

RI Comprehensive Assessment System (RICAS) Test Coordinator Training

Spring 2025 Administration

Welcome

Purpose:

- Outline key concepts and tasks for preparation and administration of RICAS
- Familiarize participants with processes in the RICAS Portal

Objectives:

- understand the state policies and procedures particular to RICAS
- increase understanding of RICAS and administration responsibilities
- gain experience in the RICAS Portal with completing common tasks for administration



Agenda

- RICAS Assessment Overview
- Before Testing
 - RICAS Training Site Activity # 1 (Users)
 - RICAS Training Site Activity #2 (SAP)
 - RICAS Portal Activity #3 (Site Readiness)
 - RICAs Training Site Activity #4 (Classes/Tests/Logins)
- Break
- During Testing
- After Testing
- Questions



RICAS Assessment Overview

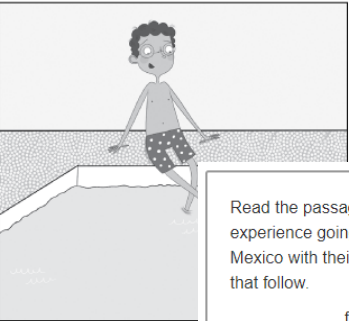
Rhode Island State Assessment Program

	Alternate Assessments								
	ACCESS 2.0 for ELs English language proficiency	Alternate ACCESS for ELs English language proficiency	DLM ELA and math	DLM science	NAEP	NGSA science	RICAS ELA and math	PSAT™10 ELA and math	SAT® School Day ELA and math
Kindergarten	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		
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10	10	10						10	
11	11	11	11	11		11			11
12	12	12							

Rhode Island Comprehensive Assessment System (RICAS)

Read the passage about Tomas and Marisol's experience going whale watching during a trip to Mexico with their parents. Then answer the questions that follow.

from *A Vacation in Ruins*
by Precious McKenzie



- 1 Mom and Dad went to the about planning a whale watchir Tomas and I decided we'd hea
- 2 "Are you excited about a w

For this question, you will write an essay based on the passage(s). Your writing should:

- Present and develop a central idea.
- Provide evidence and/or details from the passage(s).
- Use correct grammar, spelling, and punctuation.

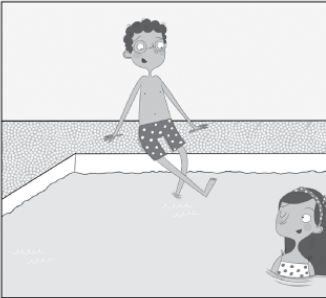
Based on *A Vacation in Ruins*, write an essay that explains how Marisol's feelings change throughout the passage. Be sure to use information from the passage to develop your essay.

In the box below, the total space provided is equal to about one page.



Read the passage about Tomas and Marisol's experience going whale watching during a trip to Mexico with their parents. Then answer the questions that follow.

from *A Vacation in Ruins*
by Precious McKenzie



- 1 Mom and Dad went to the hotel's front desk to see about planning a whale watching trip. That's when Tomas and I decided we'd head to the pool.
- 2 "Are you excited about a whale watching trip?" I

Where does the passage **mainly** take place?

- A. in a pool
- B. in a hotel
- C. on a boat
- D. on a beach

- Assesses students' understanding of the concepts, skills, and content in the Rhode Island Core Standards for English Language Arts (ELA) and Mathematics for their grade level
- Same assessment as MCAS (RIDE contracted with the vendor producing MCAS for the Massachusetts Department of Elementary and Secondary Education)



Rhode Island Comprehensive Assessment System (RICAS)

- Provides a **valid and reliable** mechanism to measure student learning in ELA and math
- Schools and districts can analyze results to inform local curricular and instructional choices regarding areas of strength and areas for growth
- Students and families review student achievement in relation to **academic standards** through the individual score reports (ISRs) which can inform discussions with teachers and instructional planning to better support student learning
- Fulfills federal requirements for high-quality statewide assessment of ELA and mathematics in grades 3-8

RICAS Test Design: ELA

Student Experience

- Read passage sets
- Respond to questions measuring reading and language standards
- Write in response to reading (literary and informational texts)



Resources

- RICAS Resource Center: Practice Tests - <https://ricas.onlinehelp.cognia.org/practice-tests/>
- RICAS Resource Center: Released Items and Student Work - <https://ricas.onlinehelp.cognia.org/released-items/>
- RIDE Website: RICAS Assessment Test Design and Reporting Categories – www.ride.ri.gov/RICAS

Item Types	
Multiple Choice	Students select one correct answer from several answer options
Multiple Choice – Two Part	Two-part questions where students select one correct answer for each part of the question
Technology Enhanced (CBT only)	Students answer questions using technology such as drag-and-drop
Short Response	Students construct a short, constructed written response
Text-Based Essays	Students write an essay in response to text(s) they have read

RICAS Test Design: Mathematics

Student Experience

- Selected response items and interactive items
- Demonstrate understanding of math concepts
- Apply math skills and use math tools (e.g., calculator, equation editor, gridded response)



Item Types	
Multiple Choice	Students select one correct answer from several answer options
Multiple Select	Students select more than one correct answer from among several answer options
Technology Enhanced (CBT only)	Students answer questions using technology such as drag-and-drop or hot spots
Short Answer / Fill-in-the-Blank	Students construct a short, written response, typically only a word or number
Constructed Response	Students write a response to a multi-part item that includes calculations and explanations to a problem or set of problems.

Resources

- RICAS Resource Center: Practice Tests - <https://ricas.onlinehelp.cognia.org/practice-tests/>
- RICAS Resource Center: Released Items and Student Work - <https://ricas.onlinehelp.cognia.org/released-items/>
- RIDE Website: RICAS Assessment Test Design and Reporting Categories – www.ride.ri.gov/RICAS

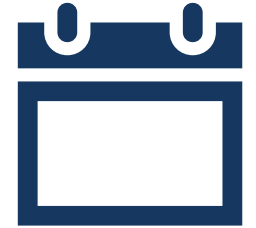
Before Testing:



Scheduling-Testing Windows and Session Length

Districts/schools must create schedules within these state testing windows

ELA Primary Testing Window	ELA Make-up Testing Window
March 24-April 11, 2025	April 14-April 25, 2025
Mathematics Primary Testing Window	Mathematics Make-up Testing Window
April 28 – May 9, 2025	May 12-May 23, 2025



Session information

- All tests are **untimed**. The session times listed in the table below are *recommended*.
- Students may continue testing beyond the scheduled testing session (extended time) if they are working productively
- Schools may plan for one short, supervised break per session (3-5 minutes) to be given at each test administrator's discretion

Grade/Content Area	Sessions
3-8 ELA	2-2 ½ hours per session
3-8 Mathematics	1 ½ hours per session



Sessions

- Schedule sessions as early in the state primary testing window as possible.
- Plan opportunities for students to interact with the practice test and tools on the platform before the testing window opens
 - test administrators lead a practice test activity with student tutorial in their classrooms
 - schools conduct an infrastructure trial for one or more grades
- Please schedule sessions with ample time for lunch
 - Lunch schedules and testing sessions should be scheduled so that there are no interruptions to the testing session; this includes lunch. However, if a student requires an ample amount of extra time, they should be given the opportunity to have lunch at their designated lunch time:
 - Have the student eat a supervised lunch in the cafeteria
 - Have the student pause their test, move to another area in the room and have them eat a supervised lunch.
- Complete the SAP (Student Accommodations Profile) process as early as possible for *all students* – not just PBT
 - helps plan testing space required for certain accommodations (e.g., speech to text and 1:1 administration, small group)
 - last-minute changes (e.g., new students, IEP updates) are easier to manage

Personnel: Roles, Responsibilities, and Training



Roles and Responsibilities

	District Test Coordinator	School Test Coordinator	Technology Coordinator
Coordinates, manages, and plans district-wide implementation of RICAS. (trains school test coord)	✓		
Coordinates, manages, and plans school-level implementation of RICAS		✓	
Coordinates and manages technology set-up, use, and close-out for RICAS administration			✓
Completes required RIDE training and/or training modules.	✓	✓	
Must be trained in test security protocols and policies	✓	✓	✓
Trains test administrators, proctors, and other personnel involved in testing on test security and proper RICAS administration.		✓	
Receives materials shipments, securely stores secure materials, tracks and manages test materials during testing, and affirms proper test administration.		✓	
Provides technical assistance during testing for technology-related situations that arise			✓
Contact person to reach out to RIDE about testing irregularities.	✓		
Responsible for receiving and distributing individual student reports.	✓		

All personnel involved with testing must be employees of the district or school and be trained in test security. Test Coordinators and Test Administrators must be certified educators (including long-term substitutes). Test Coordinators please ensure your contact information is up-to-date in the RIDE School Directory.

Roles and Responsibilities

	Test Administrator	Proctor	Other School Personnel Involved in Testing
Follows proper test security and administration protocols to administer test to students, including reading scripts, administering accommodations (e.g., human reader), actively monitoring test environments, and keeping track of all testing materials distributed and used during testing.	✓		
Must be trained in test administration and test security policies and protocols.	✓	✓	✓
Assists test administrator in actively monitoring test environment and ensuring test security during a testing session. Cannot be left alone with students while testing. A proctor does not read scripts, administer test, or collect secure test materials; may answer students' questions about platform functionality or test directions.		✓	
Does not administer test and should not enter testing locations while testing occurs			✓

All personnel involved with testing must be employees of the district or school and be trained in test security. Test Coordinators and Test Administrators must be certified educators (including long-term substitutes).

Training and Preparation Requirements



STAFF TRAINING

Training Requirements

- *All personnel* involved with testing must be **trained in test security**.
- *Test coordinators* must participate in RIDE's **test coordinator trainings**, and complete recommended training modules.
- *Test administrators* **must be trained** by school test coordinators and complete recommended training modules.
- *Test administrators* who will be administering accommodations must be trained in, review, and follow the proper preparation and administration **protocols for those accommodations**.

Training Requirements

Affirmation of Test Security

- All personnel involved with testing must sign a statement affirming they will follow protocol for proper test administration and to maintain test security.
- This statement may be included on the training sign-in sheet (example in Appendix A of TCM).

Receipt of Manual (or Test Security Section if not Test Administrator)

- All test administrators must receive the TAM(s) for the test(s) they will administer (CBT and/or PBT). Proctors should also receive the appropriate TAM(s) for context and preparation.
- All other personnel involved in testing must receive the Test Security Requirements section of the TAM (posted on RIDE’s website).

Spring 2025 RICAS Administration
Confirmation of Training Participation
and Receipt of *Test Administrator’s Manuals (TAMs)*
and Test Security Requirements

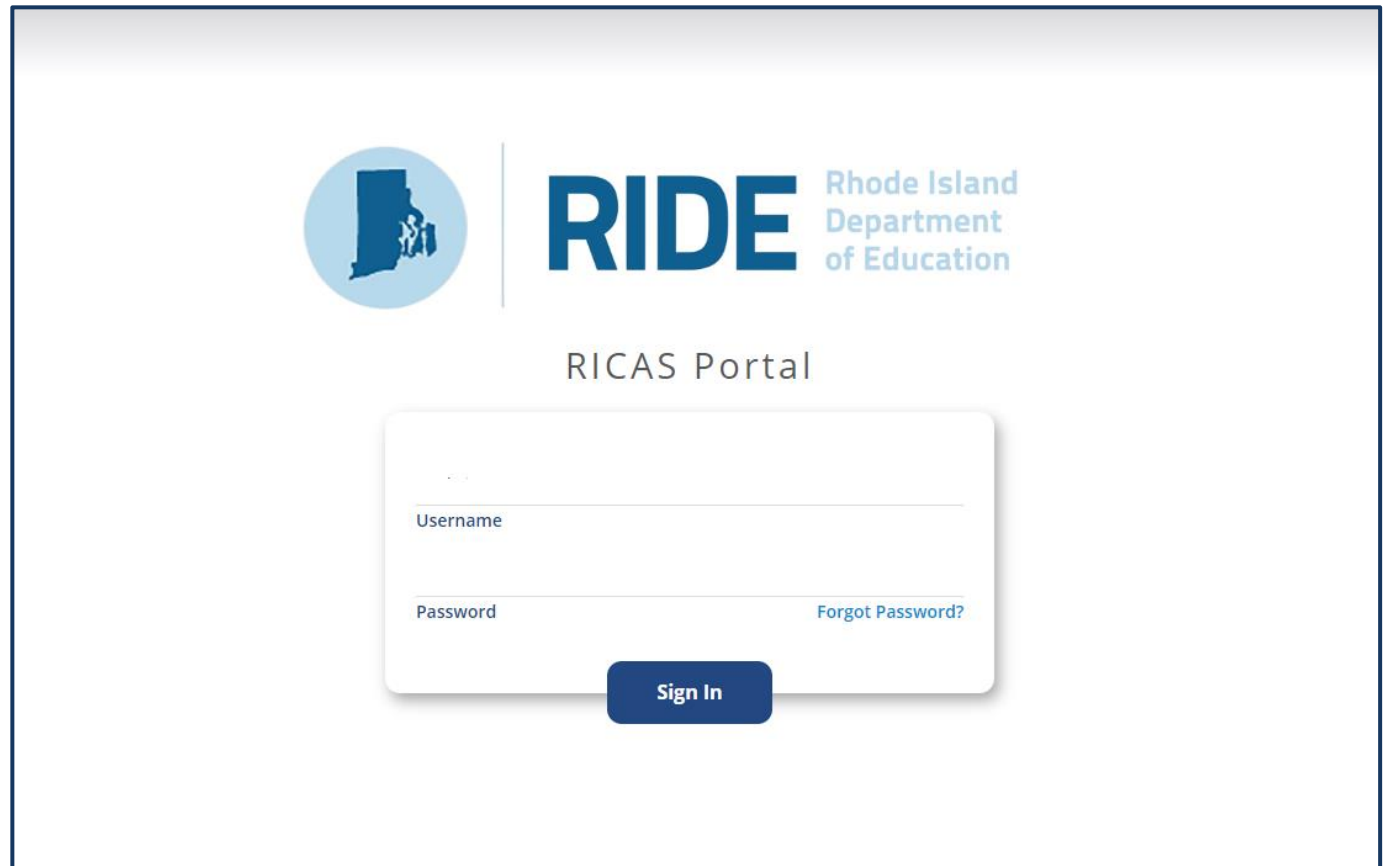
Test administrators must sign below to indicate they have attended their school’s RICAS training session and have received a copy of the RICAS TAM for the test they will be administering.

Other school staff members who have access to secure materials must sign below to indicate they have attended their school’s RICAS training session and have received a copy of the RICAS test security requirements in this manual.

Test coordinators should retain this document in their school files for three years.

Date of Training	Time	Printed Name of Individual	Individual’s Role (e.g., Test Administrator, Test Coordinator, Hallway Monitor)	Signature of Individual <i>By signing below, I acknowledge that</i> 1. <i>I affirm that I have attended my school’s RICAS training session in proper test administration protocols and procedures and will follow all test security protocols.</i> 2. <i>I am receiving the RICAS TAM for the test I will administer and/or the RICAS test security requirements. I will read and become familiar with protocols and procedures specified within.</i>

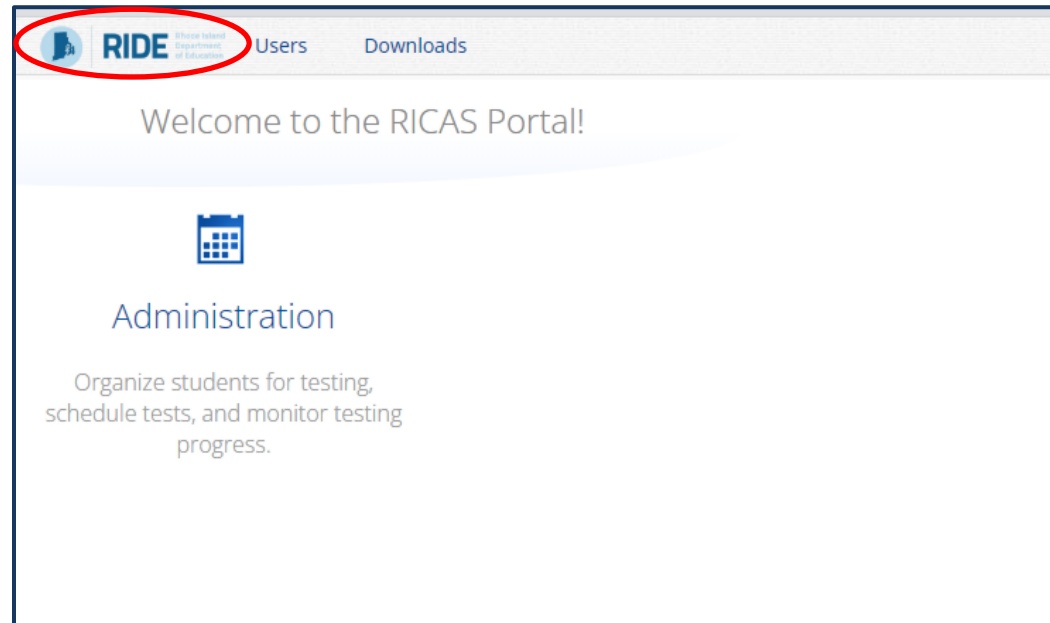
RICAS Portal Overview



The screenshot shows the login interface for the RICAS Portal. At the top left is the RIDE logo, which consists of a blue circle containing a white silhouette of Rhode Island. To the right of the logo, the text "RIDE" is displayed in a large, bold, blue font, followed by "Rhode Island Department of Education" in a smaller, blue font. Below the logo and text, the title "RICAS Portal" is centered. The main content area features a white login form with a subtle drop shadow. The form contains two input fields: "Username" and "Password". To the right of the "Password" field is a blue link labeled "Forgot Password?". Below the form is a dark blue button with the text "Sign In" in white.

RICAS Portal

- ✓ Online management system for computer-based (CBT) and paper-based (PBT) testing.
- ✓ Schools can update selected accessibility features and accommodations for each student (CBT and PBT) through the SAP.
- ✓ Schools use the RICAS Portal to create and manage computer-based test sessions and monitor online testing activities.



RICAS Portal User Accounts

- RIDE creates **District Test Coordinator** accounts (Master directory must be accurate)
- **District Test Coordinators** create (manage, enable/restore) other **District-level and School Test Coordinator** accounts
- **School Test Coordinators** create (manage, enable/restore) **Test Administrator** and other **school-level** accounts

Please contact your district test coordinator for access to the RICAS Portal

Add New User- User Interface



The screenshot shows the top navigation bar with 'Users' highlighted in a red box. Below it, the sidebar contains a 'Users' link circled in red, and an 'Administration' section with a calendar icon and text: 'Organize students for testing, schedule tests, and monitor testing progress.'

The screenshot shows a table of users with the following data:

First Name	Last Name	Email	Username	Role
School	Coordinator	kharper@emetric.net	SchoolCoord_KH	School Test Coordinator

Filters include: Filter: Cyber Valley, Show Deactivated Accounts (checkbox), and Choose a Role dropdown. A 'Create New User in Cyber Valley' button is also visible.

1. On the RICAS Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. On the **Users** page, click on **Create New User...** button
3. Complete the New User form
4. Click on **Save User**

The screenshot shows the 'Save User' form with the following fields:

- Username* (empty)
- First Name* (New)
- Last Name* (User)
- Email* (empty)
- Phone Number (empty)
- Fax Number (empty)
- Address (empty)

Buttons: Save User (highlighted in red), Cancel

Roles & Organizations section:

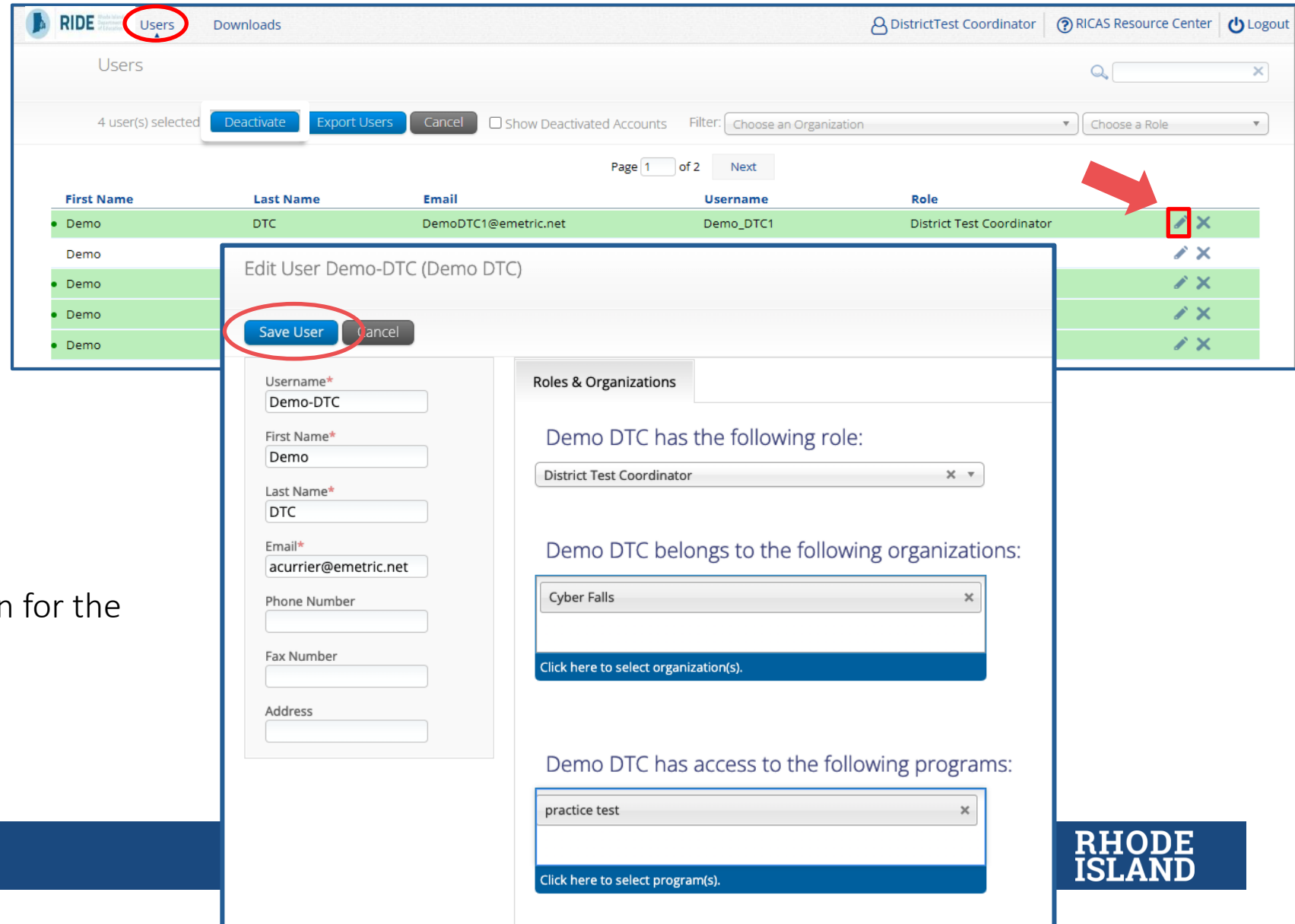
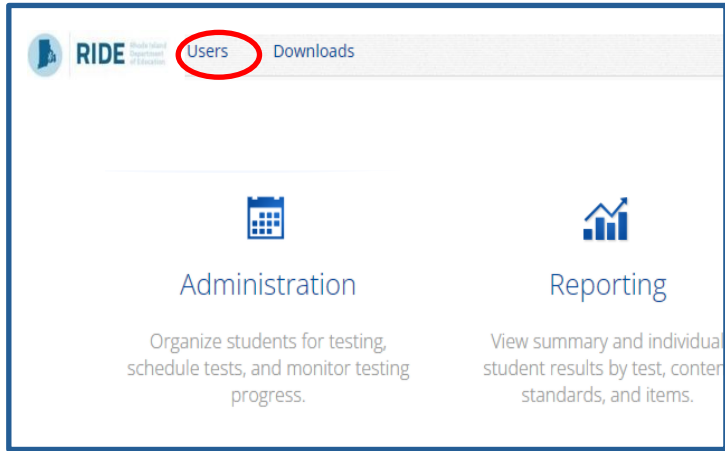
- New User has the following role: No role selected. Click here to choose role.
- New User belongs to the following organizations: No organizations selected. Click here to choose organization(s). Click here to select organization(s).
- New User has access to the following programs: No program selected. Click here to choose program(s). Click here to select program(s).

Add New Users Via Upload File

1. On the RICAS Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. To add new users via file upload, from the **Users** page, select **Import Users**.
3. Choose **Add New Users** from the drop down.
4. Download the template and complete.
5. Click **Choose File** and select the user upload file from your computer. You will now see the file name next to the **Choose File** button .
6. Click **Upload** to upload the file.

The screenshot displays the RICAS Portal interface. At the top, the 'Users' menu item is circled in red. Below the navigation bar, the 'Users' page title is visible. A dropdown menu is open, showing three options: 'Create New User', 'Import Users' (circled in red), and 'Show Deactivated Accounts'. Below the dropdown, the 'Add New Users' action is selected. The 'Select a file to be uploaded' section contains a 'Download Template' button (circled in red) and a 'Choose File' button with the text 'No file chosen' next to it. Three red arrows point from the text instructions to the 'Import Users' button, the 'Download Template' button, and the 'Choose File' button.

Edit User Account-User Interface



1. On the RICAS Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. On the **Users** page, click on the edit icon for the user you would like to edit.
3. Update the Edit User Form.
4. Click on **Save User**.

Edit Users Via Upload File

1. On the RICAS Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. To edit new users via file upload, from the **Users** page, select the user accounts you wish to edit by clicking on their row in the user table.
 - A. Once selected, they will appear in green highlighting and the **Export Users** button will appear.

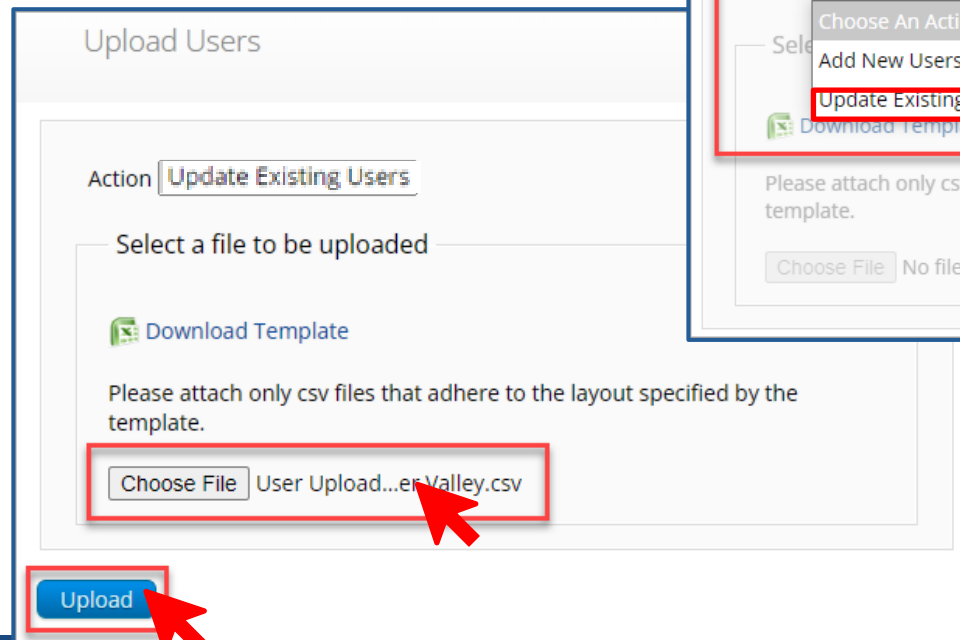
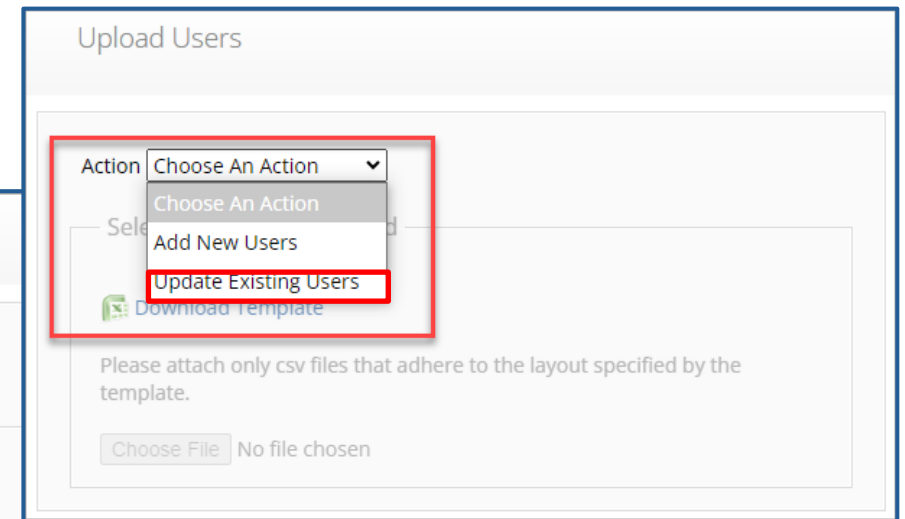
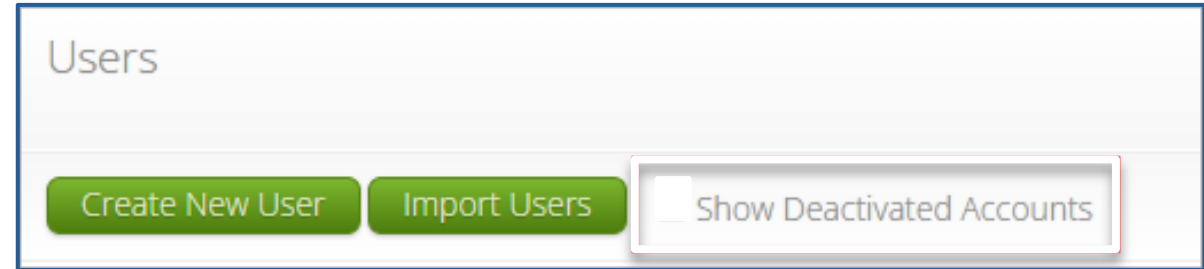
The screenshot shows the RICAS Portal interface. The top navigation bar includes the RIDE logo, the text 'RIDE Rhode Island Department of Education', and a 'Users' menu item circled in red. Below the navigation bar are two main sections: 'Administration' with a calendar icon and the subtext 'Organize students for testing', and 'Reporting' with a bar chart icon and the subtext 'View summary and individual'. The main content area is titled 'Users' and shows '4 user(s) selected'. Below this are three buttons: 'Deactivate', 'Export Users' (highlighted with a red box), and 'Cancel'. There is also a checkbox for 'Show Deactivated Accounts' and a filter dropdown set to 'Choose an Organization'. A table below shows a list of users with columns for First Name, Last Name, Email, Username, and Role. The first four rows are highlighted in green, indicating they are selected. The table is on page 1 of 2.

First Name	Last Name	Email	Username	Role
• Demo	DTC	DemoDTC1@emetric.net	Demo_DTC1	District Test Coordinator
Demo	DTC	Demo_DTC@emetric.net	Demo_DTC	District Test Coordinator
• Demo	STC	DemoSTC@emetric.net	Demo_STC1	School Test Coordinator
• Demo	TA	DemoTA@emetric.net	Demo_TA1	Test Administrator
• Demo	TA	DemoTC@emetric.net	Demo_TC3	Technology Coordinator


3. Click **Export Users**. A confirmation will appear to confirm that the user data you selected was exported and the export file downloaded.
4. Edit the exported file as needed.

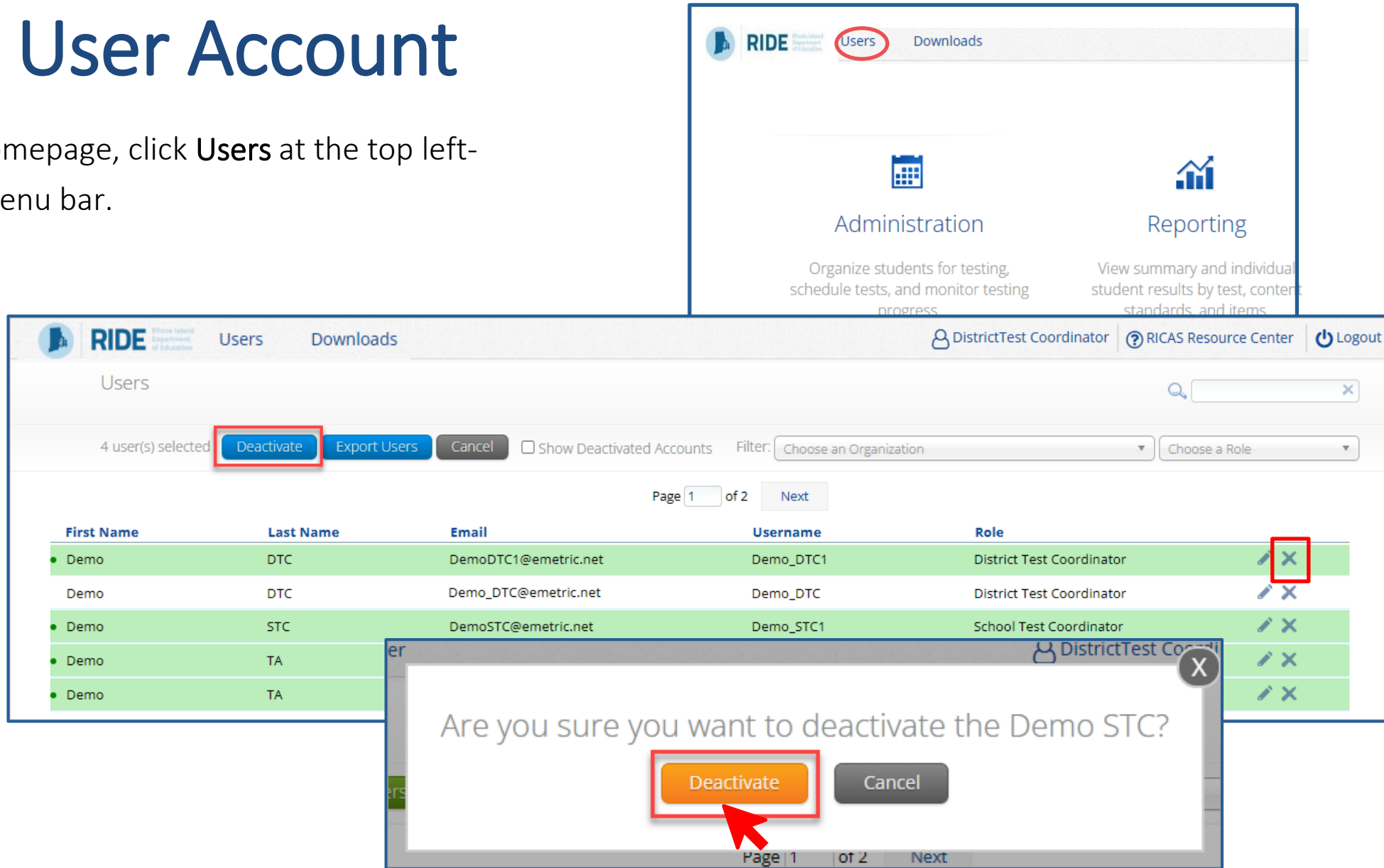
Edit Users Via Upload File

5. On the **Users** page, click **Import Users**.
6. On the Upload Users screen, select **Update Existing Users** in the Action drop-down menu.
7. Click **Choose File** and select the user upload file from your computer. You will now see the file name next to the **Choose File** button .
8. Click **Upload** to upload the file.








Deactivate User Account

1. On the RICAS Portal homepage, click **Users** at the top left-hand side of the top menu bar.
2. Click the **Deactivate User icon**  in the user's row.
3. A pop-up verification message will appear. Click **Deactivate** to confirm deactivation of the user account.



The screenshot shows the RICAS Portal interface. At the top, the 'Users' menu item is circled in red. Below the menu bar, there are two main sections: 'Administration' and 'Reporting'. The 'Administration' section contains a table of users. The 'Deactivate' button in the table is circled in red. A pop-up verification message is displayed over the table, asking 'Are you sure you want to deactivate the Demo STC?'. The 'Deactivate' button in the pop-up is also circled in red, with a red arrow pointing to it.

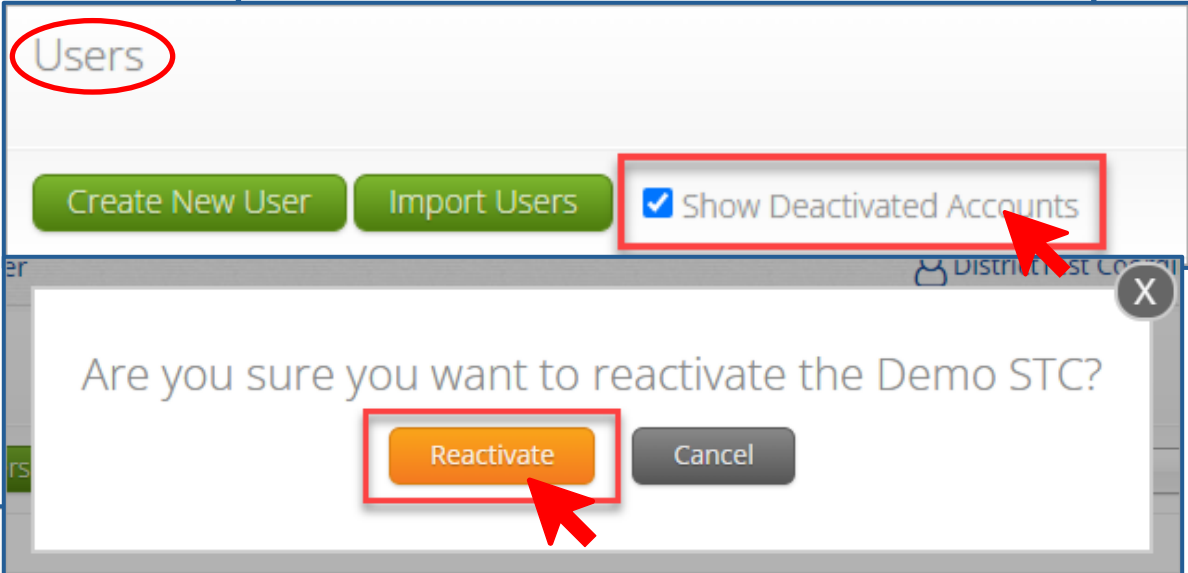
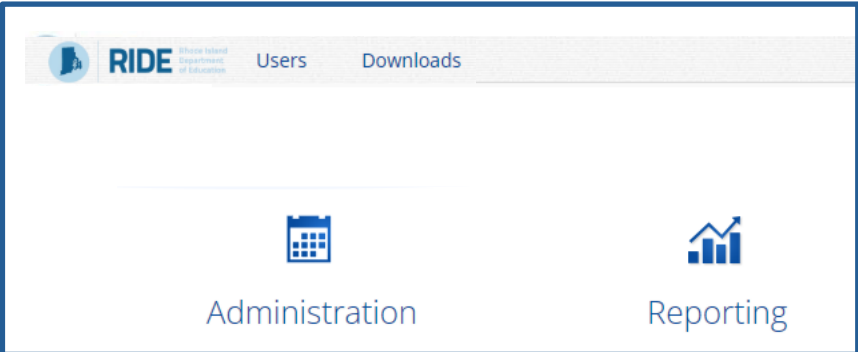
First Name	Last Name	Email	Username	Role	
Demo	DTC	DemoDTC1@emetric.net	Demo_DTC1	District Test Coordinator	
Demo	DTC	Demo_DTC@emetric.net	Demo_DTC	District Test Coordinator	
Demo	STC	DemoSTC@emetric.net	Demo_STC1	School Test Coordinator	
Demo	TA				
Demo	TA				

Are you sure you want to deactivate the Demo STC?

Deactivate Cancel

Reactivate User Account

- 1. On the RICAS Portal homepage, click **Users** at the top left-hand side of the top menu bar.
- 2. Click the **Show Deactivated Accounts** checkbox.
- 3. Click the **Reactivate User** icon in the user's row.
- 4. A pop-up verification message will appear. Click **Reactivate** to confirm reactivation of the user account.



Users

3 user(s) selected **Reactivate** Export Users Cancel Show Deactivated Accounts Filter: Choose an Organization Choose a Role

First Name	Last Name	Email	Username	Role
Demo	DTC	DemoDTC1@emetric.net	Demo_DTC1	District Test Coordinator
Demo	TA	DemoTA@emetric.net	Demo_TA1	Test Administrator
Demo	TA	DemoTC@emetric.net	Demo_TC3	Technology Coordinator

RICAS Training Site

<https://ricas-training.cognia.org/>

OR

RICAS Service Center 855.222.8936 Monday - Friday 7:00 am - 5:00 pm (Eastern) ricasservicecenter@cognia.org

Home RICAS Portal Tech Setup Training Practice Tests Released Items Service Center

RICAS Resource Center

Welcome to the RICAS (Rhode Island Comprehensive Assessment System) Resource Center website. This website provides access to test administration information, training, practice tests, and other resources to help schools and districts prepare for and administer the RICAS tests.



RICAS Portal

Sign in to the RICAS Portal to manage test administration tasks, such as student registrations, user accounts, and monitoring online testing.

RICAS Portal

Technology Setup

Access technology requirements and user guides.

Technology Setup

Training

Access short training modules that provide step-by-step instructions to computer-based testing and using the RICAS Portal, including the student tutorial.

Training

Practice Tests

Access resources to prepare students for testing.

Practice Tests

Released Items

Access released items from the computer-based and paper-based RICAS tests.

Released Items

RICAS Service Center

Access the RICAS Service Center website for test administration tasks (e.g., ordering additional materials, scheduling UPS pickups).

RICAS Service Center

Welcome!
Welcome to the RICAS training site. This site is only used for training.



Log In

RIDE RICAS Resource Center Users Downloads Tricia Federico RICAS Resource Center Logout

Welcome!

Home RICAS Portal Tech Setup Training Practice Tests Released Items Service Center

RICAS Portal

Access the RICAS Portal and related resources.

RICAS Portal

Portal Sign In

Sign In

RICAS Training Site

Training Site Sign In

Sign In

Student Participation, Registration, and the Student Accommodations Profile (SAP) Process



Student Participation

All Rhode Island public school students in grades 3-8 (including students in outplaced/out-of-state schools) are expected to take both sessions of RICAS ELA and RICAS math for their current grade level

- Students participate in state assessment in one of three ways:
 - **without** accommodations
 - **with** accommodations
 - **through alternate assessment** (student participates in the **alternate assessment (DLM)** per the Special Education Census and IEP or 504 plan.)

Students are expected to participate, *unless*:

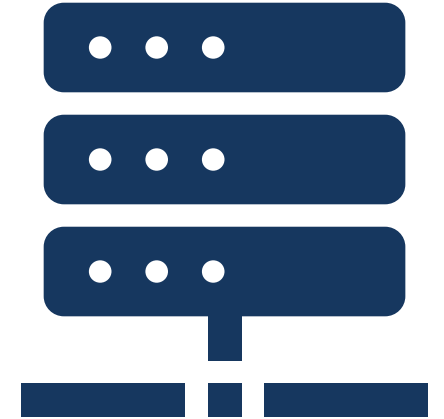
- Student has an approved **medical exemption** from RIDE (see RISAP TC Handbook).
- Student is a **first-year multilingual learner** and therefore exempt from RICAS spring 2025 ELA testing if they enrolled in U.S. schools for the first time *after April 1, 2024*.

Note: first-year MLLs are NOT exempt from RICAS mathematics testing.

Data Collections

Districts *must* ensure the following daily RIDE collections are accurate:

- Enrollment Census (demographic information, LEP status, IEP status)
- Special Education Census (alternate assessment indication)
- MLL Census (first year MLL status)
- Collections are the basis for *all* state assessment registrations, reporting, and accountability.
- Please check to make sure that the *preferred name* captured in enrollment is accurate



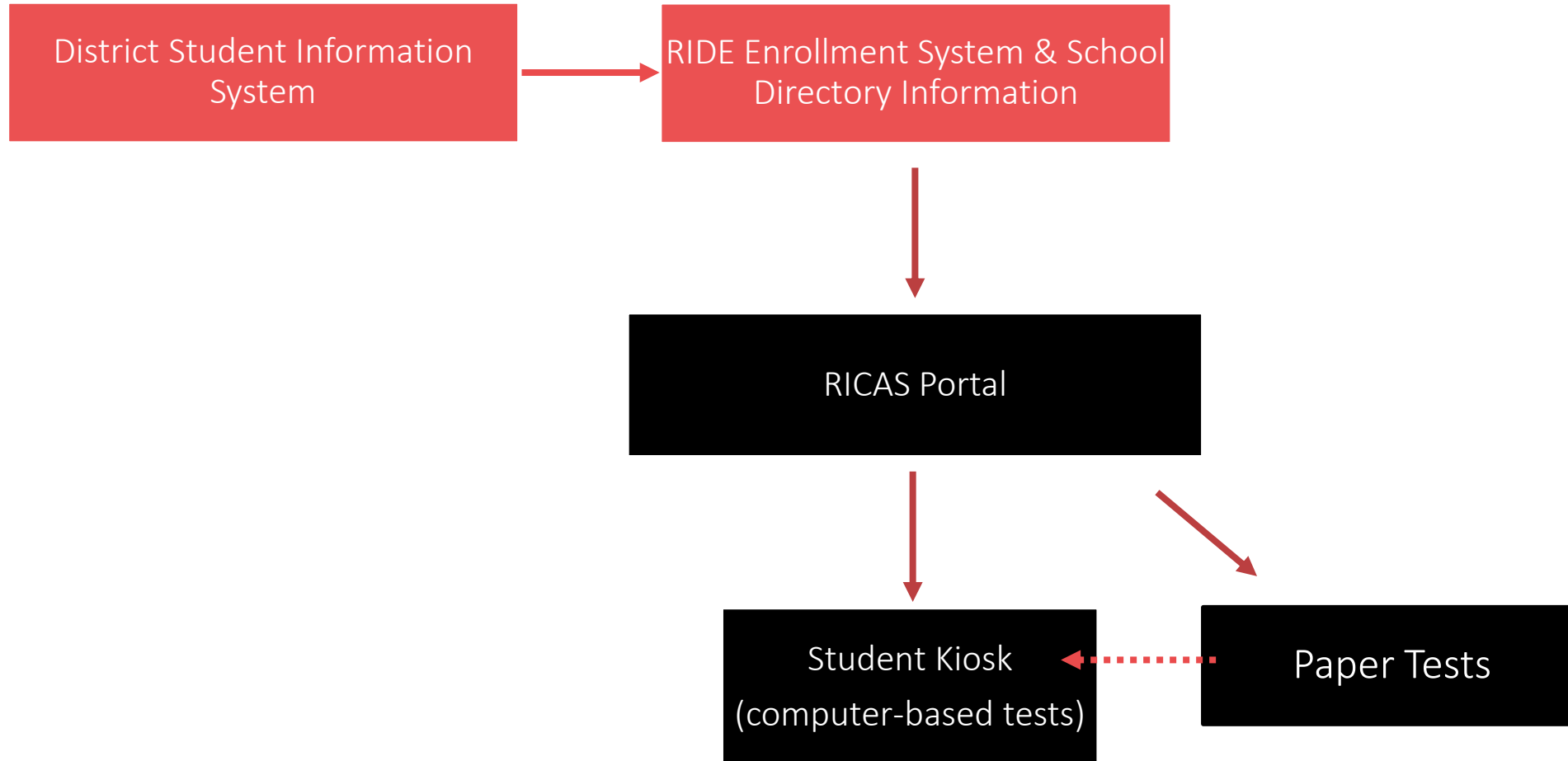
Consequences for inaccurate data may include delays among other issues

RICAS Test Systems

LEGEND

RIDE/LEA
systems

Vendor
systems



Student Registration (SR) Process

RIDE uploads a file nightly to RICAS Portal for all participating students:

- began January 24, 2025
- students with “3” (alternate assessment) in Special Education Census are not included in the upload because they will take DLM.
- changes may not be reflected in the Portal for 24-48 hours due to timing of district collections sent to RIDE

Students will be registered for both RICAS ELA and RICAS math in their enrolled school at their current grade level:

- outplaced students are registered in their outplacement school – sending districts *must* ensure grade level and school assignment are up-to-date
- homeschool students registered in the school assigned to them in the Enrollment Census (must have a SASID and must be coded “H” in order to test)
- first-year multilingual learners will be registered for ELA automatically, but are not required to take the assessment - RIDE will compare final assessment data against the LEP census and remove all first-year MLLs from the ELA data so their scores are not included for accountability

Student Accommodation Profile (SAP) Windows

Initial PNP Window: January 31, 2024-February 14, 2025

- Assign all PBT forms to students for ***both ELA and math FIRST***.
- Paper materials *and Student ID Labels* will be sent with the initial shipments for ELA on March 12 and for math on April 21).
- Begin CBT accommodations and accessibility features updates.
- Verify student registrations to ensure proper number of manuals are shipped.

Extended Window: February 17 – March 21 (ELA) / February 17-April 25 (Math)

- Complete CBT accommodations and accessibility features updates.
- Any PBT ordered during this window will *not* be sent with Student ID Labels.
- PBT materials needed after the initial shipment received on March 12 must be ordered through the RICAS Service Center using the password/login information sent via letter in January this year.

Accessibility Features/Accommodations

Tools and Accessibility Features available to all students:

- Answer Eliminator
- Answer Masking
- Bookmark
- Calculator (for the *calculator session* of the mathematics tests)
- Color Contrast
- General Masking
- Highlighter Tool
- Line Reader
- Notepad
- Reverse Contrast
- Screen Zoom
- Spell Check (for Mathematics)
- Mouse Pointer (enlarged cursor/mouse size) **must be selected in the SAP in advance**

Embedded Accommodations selected in advance:

- Calculation Device (calculator for non-calculator sessions)
- Compatible Assistive Technology (allows certain external assistive technologies to work with the Windows RICAS Student Kiosk)
- Screen Reader
- Spell Checker (for ELA)
- Speech-to-Text
- Text-To-Speech
- Word Prediction
- Mouse Pointer (enlarged cursor/mouse size) (accessibility feature)

Using the SAP in the RICAS Portal

Student Information | Accommodations | Classes

Information for Test Code: MAT03 (Spring Grade 03 Math)

Paper Test Format

Large Print

Braille

Embedded Accommodations

Mouse Pointer (Accessibility Feature)

Text to Speech

Speech to Text

Word Prediction

Calculation Device/Math Tools as a Special Access Accommodation

Screen Reader (Includes Refreshable Braille)

Compatible Assistive Technology

Spanish

Non-Embedded Accommodations

Typed Responses

Bilingual Dictionary and Glossary

Human Reader

Human Signer

Human Scribe

Graphic Organizer/Supplemental Reference Sheet



RIDE Rhode Island
Department
of Education

RICAS Portal

Username

Password

[Forgot Password?](#)

Sign In

Student Accommodations- Upload File Process

The image shows a screenshot of the RIDE RICAS Portal interface. At the top left, the RIDE logo and 'Rhode Island Department of Education' are visible. A navigation bar contains 'Users' and 'Downloads'. Below this, two main sections are shown: 'Administration' (with a calendar icon) and 'Reporting' (with a bar chart icon). The 'Administration' section is highlighted with a red box and contains the text: 'Organize students for testing, schedule tests, and monitor testing progress.' The 'Reporting' section contains the text: 'View summary and individual student results by test, content standards, and items.'

Below the main content, a secondary navigation bar includes 'Readiness', 'Students', 'Classes', 'Test Sessions', 'Student Registration' (highlighted with a red box), and 'Materials Management'. Below this, a 'Welcome to the RICAS Portal!' message is displayed, followed by another 'Administration' section with the same text as above.

Student Accommodations Profile

Blue District

Export Students

Select a file to be uploaded

Download Student Registration Data Definitions File

Download Student Registration Template

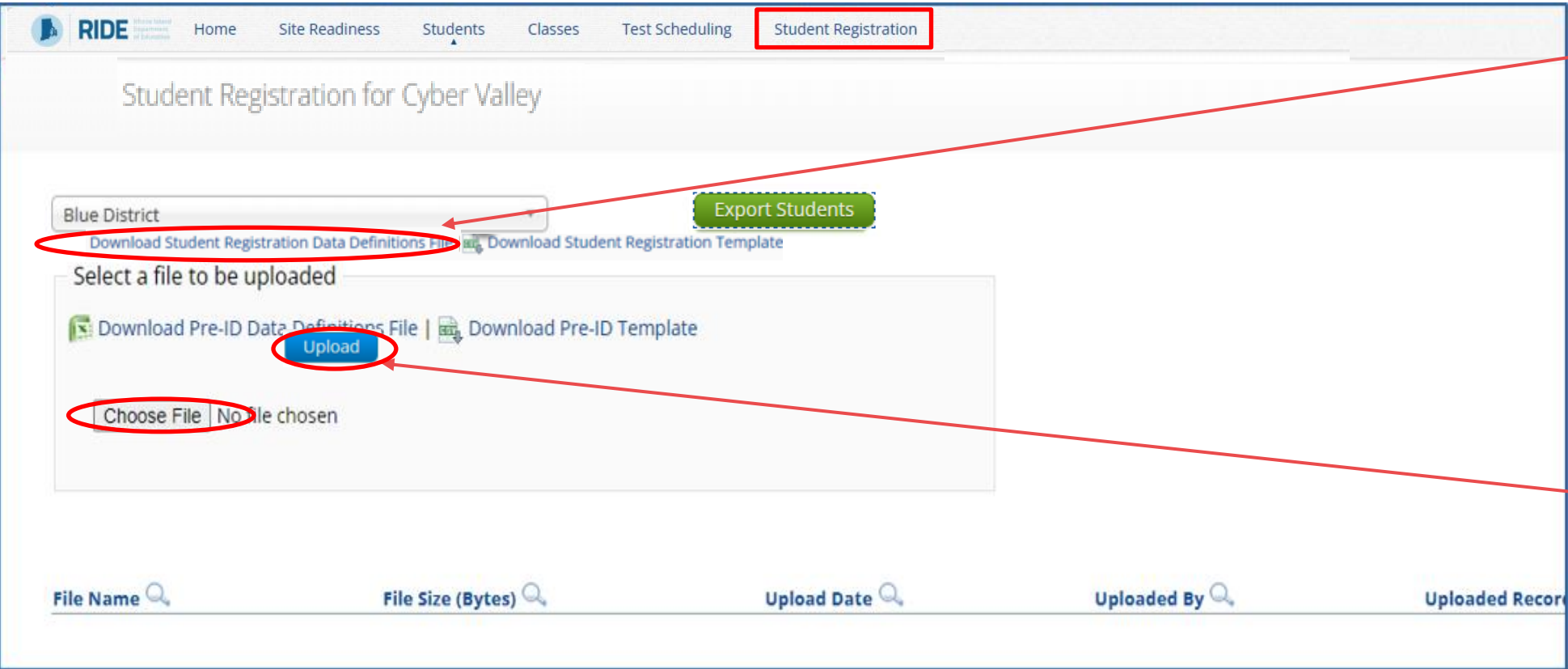
Choose File No file chosen

File Name File Size (Bytes) Upload Date Uploaded By Uploaded Record

Click **Export Students** to export a Student Registration file. The exported file will contain the current student data as it appears in the portal in the appropriate file layout. Exported Student Registration files can be edited and uploaded back into the RICAS Portal to update student accommodations.

A blank student registration file template is available for download

Student Accommodations – Upload File Process



1. Review the Data Definitions File for required columns and expected values
2. Revise the export file to add accommodations.
3. Save the file to computer as a CSV.
4. Click **Choose File** and **upload** revised file.

Student Accommodations – Upload File Process

Blue District Export Students

Select a file to be uploaded

[Download Student Registration Data Definitions File](#) [Download Student Registration Template](#)

No file chosen

File Name	File Size (Bytes)	Upload Date	Uploaded By	Records with Error	Uploaded Records	Status
Student Registration Validation Errors.csv	997	01/02/2025 3:05:27 PM	DistrictTest Coordinator	0	3	Processed
StudentRegistration_Upload_File 1.csv	5611	01/02/2025 2:27:10 PM	DistrictTest Coordinator	3	50	Validation Error

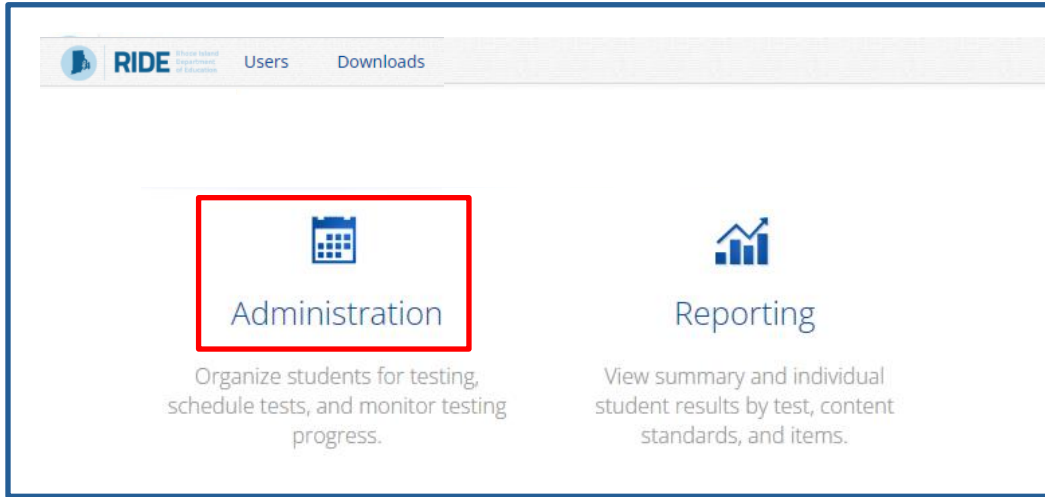
Pending: The file has been uploaded successfully and is processing.

Processed: All records in the file have uploaded successfully.

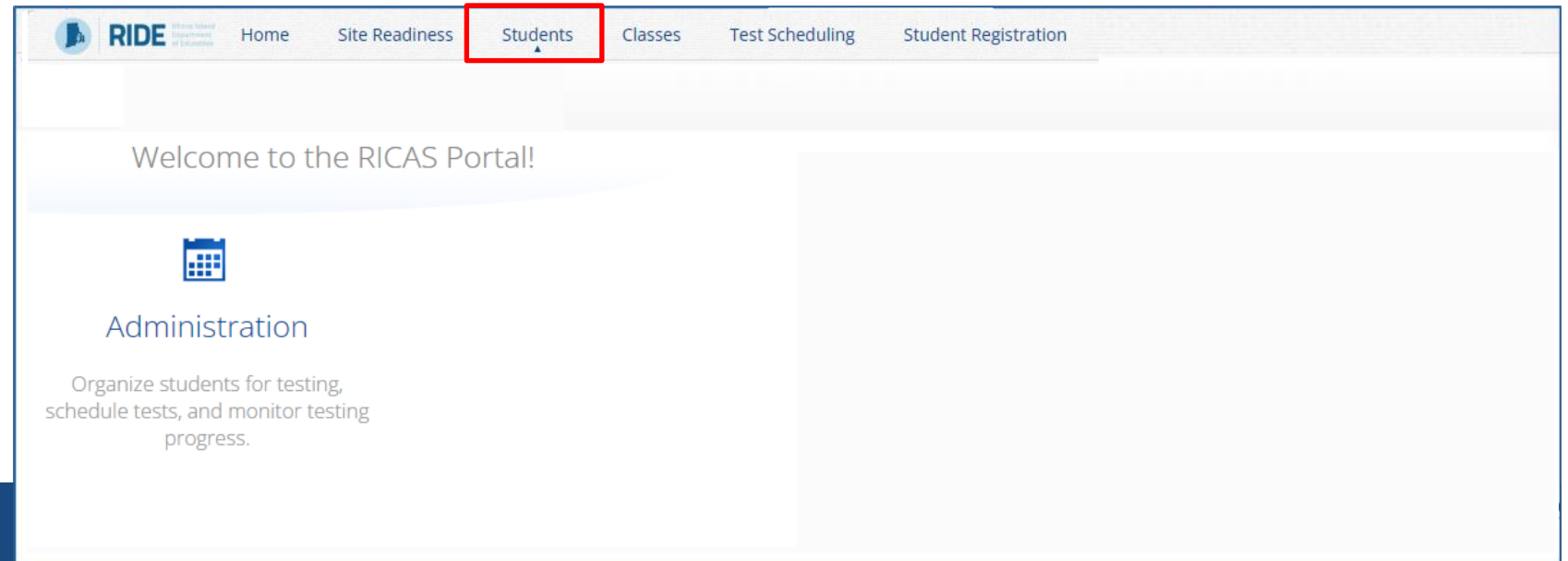
Validation Error: At least one student record has a validation error, and the file needs to be updated and reimported. Select **Validation Error** to download an error file.

Error: Contact eMetric: Contact the RICAS Service Center for support.

Student Accommodations - Interface



This screenshot shows the top navigation bar of the RIDE system with 'Users' and 'Downloads' selected. Below the navigation bar, there are two main menu items: 'Administration' and 'Reporting'. The 'Administration' item is highlighted with a red box. The 'Administration' item includes a calendar icon and the text: 'Administration' and 'Organize students for testing, schedule tests, and monitor testing progress.' The 'Reporting' item includes a bar chart icon and the text: 'Reporting' and 'View summary and individual student results by test, content standards, and items.'



This screenshot shows the RICAS Portal interface. The top navigation bar includes 'Home', 'Site Readiness', 'Students', 'Classes', 'Test Scheduling', and 'Student Registration'. The 'Students' menu item is highlighted with a red box. Below the navigation bar, there is a welcome message: 'Welcome to the RICAS Portal!'. Below the welcome message, there is a calendar icon and the text: 'Administration' and 'Organize students for testing, schedule tests, and monitor testing progress.'

Student Accommodations - Interface

1. Click on the **Students** tab at the top
2. Find the student you would like to add or edit accommodations for and click on the **Edit** button to the right of the student record.

Students in Cyber Falls Sch2-002

Cyber Falls Sch2-002 (Cyber Falls) View Unenrolled Students

Search By State Student ID:

[Add Student](#) [Student Search](#) Exports ▾

Last Name	First Name	Middle Initial	State Student ID	Student Grade				
Student	Demo		9989912345	03	View Classes	View Test Sessions	Enrollment Info	Edit
Student	Demo		9999965748	03	View Classes	View Test Sessions	Enrollment Info	Edit

Student Accommodations - Interface

Student Information: this tab will provide basic student information from RIDE's nightly feed to the Portal

The screenshot displays a web interface for managing student accommodations. At the top, there are three tabs: "Student Information", "Accommodations", and "Classes". The "Accommodations" tab is currently selected and highlighted with a red rectangular border. Below the tabs is a form with several input fields, each with a red asterisk indicating a required field. The fields are: "State Student ID:" with the value "4707162489"; "Student Grade:" with a dropdown menu showing "05"; "Last Name:" with the value "Student"; "First Name:" with the value "Brittany"; "Middle Initial:" with the value "P"; "Date of Birth:" with the value "04/15/2011"; and "Registration Codes:" with a text input containing "MAT05" and a checkmark icon. At the bottom of the form, there are two buttons: "Save" (in blue) and "Cancel" (in grey).

Student Accommodations - Interface

If a paper test is needed, choose the desired format.

The screenshot shows a web interface for selecting student accommodations. At the top, there are three tabs: "Student Information", "Accommodations", and "Classes". Below the tabs, there is a dropdown menu for "Information for Test Code:" with "MAT06 (Spring Grade 06 Math)" selected. The interface is divided into two main sections: "Embedded Accommodations" and "Non-Embedded Accommodations".

Embedded Accommodations:

- Paper Test Format
- Large Print
- Braille
- Mouse Pointer (Accessibility Feature)
- Text to Speech
- Speech to Text
- Word Prediction
- Calculation Device/Math Tools as a Special Access Accommodation
- Screen Reader (Includes Refreshable Braille)
- Compatible Assistive Technology
- Spanish

Non-Embedded Accommodations:

- Typed Responses
- Bilingual Dictionary and Glossary
- Human Reader
- Human Signer
- Human Scribe
- Graphic Organizer/Supplemental Reference Sheet

At the bottom of the interface, there are two buttons: "Save" and "Cancel". A red arrow points to the "Save" button.

Embedded Accommodations:
Accommodations that are built into the RICAS Student Kiosk

Non-Embedded Accommodations:
Accommodations that are provided at the time of testing (human, paper resource, etc..)

Updating the SAP in the Portal

(for additional step-by-step instructions see the SR/SAP Guide at [Training – RICAS Resource Center](#))

File Upload through Import/Export	Manual via Student Test Settings User Interface
when updating a large number of student records:	when updating approximately 10 or fewer student records:
<ul style="list-style-type: none">•Log in to the RICAS Portal with your username and password.•On the RICAS Portal homepage, select Administration.•Select Student Registration from the top menu bar.•Select the organization from the organization drop-down. Student Registration files can be exported at the district level or at the school level .•Select Export Students. The exported file will be downloaded locally.•Using the exported file, change Test Mode to Paper for students testing with a paper accommodation and update the accommodations and accessibility features for the desired students. Use the Student Registration Data Definitions File to assist in updating the exported Student Registration file.•Save the file in .csv format.•Select Choose File and select the Student Registration file to upload.•Select Upload.	<ul style="list-style-type: none">•Log in to the RICAS Portal with your username and password.•On the RICAS Portal homepage, select Administration.•Select Students from the top menu bar.•Select the school from the Organization drop-down menu•Locate the student in the Students table and select Edit in the row for the student.•To update the student’s accessibility features and/or accommodations, select Accommodations, select the Test Code from the Accommodations for Test Code drop-down and then check or uncheck the box next to the accommodation or accessibility feature that needs updating.•Once edits have been completed, click Save.

Preparing Technology



Technology Requirements for Testing

(see technology guidelines and user guides at <https://ricas.onlinehelp.cognia.org/tech-setup/>)

- Site Readiness Certification
- All battery-powered devices must be fully charged prior to testing, OR plugged-in during testing to minimize disruptions to student testing (testing irregularities)
- *Prior* to testing ensure all assistive technology devices work with Student Kiosk or there is an alternate setup (see the Assistive Technology Guide)

Test Coordinators	Test Administrators	Students
<ul style="list-style-type: none">• Computer with internet to monitor test sessions	<ul style="list-style-type: none">• Computer with internet to monitor testing sessions• Cell phone in case need to contact test coordinator due to testing irregularity	<ul style="list-style-type: none">• Computer or device for testing that meets the technical requirements for Student Kiosk• Devices or accessories (e.g., headphones, assistive technology) for accommodations or accessibility features as required by a student's IEP or 504 plan• If using tablets, recommend external keyboards

Assistive Technology (AT) - RICAS

Compatible with Student Kiosk

Compatible with Student Kiosk: AT can be used on the same computer as Student Kiosk

One Computer: Embedded in RICAS Kiosk

Accessibility Features: color contrast, answer masking, line reader, Item flag/bookmarking, Notepad, Highlighter, zoom

Accommodations:
Text-to-speech*
Spell checker
Calculator* (non-calc session)

One Computer: Compatible with RICAS Kiosk

Accommodations for...
Speech-to-text*
Word Prediction*

Screen Reader: JAWS 2021; NVDA

Hardware-based Technology: alternate keyboards, mouse, etc.

* *Special Access Accommodation:* ONLY for students who meet the criteria for this accommodation.

Not Compatible with Student Kiosk

AT needs to be run on an additional computer. The student needs two computers: one for RICAS Kiosk and one for the AT.

Computer 1:

RICAS Kiosk

Computer 2: Assistive Technology

Chrome and web extensions

Other AT that is not listed in Guidelines document

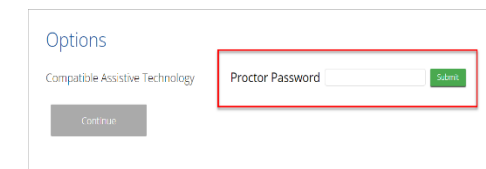
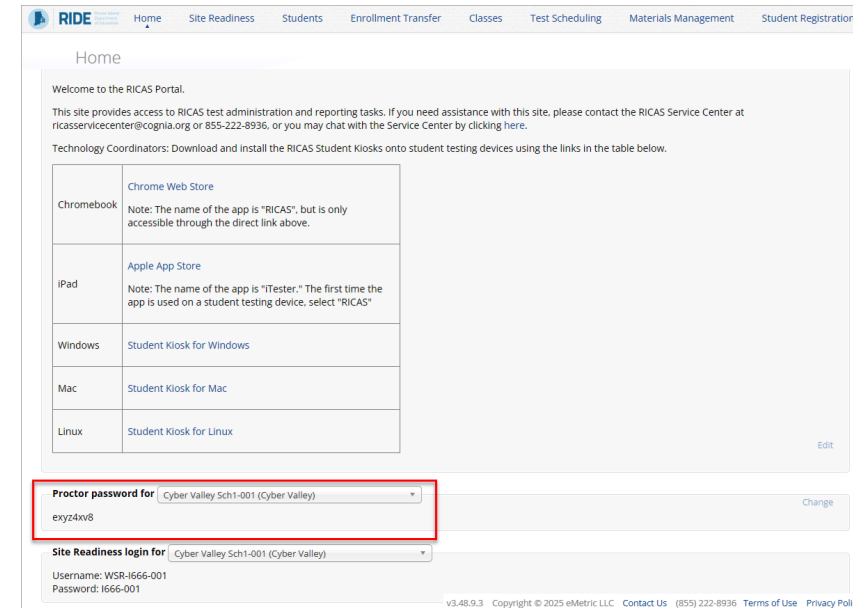
Many commonly used Windows-based speech-to-text programs (e.g., Windows dictation and Dragon Professional) can be used with RICAS Student Kiosk without the Compatible Assistive Technology accommodation provided the software is running prior to launching the kiosk

Speech-To-Text (STT) programs can be used for basic dictation but editing commands (i.e., voice commands used to select and edit text that was previously dictated) will not work.

Assistive Technology (AT) - RICAS

Using the Compatible Assistive Technology Accommodation

1. Open the 3rd party accessibility application on the testing device and log in to the application if necessary.
2. Launch the RICAS Student Kiosk.
3. Student enters their Username and Password to log in to the RICAS Student Kiosk.
4. Student selects the session and enters the session access code.
5. Ensure the student has a row on the accommodation's Options screen indicating that they received the Compatible Assistive Technology accommodation with an input for the proctor to enter the proctor password.
6. **Note:** The student will only see the option if they are running in a **kiosk mode** on **Windows**. If they are in a non-kiosk mode (i.e. browser) or other operating system kiosk, this accommodation is not available.
7. The proctor will enter the proctor password.
8. After the proctor enters the proctor password, the student will be able to successfully utilize desired assistive technology software which displays windows or an interface on top of the kiosk.
9. When the student submits the test session and returns to the profile screen, the Compatible Assistive Technology accommodation will be disabled.



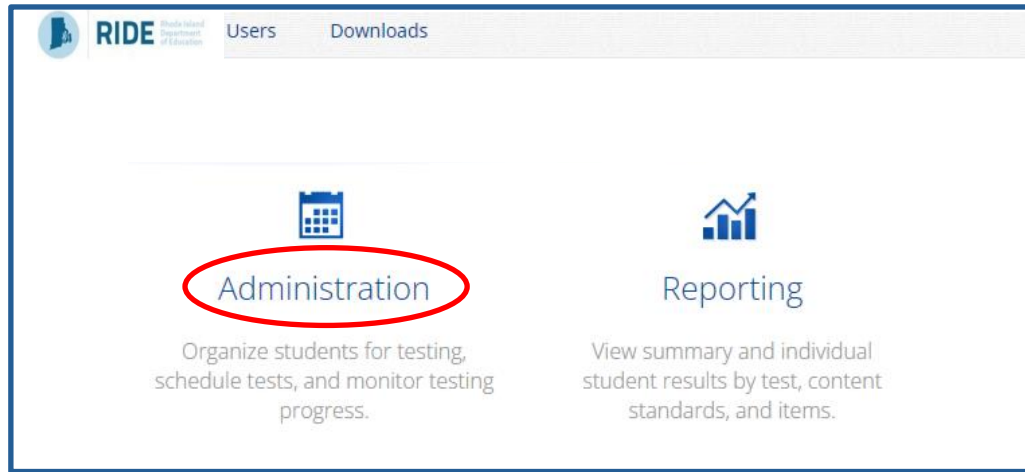
Site Readiness (Required)

A tool for schools and districts to assess their readiness for online testing via the RICAS Student Kiosk and to identify any potential technology-related issues before testing begins

Where: RICAS Portal (operational Site)

What: certification of:

- Device configuration
- Network configuration
- Network bandwidth
- Student Kiosk



Site Readiness- Certification



Home

Information for

Welcome to the RICAS Portal.

This site provides access to RICAS test administration and reporting tasks. If you need assistance with this site, please contact the RICAS Service Center at ricassen...

Technology Coordinators: Download and install the RICAS Student Kiosks onto student testing devices using the links in the table below.

Chromebook	Chrome Web Store Note: The name of the app is "RICAS", but is only accessible through the direct link above.
iPad	Apple App Store Note: The name of the app is "iTester." The first time the app is used on a student testing device, select "RICAS"
Windows	Student Kiosk for Windows
Mac	Student Kiosk for Mac
Linux	Student Kiosk for Linux

Proctor password for

kjk58hjf

Site Readiness login for

Username: WSR-1888-012
Password: 1888-012

Site Readiness- Certification



RIDE Rhode Island Department of Education Home Site Readiness Tricia Federico RICAS Service Center Logout

Site Readiness in Cyber City

Cyber City

School Cyber City

- Cyber City
- Cyber City Sch DLV1 (Cyber City)
- Cyber City Sch QA (Cyber City)
- Cyber City Sch QE (Cyber City)
- Cyber City Sch Supp (Cyber City)
- Cyber City Sch1-001 (Cyber City)
- Cyber City Sch13-013 (Cyber City)
- Cyber City Sch2-002 (Cyber City)
- Cyber City Sch3-003 (Cyber City)

Date and Time **Certified By** [View Details](#)

Site Readiness in Cyber City

Cyber City

School	Number of Devices Tested	Date and Time	Certified By	View Details
Cyber City Sch Supp	1			View Details

Showing 1 - 1 of 1

*Date and time is in Eastern Standard Time.

Site Readiness- Certification



RIDE Rhode Island Department of Education Home Site Readiness Tricia Federico RICAS Service Center Logout

Site Readiness Details

Cyber City Sch Supp (Cyber City)

Device Name	OS	Screen Size	Date and Time
DESKTOP-7EB3FNI	window 10.0.0	1424x1008	12/10/2024 4:55:22 PM

Showing 1 - 1 of 1

Site Certification

I certify that Site Readiness tests have been performed on the above machines and any noted issues have been resolved.

Certify Site Readiness

*Date and time is in Eastern Standard Time.

« Back

Infrastructure Trial

An opportunity for schools to prepare for computer-based testing by simulating the test-day.

Where: RICAS Training Site

What: Authentic Practice

Test Administrator

- Practice with Portal
- Practice with administering test

Students

- Logging into Student Kiosk
- Practice with test on platform

Technology

- Student Kiosk functionality
- Network



 **RIDE** Rhode Island Department of Education

RICAS Training Site

Username

.....

Password [Forgot Password?](#)

Sign In

Student Kiosk

Student Kiosk is the application students use to take RICAS

- Review hardware and software requirements
 - Ensure all testing devices are compatible
 - Reach out to Service Center with questions
- Download **updated** version from RICAS Resource Center
 - Install app on all student devices
- Use practice test (infrastructure trial) to confirm whether students' assistive technology is compliant with Student Kiosk (see best practices guide)



Creating a Class in the Portal


A “Class” is the name you assign in the platform to a group of students with the same grade and subject who will be testing at the same time

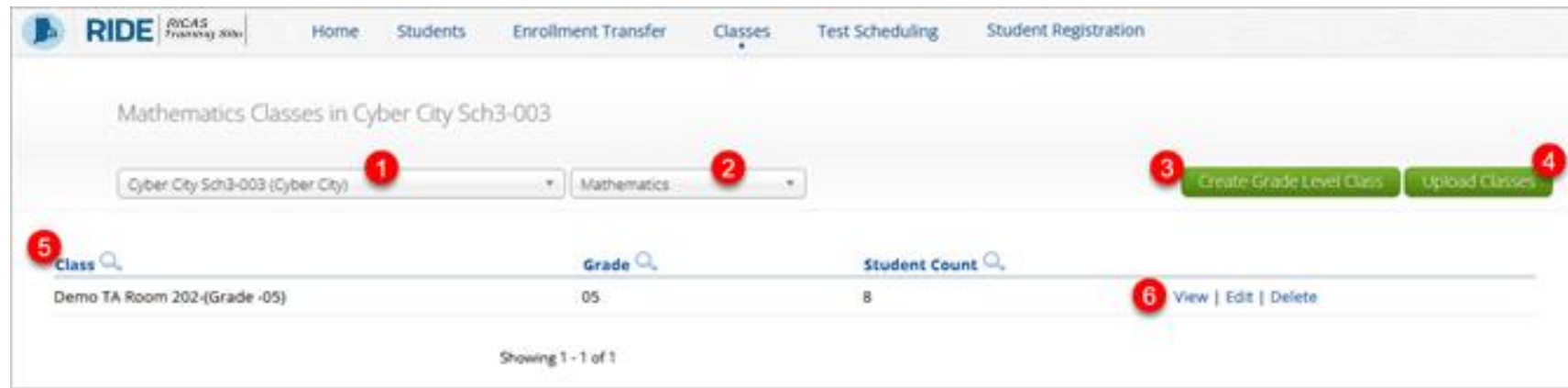
There are three ways to create classes in the RICAS Training Site:

- manually creating classes one at a time in the interface,
- uploading a file to create multiple classes at once,
- entering class names in column K of the Student Registration file.

Table 10 below are descriptions of the features that are available on the Classes page

Table 10. Classes

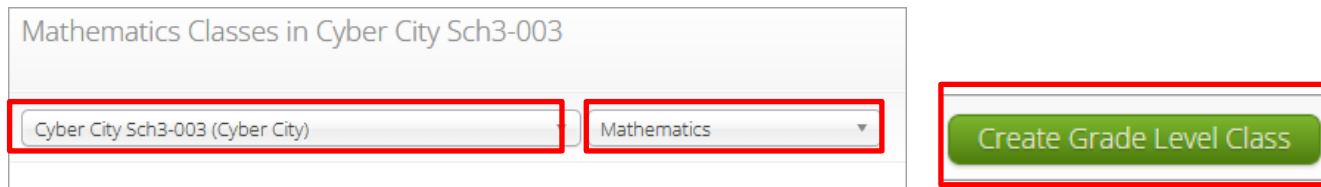
Icons	Description
1	Filter the Classes table by selecting an organization from the Organization drop-down menu.
2	Filter the Classes table by selecting a subject from the Subject drop-down menu.
3	Select the green Create Grade Level Class button to manually create a new class.
4	Select Upload Classes to create multiple classes within one .CSV file.
5	Sort columns by clicking on a column heading. Select the search icon  next to the column heading and type the desired search criteria.
6	To modify an existing class, locate the class in the table and select View , Edit , or Delete .



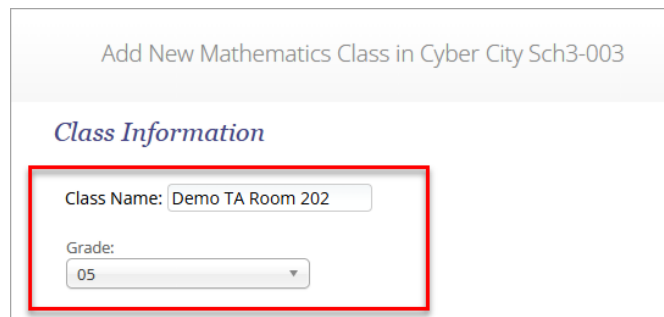
Creating a Class (Interface)

Classes are created by subject and grade. To create a class:

1. On the Classes page, select an **organization** from the organization drop-down list then select a **subject** from the subject drop-down list.

The image shows a form titled 'Mathematics Classes in Cyber City Sch3-003'. It contains two dropdown menus: the first is for the organization, set to 'Cyber City Sch3-003 (Cyber City)', and the second is for the subject, set to 'Mathematics'. To the right of these dropdowns is a green button labeled 'Create Grade Level Class', which is highlighted with a red rectangular box.

2. Select the **Create Grade Level Class** to create a new class

The image shows a form titled 'Add New Mathematics Class in Cyber City Sch3-003'. Under the 'Class Information' section, there are two input fields: 'Class Name' with the value 'Demo TA Room 202' and 'Grade' with the value '05'. Both of these fields are highlighted with a red rectangular box.

Students with the following accommodations will need to be placed into separate classes:

- Human Read Aloud
- Human Signer
- Spanish/English

Creating a Class (Interface)

3. Type the name of the class in the **Class Name** field.

When creating classes, RIDE recommends that schools use a naming convention that will help test administrators quickly and easily find the test they are administering. It is suggested that class names include the test administrator name and testing location (e.g., SMITH 205).

Add New Mathematics Class in Cyber City Sch3-003

Class Information

Class Name: Demo TA Room 202

Grade: 05

CLASS NAMES MUST BE UNIQUE ACROSS THE STATE- RIDE recommends using your 5-digit school code before each class name

- It is recommended that class names for these accommodations include the test administrator name, testing location, and accommodation (e.g., HRA SMITH 208, SPANISH SMITH 215).
- The class name entered in this column will be used to automatically create a class with the following naming format in the system:
Test Code-Content Area-Grade-Class Name- School Code (e.g., MAT07-Math-07-SMITH 205-88881010).

4. Select a grade from the **Choose a Grade** drop-down list.

Creating a Class (Interface)

- By default, students who are not assigned to any class for the selected content area are shown. To show all students who are not assigned to this particular class, select or deselect the “**Show only students that are not assigned to a class**” checkbox.

Note: Students can be added to multiple classes per subject in the Portal. Schools should be sure to only assign each student to one class per subject area.

- Add students to the class by selecting one or more students from the list on the left and selecting **Add**. If you need to remove students from the class list, select one or more students from the list on the right and select **Remove**.

The screenshot displays a web interface for managing student assignments. At the top, there is a search section titled "Search for Students" with a "Grade:" dropdown set to "05" and a "Class:" dropdown set to "Choose a Class". A checkbox labeled "Show only students that are not assigned to a class" is checked. Below this, the text "Showing students in : Cyber City Sch3-003" is visible. A search bar contains "Last Name, First Name (State Student ID)" and a "Sort By:" dropdown is set to "Last Name". A list of 10 student entries is shown, with "Student, Sample (8888600009)" selected. To the right of this list are two buttons: "Add »" and « Remove". A red circle highlights the student list and the "Add" button. On the far right, a separate list titled "Students in Demo TA Room 202: 8/250" shows 8 student entries. At the bottom of the interface are "Save" and "Cancel" buttons.

Creating a Class

To Filter The List Of Available Students:

- Select a class and grade in the **Search for Students** drop-down list. Begin typing a student's SASID, first name, or last name in the **Showing students in:** field and the students list will dynamically begin to update with the students that match the text entered.

To sort the list of available students:

- Sort the list of students by last name, first name, or SASID using the **Sort By** drop-down list.

Note: There is a limit of **250** students per class.

7. Select **Save** to create the class.

Add New Mathematics Class in Cyber City Sch3-003

Class Information

Class Name: Demo TA Room 202

Grade: 05

Search for Students

Grade: 05 Class: Choose a Class

Show only students that are not assigned to a class

Showing students in: Cyber City Sch3-003

Last Name, First Name (State Student ID)

Sort By: Last Name

Student, Sample (8888600001)
Student, Sample (8888600002)
Student, Sample (8888600003)
Student, Sample (8888600004)
Student, Sample (8888600005)
Student, Sample (8888600006)
Student, Sample (8888600007)
Student, Sample (8888600008)
Student, Sample (8888600009)
Student, Sample (8888600010)

Add »

« Remove

Students in Demo TA Room 202: 8/250

Student, Sample (8888600001)
Student, Sample (8888600002)
Student, Sample (8888600003)
Student, Sample (8888600004)
Student, Sample (8888600005)
Student, Sample (8888600006)
Student, Sample (8888600007)
Student, Sample (8888600008)

Save Cancel

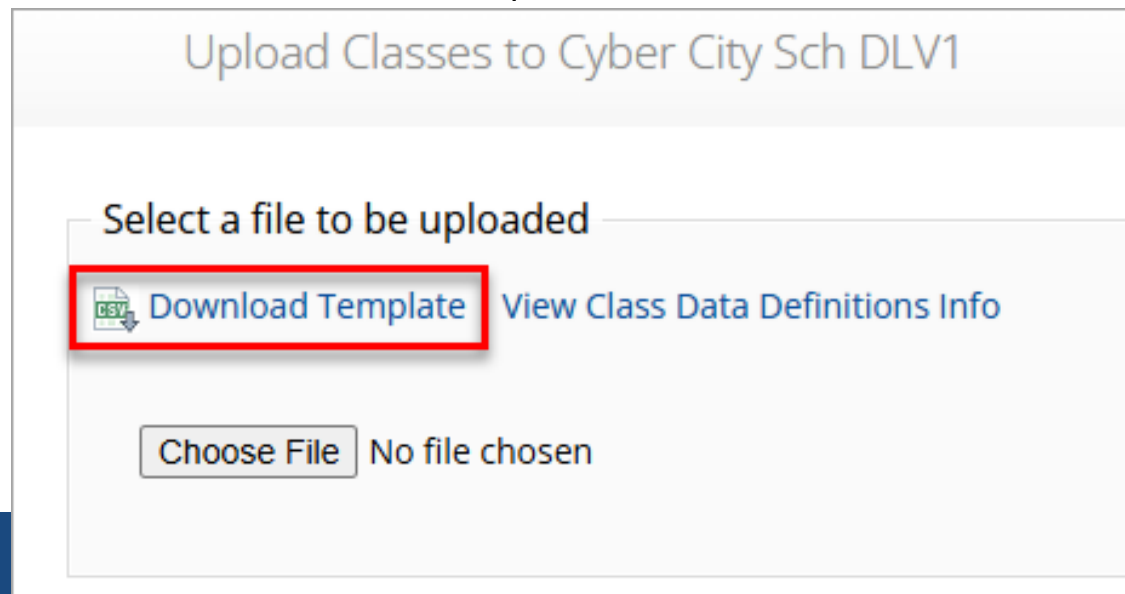
Creating a Class (Upload Process)

The Upload Classes feature allows you to create multiple classes across grades and subjects using one .CSV file. Classes can be uploaded at the district level by the district test coordinator or district-level technology coordinator, or at the school level by school and district test coordinators and technology coordinators.

To create classes via file upload, follow the steps below:



1. On the Classes page, select a school or the district from the organization drop-down menu and then select **Upload Classes** for school level class upload or, if the district is selected, select **Upload Classes for District**.
2. On the Upload Classes page, select on the **Download Template** link to download the class upload template to your computer.



Creating a Class (Upload Process)

3. Select **View Class Data Definitions Info** to view the headers and permitted values for each column in your class upload file.

*If uploading classes at the **district level**, the school code will be required. This extra field is included in the download template and data definitions info on the **district class upload page**.

Class Data Definitions Information x

Field Name	Permitted Values
ClassName	Alphanumeric characters. Max name length: 50 chars
ContentArea	Mathematics,ELA
ClassType	grade
Grade	03,04,05,06,07,08
SchoolCode	Unique identification number of the school
State Student ID	Existing state student id

Close

Creating a Class (Upload Process)

4. Fill out the template using the data definitions information provided and then save the file in .CSV format. Note that there is a limit of **1000 records** for each upload file. The following is an example of an upload file at the school level:

	A	B	C	D	E	F
1	ClassName	ContentArea	ClassType	Grade/CourseCode	State Student ID Number	
2	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	9999910001	
3	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	9999910002	
4	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	9999910003	
5	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	9999910004	
6	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	9999910005	
7	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	9999910006	
8	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	9999910007	
9	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	9999910008	
10	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	9999910009	
11	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	9999910010	
12	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	9999910011	
13	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	9999910012	
14	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	9999910013	
15	MAT05-DEMOTA-101-00100100	Mathematics	grade	05	9999910014	
16	ELA05-DEMOTA-202-00100100	ELA	grade	05	9999910015	
17	ELA05-DEMOTA-202-00100100	ELA	grade	05	9999910016	
18	ELA05-DEMOTA-202-00100100	ELA	grade	05	9999910017	

Note: If uploading at the district level, the School Code column will require the district code hyphen school code. For example, if the district code is 00 and the school code is 55555, the School Code column should contain 00-55555. The following is an example of an upload file at the district level.

Creating a Class (Upload Process)

4. Select **Choose File** and select the file from your computer and then select **Upload**. After the upload has been processed, you will be able to see the following information on screen:
 - a) Number of students processed successfully.
 - b) Number of duplicate records present in the file.
 - c) Number of error records present in the file.
 - i. A table including the type of error and the number of records is provided.
 - ii. Select **Download records with errors** to download a file of the errors found.

Table 11 below describes the error messages and the next steps to resolve class upload file errors.

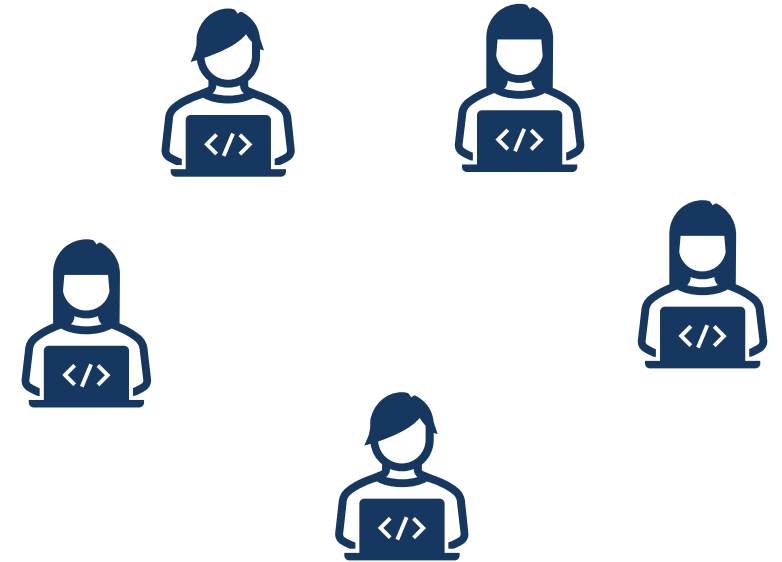
Table 11. Class Upload File Errors

Error	How to Resolve the Error
The uploaded file is not in the expected format. Please download and use the template provided via the Download Template link.	Verify the file is in .CSV format and make sure the headers in the file match the template.
Could not find SASID in the given organization	Correct the student's SASID in the .CSV file.
Length of class name cannot exceed 100 characters	Update the Class name(s) in the .CSV file to less than 100 characters.
Class name is missing	Add the Class name(s) to the .CSV file.

Recommendations for Creating Class Names

CLASS NAMES MUST BE UNIQUE ACROSS THE STATE-RIDE
recommends using your 5-digit school before each class name

- Create Portal Classes closer to testing to reduce edits for students who enter/leave the school.
- Create separate classes based on student groupings (e.g., 1:1 administration, small group, classroom).
- Use naming conventions to help test administrators find their Portal Classes to monitor (e.g., G7 ELA Rm402. G3 Math Smith, G5 Math LibrarySpHumanReader).



Viewing Classes

To view a class, select **View** on the classes table for the class.

The Class Details page will show.

Mathematics Classes in Cyber City Sch DLV1

Cyber City Sch DLV1 (Cyber City) Mathematics

Create Grade Level Class Upload Classes

Class	Grade	Student Count	
Demo-Kristin-(Grade -03)	03	1	View Edit Delete

Details for Demo TA Room 202:

[« Back](#) [Edit Class](#) [Export Roster](#)

Students in this class:

Last Name	First Name	Middle Initial	State Student ID	
Student	Sample		8888600001	Edit
Student	Sample		8888600002	Edit
Student	Sample		8888600003	Edit
Student	Sample		8888600004	Edit
Student	Sample		8888600005	Edit
Student	Sample		8888600006	Edit
Student	Sample		8888600007	Edit
Student	Sample		8888600008	Edit

Showing 1 - 8 of 8



Viewing/Editing Classes



The Class Details page lists all the students in the class. On this page you have the option to:

- Edit the class by selecting **Edit Class**.



- Export a class roster in .CSV format by selecting **Export Roster**.



- Edit a student's accommodations, and classes by locating the student in the class table and selecting **Edit** in the student's row. See section VII Students for additional information.

Details for Demo TA Room 202:

« Back Edit Class Export Roster

Students in this class:

Last Name	First Name	Middle Initial	State Student ID	
Student	Sample		8888600001	Edit
Student	Sample		8888600002	Edit

Editing Classes

Cyber City Sch DLV1 (Cyber City) Mathematics Create Grade Level Class Upload Classes

Class	Grade	Student Count	
Demo-Kristin-(Grade -03)	03	1	View Edit Delete

On this page you have the option to:

- Edit the name of the class in the **Class Name** field.
- Filter the list of available students:
 - i. Select a class and grade level in the **Search for Students** drop-down list. If you cannot find a student, deselect **Show only Students that are not assigned to a Class** to show all students in the school, including those already assigned to a class.
 - ii. Begin typing a student's SASID, first name, or last name in the **Showing students in:** field and the students list will update with the students that match the text entered.

Editing Students in Demo TA Room 202

Class Information

Class Name: Demo TA Room 202

Students in the class

Search for Students

Grade: 05 Class: Choose a Class

Show only Students that are not assigned to a Class

Showing students in School: Cyber City Sch3-003

Last Name, First Name (State Student ID)

Sort By: Last Name

Student, Sample (8888600009)
Student, Sample (8888600010)

Students in Demo TA Room 202: 8/250

Student, Sample (8888600001)
Student, Sample (8888600002)
Student, Sample (8888600003)
Student, Sample (8888600004)
Student, Sample (8888600005)
Student, Sample (8888600006)
Student, Sample (8888600007)
Student, Sample (8888600008)

Add »
« Remove

Save Cancel

Editing Classes

Sort the list of students by last name, first name, or SASID using the **Sort By** drop-down list.

- Add students to the class by selecting one or more students from the list on the left and clicking the **Add** button.
- Remove students from the class list by selecting one or more students from the list on the right and clicking the **Remove** button.

Note: Hold Ctrl and select student names to select multiple students.

If any edits are made, click **Save** to save the edited class or select **Cancel** to discard any changes and exit out of the class editing page.

Editing Students in Demo TA Room 202

Class Information

Class Name: Demo TA Room 202

Students in the class

Search for Students

Grade: 05 Class: Choose a Class

Show only students that are not assigned to a class

Showing students in School: Cyber City Sch3-003

Last Name, First Name (State Student ID)

Sort By: Last Name

Student, Sample (8888600009)
Student, Sample (8888600010)

Add »

« Remove

Students in Demo TA Room 202: 8/250

Student, Sample (8888600001)
Student, Sample (8888600002)
Student, Sample (8888600003)
Student, Sample (8888600004)
Student, Sample (8888600005)
Student, Sample (8888600006)
Student, Sample (8888600007)
Student, Sample (8888600008)

Save Cancel

Deleting Classes

Classes can be deleted if none of the students in the class have started a test session in that class. To delete a class, **Delete** on the classes table for the class.



Mathematics Classes in Cyber City Sch DLV1

Cyber City Sch DLV1 (Cyber City) Mathematics Create Grade Level Class Upload Classes

Class	Grade	Student Count	
Demo-Kristin-(Grade -03)	03	1	View Edit Delete

Showing 1 - 1 of 1

A message will be shown to confirm deletion.

Are you sure you want to delete this class: Demo TA Room 202-(Grade -05)?

Confirm Cancel

Scheduling a Test

Tests can be scheduled in the RICAS Portal AND in the RICAS Training Site Test.

Scheduling a test:

- organizes classes into tests,
- assigns the correct testing form to students with and without accommodations,
- creates the student logins, shows students' testing progress for the scheduled test,
- provides the ability of adding test report codes and invalidating test sessions as needed.

The Test Scheduling page, available to all user roles except Report Access Only, manages classes that have been scheduled for computer-based tests.

Select **Test Scheduling** on the Administration homepage top menu bar to access Test Scheduling.

Tests will be available to be scheduled on the **operational RICAS Portal** one week prior to the window opening



Scheduling a Test

Schedule a New Test

To schedule a test, follow the steps below:

1. Select the organization from the **Organization** drop-down menu.
2. Select the program from the **Program** drop-down menu (RICAS Training).
3. Select the subject from the **Subject** drop-down menu.
4. Select a test from the **Test** drop-down menu.
5. Select the green **Schedule New Test** button.

The screenshot shows the 'Test Scheduling' page on the RIDE RICAS Training Site. The navigation bar includes 'Home', 'Students', 'Enrollment Transfer', 'Classes', 'Test Scheduling', and 'Student Registration'. The main content area displays 'Displaying scheduled tests for ELA Practice Test in Cyber City Sch Supp'. Below this, there are four dropdown menus: 'Cyber City Sch Supp (Cyber City)', 'ELA', 'RICAS Training', and 'ELA Practice Test'. A green 'Schedule New Test' button is highlighted with a red box. To the right of the button is an 'Exports' dropdown. Below the dropdowns is a 'Filter by testing status' section with an 'All' dropdown. At the bottom of the page, a message states: 'There are no tests scheduled that match the selected criteria.'

Scheduling a Test

The **Schedule Tests** page will display a list of classes available to schedule.

1 form selected for scheduling 1 class.

Content Area: Mathematics Program: RICAS Grades 3-8

Test: Demo G3 Math

Search for Classes: Cyber Valley Sch1-001 (Cyber Valley)

Classes: Select All Unselect All

- G3 Math SMITH-(Grade -03)

6. Select one or more classes to schedule or click **Select All** to schedule the test for all classes in the list. Multiple classes may be assigned to the same test and all forms within that test will be automatically spiraled for all students in the class(es).
7. Select **Schedule** when you are done scheduling the test. The start date and end date are not editable and are fixed to the first and last day of the testing window.

Viewing Scheduled Tests

To view details for a scheduled test, follow the steps below:

1. On the Test Scheduling page, use the drop-down menus (Organization, Program, Subject, and Test Name) to filter for the scheduled test.
2. The scheduled classes for the selected test will be shown.
3. Locate the scheduled class in the scheduled tests table and select **View Details/Student Logins** to view the scheduled test details.

The screenshot shows the RIDE Test Scheduling interface. At the top, there are navigation tabs: Home, Students, Enrollment Transfer, Classes, Test Scheduling (selected), and Student Registration. Below the navigation, the text reads "Displaying scheduled tests for ELA_G3_Practice Test in Cyber Falls Sch3-003". There are four filter dropdown menus: "Cyber Falls Sch3-003 (Cyber Falls)", "ELA", "RICAS Training", and "ELA Practice Test". A green "Schedule New Test" button and an "Exports" link are also visible. Below the filters is a "Filter by testing status" dropdown set to "All". The main content is a table with the following columns: School, Class, Testing Status, Created Date, and Created By. The table contains two rows of data. The second row has a red box around the "View Details/Student Logins" link. At the bottom, it says "Showing 1 - 2 of 2" and a note: "*Created date is in Eastern Standard Time."

School	Class	Testing Status	Created Date	Created By	
Cyber Falls Sch3-003	Aarti Demo Class-(Grade -03)	In Progress	12/3/2024 9:16:36 AM	School TestCoordinator	View Details/Student Logins Delete
Cyber Falls Sch3-003	Demo Teacher_Demo ELA Gr3-(Grade -03)	In Progress	12/3/2024 9:16:36 AM	School TestCoordinator	View Details/Student Logins Delete

Scheduled Test Details

- The Scheduled Test Details page displays the session access code(s). Session access codes are as an added security measure for student tests. Students will be prompted to enter the session access code in the RICAS Student Kiosk after logging in and selecting a test session.
- The Scheduled Test Details table contains the following information for each student:
 - Student's first and last name
 - Student's username and password
 - Form assigned to the student
 - Date and time when new student test logins were generated
 - Test report codes
 - Test status (Not Started, In Progress, or Finished)
 - Date and time when the test was started and completed

Scheduled Test

◀ Back Edit Scheduled Test

District: Cyber City School: Cyber City Sch1-001
Administration: RICAS Admin Content Area: ELA
Class: QA ELA04 MIXED-(Grade -04)
Test Name: RIDE Demo Test
Testing Window: 01/29/2025 to 01/31/2025

Test is in progress. It ends on 01/31/2025. Students may log in and take the test using their username and password shown below.

Filter by Session
Choose a Session Export Logins for Selected Students Add Report Code

<input type="checkbox"/>	Last Name 🔍	First Name 🔍	Username 🔍	Password	Form Name 🔍	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Hail	Jesse	1300052001	Sucks5hq	Demo Form UAT	01/29/2025 5:50:35 PM	+	Session 1:Not Started Session 2:Not Started		
<input type="checkbox"/>	UpdateClassELAFourqa	STEPHANIE	1200022575	cn8dtjld	Demo Form UAT	01/29/2025 5:50:35 PM	+	Session 1:Not Started Session 2:Not Started		

Showing 1 - 2 of 2

Student Logins

- Student test logins can be exported from the Scheduled Test Details page as a **PDF or .CSV** file.
- If students were added to the class after the test was scheduled or if these accommodations were changed (ASL, Human Read Aloud, Human Signer, or Screen Reader) for a student in the class after the test was scheduled, the **Add or Update Students** button will appear at the top of the Scheduled Test Details page.
- Select the **Add or Update Students** button to update the scheduled test with the new or updated students.

« Back Edit Scheduled Test

District: Cyber Falls School: Cyber Falls Sch3-003
Administration: RICAS Admin Content Area: ELA
Class: Demo Teacher_Demo ELA Gr3-(Grade -02)
Test Name: ELA_G3_Practice Test
Testing Window: 12/03/2024 to 12/31/2024

Test is in progress. It ends on 12/31/2024. Students may log in and take the test using their username and password shown below.

Access Codes

Session Sequence	Session Name	Access Code
1	Session 1	5435818226
2	Session 2	3202437623

Add or Update Students
Students have been added to the test or received updated forms or accommodations. You must click the "Add or Update Students" button to generate new logins for these students.

Add or Update Students

Printing Student Logins

To export student logins as a PDF, follow the steps below:

- 1. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.

Filter by Session
Choose a Session

Export Logins for Selected Students (4) **Add Report Code (4)**

<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input checked="" type="checkbox"/>	Demo	Torrey	7082917002	5eqzcyj36	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	DemoStudent	Jennifer	8852362215	64A83296	ELA_G3_Form 1	12/03/2024 9:32:15 AM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Student	One	1097291038	esnsf4tp	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Student	One N	1097291048	3qvs25sc	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 1:Not Started Session 2:Not Started		

Printing Student Logins

1. Select **Export Logins**.
2. A pop-up will be shown with the option to choose PDF or CSV. Select **PDF**.
3. Select the number of student logins to be printed per page (1, 8, or 27 logins per page) then select **Export**.

Export Logins

Select a format of the export:

PDF CSV

Select the number of logins to be printed:

8 logins per page ▼

Export Cancel

Printing Student Logins

4. The student logins are exported to a PDF file. The first page of the PDF file is a cover sheet for the test administrator listing the session access codes for the test, the students in the scheduled class along with their login information, and **accommodations assigned**. Test administrators should review this prior to testing to ensure students have the correct accommodations before students log in to the test.

Class Name: Demo Teacher_Demo ELA Gr3-(Grade -03)
Test Name: _G3_Practice Test
Testing Window: 12/3/2024 to 12/31/2024

Student Name	Date of Birth	Username	Password	Accommodations
Student, Demo H	10/10/2015	9999910008	qruy6346	MAT03- (Speech to Text Standard)
Student, Demo G	11/11/2015	9999910007	ju3ejg3x	
Student, Demo F	11/12/2015	9999910006	jd1p3rlw	
Student, Demo E	12/11/2015	9999910005	4wuhrvce	
Student, Demo D	12/13/2015	9999910004	zhfu4jxf	
Student, Demo B	12/12/2015	9999910002	1j4upyaw	
Student, Demo C	12/12/2015	9999910003	ex85bktu	MAT03- (Word Prediction Standard, Mouse Pointer, Text to Speech Standard)
Student, Demo A	12/12/2015	9999910001	9mkf5b2k	MAT03- (Mouse Pointer, Text to Speech Standard)

Printing Student Logins

Following the cover sheet will be the student logins.

Each label displays the student's name, date of birth, test name, username, and password.

Demo, Torrey DOB:5/30/2005 ELA_G3_Practice Test Username: 7082917002 Password: 5eqzcyj36	Demostudent, Jennifer DOB:1/1/2016 ELA_G3_Practice Test Username: 8852362215 Password: 64A83296
Student, One DOB:1/1/2000 ELA_G3_Practice Test Username: 1097291038 Password: esnsf4tp	Student, One N DOB:1/1/2000 ELA_G3_Practice Test Username: 1097291048 Password: 3qvs25sc

Exporting Student Logins as a CSV

To export student logins as a .CSV, follow the steps below:

- 1. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.
- 2. Select **Export Logins**. A pop-up will appear with the option to choose PDF or CSV; select **CSV**.
- 3. Select **Export**.
- 4. A .CSV file listing each student's demographics, login information, test name, and accommodations will be downloaded.

	A	B	C	D	E	F	G	H	I
1	Listing Test Logins for Demo Teacher_Demo ELA Gr3-(Grade -03)								
2	Access code for Session 1: 5435818226								
3	Access code for Session 2: 3202437623								
4	Last Name	First Name	Middle Initial	DOB	Username	Password	Test Name	Accommodations	
5	Demo	Torrey		5/30/2005	7082917002	5eqzsj36	ELA_G3_Practice Test		
6	DemoStudent	Jennifer		1/1/2015	8852362215	64A83296	ELA_G3_Practice Test		
7	Student	One		1/1/2000	1097291038	esnsf4tp	ELA_G3_Practice Test		
8	Student	One N		1/1/2000	1097291048	3qvs25sc	ELA_G3_Practice Test		
9									

Verifying Accommodations

To view student accommodations, student logins must be exported as a .CSV:

1. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.
2. Select **Export Logins**. A pop-up will appear with the option to choose PDF or CSV; select **CSV**.
3. Select **Export**.
4. A .CSV file listing each student's demographics, login information, test name, and accommodations will be downloaded.

	A	B	C	D	E	F	G	H	I
1	Listing Test Logins for Demo Teacher_Demo ELA Gr3-(Grade -03)								
2	Access code for Session 1: 5435818226								
3	Access code for Session 2: 3202437623								
4	Last Name	First Name	Middle Initial	DOB	Username	Password	Test Name	Accommodations	
5	Demo	Torrey		5/30/2005	7082917002	5eqzcyj36	ELA_G3_Practice Test		
6	DemoStudent	Jennifer		1/1/2016	8852362215	64A83296	ELA_G3_Practice Test		
7	Student	One		1/1/2000	1097291038	esnsf4tp	ELA_G3_Practice Test		
8	Student	One N		1/1/2000	1097291048	3qvs25sc	ELA_G3_Practice Test		
9									

Test Security



Test Security-Materials

Secure Materials

Contain sensitive content (e.g., test items, student work/responses, student information, login information)

- CBT: Student testing tickets, Class Detail Summary page, ass session access codes, all on-screen content
- PBT: Test & answer booklets
- Any used scratch paper, reference sheets, accommodations (e.g., graphic organizers), etc., with student writing or student work.
- Student rosters and other reports/lists
- Stored in a secure, locked central location whenever not in use for testing, and otherwise never left unattended
- Must be tracked using internal tracking forms and independent counts of testing materials (see RICAS TCM for sample tracking form)
- Must be shipped back (test & answer booklets only) or else securely destroyed (shredded) after testing (see RICAS TCM)

Not Secure Materials

Available publicly or do not contain sensitive content

- Manuals, guides
- Blank scratch paper
- Reference sheets with no student writing
- PBT rulers
- May be stored where convenient
- Do not need to be tracked
- May be recycled after testing

Test Security: Paper Materials

Upon receipt of paper-based testing materials, inventory and store them in a secure central location.

- **ELA** PBT materials (including TAMs) initial shipment delivered by: **March 12**
- **Math** PBT materials (no TAMs unless ordered) initial shipment delivered by: **April 21**

Paper accommodations set in RICAS Portal after the initial shipment:

- Must be separately submitted as a paper materials order through the [RICAS Service Center](#) after the initial ELA shipment is received (system will not open until then)
- Require the school login sent via letter to principals in late January (superintendents also received a copy), and the ship code as indicated here.

MATERIAL SUMMARY

Ship To:			
MP Ship Code:	000000000906679	Date Packed:	03/12/20
Contract:	Contract Name: Rhode Island Comprehensive Assessment System	Administration:	2019-2020
County Code:	County Name:	SI Code:	Superintendent Unit Name:
District Code:	District Name:		
School Code:	School Name:	Grade:	Enrollment:
0100	Primrose Hill School	00	1
Total Boxes Shipped:			1

Box Label: 00000913940001	Unit	Qty Shipped	Qty Received	Qty Returned
Grade 5 Mathematics Test & Answer Booklet	EA	1		
Grade 5 ELA Test & Answer Booklet	EA	1		
Void Envelope	EA	1		
Student Label Envelope	EA	1		
UPS Return Service Label	EA	1		
Special Handling Envelope	EA	1		
*PBT Test Administrator's Manual, Spring 2020	EA	1		
Material Summary Form	EA	1		

MP Ship Code: Page: 1 of 1

000000000906679

You will need the MP ship code found on this form when ordering additional materials

Test Security: Materials

Ensure test administrators are clear on when students may use or access which materials during and after testing.

Grade-specific reference sheets for materials, organized by CBT/PBT content area and session, at www.ride.ri.gov/assessment-manuals

- ✓ Prepare materials
 - Ensure sufficient blank scratch paper and other tools for students.
 - Collect and/or assign supports and materials needed for students' accommodations.
- ✓ Be clear about...
 - which materials *are* accommodations (e.g., *Supplemental Mathematics Reference Sheet by grade for grades 3-8*), and
 - which are *not* (e.g., *Standard Mathematics Reference Sheet by grade for grades 5-8 RICAS math only*).
- ✓ Print room signage (see Appendix A of RICAS TCM).



Test Environments

(see *RICAS TCM* and *RISAP Test Coordinator Handbook*)

Plan for testing locations

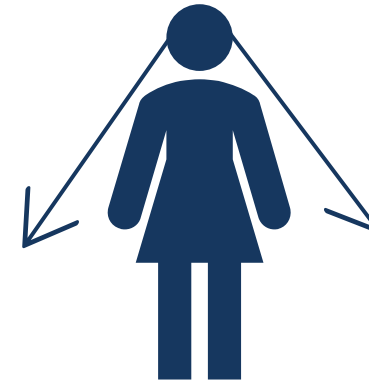
- quiet
- no interruptions by unauthorized personnel
- students can work productively without distractions

Prepare testing rooms

- ensure that all materials related to the content are covered or removed

Room set-up options

- prevent students from seeing others' screens (test materials)
- allow sufficient space for test administrators and proctors to move around



Students and Families



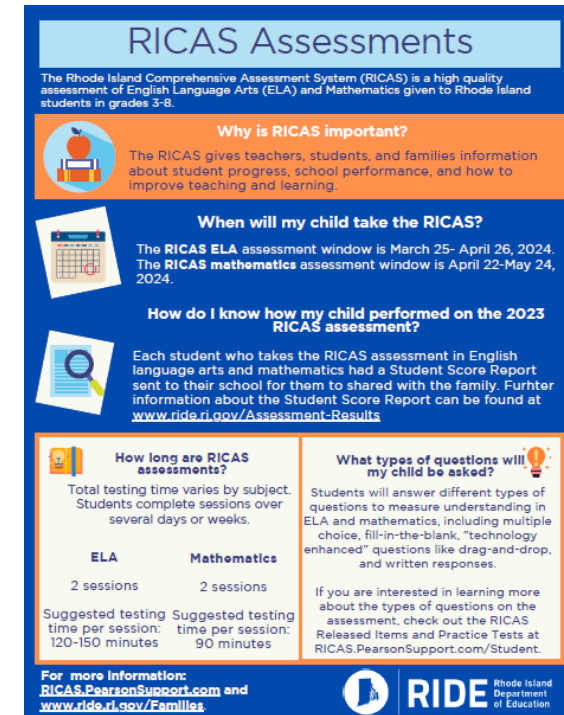
Students and Families

Communication of expectations to students and families, emphasize purpose of RICAS as tool to assess overall learning:

- Share RICAS flyer (posted at [RICAS Assessments | RI Department of Education](#)).
- Encourage families and students to try out the practice tests or released items.
- Emphasize how the district/school uses RICAS results to provide a better education and improve teaching and learning.

Work with students and families to help them prepare for and be as comfortable as possible during testing:

- Provide opportunities for students' interaction with items and test platform via the student tutorial and practice tests
- Ensure students are familiar with using the accommodations needed, especially assistive technology.
- Review the Technology Skills checklist (posted at www.ride.ri.gov/ricas).
- Encourage students and families to be involved in their education (see [RIDE's Resources for Families page](#)).



The Rhode Island Comprehensive Assessment System (RICAS) is a high quality assessment of English Language Arts (ELA) and Mathematics given to Rhode Island students in grades 3-8.

Why is RICAS important?
The RICAS gives teachers, students, and families information about student progress, school performance, and how to improve teaching and learning.

When will my child take the RICAS?
The RICAS ELA assessment window is March 25- April 26, 2024. The RICAS mathematics assessment window is April 22-May 24, 2024.

How do I know how my child performed on the 2023 RICAS assessment?
Each student who takes the RICAS assessment in English language arts and mathematics had a Student Score Report sent to their school for them to share with the family. Further information about the Student Score Report can be found at www.ride.ri.gov/Assessment-Results.

How long are RICAS assessments?	What types of questions will my child be asked?
Total testing time varies by subject. Students complete sessions over several days or weeks.	Students will answer different types of questions to measure understanding in ELA and mathematics, including multiple choice, fill-in-the-blank, "technology enhanced" questions like drag-and-drop, and written responses.
ELA 2 sessions	Mathematics 2 sessions
Suggested testing time per session: 120-150 minutes	Suggested testing time per session: 90 minutes

For more information: RICAS.PearsonSupport.com and www.ride.ri.gov/Families

RIDE Rhode Island Department of Education

Student Kiosk Student Tutorial

It is highly recommended that all students view the student tutorial – especially those who haven't done CBT before.

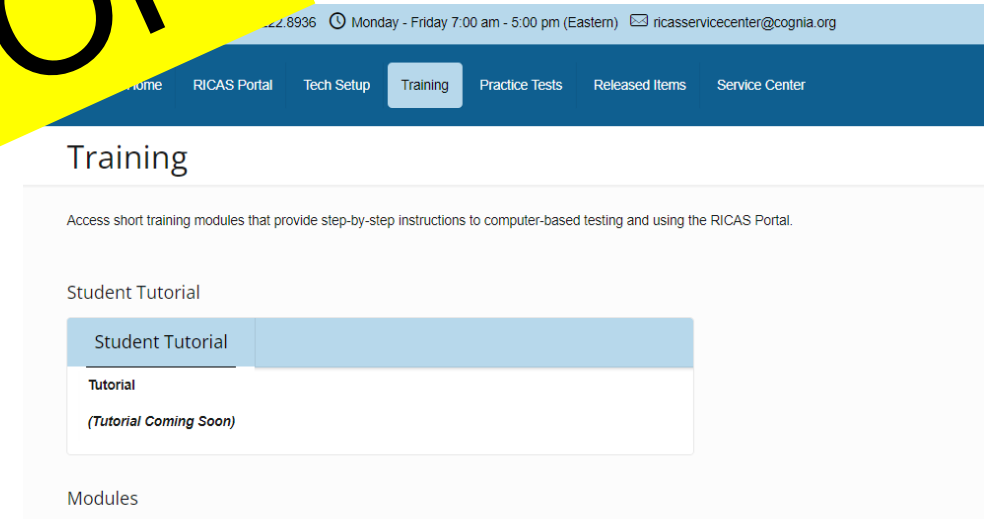
Purpose:

- Learn how to use different onscreen tools and accessibility features
- How to navigate through the test
- How to review responses before submitting a test

Considerations:

- 20-30 minutes to complete

COMING SOON!



RICAS Practice Tests

RICAS Resource Center

- Easily shared
- Experience with app
- Students receive scores

RICAS Training Site (Infrastructure Trial)

- School community practice
- Student Score Summary

Last Name	First Name	SASID	Total Score			Items				
			Score	Max	%	Item 1	Item 2	Item 3	Item 4	Item 5
ELAMATH	Four	8888808004	2	6	33	NS	1	A	C	B
ELAMATH	Four	8888801004	0	6	0	NS	0	A	A	C
ELAMATH	Four	8888877004	3	6	50	NS	1	A	D	B
ELAMATH	Four	8888837004	1	6	17	NS	0	A	B	B
ELAMATH	Four	8888867004	2	6	33	NS	1	B	D	A

During Testing:



General Tasks During Testing

- ✓ **Monitor** test administration, test security, and investigate and report testing irregularities:
 - Paper-based testing procedures outlined in RICAS TCM, Appendix C.
 - Testing irregularities procedures, see RICAS TCM and RISAP TC Handbook.
- ✓ **Track** secure testing materials, collect immediately after testing each day, and store securely whenever not in use for testing.
- ✓ **Maintain** list of students who require make-ups and schedule their make-up sessions accordingly.
- ✓ **Be available** to test administrators and proctors.
- ✓ **Check and update** student information (SIS) and accommodations (RICAS Portal) if needed.
- ✓ If your school is selected for a monitoring visit, follow the appropriate procedure as noted in the RISAP TC Handbook (www.ride.ri.gov/TC).

**Tests no longer require a test administrator or coordinator to:
Prepare, Start, Pause, Lock**

Test Security and Testing Irregularities



Test Security *During* Testing

Track secure materials (testing tickets, test & answer booklets, used scratch paper) using the form in the TCM (pictured).

Ensure all test administrators and proctors are actively monitoring while students are testing.

Constant supervision of students while they have access to secure materials:

- Students must never be left unattended while testing *or* while transitioning to a test completion room with their device.
- **Test administrators must be present at all times during testing; proctors are not allowed to be left alone with students.**

No communication about test content with students, among educators, or with families.

Spring 2025 RICAS Administration Test Materials Internal Tracking Form

Test coordinators must account for all RICAS test materials at all times.
Use this form to track the distribution and return of all RICAS materials.

Test Administrator's Name: _____ Room Number: _____

Grade: _____ Subject/Sessions: _____

Materials Moved from Locked Storage Area to Room # _____

Date: _____ Time: _____

	# of Standard Booklets	# and Type of Special Materials
Principal's or Designee's Count		
Test Administrator's Count		

Principal's or Designee's Signature: _____ Test Administrator's Signature: _____

Materials Moved from Room # _____ to Locked Storage Area

Date: _____ Time: _____

	# of Standard Booklets	# and Type of Special Materials	Scratch Paper Used? (no count needed)
Principal's or Designee's Count			<input type="checkbox"/> Yes <input type="checkbox"/> No
Test Administrator's Count			<input type="checkbox"/> Yes <input type="checkbox"/> No

Principal's or Designee's Signature: _____ Test Administrator's Signature: _____

Test Security (Irregularities):

General Information and Policies



A test irregularity is **any action that results in non-standard test administration**, including:

- Improper administration, access to prohibited materials, incorrect accommodation, etc.
- Certain kinds of testing interruptions (e.g., technology issue, student going home sick during testing).
- Security breaches of any kind.

Test Irregularities must be reported to RIDE using the State Assessment Test Irregularities Application in the RIDE Portal.

Test irregularities may result in invalidated scores.

Test security policies and requirements are clearly outlined in the RICAS TCM and both TAMs.

Testing irregularities and the reporting process are covered in more detail in the RISAP Overview Test Coordinator Training posted at www.ride.ri.gov/assessment-training.

Testing Irregularities



Some testing interruptions are testing irregularities and need to be reported:

- Technology issues that cause a delay of more than 15 minutes in testing.
- Student becoming sick and/or leaving testing due to emergency.

The following irregularities *may* result in **invalidations** (student scores and/or accountability):

- *Cell phone possession* or use by students during testing (including listening to music after test completion).
- *Accommodations incorrectly given* to student, or IEP/504 plan accommodations not given at all.
- *Lost or mislabeled student test booklets*, testing tickets, or other secure materials.
- *Coaching, erasing, altering, or interfering* with students' tests in any way.
- *Access to secure test materials* or content by unauthorized persons prior to, during, or after testing.
- *Providing resources that are not allowed* for a particular test or session (e.g., calculator on non-calculator portion of test, giving accommodated math reference sheet to all students)



If any test irregularity occurs:

- Correct and contain the incident at the district/school level.
- District Test Coordinator must **report the irregularity immediately using the State Assessment Test irregularity Application on the RIDE Portal**



State Assessment Test Irregularity Report

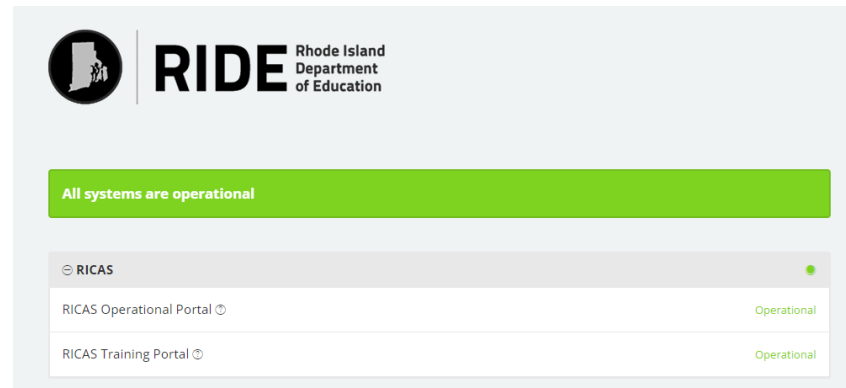
See the RISAP Test Coordinator Handbook for details about testing irregularity reporting.

System Wide Outage



How do I know if there is a system-wide outage during testing (e.g., RICAS testing servers go down)? How is that handled?

- In the rare occurrence that Student Kiosk or RICAS Portal experiences an outage, the RICAS Service Center will email a notification to district and school test coordinators, and technology coordinators.
- The RICAS Portal Status page at ricas-status.emetric.net will be updated until the issue has been resolved. A second email will be sent to schools and districts when service is restored.



RIDE Rhode Island Department of Education

All systems are operational

RICAS

RICAS Operational Portal	Operational
RICAS Training Portal	Operational

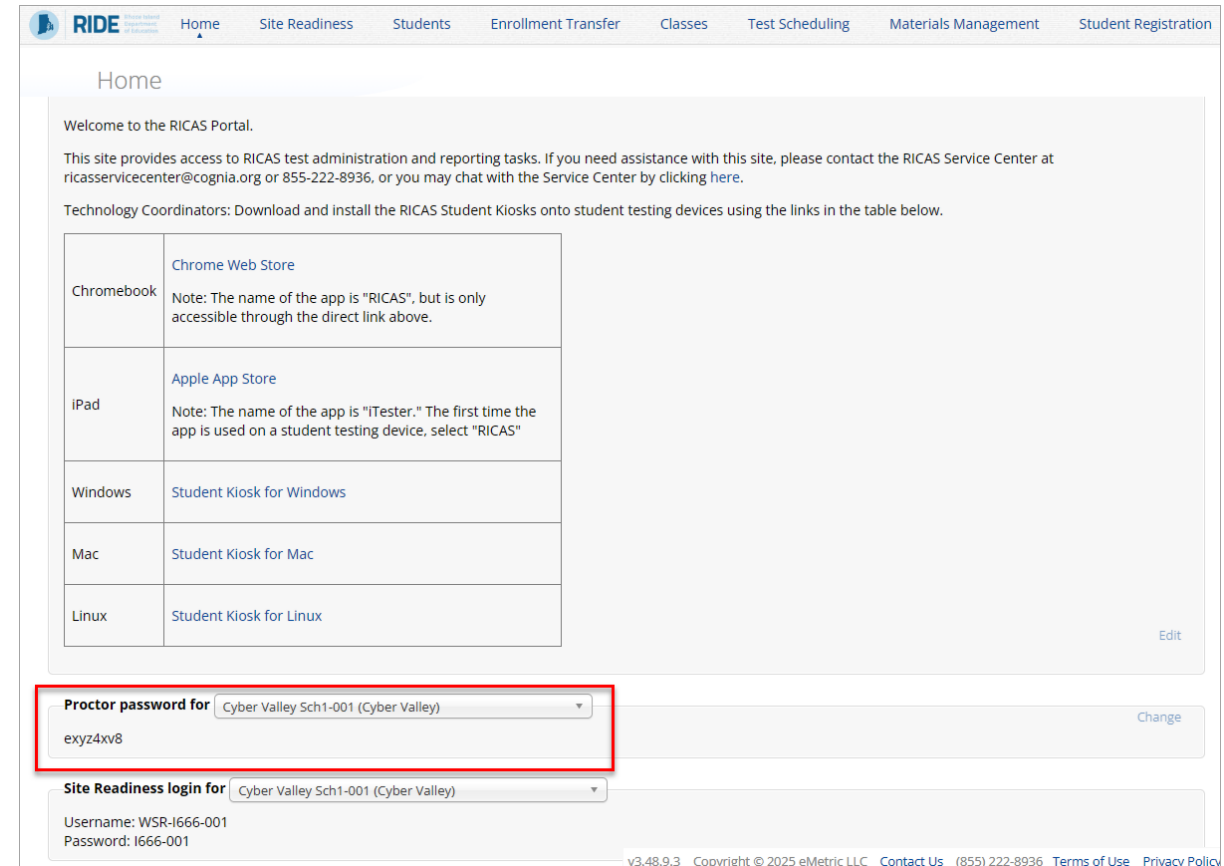
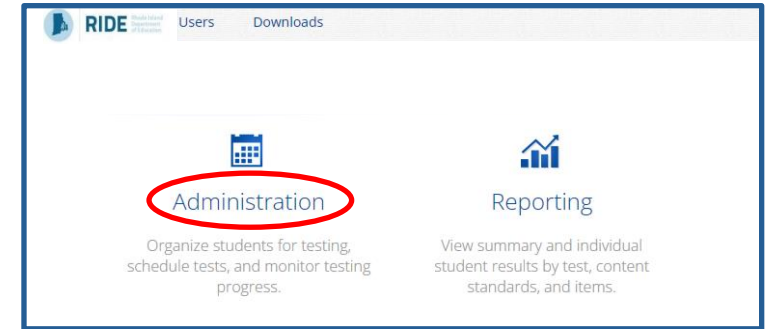
Monitoring Testing



Proctor Password

A proctor password is required to be entered in the RICAS Student Kiosk if one of the four following conditions is met:

1. A student is idle in the test for more than 60 minutes.
2. If a student pauses or exits the test and attempts to log back in to the test after more than 30 minutes have passed.
3. The RICAS Student Kiosk has experienced an abrupt closure, such as a loss of power, or the device is turned off while testing.
4. The proctor password will always be required on the Options page for students with the accommodation “Compatible Assistive Technology.”

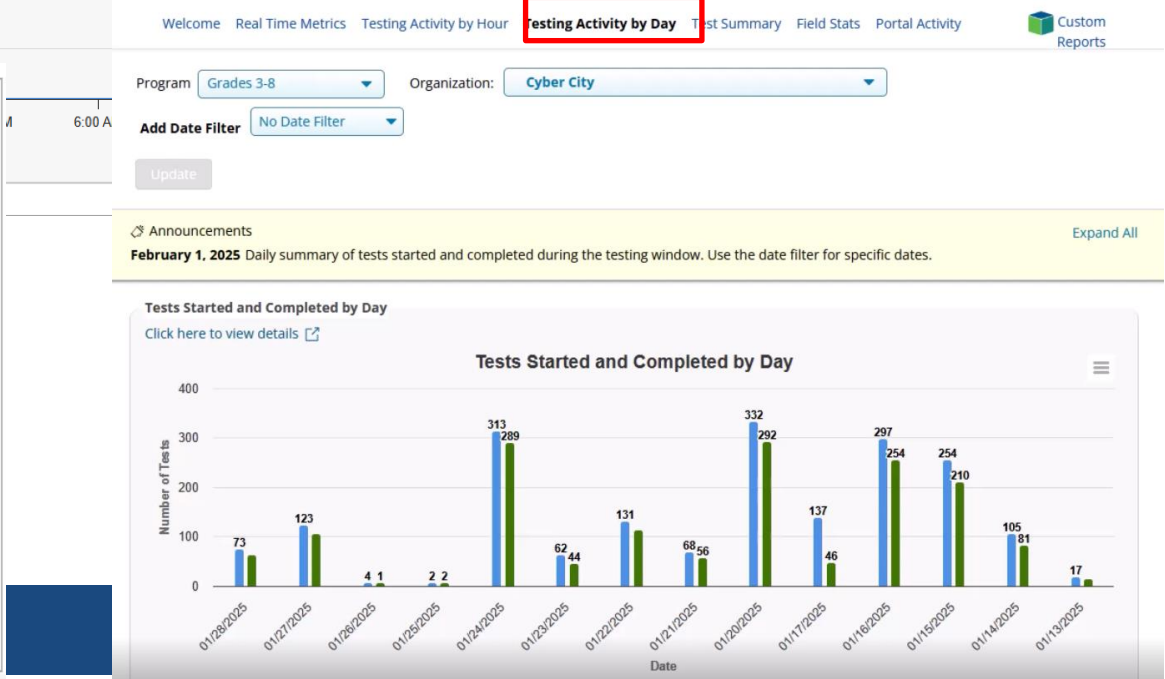
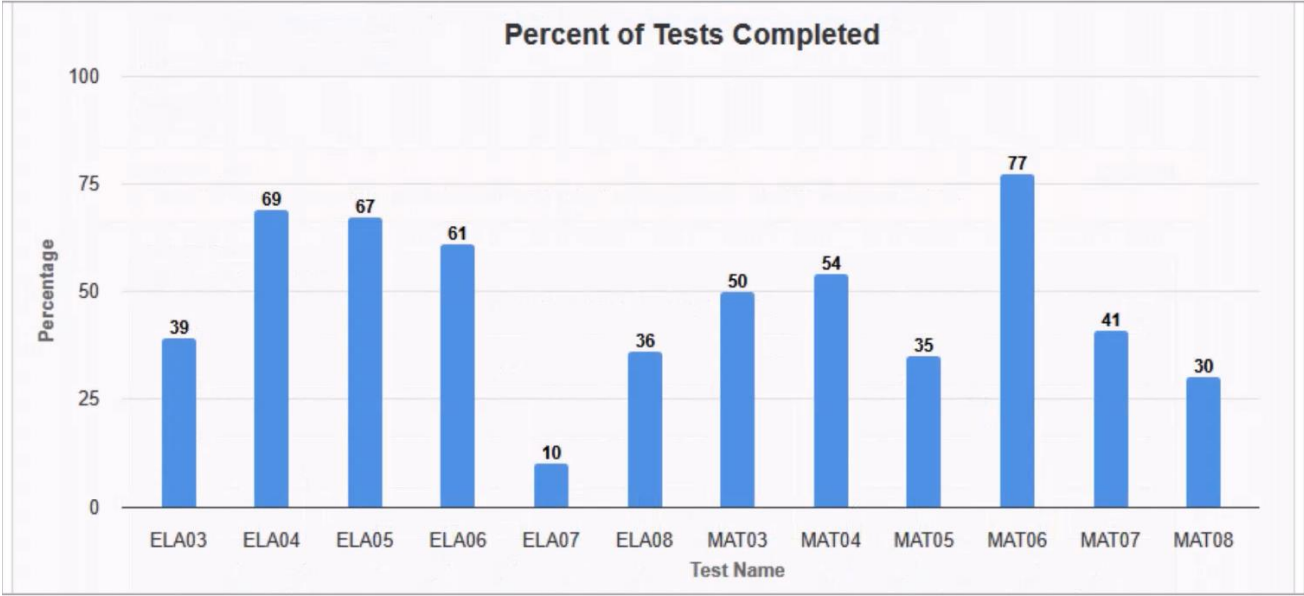
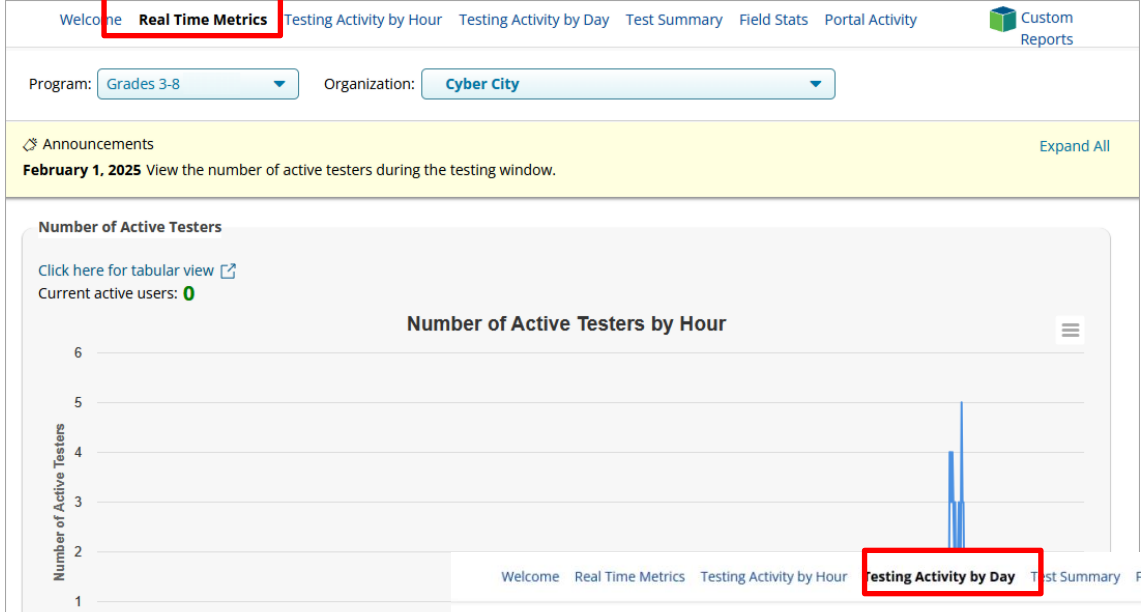
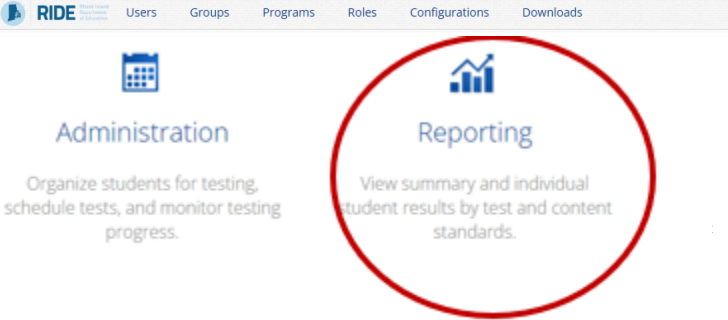


Proctor Password/Tests Locking

Student Activity in the Test	What is required for log in?	Will highlighting/notes in the Notepad be retained?	Are previously answered questions automatically locked?
Student pauses a test for <i>less</i> than 30 minutes	<ul style="list-style-type: none"> •password 	Yes	No
Student pauses a test for more than 30 minutes	<ul style="list-style-type: none"> •username •password •session access code •proctor password 	No	Yes
Student exits a test for <i>less</i> than 30 minutes	<ul style="list-style-type: none"> •username •password •session access code 	No	No
Student exits a test and remains in exited status for more than 30 minutes	<ul style="list-style-type: none"> •username •password •session access code •proctor password 	No	Yes
Student does not interact with the test for 60 minutes or more (inactivity timeout)	<ul style="list-style-type: none"> •username •password •session access code •proctor password 	No	Yes
Abrupt closure (such as loss of power or the device is turned off while testing)	<ul style="list-style-type: none"> •username •password •session access code •proctor password 	No	Yes

RICAS Portal Tasks - Monitoring

To access Reporting, select the Reporting icon from homepage



Monitoring During Testing

Scheduled Test

« Back Edit Scheduled Test

District: Cyber City **School :** Cyber City Sch1-001
Administration: RICAS Admin **Content Area:** ELA
Class: QA AM ELA5-Mix5-(Grade -05)
Test Name: RIDE Demo Test
Testing Window: 01/31/2025 to 01/31/2025

Test is in progress. It ends on **01/31/2025**. Students may log in and take the test using their username and password shown below.

Student Status Key	
Status	Description
Not Started (shown in gray)	The student has not signed in to the test session yet, but is ready to sign in.
In Progress (green)	The student has signed in to the test and begun testing. If the student exits a test session without submitting, the test session will show as In Progress and will still be accessible to the student. The status "In Progress" is used if the student has (1) logged in to the test and started that session and (2) has not clicked the Finish button OR has completed testing offline and the saved responses have not been synced yet.
Finished (orange)	The student has completed the test session and successfully turned in responses.

Filter by Session
 Choose a Session Export Logins for Selected Students Add Report Code Invalidate

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Hart	Mayqa	2222345687	pha3747e	Demo Form UAT	01/31/2025 12:33:09 PM	+	Session 1:Not Started Session 2:Not Started		
<input type="checkbox"/>	Hogan	Liddiaqa	2222345683	gf3dgykn	Demo Form UAT	01/31/2025 12:33:09 PM	+	Session 1:Not Started Session 2:Not Started		
<input type="checkbox"/>	Holt	Jeremyqa	2222345686	3vnt4rlx	Demo Form UAT	01/31/2025 12:33:09 PM	+	Session 1:Not Started Session 2:Not Started		

Reactivate a Test

Only users with the **district test coordinator** role may reactivate a student’s test after a student has submitted their test. Schools should contact their district test coordinator who can reactivate the test with the following steps.

To reactivate a student’s test click on the **Reactivate** link. A test can only be reactivated once it is in a **Finished** status.

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Demo	Torrey	7082917002	5eqzcyj36	ELA_G3_Form 1	12/03/2024 9:16:37 AM	VWA	Session 1:Not Started		
<input type="checkbox"/>	DemoStudent	Jennifer	8852362215	64A83296	ELA_G3_Form 1	12/03/2024 9:32:15 AM	+	Session 2:Not Started		
<input type="checkbox"/>	Student	One	1097291038	esnsf4tp	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 1:Finished (Reactivate)	12/3/2024 9:54:50 AM	12/3/2024 9:55:25 AM
<input type="checkbox"/>	Student	One N	1097291048	3qvs25sc	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 2:Finished (Reactivate)	12/3/2024 9:55:35 AM	12/3/2024 9:55:46 AM
<input type="checkbox"/>								Session 1:Not Started		
<input type="checkbox"/>								Session 2:Not Started		

When a student’s test is reactivated, their test status will display as **In Progress**, but their previously listed End Time will remain the same until they have completed the test after it was reactivated.

Support During Testing



For Support During Testing, Contact...

LEA/District Test Coordinator	RICAS Service Center	RIDE Assessment Office
<ul style="list-style-type: none">❖ Testing schedule❖ Questions about local testing policies or protocols❖ School emergencies that affect testing❖ Unusual circumstances on test days❖ Violations of test security❖ Reporting irregularities	<ul style="list-style-type: none">❖ Navigating RICAS Portal❖ RICAS Student Kiosk❖ Setting up Classes❖ Managing student data❖ Managing user IDs and passwords❖ Infrastructure trial❖ Submitting additional materials orders	<ul style="list-style-type: none">❖ Accommodations questions❖ General testing policies or protocols❖ School emergencies that affect testing❖ Unusual circumstances on test days❖ Violations of test security❖ Reporting irregularities❖ Anytime a test may need to be voided

Quick Guide for RICAS Service Center Calls

Topic	Information to Provide
Performance issue within Kiosk	Type of device being used Operating system Browser Description of the issue Troubleshooting steps already taken
Issue while live testing	School name Session name Using proctor cache or not Student information (if only affecting specific students) Description of the issue
Issues with Kiosk	School name Session name Type of device being used Operating system Description of the issue and troubleshooting steps taken

After Testing

RICAS Portal Tasks – Test Status

Export Test Status is a feature that is available to district test coordinators and school test coordinators that provides a .CSV file listing every student and their completion status per test of the currently selected school and test. The report will only appear at the school level; if a district is selected on the Test Scheduling page, the report will not appear.

Displaying scheduled tests for Demo G3 Math in Cyber Valley Sch1-001

Cyber Valley Sch1-001 (Cyber Valley) Mathematics Schedule New Test

RICAS Grades 3-8 Demo G3 Math

Filter by testing status: All

Exports ▾
Export Test Status
Export Test Status for All Tests
Export Students Not Scheduled

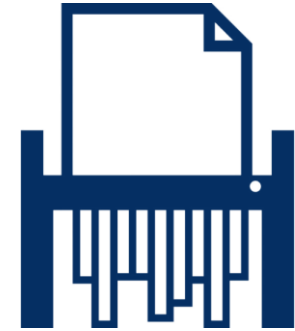
School	Class	Testing Status	Created Date	Created By	
Cyber Valley Sch1-001	G3 Math SMITH-(Grade -03)	In Progress	1/31/2025 1:17:05 PM	District Coordinator	View Details/Student Logins Delete

Showing 1 - 1 of 1

*Created date is in Eastern Standard Time.

Materials Handling

- **Destroy/shred** secure student LOGINS, and anything with student writing (used scratch paper, reference sheets).
- **Ensure** you are properly handling transcription of paper tests (see TCM for details)
- **Schedule** materials pick-up for any paper-based tests (see RICAS TCM, Appendix C).
- **Recycle** unused non-secure test materials.



Close-Out

- After the state testing window closes, notify Technology Coordinator that all testing is done:
 - Purge all cached test information
 - Uninstall Student Kiosk from student devices
- Review enrollment for accuracy.
- Principal completes the Principal Certification of Proper Administration (PCPA) through RICAS Service Center by **May 30**.
- Keep all records (training sign-in sheets, affirmations of test security, PCPA, etc.) on file at the school for 3 years.



RICAS Important Dates



Task	Date:
Complete the pre-administration SR/SAP process (must be completed by February 14 to receive PBT materials on time)	January 31-February 14
Extended SR/SAP window for CBT	February 17-March 21 February 17-April 25
Infrastructure Trial (recommended)	February 17-March 19
Receive manuals and PBT materials	ELA: March 12 Math: April 21
ELA Test Sessions Math Test Sessions	March 24-April 25 April 28-May 23



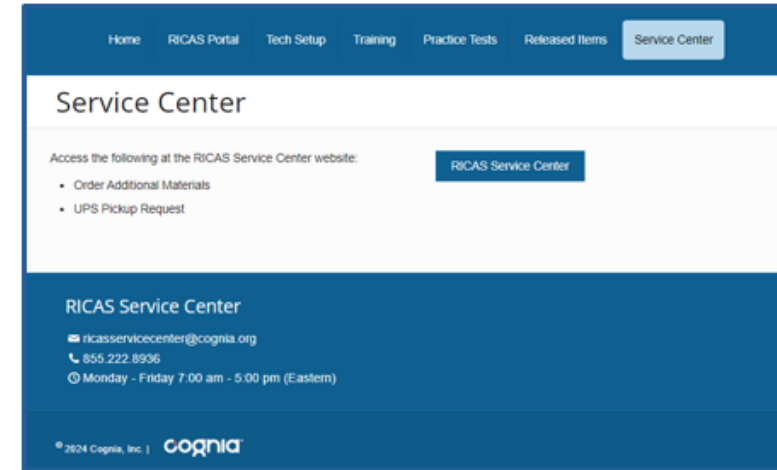
RICAS Service Center

Support for technical issues, RICAS Portal (login, etc.), questions about RICAS Portal and Student Kiosk:

Hours: 7:00 am-5:00 pm, Monday-Friday

Telephone: 855-222-8936

Email: ricasservicecenter@cognia.org



Helpful Sites to Bookmark

RICAS Resource Center

<https://ricas.onlinehelp.cognia.org/>

- Test coordinator information
- Manuals and materials by role (test coordinator, test administrator)
- Accommodations
- Test design

RICAS – RIDE Website

[Assessment Manuals & Materials | RI Department of Education](#)

needed by test coordinators, test administrators, technology coordinators, and data managers to prepare for each statewide assessment.

- [Rhode Island State Assessment Program \(RISAP\) Handbook](#)
- [School Directory](#)
- [RISAP Accommodations and Accessibility Manual](#)

Training for District Testing Coordinators

- [2024-25 Monthly Test Coordinator Webinar Registration](#). These webinars are designed to help you stay on track with preparing for the state assessments, to answer all your questions, and to provide you with the most up-to-date information on state assessments. The new series of webinars begins September 18, 2024.
- [2024-25 RISAP Training Calendar](#) (pdf posted 11-2024): This document contains all training information, including registration links, for district and school test coordinators and any other district and school administrators and teachers involved in preparing for and administering the Rhode Island State Assessments.

- Training modules for TCs/TAs
- Practice tests and Student Kiosk tutorial
- Released items and student work
- RICAS Portal user guides
- Technology support and guides
- RICAS Service Center information

- + ACCESS and Alternate ACCESS for ELLs
- + DLM Alternate Assessments
- RICAS ELA and Math

Rhode Island Comprehensive Assessment System (RICAS)

Subscribe to ensure you don't miss any announcements about RICAS or our upcoming state assessments by registering for the [Monthly Test Coordinator Webinars](#) and email assessment@ride.ri.gov to ensure you are on the assessment listserv to receive biweekly memos from the state assessment team.

Training for RICAS

- [Introduction to the New RICAS Portal](#) webinar recording.

RICAS Service Center 855.222.8936 Monday - Friday 7:00 am - 5:00 pm (Eastern) ricasservicecenter@cognia.org

RICAS Resource Center

Welcome to the RICAS (Rhode Island Comprehensive Assessment System) Resource Center website. This website provides access to test administration information, training, practice tests, and other resources to help schools and districts prepare for and administer the RICAS tests.

RICAS Portal

Sign in to the RICAS Portal to manage test administration tasks, such as student registrations, user accounts, and monitoring online testing.

[RICAS Portal](#)

Technology Setup

Access technology requirements and user guides.

[Technology Setup](#)

Training

Access short training modules that provide step-by-step instructions to computer-based testing and using the RICAS Portal, including the student tutorial.

[Training](#)

Practice Tests

Access resources to prepare students for testing.

[Practice Tests](#)

Released Items

Access released items from the computer-based and paper-based RICAS tests.

[Released Items](#)

RICAS Service Center

Access the RICAS Service Center website for test administration tasks (e.g., ordering additional materials, scheduling UPS pickups).

[RICAS Service Center](#)

RIDE Assessment Team



Team Member	Specialty	Email	Phone
Jackie Branco	NAEP, Accommodations, Medical Exemptions	Jacqueline.Branco@ride.ri.gov	401-222-4685
Tricia Federico	RICAS , PSAT/SAT School Day	Tricia.Federico@ride.ri.gov	401-222-8478
Heather Heineke	DLM, NGSA	Heather.Heineke@ride.ri.gov	401-222-8493
Ana Karantonis	ACCESS/Alternate ACCESS for ELs, Psychometrics	Ana.Karantonis@ride.ri.gov	401-222-8490
Adam Greeney	Data Analysis	Adam.Greeney@ride.ri.gov	401-222-8944
Phyllis Lynch, PhD	Director: Office of Instruction, Assessment, and Curriculum	Phyllis.Lynch@ride.ri.gov	401-222-4693

General Inquiries: assessment@ride.ri.gov

EDUCATION
is the **MOST**
Powerful
weapon *for*
CHANGING THE
WORLD.

Nelson Mandela



Thank you!

APPENDIX



RICAS Portal FAQs

A Student Was Absent on the Day of Testing and Will Be Kept in the Same Class for Make-Up Testing

1. Have the student sign in to the RICAS Student Kiosk using their original assigned credentials. This will change their status on the **View Details/Student Logins** screen from **Not Started** to **In Progress**.
2. Follow the normal procedures for having the student(s) turn in their answers in the RICAS Student Kiosk, and then verify their **Finished** test status on the **View Details/Student Logins** screen

A Student Was Absent on the Day of Testing and Will Be Placed in a New Class for Make-Up Testing

1. Remove the student from the class. Go to **Administration > Classes**, locate the student's class, and then click **Edit > student name > Remove > Save**.
2. Create a new class or add the student to an existing class. To create a new class, go to **Classes > Create Grade Level Class >** enter the information for the new class, and add the student to the class. To add the student to an existing class, go to **Classes >** locate the class to move the student to, and click **Edit**. Add the student to the class and click **Save**.
3. Schedule the class to take the test. Go to **Test Scheduling >** select the correct options in the drop-down menus and click **Schedule New Test Session**.
4. Print a new student login for the student.
5. On test day, have the student sign in to the RICAS Student Kiosk using the new sign-in credentials for the new class (available from the **View Details/Student Logins** screen).

RICAS Portal FAQs

A Student Transfers Into Your School

To add the student to an existing class, go to **Classes** > locate the class to move the student to, and click **Edit**. Add the student to the class and click **Save**.

- Students who transfer will be registered in their new school via the nightly feed once their enrollment data has been sent by their new district/school and removed from the prior district/school.
- Any Student Accommodation Profile settings will not be transferred from the prior school, and so that process will need to be completed for the student in the new school prior to their starting testing, including the ordering of any paper accommodations materials if the transfer occurred after the initial Student Registration window has closed.
- A testing record for the student will remain in the RICAS Portal with the original school.
- RIDE recommends that, for any content area(s) in which the student has not already tested, the student be moved to a new class that hasn't started a scheduled test so all untested transferred students can be easily located.

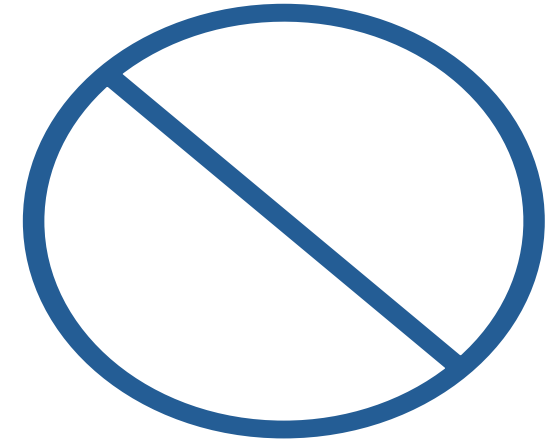
RICAS Portal– Moving Students Between Sessions

You may move a student to a new Portal Class *prior* to the student beginning testing for the following instances:

- correcting an accommodation *before* a student logs in to Student Kiosk, moving the student (no completed sessions) to a make-up session or a different test administrator / location.
- Makeup testing

A student should remain in their originally scheduled class:

- If a student has started their test, either has a session in progress, or completed Session 1 but has not taken Session 2 yet, we recommend those students remain in their originally scheduled test session/class.



RIDE *does not* use the **Not Tested Codes**. Medical absences are *only* submitted via the exemption process described at www.ride.ri.gov/Assessment-Exemptions

Accommodations Test Irregularities

If the student has been scheduled to take the test and has signed in to the test without the correct accommodation, the student may need to be moved to a new class and rescheduled to take the test if one of the following accommodations is intended for use: screen reader, human read-aloud, or human signer. This can be done by following these steps:

- In the RICAS Portal, go to **Administration > Students**.
- Search for the student and click **Edit**.
- Update the Accommodation and click **Save**.
- Go to the student's current class for this test and remove them from the class (**Class > Edit**).
- Create a new class or add the student to an existing class that is different than the class they were just removed from.
- Schedule the class to take the test. **Note:** Students requiring a Spanish/English accommodation must be assigned to a separate Spanish-only class and scheduled for a Spanish test.

A test irregularity must be reported

Portal FAQs – Student Enrollment

What do I do if a student *leaves* my school/district during the state testing window?

- **If the student has not yet been assigned to Portal Class:** nothing, though you may create a class and name it “transfer” in order to keep them in one place
- **If the student has been added to Portal Class but has not yet tested for a content area:** you can remove them from the class, and either leave as-is or place them in a class named “transfer” to keep track of them
- **If a student has taken both test sessions:** nothing; RIDE will handle it in our data clean-up process.

What do I do if a student *enters* my school/district during the state testing window?

Nothing, the student will be added to your school during the nightly feed process. You will need to add the student to the desired class.

During Testing FAQs – Testing Interruptions

What do I do if there is a school emergency and students must leave the building?

- Safety comes first. If it can be done safely, have students log out of RICAS Kiosk (CBT) or close test & answer booklets (PBT) before leaving the testing area.
- If a student becomes sick or otherwise is required to stop testing before they have submitted, what should I do?
 - The student should log out (CBT) or close their test & answer booklet with a piece of blank scrap paper marking their place (PBT, ideally indicating the item number) and the test administrator collect the student's testing materials.
 - The student (and family) should be informed that they should not discuss the test, that the student will resume testing after their return to school and will only be allowed to work on test items that the student has answered. (RIDE should be notified)



During Testing FAQs-Testing Interruptions

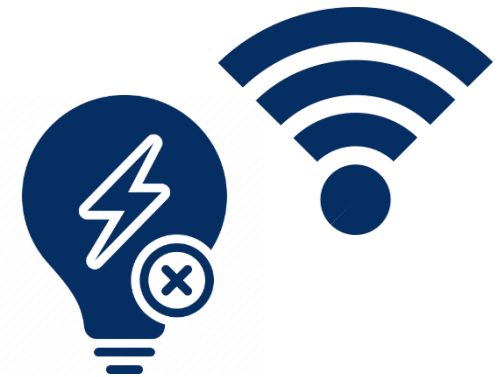
What do I do if one student's device has issues, but the student is logged in and the problem cannot be resolved within 15 minutes?

- Do not switch the student to another device unless told to do so by the RICAS Service Center.
- If you have contacted the RICAS Service Center and the problem still cannot be resolved within 15 minutes, you should schedule the student to complete the session at a later time.



What do I do if many students are affected by a power/internet outage?

- Circumstances over which you have no control (e.g., power failures) may interrupt testing. The TAMs include specific instructions for test administrators to follow if an interruption occurs.
- When normal conditions are restored, test administrators should resume testing. No interruption should reduce the total amount of time that students are given to complete the interrupted test session.



Creating a Class in the Portal

A “Class” is the name you assign in the platform to a group of students with the same grade and subject who will be testing at the same time

There are three ways to create classes in the RICAS Training Site:

- manually creating classes one at a time,
- uploading a file to create multiple classes at once,
- entering class names in column K of the Student Registration file.

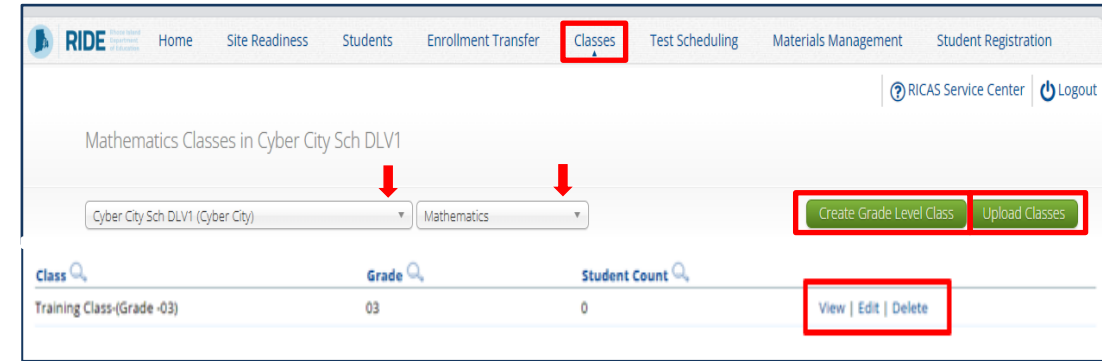

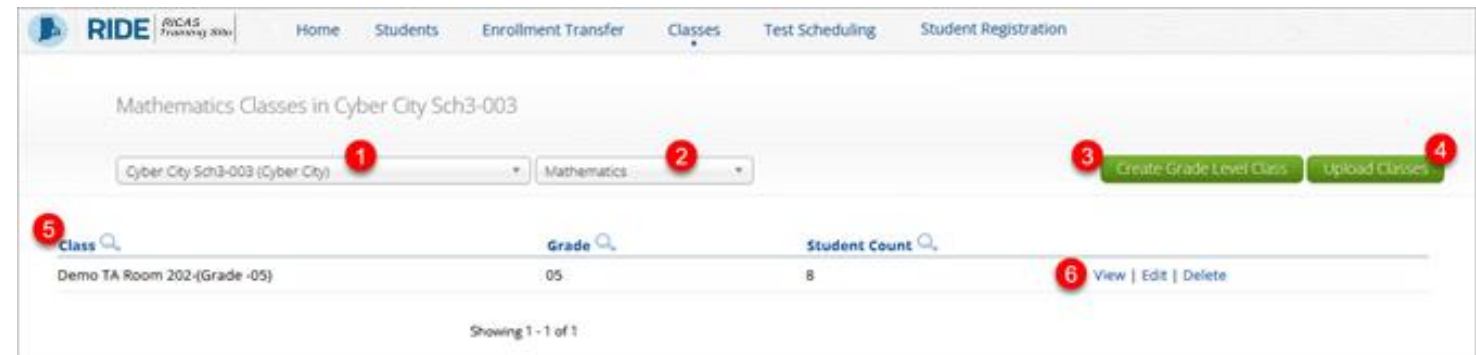


Table 10 below are descriptions of the features that are available on the Classes page

Table 10. Classes

Icons	Description
1	Filter the Classes table by selecting an organization from the Organization drop-down menu.
2	Filter the Classes table by selecting a subject from the Subject drop-down menu.
3	Select the green Create Grade Level Class button to manually create a new class.
4	Select Upload Classes to create multiple classes within one .CSV file.
5	Sort columns by clicking on a column heading. Select the search icon  next to the column heading and type the desired search criteria.
6	To modify an existing class, locate the class in the table and select View , Edit , or Delete .



Scheduling a Test

The screenshot displays the RIDE Test Scheduling interface. At the top, navigation tabs include Home, Students, Enrollment Transfer, Classes, Test Scheduling, and Student Registration. The main heading reads "Displaying scheduled tests for ELA_Practice Test in Cyber Falls Sch3-003".

Numbered callouts 1 through 6 highlight key features:

- 1:** Filter dropdowns for School (Cyber Falls Sch3-003 (Cyber Falls)), Program (RiCAS Training), Content Area (ELA), and Test Name (ELA Practice Test). A "Filter by testing status" dropdown is set to "All".
- 2:** A green "Schedule New Test" button.
- 3:** An "Exports" dropdown menu.
- 4:** Table column headers: School, Class, Testing Status, Created Date, and Created By, each with a search icon.
- 5:** "View Details/Student Logins" link for a test entry.
- 6:** "Delete" link for a test entry.


The table below shows two scheduled tests:

School	Class	Testing Status	Created Date	Created By	View Details/Student Logins	Delete
Cyber Falls Sch3-003	Aarti Demo Class-(Grade -03)	In Progress	12/3/2024 9:16:36 AM	School TestCoordinator	View Details/Student Logins	Delete
Cyber Falls Sch3-003	Demo Teacher_Demo ELA Gr3-(Grade -03)	In Progress	12/3/2024 9:16:36 AM	School TestCoordinator	View Details/Student Logins	Delete

Showing 1 - 2 of 2

*Created date is in Eastern Standard Time.

Table 12. Test Scheduling

Icons	Description
1	Filter the Scheduled Tests by selecting an option from one or more of the following drop-down lists: Organization, Program Name, Content Area, Test Name, and Testing Status (All, Not Started, In Progress, or Finished).
2	Select the green Schedule New Test button to schedule a new test.
3	Select Exports to Export Test Status or Export Students Not Scheduled for the selected test criteria. A .CSV file is downloaded to your computer.
4	Sort columns by clicking on a column heading. Select the search icon  next to the column heading and type the desired search criteria.
5	Select View Details/Student Logins to view the Scheduled Test Details page and print student logins.
6	Select Delete to delete a scheduled test. Only tests that were scheduled by you and have NOT yet started can be deleted. Once a student has logged in, the scheduled test cannot be deleted.

Updating the SAP in the Portal

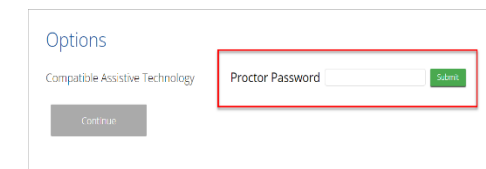
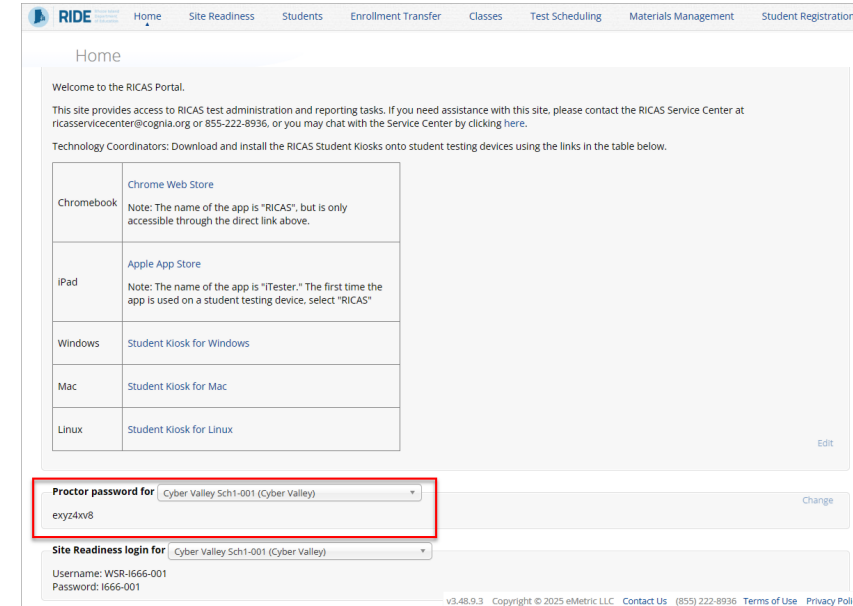
(for additional step-by-step instructions see the SR/SAP Guide at [Training – RICAS Resource Center](#))

File Upload through Import/Export	Manual via Student Test Settings User Interface
when updating a large number of student records:	when updating approximately 10 or fewer student records:
<ul style="list-style-type: none">•Log in to the RICAS Portal with your username and password.•On the RICAS Portal homepage, select Administration.•Select Student Registration from the top menu bar.•Select the organization from the organization drop-down. Student Registration files can be exported at the district level or at the school level .•Select Export Students. The exported file will be downloaded locally.•Using the exported file, change Test Mode to Paper for students testing with a paper accommodation and update the accommodations and accessibility features for the desired students. Use the Student Registration Data Definitions File to assist in updating the exported Student Registration file.•Save the file in .csv format.•Select Choose File and select the Student Registration file to upload.•Select Upload.	<ul style="list-style-type: none">•Log in to the RICAS Portal with your username and password.•On the RICAS Portal homepage, select Administration.•Select Students from the top menu bar.•Select the school from the Organization drop-down menu•Locate the student in the Students table and select Edit in the row for the student.•To update the student’s accessibility features and/or accommodations, select Accommodations, select the Test Code from the Accommodations for Test Code drop-down and then check or uncheck the box next to the accommodation or accessibility feature that needs updating.•Once edits have been completed, click Save.

Assistive Technology (AT) - RICAS

Using the Compatible Assistive Technology Accommodation

1. Open the 3rd party accessibility application on the testing device and log in to the application if necessary.
2. Launch the RICAS Student Kiosk.
3. Student enters their Username and Password to log in to the RICAS Student Kiosk.
4. Student selects the session and enters the session access code.
5. Ensure the student has a row on the accommodation's Options screen indicating that they received the Compatible Assistive Technology accommodation with an input for the proctor to enter the proctor password.
6. **Note:** The student will only see the option if they are running in a **kiosk mode** on **Windows**. If they are in a non-kiosk mode (i.e. browser) or other operating system kiosk, this accommodation is not available.
7. The proctor will enter the proctor password.
8. After the proctor enters the proctor password, the student will be able to successfully utilize desired assistive technology software which displays windows or an interface on top of the kiosk.
9. When the student submits the test session and returns to the profile screen, the Compatible Assistive Technology accommodation will be disabled.



Users Data Def Table

Import Users Data Definitions Table

Field Name	Description	Accepted Values
Username*	User's username for logging in to the portal	Up to 50 alpha-numeric characters; this should be the user's email address.
Fname*	User's first name	Up to 25 characters
Lname*	User's last name	Up to 25 characters
Email*	User's email address	Any standard email address

Role*	User's role	<p>One of the following: DTC — District Test Coordinator TC — Technology Coordinator STC — School Test Coordinator TA — Test Administrator RAO — Reports Access Only</p> <p>The abbreviated role will be used in the .CSV file. <i>For example:</i> STC will be the accepted value in the .CSV file for adding a School Test Coordinator.</p> <p>If a user belongs to multiple organizations, a pipe character (“ ”) should be used to separate the organizations. <i>For example:</i> If a user belongs to schools 12345 and 12346 in District 99 then Org = 99-12345 99-12346</p>
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District Code associated with the district level user

District Test Coordinator, Technology Coordinator (District)

Org = District Code

District and School Code associated with the school level user

For example:
 If District Code is = 99
 then
 Org = 99

School Test Coordinator, Technology Coordinator (School), Test Administrator (School)

Org = District Code - School Code

For example:
 If District Code = 99
 School Code = 12345
 then
 Org = 99-12345

Org*

Program Programs available for the user

Blank
 1033 = RICAS Grades 3-8
Note: If this is left blank, the user will be assigned to all programs by default.

Phone User's phone number

Phone number in xxx-xxx-xxxx format

Fax User's fax number

Fax number in xxx-xxx-xxxx format

Address User's address

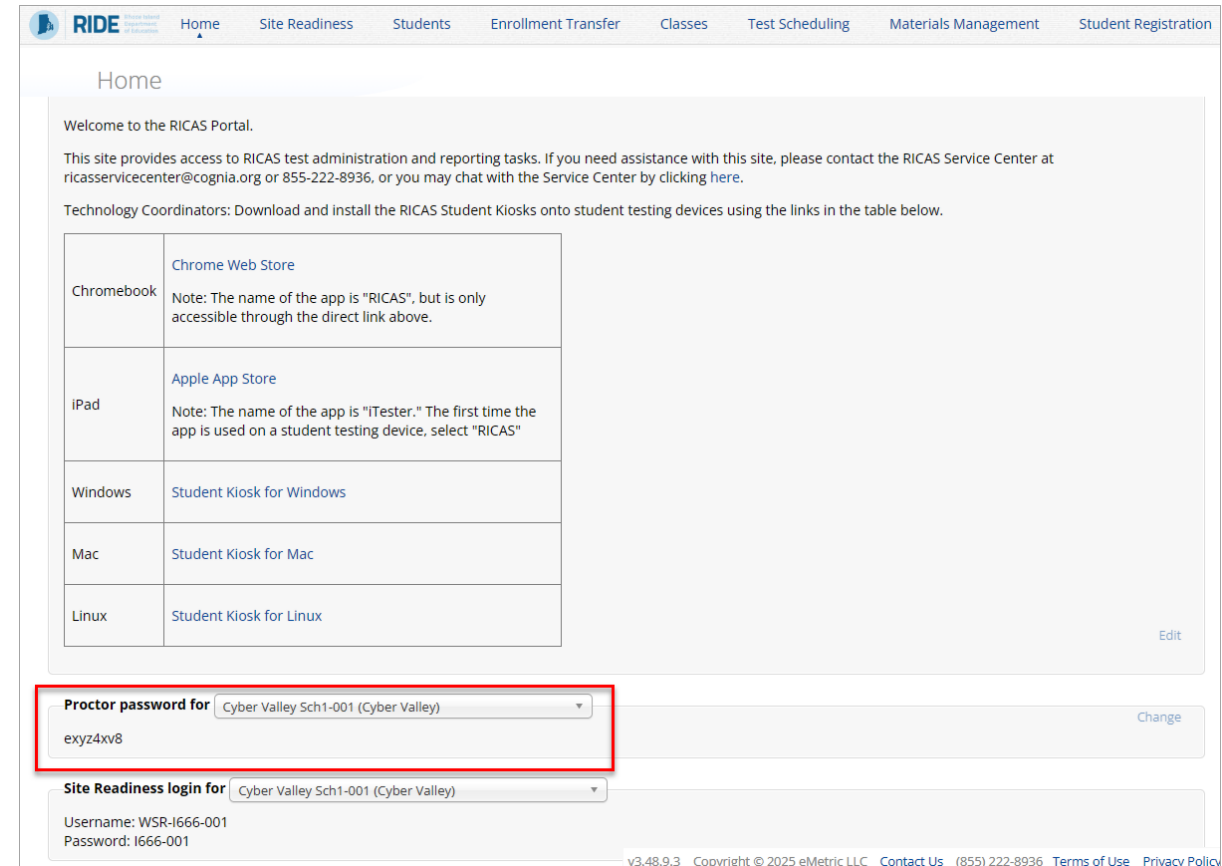
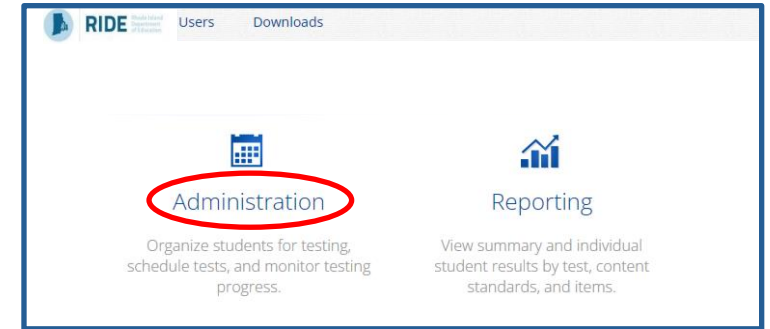
Up to 200 characters

**Required Field*

Proctor Password

A proctor password is required to be entered in the RICAS Student Kiosk if one of the four following conditions is met:

1. A student is idle in the test for more than 60 minutes.
2. If a student pauses or exits the test and attempts to log back in to the test after more than 30 minutes have passed.
3. The RICAS Student Kiosk has experienced an abrupt closure, such as a loss of power, or the device is turned off while testing.
4. The proctor password will always be required on the Options page for students with the accommodation “Compatible Assistive Technology.”



Proctor Password/Tests Locking

Student Activity in the Test	What is required for log in?	Will highlighting/notes in the Notepad be retained?	Are previously answered questions automatically locked?
Student pauses a test for <i>less</i> than 30 minutes	<ul style="list-style-type: none"> •password 	Yes	No
Student pauses a test for more than 30 minutes	<ul style="list-style-type: none"> •username •password •session access code •proctor password 	No	Yes
Student exits a test for <i>less</i> than 30 minutes	<ul style="list-style-type: none"> •username •password •session access code 	No	No
Student exits a test and remains in exited status for more than 30 minutes	<ul style="list-style-type: none"> •username •password •session access code •proctor password 	No	Yes
Student does not interact with the test for 60 minutes or more (inactivity timeout)	<ul style="list-style-type: none"> •username •password •session access code •proctor password 	No	Yes
Abrupt closure (such as loss of power or the device is turned off while testing)	<ul style="list-style-type: none"> •username •password •session access code •proctor password 	No	Yes