Test Coordinator Monthly Webinar

January 15, 2025

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Agenda for January 15, 2025

- Introduction

  - Test Coordinator Monthly Webinar Calendar

- Individual Test Updates & Preparing for 2024-25 RI State Assessments

  - Upcoming Test Coordinator Training

  - PSAT 10 and SAT

  - RICAS

  - ACCESS & Alternate ACCESS

  - DLM

  - NGSA

  - NAEP

- State Policies and Procedures Training

- Resource Slides

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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!

February 12, 2025	May 14, 2025
March 19, 2025	June 11, 2025
April 23, 2025	

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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

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

Adam Greeney
- 401-222-8944
- Adam.Greeney@rideri.gov

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

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

Individual Test Updates

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Upcoming Test Coordinator Trainings

Assessment/Title of Training	Dates/Times	Registration Link
The Digital Suite of Assessments: SAT Test Training Part 2 *For district and school test coordinators*	January 27 (In person) • 9:00-11:30am • 1:00-3:30pm	https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1976
	January 28 (Webinar) • 930-11:30AM	https://attendee.gotowebinar.com/register/8983254530370014805
Understanding Accommodations for State Assessment *For district and school test coordinators.* *Special Education Directors, MLL Directors*	January 29 (In Person) • 8:30am -11:30am • 12:30-3:30pm January 30 (In person) • 8:30-11:30am • 12:30pm-3:30pm	https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1977
	February 13 (Webinar) • 9:00am -11:00am	https://attendee.gotowebinar.com/register/4051451198345796702

Upcoming Test Coordinator Trainings

Assessment/Title of Training	Dates/Times	Registration Link
RICAS Test Coordinator Training *For district and school test coordinators*	**February 4** (In Person) • 8:30am-11:30am **February 5** (In Person) • 12:00pm-3:30pm **February 6** (In Person) • 8:30am-11:30am • 12:00pm-3:30pm	https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1978
	February 7 (Webinar) • 9:00am-11:30am	https://attendee.gotowebinar.com/register/515883598301834075
NGSA Test Coordinator Training *For district and school test coordinators*	**February 4** FULL **February 5** FULL	https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1979
	March 13(Webinar) • 9:00am-11:30am PLEASE NOTE THE CHANGE IN DATE	https://attendee.gotowebinar.com/register/7354711782649999193

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SAT and PSAT 10 Important Dates

Action Item	Date
SSD Online submission window	Now – February 10, 2025
SSD Online State Allowed Accommodation window	January 9, 2025- February 10, 2025
Accommodations Late Request Deadline	February 19, 2025
Email from College Board to notify of TDTK access	February 3, 2025
RIDE will start sending registration files to SDMS	February 3, 2025
College Board will send an email granting access to SDMS for Test Coordinators.	February 4, 2025
Online Training will be available on www.collegeboard.org • College Board LMS email to test coordinators	February 18, 2025
Early Linear Paper Test Delivery	March 18-20, 2025
Late Linear Paper Test Delivery	April 22-24, 2025
Office Hours	March 18, 2025/ March 25, 2025
Primary Test Window	April 1-11, 2025
Make-up Test Window	April 21-25, 2025

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SAT and PSAT 10 Updates

Windows Tablets
- Schools who have students who will be using a Windows tablet for testing, will need an external keyboard
- Some of the accessibility features will not be available using the onscreen keyboard
- Please reach out to Tricia.Federico@ride.ri.gov (222-8478) if you are unable to secure an external keyboard

Mega-Manual
- The combined mega-manual document will be available on January 22nd

Embedded Text- to-Speech
- Students who will be using the embedded text-to-speech feature, should interact with the text-to speech enabled practice test in Bluebook

SAT- SDMS (State Data Management System)

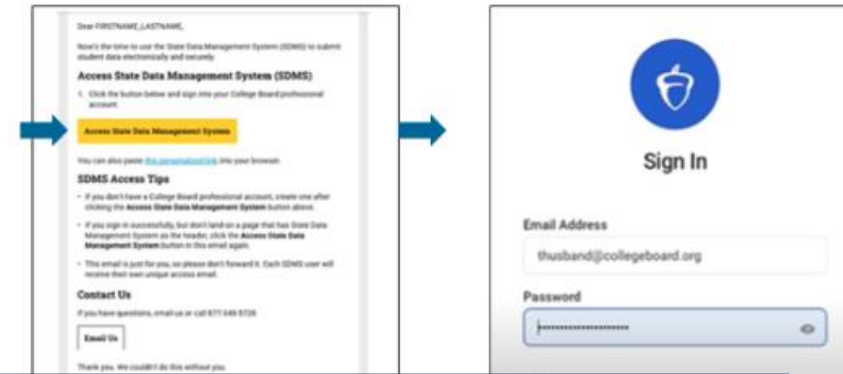**Student Registration Reminders:**

- Changes must be made in the district Student Information System, come to RIDE, then be passed again to College Board.

- *Changes may take from between 24-48 hours before they can be seen in TDTK.*
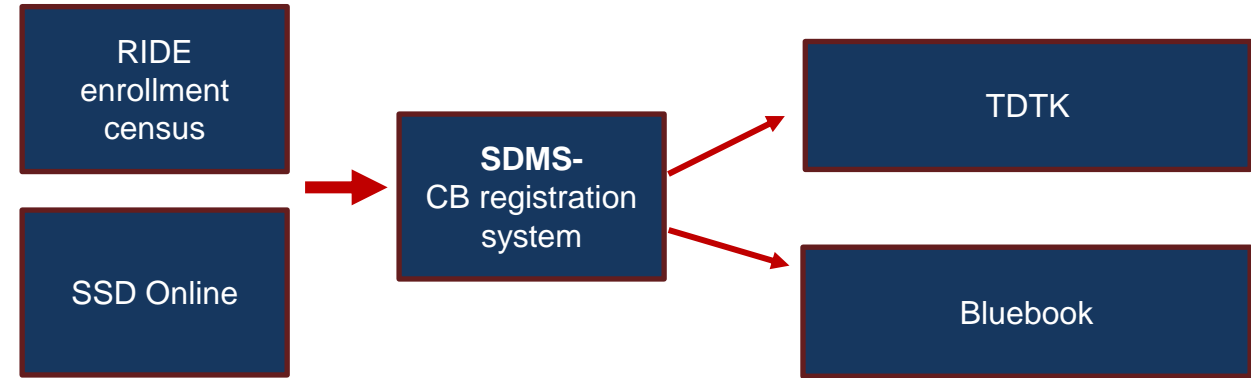
SDMS- data and registration management system for State Testing in the Spring

College Board will send an email February 5, 2025, granting access for Test Coordinators.

- In addition to the TDTK, SDMS provides insight into completion of test processes (ie. Exam setup)

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RICAS Important Dates

Task	Dates
Deadline to update RIDE Enrollment Census, Special Education Census and MLL Census for RICAS Registration	January 23
RICAS Portal GO LIVE date	January 31
Complete the pre-administration SR/SAP process (must be completed by February 3 to receive PBT materials on time)	January 22-February 14
Nightly feed to the RICAS Portal begins	January 24
Extended SR/SAP window for CBT	ELA: February 4-March 21 Math: February 4-April 25
Infrastructure Trial (recommended)	February 3- March 21
Receive manuals and PBT materials	ELA: March 12 Math: April 21
ELA Test Sessions Math Test Sessions	March 24-April 25, 2025 April 28-May 23, 2025

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ACCESS & Alternate ACCESS

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

- The ACCESS & Alternate ACCESS Testing Window is now open.
- Make sure test materials are **stored in a secure location** for the entire duration of the window.
- Make sure all test materials are **tracked and accounted for** during the entire test window.
- Deadline to order additional test materials is **February 7**.
- Additional orders must be placed by the LEA, not individual schools.
- Outplacement schools must place additional orders themselves (New this year).

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ACCESS & Alternate ACCESS: WIDA & DRC Contacts

WIDA	DRC
• WIDA Secure Portal and ACCESS training • Test administration procedures • Accommodations and accessibility procedures • Understanding score reports	• WIDA AMS and DRC INSIGHT • Material ordering, management, and return • Test booklet labels • Damaged test booklets • Accessing score reports
WIDA Client Services help@wida.us 866-276-7735	DRC Customer Service WIDA@datarecognitioncorp.com 855-787-9615

ACCESS & Alternate ACCESS: RIDE Contacts

Programmatic Questions:		State Assessment, Irregularities, Medical Exemption Questions:
Flavia Molea Baker MLL Coordinator, Title III (401) 222-8480 flavia.moleabaker@ride.ri.gov	Emily Klein Education Specialist, IDEA & Title III (401) 222-8985 emily.klein@ride.ri.gov	Ana Karantonis Assessment Specialist, Data & Psychometrics (401) 222-8940 ana.karantonis@ride.ri.gov
Tobie Bass Multilingual Learner Specialist (401) 222-8164 tobie.bass@ride.ri.gov	Christie Villaume Multilingual Learner Specialist (401) 222-8341 christie.villaume@ride.ri.gov	Jackie Branco Assessment Specialist, accommodations & exemptions (401) 222-4685 jacqueline.branco@ride.ri.gov
Agnieszka Bourret Multilingual Learner Specialist (401) 222-8460 agnieszka.bourret@ride.ri.gov	General inquiries can be directed to assessment@ride.ri.gov	

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DLM

- **Student registration file will be uploaded the week of Feb. 3, 2025.**

  - DLM students should have assessment code = 3 in Special Education Census.

- **Test Administrator Training Online Modules available now in Kite Educator Portal.**

  - Test administrator training should be complete by March 14.

  - PNP and First Contact Surveys should be complete by March 21.

- **No deadline for eligibility decisions.**

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NGSA

- **Test Administrator Certification (TA Certification) Course available now.**
  - **Test Administrator Manual is available on the NGSA Portal.**
- **District and school test coordinators need to create accounts.**
- **All students (not just tested grades) are in TIDE.**

NAEP

NAEP 2024 Results

- Public Release January 29th @ midnight
- National Town Hall discussion @ 1:00pm
- RIDE plans to provide overview to district leaders
- Info and Ppt will be posted on RIDE assessment website under "NAEP" section

NAEP LTT-age 17

- RIDE is in process of importing the student lists
- School Coordinators will need to Review Student List & conduct Pre-Assessment Activities
- Complete Pre-Assessment Activities prior to meeting with field rep (Assessment Coordinator)

PISA

- Eligible students are being added to the PISA AMS
- School Coordinator will confirm student list information with RIDE (Jackie Branco)
- Schools will receive an email to inform the **School Coordinator** that the file is ready to be reviewed and submitted.

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State Policies and Procedures

2025

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Agenda

- Roles and Responsibilities
- Test Security
- How to keep student information secure
- Contingency Planning for Technology Issues
- Student Participation in RI State Assessments
- Accommodations and Accessibility Features
- Scheduling and Administration Best Practices
- Questions

Roles and Responsibilities

Districts and Schools: Roles and Responsibilities

RISAP Test Coordinator Handbook (page 9)

Role	Description
District Test Coordinator *(superintendent, assistant superintendent, curriculum director, director of teaching and learning, or designee)*	• Coordinates, manages, and plans district-wide implementation of state assessments. • Completes required RIDE training and training modules. • Contact person to reach out to RIDE about testing irregularities. • Responsible for receiving and distributing individual student reports.
School Test Coordinator *(principal or designee – assistant principal, department chair, guidance counselor)*	• Coordinates, manages, and plans school-level implementation of state assessments. • Receives materials shipments, securely stores secure materials, tracks and manages test materials during testing, and affirms proper test administration. • Completes required RIDE training and training modules. • *Trains test administrators, proctors, and other personnel involved in testing on test security and proper state assessment administration.*
Technology Coordinator *(district and/or school technology directory, IT director, or designee with technical expertise)*	• Coordinates and manages technology set-up, use, and close-out for each assessment • Provides (or designates qualified individuals at each school to provide) immediate technical assistance during testing for technology-related situations that arise • Must be trained in test security protocols and policies

- *All personnel involved with testing must be employees of the district or school and be trained in test security.*
- *Test Coordinators please ensure your contact information is up-to-date in the RIDE School Directory.*

RIDE Rhode Island Department of Education

Test Administrator Qualifications

RISAP Test Coordinator Handbook (page 9)

- Individuals employed by the LEA as teachers

- LEA and school administrators

- Long-term substitutes – A substitute who is in a school long enough to complete test administrator training requirements and administer the assessment.

- School psychologists, school social workers, librarians, school counselors, and speech pathologists

- Teachers employed by the district who hold provisional certificates

- Student teachers may not *administer* state assessments but can serve as hall monitors and assist the test administrator with materials.

Test Administrator Responsibilities

RISAP Test Coordinator Handbook (page 10)

- Attend all training sessions for the tests they will be administering.

- Read all test administration manuals and accommodations manuals prior to testing.

- Follow all test security procedures.

- Make sure they understand and sign the Test Security Agreements.

- Actively supervise students at all times.

- Ensure that any accommodations decisions are made well before testing begins.

- Know how to administer any accommodations students will be using.

- Practice with students receiving accommodations, especially if using any assistive technology or other accommodation delivered online.

*College Board calls Test Administrators "Proctors"

Test Administrator Training Requirements

Required Training for State Assessments (Training Calendar) at www.ride.ri.gov/assessment_manuals

State Assessment	Mode	Dates Available	Link	Notes
ACCESS for ELLs and Alternate ACCESS	Online Modules	*Now*	[WIDA Secure Portal](#)	
DLM	Online Modules	*Now*	[Kite Educator Portal](#)	*[RI Guide to Required Training](#)*
SAT and PSAT 10	Online Modules Proctor & Hall Monitor Training	Week of Feb 15	[College Board LMS](#)	
RICAS		*Coming Soon*	Coming Soon	Test Administrator Core training
NGSA	Online Module	*Now*	[RI NGSA Portal](#)	This training covers TDS usage only, need to also use the Test Administrator Core training

NOTE: All test coordinators must train their test administrators in RI State Assessment policies for test security and test administration – RIDE strongly recommends using (customizing) the Test Administrator Core Presentation.

Proctor Qualifications and Responsibilities

RISAP Test Coordinator Handbook (pages 10-11)

- Who can be a proctor?

    - Individuals employed by the school or LEA.

    - Student teachers and paraprofessionals may serve as proctors, but they cannot administer the test or be alone with the students; the test administrator must be in the testing room at all times.

    - Classes larger than 25 students may benefit from having a proctor in addition to the Test Administrator.

- Proctor responsibilities:

    - ensuring test security protocols are followed

    - answering basic questions about the testing platform or directions

    - helping the test administrator monitor the students

NOTE: College Board calls proctors "monitors".

Test Security

RISAP Test Coordinator Handbook (page 13)

General Security Requirements

- *All* educators involved with preparing for or administering any part of the state assessments *must*:
  - be trained in test security requirements and document their participation, and
  - sign the required affirmation of test security documents for each assessment.
  - receive and read the Test Administrator Manual(s) for that assessment and follow the security and test administration protocols therein.
  - ensure all secure materials are tracked and monitored when not stored in the locked storage area designated by the School Test Coordinator.
  - report all testing irregularities to their School Test Coordinator and follow protocol to ensure test security is not compromised.

- *Only* authorized personnel may enter testing rooms while students are testing.
  - Researchers, parents, reporters, students not scheduled to be testing, and school personnel not assigned to the room as test administrators or proctors are *not allowed* to enter the testing rooms.
  - School administrators, district personnel, and RIDE observers may enter testing rooms to monitor and observe testing procedures.
  - Technology staff may enter testing rooms to troubleshoot problems.

Keep Test Materials Secure

- *Receipt:* Be aware of the schedule for receiving secure test materials.

- *Storage:* Keep test materials in locked central storage.

- *Access and Materials Transportation:* Restrict access to the locked storage area only to authorized school personnel.

- *Tracking Forms:* Monitor and account for all secure test materials by using tracking forms.

- *Student Devices:* If a student needs to finish their test in a different room, ensure that no test items are visible on the screen of the device while it's being moved (e.g., log out or otherwise follow directions in the assessment's test administrator manual).

- *Post-Testing Actions:* Securely destroy (e.g., shred) student testing tickets, proctor testing tickets, and used scratch paper/reference sheets (i.e., written on by students) once all testing is complete.

- *Return Shipment:* Pack and ship the materials as directed in the assessment's test coordinator manual.

Materials *Prohibited* During Testing

Each assessment's Test Administration Manual lists and defines the materials required, allowed, and prohibited during testing.

- Before and during testing, all materials relating to the content area being tested must be covered or removed from the testing space.

- The following materials are always prohibited for use by students during testing:
  - Cell phones
  - Electronic devices (other than the device used for computer-based testing or an accommodation) that access the internet.
  - Devices that can take photographs
  - Dictionaries* or thesauruses that contain pictures and/or definitions
  - Any reference sheets or graphic organizers, other than those that are approved for use as accommodations.

- Use of prohibited materials during testing is considered a testing irregularity and may result in invalidation of scores.

*Word-to-word dictionaries for MLLs are allowable as an accommodation except on ACCESS tests.

Examples of Test Irregularities

- allowing someone to administer the test who has not completed all test administration training;

- coaching, erasing, altering, or interfering with students' test responses in any way;

- giving students access to test questions or prompts prior to testing;

- questioning students about test content after the test;

- copying, reproducing, or using any test materials in a way that is inconsistent with test administration or security policies;

- making notes or otherwise retaining information about any test content that students see; this includes test items, reading passages, and science scenarios;

- failing to follow security procedures for receiving and returning test materials as directed, or failing to account for all secure test materials before, during, and after testing;

- failing to follow test administration directions or failing to read provided script, including not allowing students sufficient time;

- failing to provide a documented accommodation or providing an accommodation not documented in the student's IEP; and

- failing to prohibit cell phone use during testing.

Process for Reporting Test Irregularities

Test Coordinator Handbook, page 15

Follow these steps to report a test irregularity:

1. Report all test irregularities immediately to the School Test Coordinator.

2. The School Test Coordinator must collect any information and/or documentation and promptly inform the LEA/District Test Coordinator.

3. Unless the incident requires an immediate response from RIDE, the LEA/District Test Coordinator must complete the **online report** and submit it to RIDE. *If the incident requires immediate response, contact Phyllis Lynch, Director, Office of Instruction, Assessment, and Curriculum at 401-222-4693.*

   https://portal.ride.ri.gov

   State Assessment Test Irregularity Report

4. The Office of Instruction, Assessment, and Curriculum will contact the LEA /District Test Coordinator once the report has been submitted and reviewed.

* For PSAT 10 and SAT, test coordinators must also report testing irregularities in Test Day Toolkit.

Monitoring State Assessments

RISAP Test Coordinator Handbook (Appendix D, page 44)

Areas of Monitoring

	Test Administrator Training	Assessment Completion	In-Person Observations	Accommodations Assignment
LEAs	Yes	Yes	Yes	Yes
Schools	Yes	Yes	Yes	Yes
RIDE	Yes	Yes	Yes	Yes

Each state assessment has reports that can be run at the school, LEA, and state level that can be used to monitor Test Administrator training, test completion, and accommodation assignments. We expect that LEA and school administrators will conduct a reasonable number of in-person observations of all state assessments *(see the Walkthrough Checklist in Appendix D of the RISAP Test Coordinator Handbook)*.

Monitoring Visits

RISAP Test Coordinator Handbook (Appendix D, page 44)

Federal law requires RIDE to conduct monitoring of all state assessments.

- RIDE schedules state assessment visits to schools to ensure procedures are followed and to obtain feedback for improvement of test protocols, procedures, and policies.

- Schools are selected for visits based upon various criteria.

- Observers may enter your classroom to view the assessment taking place.

  - Test administrators should continue to administer the state assessment according to protocol.

  - Observers will minimize disruptions to students by entering and exiting classrooms as quietly as possible.

  - During the visit, observers may speak to you quietly, or they may simply enter, observe, then exit your classroom.

How to Keep Student Information Secure

Keeping Student Information Secure

RISAP Test Coordinator Handbook (page 5)

- Complete the required training. This will ensure that everyone knows what a test irregularity is and will help keep student information secure during testing.

- If you need help with a specific student and need to explain the situation to either a help desk or RIDE staff, *you must protect the student's information.*

  - If you must email, remember that full student names and screenshots of the issue **may not** be included in the email.
  - You can include:
    - SASID (the state-assigned student ID);
    - grade level
    - The name of the test the student is taking (RICAS ELA, for example)
    - School and district names
    - Description of the issue you are having.
  - If you need to send any personally identifiable information to RIDE, please reach out to RIDE staff first to determine how that information can be sent.

Contingency Planning – What to do if you need help

Contingency Planning: What to do if you need help

RISAP Test Coordinator Handbook (pages 5-8)

- Make sure technology directors and managers have enough time to:
  - ensure that testing devices meet minimum requirements for testing
  - Download and install the test platforms onto testing devices
  - Work with teachers and students to ensure they know how to operate the test platforms and any other programs needed for testing.
    - The Digital Readiness Check for SAT and PSAT 10 are the perfect opportunity to ensure that all devices work and students understand how to log in and log out of the test platform.

- Have the help desk numbers readily available.

- Ensure that all test administrators know who to contact if they have a problem with a testing device and TAs have their contact information.

- When to contact the help desk:
  - Accounts in test maintenance systems (WIDA AMS, TDTK, RICAS Portal, Kite Educator Portal); trouble with student logins; issues with the test platform (DRC Insight, Test Delivery Engine, RICAS Student Kiosk, Kite Student Portal, Bluebook);

- When to contact RIDE staff:
  - Student registration issues; accommodations questions; *district administrator* accounts; test irregularity questions

Student Participation in State Assessments

General RISAP Student Participation Policy

RISAP Test Coordinator Handbook (page 16)

All public school students are expected to participate in the state assessments in one of three ways:

1. General education assessments without accommodations

2. General education assessments with accommodations

3. Alternate assessments (DLM and Alternate ACCESS)

Public School Students

RISAP Test Coordinator Handbook (page 16)

- Students attending a public, charter, or state-operated school in Rhode Island are expected to participate in the state assessments for their current grade level.

- This includes students:
  - enrolled in public schools.
  - who are Multilingual Learners (including First-Year MLL students).
  - who take the alternate assessments.
  - who attend outplacement schools like Bradley or Pathways.
  - who are incarcerated or in DCYF custody.

- Homeschooled students may participate in state assessments, free of charge, if participation is included in the student's homeschool plan *(RISAP Test Coordinator Handbook, page 19)*.

Current Grade Level

RISAP Test Coordinator Handbook (page 16)

- Current Grade Level is the grade level indicated in the Enrollment Census for the current school year.
  - Student data, including grade level and IEP status, come from the LEA and if incorrect must be fixed by the LEA: RIDE cannot change any student information.
  - RIDE will register the student for all required tests at this grade level.
  - Testing the student at any other grade level may result in test scores being invalidated.

- Additionally,
  - If a student skips a grade level, the student does not make up tests for the skipped grade.
  - If a student is retained, the student takes the tests for their current grade level, even if the student took the test(s) the previous year.

Students Attending Outplacement Schools

RISAP Test Coordinator Handbook (page 16)

- **General Participation Rule applies:** Students are expected to participate in the tests for their current grade level.

- It is the responsibility of the district to ensure that the school understands which tests must be administered to the student and that the student's Enrollment Record in RIDE is accurate.

- Out-of-State Schools:
    - ONLY the tests given as part of the Rhode Island State Assessment Program can be administered to RI students attending out-of-state schools.
    - Review the information at www.ride.ri.gov/TC under "Outplacement Schools" when preparing to administer state assessments.
    - Tests must be administered within the published testing windows (see www.ride.ri.gov/assessment-schedules).

Alternate Assessment

RISAP Test Coordinator Handbook (page 16)

- **General Participation Rule applies:** Students are expected to participate in the tests for their current grade level
  - Dynamic Learning Maps in ELA, math, and (if grades 5, 8, 11) science
  - Alternate ACCESS if a Multilingual learner (grades K-12)

- NOTES:
  - No alternate assessment at the 10th grade, except Alternate ACCESS.
  - If a student is found eligible for the alternate assessment and the student is an MLL student, they also take the Alternate ACCESS.
  - The IEP Team Eligibility Guidance document is posted at www.ride.ri.gov/dlm.
  - Please make every effort to conclude eligibility meetings on or before the end of March. This gives enough time to register students for DLM and for teachers to get the necessary preparation work done before testing begins in April.

Multilingual Learners

RISAP Test Coordinator Handbook (page 17)

- **General Participation Rule applies:** Students are expected to participate in the tests for their current grade level

	ELA Test *(PSAT10, SAT, RICAS, or DLM)*	**Math Test** *(PSAT10, SAT, RICAS, or DLM)*	**Science Test** *(NGSA or DLM Science)*
First-Year MLL Students *(on or after April 1, 2024)* [+]	*Not Required*	Required	Required
All Other MLL Students	Required	Required	Required

- NOTE:
  - ([+]) If a student enrolled in a U.S. public school after April 1, 2024, they are not required to take the ELA portions of the PSAT 10, SAT, RICAS, or DLM.
  - If a First Year MLL student would like to take the ELA test, the LEA and school will receive the score in the assessment files and parents will receive a score report. The ELA score will not be used for accountability purposes.

Homeschooled Students

RISAP Test Coordinator Handbook (page 17)

Homeschooled students may participate in any of the state assessments for their current grade level if that is included in the student's homeschool plan.

- Families must contact the district office to arrange participation.

- District must then ensure the student has a SASID, is enrolled in the LEA at the correct grade level, and coded "H" in the Enrollment Census.
  - RIDE will then register the student for the test.
  - *Note:* if the student is not coded "H", the student may count toward school accountability measures

- Students must test at the appropriate local school.

Participation in RI PSAT 10 and SAT School Day

RISAP Test Coordinator Handbook (pages 18)

- General Participation Rule applies: Students are expected to participate in the tests for their current grade level (grade 10 or 11).

- Please note:
  - Scores from *any other date(s)* than those published by RIDE are *not considered valid* for state assessment purposes.
  - Students who qualify for the alternate assessments *do not* take the PSAT10.
    There are no academic alternate assessments at the 10th grade.
  - First-Year MLL students may want to take the entire PSAT10 or SAT.
    - Please make sure you talk with your MLL students before you request a math-only test.
    - Scores from ELA tests will not be used for accountability purposes, but the district and school will get scores and families will receive score reports.

Registering Students for the State Assessments

RISAP Test Coordinator Handbook (page 20)

- RIDE registers all students for their grade level according to the information provided by the LEA through the Enrollment Census, Special Education Census, and MLL Census.
  - Any errors found in the test registration systems, such as incorrect spelling, birthdate, grade level, etc., *must* be fixed by the school/LEA in the LEA's SIS. RIDE cannot update this information.
  - Students must be accurately coded for IEP or 504 plan (or MLL status) to be assigned certain accommodations in the test management systems (e.g., RICAS Portal, TIDE).
  - Students who change grade levels during the school year are expected to participate in the tests in the following way:
    - Grade level changes *before the test window begins*: Students will participate in the test(s)for the new grade level.
    - Grade level changes *during the test window*: Students should take the test(s) for their original grade level.
  - NOTE on PSAT and SAT:
  - All grade level changes should be made *prior* to the testing window.
  - Students cannot be moved to another grade level to participate in the PSAT or SAT unless it is for one of the following reasons:
    - The number of credits a student earned moved them from one grade to the next before the state testing window.
    - There was a mistake in the grade level reported to RIDE and the error is being corrected.

Parent Refusals

RISAP Test Coordinator Handbook (page 18)

- **State assessments provide useful information to districts and schools.**
  - We encourage everyone to convey to families the importance of the information you and your teachers receive from the state assessments, the steps you've taken to ensure their children remain safe and healthy, and to encourage and welcome students to school and to participate in the state assessments.

- **RI does not have a state system for collecting or tracking parent refusals.**
  - The *RISAP Test Coordinator Handbook* (page 18) states:
    "Students who do not test due to parent refusal will be considered non-participants for accountability purposes. LEAs may have policies regarding handling parent refusals; however, RIDE expects all students in tested grades to participate in the state assessments for their current grade level…"

Exemptions from State Assessments

RISAP Test Coordinator Handbook (page 18; Appendix E) and www.ride.ri.gov/assessment-exemptions

- There are only two ways in which a student may be officially exempt from the state assessments:
    1. They are a First-Year MLL student and are not required to take the ELA, reading, or writing sections of the academic tests for one year.
    2. The student meets the criteria for a medical exemption.

- For medical exemptions, the student must meet *both* of the following criteria:
    1. The student's situation is so severe the student cannot receive instruction in any setting (such as at home, school, or outplacement facility) and
    2. The student cannot participate in any assessments, even with adjustments or accommodations.

- Process for Medical Exemptions:
    - Superintendent's office is responsible for submitting the medical exemption *(see RISAP TC Handbook Appendix E)*.
        - Enter medical exemption using the Medical Exemption application
        - Form 1: District Form – *Complete through the medical exemption application.*
        - Form 2: Parent Form – Keep at district office
        - Form 3: Physician Form – Keep at district office
    - Outplacement Schools: Requests must be submitted through the sending district office. Outplacement schools do not have access to the Medical Exemption in the RIDE Portal.

> Student Information Needed to Request Exemption | Log Out

View History Reports...

INSTRUCTIONS FOR REQUESTING A MEDICAL EXEMPTION:

First, please enter the student's SASID number below and click the verify button. If a valid SASID was entered, the student's name, gender, and Date of Birth should be completed automatically. Then select the assessment(s) from which and exemption is being requested. Last, select the District/LEA and of the student's enrollment and the sending district. The superintendent's name and contact information should automatically be filled in with the Sending District's information and click SUBMIT.

SA SID (eg, 100xxxxxxx):		Verify		Gender:	
Student's Name:	first name	mi	last name	Date of Birth:	
Reason for Request:		☑ Significant Medical Emergency		Grade:	

Current User: Jacqueline Branco from District 00

Exemptions submitted for SASID:

Below, please indicate the assessment(s) and the student's grade during the assessment(s):

New group

		K	1	2	3	4	5	6	7	8	9	10	11	12
☐	ACCESS for ELs	○	○	○	○	○	○	○	○	○	○	○	○	○
☐	Alternate ACCESS for ELs	○	○	○	○	○	○	○	○	○	○	○	○	○
☐	DLM Alternate Assessment: English Language Arts				○	○	○	○	○	○	○		○	
☐	DLM Alternate Assessment: Mathematics				○	○	○	○	○	○	○		○	
☐	DLM Alternate Assessment: Science						○			○			○	
☐	PSAT 10											○		
☐	RICAS: English Language Arts				○	○	○	○	○	○				
☐	RICAS: Mathematics				○	○	○	○	○	○				
☐	RI NGSA						○			○			○	
☐	SAT												○	

2025 Medical Exemption Request Dates		
TEST	**OPEN**	**CLOSED**
ACCESS/Alt ACCESS	February 28	March 28
DLM	April 25	June 30
SAT	April 25	June 30
PSAT10	April 25	June 30
RICAS ELA	April 25	June 30
RICAS Math	April 25	June 30
NGSA	April 25	June 30

RIDE Rhode Island Department of Education

School and District Contact Information: DistSchool and District Contact Information: District Contact Information:

District/LEA of Enrollment (if outside RI, select 'other' and indicate State):	Select District/LEA ⌄
School/Facility of Enrollment:	Select a District/LEA of Enrollment ⌄
Responsible / Sending District:	Select District/LEA ⌄
Superintendent (or equivalent) Full Name:	
Superintendent (or equivalent) Email:	
Superindentent (or equivalent) Phone Number:	

School and District Contact Information: DistSchool and District Contact Information: District Contact Information:

District/LEA of Enrollment (if outside RI, select 'other' and indicate State):	Providence ⌄
School/Facility of Enrollment:	Dr. Jorge (09-12) ⌄
Responsible / Sending District:	Providence ⌄
Superintendent (or equivalent) Full Name:	Javier Montanez
Superintendent (or equivalent) Email:	javier.montanez@ppsd.org
Superindentent (or equivalent) Phone Number:	(401) 456-9100

Submit Exemption to RIDE

I certify that the information contained within this request is complete, accurate, and that:

☐ signed copies of Form 2 (Parent Form) and Form 3 (Physician's or Mental Health Professional's Form) are signed and on file at the district. I understand that RIDE reserves the right to request copies of Form 2 and Form 3 if questions arise about this exemption request.

☐ the student's medical emergency does not allow them to participate in instruction either in school or another location (such as their home or a hospital).

☐ the student cannot participate in state assessments due to their medical crisis.

☐ after careful review of accommodations and test supports, including consulting with RIDE if necessary, it was determined that there are no accommodations or other test supports (including options for Emergency or Unique accommodations) that would allow the student to participate in the state assessment(s) for which this request is being submitted.

☐ the student's medical crisis spanned the duration of the state assessment testing window for the test(s) covered under this exemption request.

Submit

RIDE Rhode Island Department of Education

Accommodations and Accessibility Features (AAF)

www.ride.ri.gov/Accommodations for the AAF Manual, Assessment-Specific Materials, and Webinar Presentations and Recordings

Scheduling and Administration Best Practices

1. Provide time for your students to practice on the devices they will use to become familiar with test items and accommodations.

2. Make sure that any content on walls that is relevant to the test being given is removed/covered.

3. Make sure everyone knows who to contact if there are any technology issues.

4. Determine how many staff you will need *before* selecting your testing window.

5. Plan to test 100% of students in each content area.

What are accommodations for state testing?

Test supports for state assessments are split into two groups:

1. **Accessibility features** that any student, regardless of the student's disability or MLL status may have during testing, like magnification, answer masking, and color contrast.

2. **Accommodations** for students with disabilities and MLL students. Accommodations are supports that a student may use that mitigates the effects of a disability or English proficiency level and allows the student to participate in testing, instruction, or any other activity.

- Student should be using the accommodation(s) in the classroom throughout the year to support access to instruction and assessments.

- Accommodations ***do not*** change:
  - the content being tested;
  - the expectations for learning or achievement.

How to Select an Accommodation

Before the IEP team can select an accommodation, they must first identify the barrier (area of need) affecting the student's academic performance.

Each accommodation should be directly related to the area of need and be clearly connected to the evidence and data that show the selected accommodation(s) are needed in order for the student to access the test.

Area of Need → **Evidence/Data** → **Accommodation**

The IEP Team must use evidence such as diagnostic assessments, past and current IEPs/504 Plans, instructional accommodations.

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State Policy for Accommodations

- Only the following students may receive accommodations:
  - Students with a 504 Plan or IEP (including MLL students)
  - MLL students currently receiving services
  - MLL students who are being monitored

- Accommodations must be included in the 504 or IEP
  - Testing may not begin if the accommodation is not included in the IEP or 504 Plan.
    - Convene an IEP Team meeting
    - Follow district IEP amendment process
  - Accommodations for MLL students should be formally documented.
    - Can use the form in the AAF manual, but it is not required.

See the *Accommodations and Accessibility Features Manual (AAF)* at www.ride.ri.gov/Accommodations for details about specific accommodations, accommodation types (embedded vs non-embedded), and guidelines for administration (e.g., human reader, scribe).

Accessibility Features for All Students

- Available to all students, regardless of their IEP, 504 Plan, or MLL status.

- Include in the IEP, 504, or MLL plan.

- Various types:
  - Test platform display (e.g., screen magnification, color contrast)
  - Tools embedded in the test platform (e.g., answer masking, highlighter)
  - Test setting or administration (e.g., extended time, breaks, small group administration)

- Assignment and use (review the AAF Manual for details):
  - Some assessment platforms require some accessibility features (e.g., color contrast) to be indicated in the test platform before testing begins so the student receives the right test form.
  - Like accommodations, accessibility features have a version that can be used on a computer-based test and a version that can be used on a paper test.

Accommodations Resources

www.ride.ri.gov/accommodations

Assessment Accommodations

Learn more and find resources about the accommodations specific to each of Rhode Island's statewide assessments.

- ➕ RISAP Accommodations Webinar Registration Links, Presentations, and Recordings
- ➕ RISAP Accommodations and Accessibility Features Manual and Other Resources
- ➕ ACCESS for ELLs and Alternate ACCESS for ELLs
- ➕ DLM (Dynamic Learning Maps) alternate assessments
- ➕ NGSA (Next Generation Science Assessment)
- ➕ RICAS (Rhode Island Comprehensive Assessment System)
- ➕ PSAT10 and SAT

Training recordings and presentations

AAF Manual: NEW versions will be posted if an information changes.

Test-specific accommodations manuals and materials.

Questions?

Reference Information

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State Assessments by Grade Level

Grade Tested	Alternate Assessments			General Education Assessments					
	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

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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.*			

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.*			

RHODE ISLAND

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. More information will be available at the beginning of the school year.*
- 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.

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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. Training requirements and resources for test coordinators and test administrators, training calendar	https://ride.ri.gov/assessment-manuals
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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Help Desk Contact Information

Test	Help Desk Number	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
ACCESS for ELLs	PHONE: 866-276-7735 EMAIL: help@wida.us	https://wida.wisc.edu/about/consortium/ri
Dynamic Learning Maps (DLM)	PHONE: 855-277-9751 EMAIL: dlm-support@ku.edu	www.dynamiclearningmaps.org
NGSA	PHONE: 866-757-9437 EMAIL: rihelpdesk@cambiumassessment.com	https://ri.portal.cambiumast.com/
RICAS	PHONE: 855-222-8936 EMAIL: ricasservicecenter@cognia.org	https://ricas.onlinehelp.cognia.org/
SAT and PSAT 10	PHONE: 866 609-2205 EMAIL: rischoolday@collegeboard.org	https://satsuite.collegeboard.org/sat-school-day

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