



Test Coordinator Monthly Webinar

February 12, 2025

**RHODE
ISLAND**

Agenda for February 12, 2025

- Test Coordinator Monthly Webinar Calendar
- Individual Test Updates & Preparing for State Assessments
 - Test Coordinator and Test Administrator Training
 - DLM
 - NGSA
 - RICAS
 - PSAT 10 and SAT
 - NAEP
 - ACCESS & Alternate ACCESS
- Enrollment for outplaced students
- Medical Exemptions
- Resource Slides

Test Coordinator Monthly Webinars

Details:

- **WHO:** district and school test coordinators, special education directors, EL directors, data managers, technology coordinators
- **WHAT:** pertinent information about state assessments, including monthly tasks, to support schools and LEAs in a successful test administration year
- **REGISTRATION:** the link to register for the entire series can be found at www.ride.ri.gov/tc.
<https://attendee.gotowebinar.com/register/1968693600455278426>

Webinar Calendar (Wednesdays at 10:00am) – Save the Dates!

- March 19, 2025
- April 23, 2025
- May 14, 2025
- June 11, 2025

Preparing for the 2024-25 RI State Assessments

Test Coordinator Training Recordings

Title of Test Coordinator Training	Recording Link
RICAS Test Coordinator Training	Link to recording. Link to slide deck.
NGSA Test Coordinator Training	Link to slide deck.
SAT/PSAT Test Coordinator Training Workshop	Link to slide deck part 1. Link to recording part 1. Link to slide deck part 2 Link to recording part 2

Upcoming Test Coordinator Trainings

Assessment/Title of Training	Dates/Times	Registration Link
DLM Test Coordinator Training	March 12 (Webinar) <ul style="list-style-type: none">9:30am-11:00am	https://attendee.gotowebinar.com/register/2026464140796357722
NGSA Test Coordinator Training	March 13 (Webinar) <ul style="list-style-type: none">9:00am-11:30am	https://attendee.gotowebinar.com/register/7354711782649999193
Psat10/SAT Office Hours	March 18 (Zoom) <ul style="list-style-type: none">10:30-11:30am	https://collegeboard.zoom.us/webinar/register/WN_VLJ8M8_sQJqawV8M6PxDSg
	March 25 (Zoom) <ul style="list-style-type: none">2:30-3:30pm	https://collegeboard.zoom.us/webinar/register/WN_N7nZLBTZSNCgQwabN_7WTg

Test Administrator Training

The RISAP Training Calendar is available at www.ride.ri.gov/assessment-manuals

State Assessment	Link to Training Modules	Link to Test Administrator Core Training
DLM:	Test Administrator Training Modules	DLM Test Administrator Core Training
RICAS:	Test Administrator Training Modules	RICAS/NGSA Test Administrator Core Training
NGSA:	NGSA Test Administration Certification	RICAS/NGSA Test Administrator Core Training
SAT and PSAT 10:	SAT/PSAT Test Hall Monitor and Proctor Training Available in LMS on February 18, 2025	

Individual Test Updates

Student registration file has been uploaded. This means:

- Students are available now in Kite Educator Portal for rostering.
- Teachers will be able to complete their First Contact Survey and Personal Needs and Preferences profiles once students are rostered to them (should be complete by March 21)
- Any students who were not registered must be entered manually by the test coordinator.

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

- Try to have all test administrator training completed by March 14.
- All test administrators must have accounts in Kite Educator Portal.

Test Coordinator and Test Administrator Checklists.

- Use these to keep track of tasks and ensure that test administration goes smoothly.

Important Dates:

- **March 14:** Test administrator training completed.
- **March 21:** First Contact Survey and PNP completed.
- **April 1:** First day of DLM testing.

Manuals:

- **Test Coordinator Manual:** Available now in NGSA Portal. Has a complete checklist of tasks for test coordinators. Please use it to stay organized!
- **Test Administrator Manual:** Available now in NGSA Portal.

Training:

- **March 13** is the NGSA Test Coordinator webinar.
- In-person NGSA test coordinator deck available on the NGSA Portal and on www.ride.ri.gov/assessment-manuals.
- **Test Administrator Certification (TA Certification) Course available** on the NGSA Portal.

Important Dates:

- **March 3:** Paper test ordering opens in TIDE.

RICAS Important Dates

Task	Dates
Deadline to update RIDE Enrollment Census, Special Education Census and MLL Census for RICAS Registration	January 24
Complete the pre-administration SR/SAP process (must be completed by February 2 to receive PBT materials on time)	January 31-February 14
Extended SR/SAP window for CBT	ELA: February 17-March 21 Math: February 17-April 25
Infrastructure Trial (recommended)	February 17-March 19
Receive manuals and PBT materials	ELA: March 12 Math: April 21
Report packing discrepancies for PBT, if necessary	ELA: March 12-14 Math: April 21-23
ELA Test Sessions	March 24-April 25, 2025
Math Test Sessions	April 28-May 23, 2025

RICAS Updates

- **Student registration files** to the [RICAS Portal](#) began on January 24th. Students should now be populated in each school's account.
- The initial SR/SAP registration window for accommodations is from **January 31- February 14, 2025**. This means that the vendor will pull the file on February 14th to determine how many paper tests need to be ordered and shipped. (You can continue to enter accommodations beyond February 14th)
- The [recording](#) of the **February 7th RICAS Test Coordinator Training webinar** and the **slide deck** from the **in-person trainings** are now posted on the RIDE website on the [Manuals and Materials](#) assessment page.
- The **CORE Training** presentation used to support training test administrators is now posted on the RIDE website at [Assessment Manuals & Materials | RI Department of Education](#)

RICAS Updates

- District Test Coordinators should have received [RICAS Portal login information](#) in December. Emails with login credentials will have come from the [RICASServiceCenter](#). Please check your spam if you did not receive the email or reach out to Tricia Federico at Tricia.Federico@ride.ri.gov. District Test Coordinators should be creating accounts for School test Coordinators to begin preparation for testing.
- Technology Coordinators should begin downloading the [RICAS Kiosk](#) to student devices. Software can be accessed on the RICAS Portal or the RICAS Resource Center.
- **The following guides have now been posted** to the [RICAS Resource Center](#): Guide to the RICAS Portal Student Accommodations Profile (SAP), Portal User Management Guide, RICAS Infrastructure Trial Guide, RICAS Technology Guidelines, Testing with Third Party Assistive Technology Guide, Guide to Installing the RICAS Student Kiosk and Conducting Site Readiness
- The **RICAS Student Tutorial** will be posted to the RICAS Resource Center very soon.
- **RICAS Test Coordinator Manual** will be posted soon and will be available on both the RIDE website and the RICAS Resource Center.

RICAS Updates

Note the changes in red

- Test administrators **WILL** have access to ALL classes in the RICAS Portal as they did in PAN- therefore teachers who are absent on test day can be easily swapped
- Student being IDLE for **60 minutes or more** will result in previously answered item being locked upon return
- Exited tests for **30 minutes or more** will results in students being locked out of previously answered items
- Students in the middle of an essay when they need to pause or exit the test, **WILL** be able to return to the essay
- Students **WILL** be able to return to bookmarked items upon return

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

SAT and PSAT 10 Important Dates

Action Item	Date
SSD Online submission window	Now – February 10, 2025
SSD Online State Allowed Accommodation window	January 9, 2025- February 10, 2025
Accommodations Late Request Deadline	February 19, 2025
TDTK will be available to educators- rosters will not appear until RIDE has uploaded students for registration	February 5th
RIDE will start sending registration files to SDMS	February 3, 2025
College Board will send an email granting access to SDMS for Test Coordinators.	February 5, 2025
Online Training will be available on www.collegeboard.org <ul style="list-style-type: none">College Board LMS email to test coordinators	February 18, 2025
Linear Paper test delivery	Mid-March
Office Hours	March 18, 2025/ March 25, 2025
Primary Test Window	April 1-11, 2025
Make-up Test Window	April 21-25, 2025

NAEP 2025 Updates

Long Term Trend -age 17 (LTT-age 17)

- NAEP representatives are contacting sampled schools to schedule Assessment Planning Meetings.
- Preassessment activities need to be complete prior to this meeting – awaiting 2 schools.
- Testing begins in March.
- Review Best Practices guide in AMS for strategies to gain the cooperation of high schoolers.



Program for International Student Assessment 2025 (PISA 2025)

- RIDE NAEP State Coordinator is ready to upload each school's student list through the MyPISAUSA site.
- Once uploaded, the **School Coordinator** will confirm the information is correct with the NSC.
- NSC will notify NAEP (Westat) that the files have been uploaded to MyPISAUSA.
- NSC will notify schools that the upload is complete, and schools will finish the process after hearing from NAEP (Westat).
- Schools will receive an email to inform the **School Coordinator** that the file is ready to be reviewed and submitted. Instructions will be included.

ACCESS & Alternate ACCESS

Testing Dates

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

- ACCESS & Alt ACCESS windows end on **2/28**
- Deadline to ship all test materials is **3/5**
- Be sure to maintain test security through make-up window.

Outplacement Student Enrollment Data

Report 1: Outplaced Enrollment

- For outplacement schools to verify the data RIDE receives from LEAs.

Report 2: Outplaced Student Report

- For LEAs that tuition students to outplacement schools.

Purpose:

- Student information for students in outplacement schools is often out-of-date and inaccurate.
- This application for outplacement schools and the outplaced enrollment report for LEAs will allow LEAs and the schools to see where there are inaccuracies in the enrollment data.

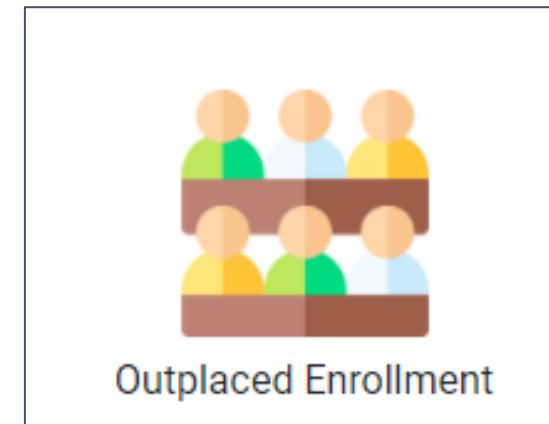
Outplaced Enrollment Application: Outplacement Schools

For Outplacement Schools only. Outplacement school administrators must have RIDE Portal account.

- Create a RIDE Portal account at <https://portal.ride.ri.gov/Core/Default/CreateUser>


Steps for accessing the Outplaced Enrollment application:

1. Log in to the RIDE Portal.
2. Click on All Applications on the left-hand side of the screen.
3. Click on the Outplaced Enrollment application
4. Click on *STUDENTS* in the header. Then *SCHOOL YEAR* will show.
5. Select the School Year: 2024-25



If you are an administrator of an outplacement school either in Rhode Island or in another state and you need access to this application, please create a RIDE portal account and contact Heather Heineke at heather.Heineke@ride.ri.gov.

Outplaced Enrollment Application: *For outplacement schools*

 **Outplaced Students** Rhode Island Department of Education

Welcome, Heather Heineke! [Return to Portal](#)
RIDE State_User

Students

RIDE, School Year: 2024-25

District: Select one... School: Sargent Rehabilitation Ctr

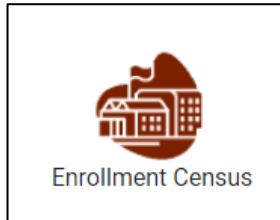
School	Student Name	Grade	Alternate Assessment Designation	MLL	Start Date	Exit Date
Achievement First Rhode Island						
Sargent Rehabilitation Center(35335)		04	N	N	08/21/2024	
Barrington						
Sargent Rehabilitation Center(35335)		03	N	N	08/28/2024	
Sargent Rehabilitation Center(35335)		12	Y	N	08/28/2024	
Bristol Warren						
Sargent Rehabilitation Center(35335)		03	N	N	09/03/2024	
Sargent Rehabilitation Center(35335)		11	Y	N	09/03/2024	

Annotations:

- Outplacement schools will be able to see students by sending LEA.
- Alternate Assessment Designation
- MLL/ELL Status

Outplaced Student Report: For LEAs

- For LEA administrators:
 - data managers
 - test coordinators
 - special ed. directors
- Found in Enrollment Census application in the [RIDE Portal](#):



- The report will provide a list of all students, *not just those in tested grades*, who attend outplacement schools.

eRide Home > Enrollment Census (2024-25) > District Menu RI Dept. of Educ | Log Out

Submit Data | Duplicates | Check Data | Export All | Grade Config | Errors | Sch. Calendar | TCS Data | Advanced Courses | State Report

Instructions

Click on 'Report' to view a list of students. The name of a school or district for a student listing. School and district totals are **colored in red** if they are significantly different from their 5-year averages (greater than 20%).

Report Types:

Outplaced Student Report: Students Outplaced by District - YTD

Code	District/School Name	Summary	Total	Baseline	Last
01	Barrington	Report	28	30	2/4/25
01103	Primrose Hill (PK-03, TAP)	Report	0	0	
01104	Nayatt School (PK-03)	Report	0	0	
01105	Hampden Meadows (04-05)	Report	0	0	
01106	Barrington High (09-12)	Report	0	0	
01108	Barrington Mid. (06-08)	Report	0	0	
01109	Sowams School (KF-03)	Report	0	0	
01190	Administration (PK-12)	Report	28	30	2/4/2025 7:39:42 PM

1. After logging in to the RIDE Portal, go to the Enrollment Census for 2024-25.

2. Select *Outplaced Student Report*

3. Click *Administration (PK-12)* to view list of students being outplaced from your district.

Outplaced Student Report: For LEAs

Shows all grades, not just tested grades.

Outplacement school of attendance; where the student will be tested.

The school code is the "190" school for your LEA.

School	SASID	LASID	Student Name	Sex	DOB	Grade	Race	Dist Res	Sch Out	Ctch	enroll type
01190				M		06		BA	10305		O
01190				M		12		BA	70902		O
01190				F		PK		BA	10305		O
01190				M		03		BA	70902		O
01190				M		09		BA	70902		O
01190				M		07		BA	01999		O
01190				M		08		BA	10312		O
01190				M		10		BA	28353		O
01190				M		12		BA	07316		O
01190				M		03		BA	27302		O
01190				M		11		BA	35335		O
01190				M		09		BA	709B4		O

Medical Exemptions – 2025 Process Review

RISAP Test Coordinator Handbook (page 49; Appendix E)

Submitting an exemption to RIDE:

- **School:** Discuss the student’s situation and need to request a medical exemption with the District Testing Coordinator and/or Superintendent. The Testing Coordinator and/or Superintendent may decline or accept the school’s request to submit a medical exemption.
 - **School:** Complete Forms 2 and 3 and provide to the district.
- **District:** Once the school has Forms 2 and 3 complete, then the district can complete Form 1 (District Assurances Form) through the Medical Exemption application in the RIDE Portal. There is no paper copy. Only the superintendent’s office may submit a medical exemption.
- **RIDE:** reviews Form 1 in the Medical Exemption application. If there are questions, RIDE will contact the principal or the superintendent for clarification.
- **RIDE:** emails the superintendent when a decision has been reached.
- **District:** Logs into Medical Exemption application to review the decision.

Medical Exemptions – 2025 Dates

TEST	EXEMPTION REQUEST OPEN	EXEMPTION REQUEST CLOSED
ACCESS / Alt ACCESS	February 28	March 28
NAEP	N/A	N/A
DLM	April 25	June 30
SAT	April 25	June 30
PSAT10	April 25	June 30
RICAS ELA	April 25	June 30
RICAS Math	April 25	June 30
NGSA	April 25	June 30

Reference Information

State Assessments by Grade Level

	Alternate Assessments			General Education Assessments					
Grade Tested	WIDA Alternate ACCESS	DLM	DLM	ACCESS for ELLs	NGSA	RICAS	PSAT™10	SAT	NAEP
	<i>ELP</i>	<i>ELA & Math</i>	<i>Science</i>	<i>ELP</i>	<i>Science</i>	<i>ELA & Math</i>	<i>ELA & Math</i>	<i>ELA & Math</i>	
K	K			K					
1	1			1					
2	2			2					
3	3	3		3		3			
4	4	4		4		4			4
5	5	5	5	5	5	5			
6	6	6		6		6			
7	7	7		7		7			
8	8	8	8	8	8	8			8
9	9			9					
10	10			10			10		(Age 15)
11	11	11	11	11	11			11	
12	12			12					12

2024-2025 State Assessment Calendar: Elementary & Middle School

State testing windows are posted at www.ride.ri.gov/Assessment-Schedules

Test	Content Area(s)	Grades	Primary Test Window	Makeup Test Window
ACCESS for ELLs	ELP	K-12	Jan. 6 – Feb. 14, 2025	Feb. 17-28, 2025
WIDA Alternate ACCESS	ELP	K-12	Jan. 6 – Feb. 14, 2025	Feb. 17-28, 2025
RICAS	ELA	3-8	March 24 – April 11, 2025	April 14 – April 25, 2025
	Math	3-8	April 28 – May 9, 2025	May 12 – May 23, 2025
DLM	ELA, Math Science	3-8 5, 8, 11	April 1 – May 30, 2025	
NGSA	Science	5, 8, 11	April 28 - May 16, 2025	May 19 - May 30, 2025
NAEP	<i>See following slide.</i>			

2024-2025 State Assessment Calendar: High School

State testing windows are posted at www.ride.ri.gov/Assessment-Schedules

Test	Content Area(s)	Grades	Primary Test Window	Makeup Test Window
ACCESS for ELLs	ELP	K-12	Jan. 6 – Feb. 14, 2025	Feb. 17-28, 2025
WIDA Alternate ACCESS	ELP	K-12	Jan. 6 – Feb. 14, 2025	Feb. 17-28, 2025
DLM	ELA, Math Science	3-8, 11 5, 8, 11	April 1 – May 30, 2025	
PSAT 10	Reading, Math	10	April 1-April 11, 2025	April 21-April 25, 2025
RI SAT School Day*	Reading, Math	11	April 1-April 11, 2025	April 21-April 25, 2025
NGSA	Science	5, 8, 11	April 28 - May 16, 2025	May 19 - May 30, 2025
NAEP	<i>See following slide.</i>			

2024-2025 State Assessment Calendar: NAEP National Assessment of Educational Progress

State testing windows are posted at www.ride.ri.gov/Assessment-Schedules

Test	Content Area(s)	Grades/Ages	Test Window Opens	Test Window Closes
NAEP LTT 2025	Reading, math	Age 13	October 7, 2024	December 13, 2024
		Age 9	January 6, 2025	March 14, 2025
		Age 17	March 17, 2025	May 23, 2025
NAEP Field Test	Reading, math	4,8,12	January 27, 2025	March 7, 2025
PISA 2025	Reading, math, science	15 yr old students	March 2025	April 2025

- *Not all schools are selected for every test.*
- LTT: Long-term Trend
- PISA: Program for International Student Assessment

Best Practices for Selecting Your Testing Windows

1. Determine how many staff you will need *before* selecting your testing window.
2. Use as much of the state testing window as possible. Even if your school testing window is over, if you're within the state assessment window, you can continue testing.
3. Plan to test 100% of students in each content area.
4. Start as early in the state primary testing window as possible.
5. Adhere to the state testing window for make-up testing.

Primary RIDE Website Resources

Webpage Name	Contents	Link
RISAP Test Coordinator Information	Updates, memo archives, monthly webinar registration link and recording/presentation archive, help desk and general RISAP information.	https://ride.ri.gov/TC
Assessment Schedules	State testing windows for all assessments	www.ride.ri.gov/assessment-schedules
Assessment Manuals & Materials	Manuals, guides, and links to assessment websites to support administration, training requirements and resources for test coordinators and test administrators, training calendar	https://ride.ri.gov/assessment-manuals
Assessment Accommodations	Accommodations and Accessibility Features Manual, assessment-specific resources	www.ride.ri.gov/Accommodations
Assessment Exemptions	Information about medical exemptions	www.ride.ri.gov/assessment-exemptions
Assessment Results	Assessment reporting website resources and archive	www.ride.ri.gov/Assessment-Results
Released Items / Practice Tests	Released items, practice tests, and other resources	www.ride.ri.gov/Released-Items

Assessment Office Resources

- Assessment Mailbox: assessment@ride.ri.gov
- Alternate Assessment Mailbox: alternate.assessment@ride.ri.gov
- Assessment Resources: www.ride.ri.gov/TC
 - Manuals and Training: www.ride.ri.gov/assessment-manuals
 - Accommodations: www.ride.ri.gov/accommodations
- Assessment Data Portal:
 - Public Site: <https://www3.ride.ri.gov/ADP>
 - Confidential Site: <https://portal.ride.ri.gov/Account/Login>

Ana Karantonis (ACCESS for ELLs, psychometrics)

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