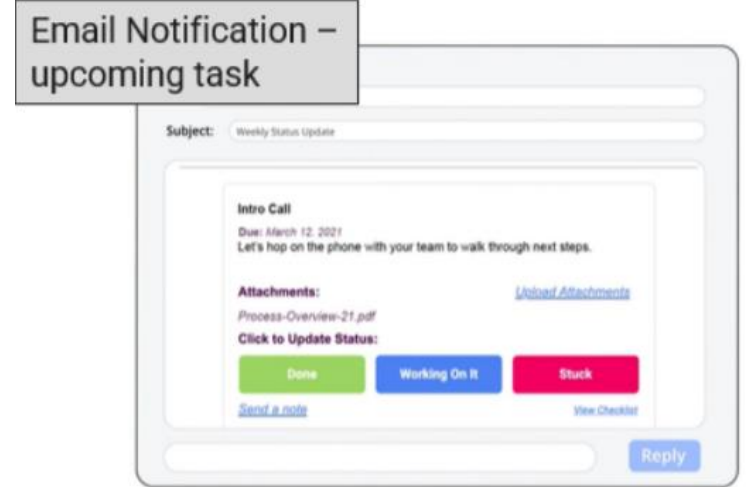
RICAS FAQs

- The RICAS *assessment* will remain the same.

- Teachers and administrators will be using a *new platform* for test management for Spring 2025.

- Students will be using a *new application* for test administration for Spring 2025.

- Training opportunities to learn the new platform will be available this *winter*.

Districts and schools will not be able to access data files housed in PearsonAccess^next after March 2025.

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DLM Alternate Assessment

- Test Coordinator and Test Administrator checklists are available from www.ride.ri.gov/assessment-manuals.

Test Administrator training modules are available now through Kite Educator Portal:

- Download the *DLM Guide to Required Training (Rhode Island Edition)* from www.ride.ri.gov/assessment-manuals.

  1. Log in to Kite Educator Portal and click *yes* to the security agreement.

  2. Wait 30 minutes for Educator Portal to update before starting the modules.

- If teachers complete the modules now, they won't have to complete them in the spring.

- To add teachers and create accounts, log in to Kite Educator Portal and select Users. *If a teacher administered DLM last year and is new to your district this year, contact Heather Heineke to transfer their account.*

NAEP - National Assessment of Educational Progress

Grade 12 High School Transcript Study
Import transcripts for Seniors who participated in NAEP due September 30, 2024
Field Staff Visit scheduled, if requested
Import into AMS option

Long Term Trend Age 13 (LTT-13)	Long Term Trend Age 17 (LTT-17)
Student lists imported by RIDE 9/13/2024	Student lists will be imported by RIDE January 2025
Schedule Assessment Planning Meeting	Schedule Assessment Planning Meeting
Provide Student Information	Provide Student Information
Assessment Logistics	Assessment Logistics
Notify Parents/Guardians	Notify Parents/Guardians
Support Assessment Activities	Support Assessment Activities

NAEP
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NATIONAL ASSESSMENT OF EDUCATIONAL PROGRESS
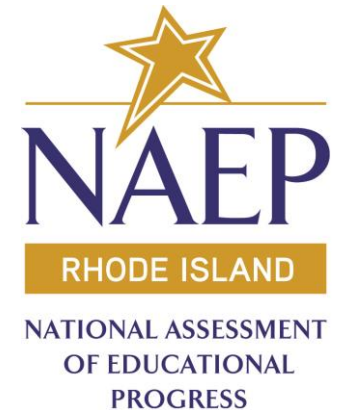
NAEP - National Assessment of Educational Progress (cont'd)

Program for International Student Assessment (PISA)
Districts and Schools notified of selection
Registration instructions are being sent
Importing the student list (e-filing) opens in October
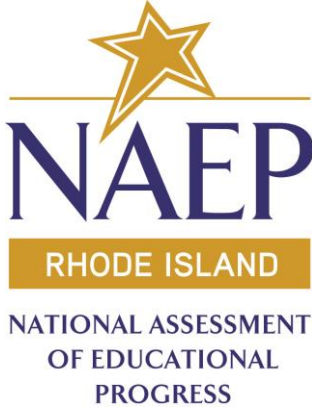
Assessment Results 2023-2024

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2023-24 Assessment Data Available Now

www.ride.ri.gov/assessment-results

Test	Type of Data Available	Online Location
ACCESS & Alternate ACCESS	LEA, school, and student	WIDA AMS
DLM	LEA, school, and student	Educator Portal
RICAS	Student-level (only raw data; no scale scores)	PearsonAccess[next] (available until March 2025)
PSAT 10*	LEA, school, and student	College Board K-12 Reporting Portal
SAT*	LEA, school, and student	College Board K-12 Reporting Portal
NGSA	Student-level only	NGSA Reporting Portal
NAEP	State and national data	The Nations's Report Card

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2023-24 Individual Student Score Reports (ISR) Calendar

www.ride.ri.gov/assessment-results

Test	Date		Online Location
	Paper (mailed)	Online	
ACCESS	Arrived in LEA	Available now	WIDA AMS
Alternate ACCESS	October 2	Available now (Sep 16)	WIDA AMS
DLM	Arrived in LEA	Available now	Educator Portal
RICAS	October 3	October 3	PearsonAccess[next]
PSAT 10*	N/A	Available Now	College Board K12 Reporting Portal
SAT*	N/A	Available Now	College Board K12 Reporting Portal
NGSA	Arrived in LEA	Available now	NGSA Reporting Portal

*PSAT10/SAT score reports are no longer available on the RIDE Student Data Portal and must be printed from the College Board K12 Reporting Portal

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Individual Student Score Reports (ISRs) Policy

www.ride.ri.gov/assessment-results

Sending Score Reports to Families

- Families should receive score reports no more than two months after LEAs receive them.*

- Score Report Shells in languages other than English are available for all state assessments.

- Outplacement Schools:

  - Sending LEAs are responsible for ensuring families receive score reports.

  - Sending LEAs are responsible for providing outplacement schools with score reports for student records.

Score Interpretation Materials

- Available for teachers and families

- Available for past years' assessments

*NOTE: The NGSA science and RICAS ISRs are the exception to this rule because they include state-level data that has not yet been released to the public. LEAs must wait to send the NGSA and RICAS ISRs to families until all state assessment data has been released.

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2023-24 Alternate ACCESS Score Reports

Important changes to the WIDA Alternate ACCESS Score Reports:

- The Individual Student Report (ISR) has been redesigned.

- There are now two Individual Student Reports (ISR): One for educators and one for families. The ISR for educators includes the Individual Characteristics Questionnaire information that can help educator teams make program decisions for students.

- Alternate ACCESS proficiency level scores now range from Proficiency Level (PL) 1-5 and are unique from other ACCESS tests

Score Report Resources:

- What is WIDA Alternate ACCESS? - a two-page flyer provides parents with an introduction to WIDA Alternate ACCESS. Available in multiple languages.

- WIDA Alternate ACCESS: Understanding your Child's Scores - this document summarizes key information for parents from the full WIDA Alternate ACCESS Interpretive Guide for Score Reports. Available in multiple languages.

- WIDA Alternate ACCESS Interpretive Guide for Score Reports - a comprehensive document provides information on understanding the scores to educators.

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2023-24 State Assessment Reporting: Public Release Information

www.ride.ri.gov/Assessment-Results

All assessment results will be released this fall.

- Public release through the RI Assessment Data Portal (ADP) (https://www3.ride.ri.gov/ADP)

- Educator release through the RI Student Data Portal (SDP) (https://portal.ride.ri.gov)

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RIDE Data Portal

To access the RIDE Data Portal, visit the RIDE website: https://ride.ri.gov/ or go to https://portal.ride.ri.gov and follow these steps:

1. Click on the *Instruction and Assessment* tab at the top of the homepage.

2. Choose *Assessment* from the drop down.

3. Choose *Assessment Results* from the left.

4. Choose *RIDE Portal* and log in.

5. Once logged in, click on *All Applications* on left and find the Portal icon.

Student Data Portal
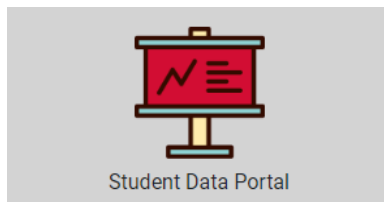
Assessment Results

This page provides links to the results of Rhode Island's statewide assessments. Below you will find results from past and current assessments and score interpretation materials.

Assessment data and interactive reports can be found on the following sites:

» RI ASSESSMENT DATA PORTAL

» RIDE PORTAL

Public Access

An open link to aggregate data dashboard visualizations and downloads that provide an in-depth presentation of assessment results data by school year at the state, district and school levels, including by grade and/or student subgroups for all Rhode Island state assessments.
Download the RIADP User Guide ⌗.

Educator Access Only

Districts, school administrators, and teachers can access student assessment data through the "Student Data Portal" app within the RIDE Portal.

- SDP Teacher Level Access ⌗
- SDP District & School Level Access ⌗
- Student Data Portal User Guide ⌗
- Data Managers Super User Module Guide ⌗

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SDP/ADP Resources

Rhode Island Assessment Data Portal (ADP)

- Public website
- Aggregate RI assessment performance
- District, school, and/or grade level

RIDE Portal- Student Data Portal Application (SDP)

- Role appropriate access
- Confidential student- level assessment performance
- District, school, grade and individual student level
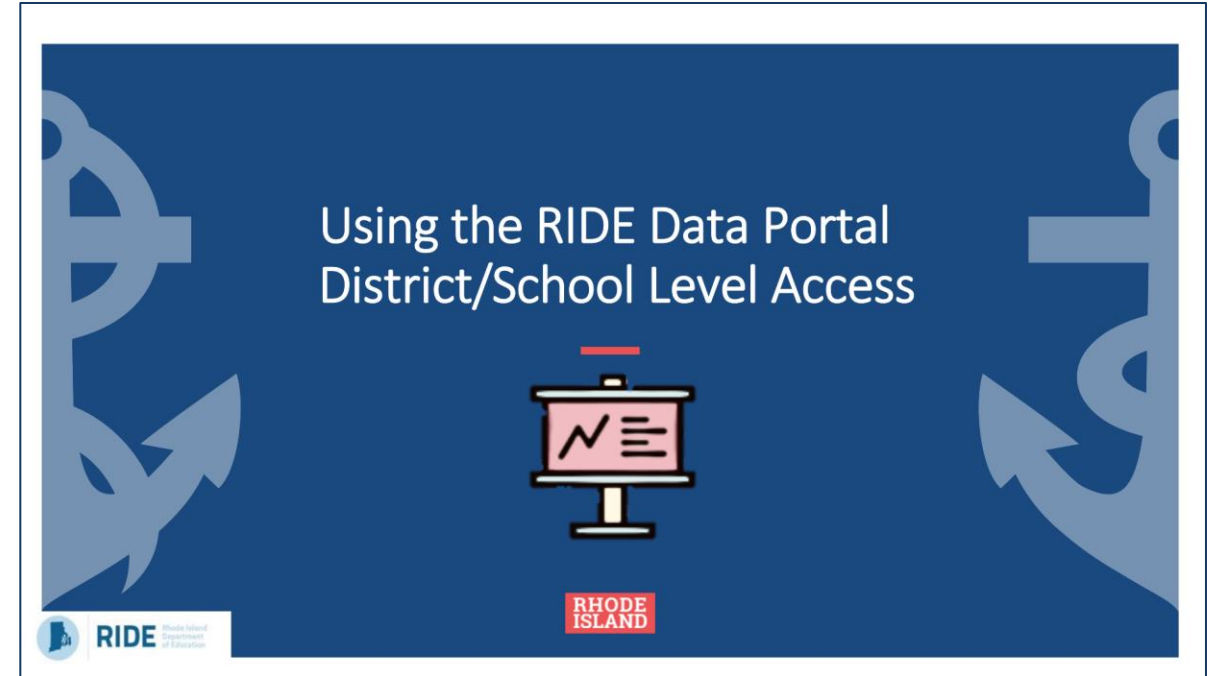
Video link:

Reference Information

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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

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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

Phyllis Lynch (Director of Office of Assessment)
- 401-222-4693
- Phyllis.Lynch@ride.ri.gov

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 Federico (RICAS, PSAT 10, SAT)
- 401-222-8478
- Tricia.Federico@ride.ri.gov

Jackie Branco (NAEP, accommodations)
- 401-222-4685
- Jacqueline.Branco@ride.ri.gov

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