

RI Next Generation Science Assessment (NGSA) Test Coordinator Training

Spring 2025



Welcome to our test coordinator training for the Spring 2025 administration of the Rhode Island Next Generation Science Assessment, or NGSA.

Introductions

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RIDE

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Welcome

- Training Purpose

- Outline key concepts and tasks for preparation and administration of NGSA.
- Familiarize participants with processes and tasks in NGSA TIDE and TDS.

- Training Objectives for Participants

- To understand the state policies and procedures specific to NGSA and how to use them to guide local policies and administration.
- To increase understanding of NGSA, how to prepare for it and administer it, and how to best support schools and educators.
- To gain experience using the Cambium Assessment, Inc. (CAI) systems needed to prepare for and administer NGSA.



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The purpose of this training is to provide information to test coordinators about the preparation, policies, and administration of NGSA to support you as you prepare for and administer the test this year.

By the end of this training, we intend for participants to have a better understanding of NGSA policies and procedures, how to prepare for NGSA, and how to administer the test using CAI systems (TIDE & TDS).

There will be a lot of information to cover in a relatively short amount of time, and so we fully expect there to be questions during (and even after) this training. We will post this presentation deck to the RI NGSA Portal for anyone to reference later on, as well. There will also be a brief TIDE refresher in early April for anyone that is interested.

Finally, this will be interactive. We will have activities and discussions along the way, and feel free to stop us with questions as we go. We will be doing live demonstrations and asking to log into your own accounts to practice and replicate what we'll be showing. So have your laptops ready!

We have scheduled breaks throughout, but feel free to take your own breaks as necessary.

Agenda

1. NGA Assessment Background/Overview
2. Preparing for NGA Assessments
3. Test Information Distribution Engine (TIDE) Overview and Practice Session
4. Break
5. Preparing Test Administrators
6. Preparing Students
7. Test Delivery System (TDS) Overview and Demonstration
8. TDS Practice Session
9. Resources and Support
10. Q & A/One-On-One Support



Here is the agenda for today's training.

Review agenda at a high level. We'll cover all the acronyms throughout the afternoon!

We'll finish with some helpful resources and have left time for one-on-one support and Q & A.

NGSA Background and Overview

We will begin with the NGSA overview.

PRE-TEST

On a scale of 1-5 (1 = not at all, 5 = very), how comfortable with and knowledgeable do you feel about each of the following:

1. NGSAT Test Design
2. Policies and procedures related to NGSAT Administration
3. TIDE (Test Information Distribution Engine)
4. TDS (Test Delivery System)

We can't talk about assessments without starting the session with one!

Participants will hold up numbers with hands- very informal to engage the group.

Goal is to get all of you to a 4 or 5 by the end.

Student Participation

	ACCESS 2.0 for ELs <i>English language proficiency</i>	Alternate Assessments			NAEP	NGSA <i>Science</i>	RICAS <i>ELA and math</i>	PSAT™10 <i>reading and math</i>	SAT® School Day <i>Reading, writing, and math</i>
		Alternate ACCESS for ELs <i>English language proficiency</i>	DLM <i>ELA and math</i>	DLM <i>science</i>					
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		
8	8	8	8	8	8	8	8		
9	9	9							
10	10	10						10	
11	11	11	11	11		11			11
12	12	12							



NGSA is one in the suite of assessments that comprise our Rhode Island State Assessment Program, or RISAP. As you can see, students in grades 5, 8, and 11 take NGSA. This includes all students, even first year EL learners and those placed in out of school placements, both in and outside of RI.

NGSA Administration

- It is administered over four weeks to students in grades 5, 8, and 11
 - **Primary Testing Window: Monday, April 28 – Friday, May 16, 2025**
 - **Makeup Testing Window: Monday, May 19 – Friday, May 30, 2025**
 - District- and school-testing windows **must** be scheduled during the primary testing window.
 - Make-up testing may be conducted during the primary **and** makeup testing windows.
- NGSA is a computer/device-based assessment administered on a secure application
 - Paper-based formats are available.



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All students in Rhode Island public schools (including outplaced students) in grades 5, 8, and 11 are expected to participate unless the student meets the criteria for and participates in the alternate assessment.

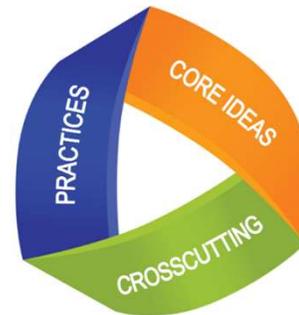
The assessments are administered over a five-week period. The primary testing window is Monday, April 28th – Friday, May 16th and the makeup testing window is Monday, May 19th – Friday, May 30th. The district and school testing windows must be scheduled during the primary testing window. The make-up testing may be conducted during the primary AND makeup testing windows.

NGSA is a computer or device based assessment which is administered on a secure application.

Paper tests are available (more on that later)

NGSA Test Design

- The NGSA measures the Next Generation Science Standards (NGSS).
- Measures students' science knowledge and their ability to think critically, analyze information, and solve complex problems.
- Each test (grades 5, 8, and 11) measures the science standards in the corresponding grade band (3-5, 6-8, and high school).
- The test assesses the three Disciplinary Core Ideas (DCIs) in each grade level:
 1. Earth and Space Science
 2. Life Science
 3. Physical Science
- Items ask students to use science and engineering practices and apply their understanding of the DCI's and crosscutting concepts to make sense out of real-world phenomena.



The assessment consists of an evidence centered design that requires students to use skills that cross all areas of science. It measures their ability to think critically, analyze information, and solve complex problems.

The test is only given in 3 grades but covers content in the corresponding grade bands.

The NGSA assesses the 3 disciplinary core ideas (DCI's) in each grade level which are Earth and Space Science, Life Science, and Physical Science. Students will use science and engineering practices to apply their understanding of the DCI's and cross-cutting concepts to make sense of real-world phenomena.

There are multiple interactions in which students engage with a phenomenon in each DCI.

- Identify
- Describe
- Model
- Predict
- Explain

NGSS Design

The 3 Dimensions of NGSS

Science and Engineering Practices

1. Asking questions & defining problems
2. Developing & using models
3. Planning & carrying out investigations
4. Analyzing & interpreting data
5. Using mathematics & computational thinking
6. Constructing explanations & designing solutions
7. Engaging in argument from evidence
8. Obtaining, evaluating, & communicating information

Disciplinary Core Ideas

Physical Science

- PS 1: Matter & its interactions
- PS 2: Motion & stability: Forces & interactions
- PS 3: Energy
- PS 4: Waves & their applications in technologies for information transfer

Life Sciences

- LS 1: From molecules to organisms: structures & processes
- LS 2: Ecosystems: Interactions, energy, & dynamics
- LS 3: Heredity: Inheritance & variation of traits
- LS 4: Biological evolution: Unity & diversity

Earth & Space Sciences

- ESS 1: Earth's place in the universe
- ESS 2: Earth's systems
- ESS 3: Earth & human activity

Engineering, Technology, & the Application of Science

- ETS 1: Engineering design
- ETS 2: Links among engineering, technology, science, & society

Crosscutting Concepts

1. Patterns
2. Cause & effect
3. Scale, proportion, & quantity
4. Systems & system models
5. Energy & matter
6. Structure & function
7. Stability & change

This slide shows the three dimensions of NGSS

- Science and Engineering Practices
- Disciplinary Core Ideas
- Crosscutting Concepts

RI NGSА Testing Time

Session 1	Session 2
75 minutes	75 minutes

- There are two separate test sessions.
 - Students must log in, complete, and submit each test session separately.
- Session information:
 - All tests are **untimed**. The session times listed are recommended.
 - Times are for **students testing time only**. Schools should plan for an additional 10-15 minutes for logging in, reading test directions, etc.
 - **Breaks are not required:**
 - Based on student need, schools may provide one short (3-5 minutes), supervised break per session.
 - If administering both sessions in one day, scheduling a longer break between test sessions is recommended.
 - Students may continue testing beyond the scheduled testing session (extended time) if they are working productively.



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Districts and schools select the days within the testing window on which they will administer the NGSА sessions. But they must be completed before end of the state window.

The test is broken into 2 sessions, which must be completed and submitted separate from each other.

All tests are untimed, but we recommend scheduling sessions for a minimum of 75 minutes of actual testing time per session. Schools should plan for an additional 10 mins for logging in, reading test directions, etc.

Breaks are not required however; schools may provide one short 3-5 min supervised break per session. If both sessions will be administered on the same day, it is recommended to schedule a longer break between test sessions.

Some students may finish before the recommended time is over. Those students may work on approved activities which noted in the Test Administration Manual until the session is finished. Others may need extended time which they are welcome to have so long as they are working productively.

NGSA Item Development

- Items are developed with input from Rhode Island educators, and input from educators in other states that are members of to the Cambium Next Generation Science Standards MOU- a group of states that work together to develop and share high-quality NGSS-aligned assessment items.
- Each summer, committees of educators review and provide feedback on potential field test items. They review not just the content but also review the item to make sure it is free of bias.
- Item statistics are reviewed by RIDE after each summative window to ensure the test items performed as expected.
- For more information about joining an Educator Review Committee, contact Erin Escher (Erin.Escher@ride.ri.gov) or Heather Heineke (Heather.Heineke@ride.ri.gov)



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Items are developed with input from Rhode Island educators, and input from educators in other states that are members of to the Cambium Next Generation Science Standards MOU, which is a group of states that work together to develop and share a bank of high-quality NGSS-aligned assessment items. Rhode Island has been a member of the MOU committee since 2018.

Each summer committee meetings are held to review and provide feedback on items that have been developed for field testing. The item is analyzed for both its content and standard alignment as well as for bias and fairness.

High level overview of the feedback and revisions CAI does

After items are field tested, item stats are then reviewed by Rhode Island department of Education to ensure the items performed as expected and are ok to place into a bank to be used as future operational items.

For more information about joining an educator review committee you can contact Erin Escher, or Heather Heineke.

Has anyone here participated in a review committee before?

Sample Item – Fifth Grade (Stimulus)

A house is located 23 meters (m) from the ocean shore. After two large storms the house is 22 m from the ocean shore.

Large storms can produce big waves. The waves remove the sand along the shoreline. This erosion leads to the loss of wildlife and plants.

Table 1 shows three solutions that could slow the impact of erosion in front of the houses.

Solution	Description
Plants	Grown on the shore of the beach and the land
Sea wall	A solid wall built at the edge of the shoreline with small rocks behind
Stone wall	Layers of large rocks placed along the shore of the beach and the land

Figure 1 shows what the beach looks like with each solution.

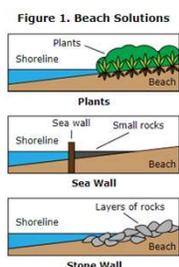


Table 2 shows some features of each solution.

	Plants	Sea Wall	Stone Wall
Cost (\$ per meter)	\$66	\$410	\$246
Amount of Work over Time	Low	Low to medium	Very low
Lasts (years)	50	20	50
Helps Wildlife	A lot	Very little	A little

Your Task

In the questions that follow, you will select the solution that **most effectively** slows the impact of erosion in front of the house.

Here is a Sample Item for a 5th grade assessment.

Sample Item – Fifth Grade (Item)

Part A

Which problem can be solved using the beach solutions shown in Tables 1 and 2, and Figure 1?

- Ⓐ larger rocks being deposited on the beach
- Ⓑ harmful new plants and animals arriving on the beach
- Ⓒ waves growing smaller over time, which increases erosion
- Ⓓ future storms causing erosion and decreasing the shoreline

Part B

The homeowner wants to select a solution that will help protect the house. The owner has four goals the solution must meet. Click on the boxes to select which solution(s) meet each goal.

- You may select more than one box per row.
- You do not have to select a box for every row.

Goal	Plants	Sea Wall	Stone Wall
Cost is less than \$100 per meter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Least amount of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can last for more than 30 years	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Helps wildlife the most	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



NGSA Reporting Timeline

Type	When	Data Available	Data Can be Found:
Early Reporting	06/02/25	<ul style="list-style-type: none"> • Student-level data • No scale scores • School-level embargoed aggregate data 	<ul style="list-style-type: none"> • Centralized Reporting System (CRS). <i>Log in using your Cambium Account.</i>
Individual Score Reports (ISRs)	Fall	<ul style="list-style-type: none"> • Scale scores • Overall achievement levels • Performance Levels by DCI 	<ul style="list-style-type: none"> • Paper copy mailed to districts • Send copy to outplacements • CRS: Printable Cambium ISRs
Confidential Release	Fall	<ul style="list-style-type: none"> • District and school administrators receive access to district, school, and student-level data. 	<ul style="list-style-type: none"> • RIDE Portal's Student Data Portal (SDP). <i>Log in using your RIDE Portal account.</i> • Centralized Reporting System (CRS) <i>(After RIDE releases data publicly).</i>
Public Release	Fall	<ul style="list-style-type: none"> • Public access to all state, district, school-level data. 	<ul style="list-style-type: none"> • RIDE's Assessment Data Portal (ADP)

Remember that state **assessment data** (scale scores, proficiency levels, etc.) should be used in conjunction with other data sources (attendance, local achievement data, observations) to make the best instructional decisions.



We're going to jump ahead for a moment to talk about what happens after the test. One of the most frequent questions we receive is when results will be available.

In the summer, students' results are available once all students are done with both sessions (this year it will be available on June 2) in the Centralized Reporting System. Note this is not all information, and does not include school level results or scale and growth scores.

Individual Score Reports – or ISRs – are available in the fall. One copy of ISRs are mailed to districts. These should be sent home to families. There are also printable ISRs available in CRS that vary slightly from the ISRs that are shipped to districts. Only the ISRs that are mailed to districts should be sent to families.

In the fall, there will be 2 releases – one for district and school staff to review embargoed data, and then the public release.

Preparing for the NGSA Assessment

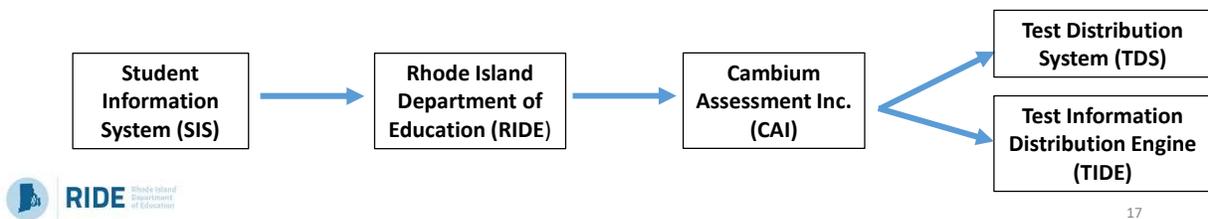
Recommended Activities in the Months Before the Window Opens

Before we move on, are there any remaining questions about NGSA?

Moving on to the first section: before testing and how to prepare for the NGSA Assessment.

Student Enrollment and Registration

- Students will be registered to take the NGSA in their enrolled school at their current grade level.
 - Outplaced students will be registered in their outplacement school based on the information in the Enrollment Census
 - RIDE uploads a file nightly to the Test Information Distribution Engine (TIDE) for all participating students
 - Changes may not be reflected in TIDE for 24-48 hours due to timing of district collections sent to RIDE.
 - *This year, students in all grades will be in TIDE during the summative window.*



Students will be registered to take the NGSA in their enrolled school at their current grade level.

They will be automatically enrolled at their school through a nightly upload from eRIDE. Please contact outplaced schools to ensure student information is correct, as those students will be visible in that outplaced school. The nightly feed refreshes in the fall of every year, and as changes are made, they will be reflected in TIDE (may take 24-48 hours to be reflected).

The Importance of Verifying Student Enrollment Data

- Districts **must** ensure the following daily RIDE collections are accurate:
 - Enrollment Census (demographic information)
 - Special Education Census (IEP/504 designation will allow accommodations to be assigned in TIDE)
 - LEP Census (students who are currently receiving services or who are in monitored status)
- This information is the basis for NGSA registration and assessment reporting.
- Inaccurate data may delay your ability to complete testing.

Districts **MUST** ensure the enrollment census, special education census, and LEP census are all accurate. This feeds into TIDE and drives the information we use to register students for the test.

Inaccurate data can delay your ability to complete testing.

Setting Student Test Settings

- Enter and confirm test settings in TIDE as early as possible for students who will test with accommodations (IEP/504, MLL).
 - Plan for testing space required for certain accommodations (e.g., Read Aloud, Scribe)
 - Note how many students require a paper test.
- This makes last-minute additions or changes (e.g., new students, IEP updates) easier to manage.
- More information on how to set test settings will be in the TIDE Overview.

This is the process of assigning students the accommodations and supports needed to ensure they have them on the test.

For non-embedded supports that may require a one-on-one or small group, setting these early on can help plan for space and staff scheduling. It will also identify how many of your students will require a paper test so an order can be placed.

We will cover exactly how to do this when in the interactive TIDE session later but wanted to mention this as a VERY important preparation activity.

Scheduling Sessions

- Schedule sessions **as early as possible** after the state primary testing window opens on **Monday, April 28th**
 - All district and school testing windows must be scheduled during the primary testing window (April 28 – May 16).
 - Make-ups may be conducted during the primary testing window and make-up testing windows.
- Use effective testing locations:
 - That are quiet and not prone to interruptions.
 - Allow enough space between students and for the proctor to actively monitor.
 - That have all science-related content removed from walls or covered.

Schedule sessions as early as possible and communicate this to your schools and teachers so they know when testing will begin and can prepare.

I would like to emphasize that the window opens on April 28th, and scheduling early on will allow for plenty of make-up time before the window closes.

Remember to schedule sessions in locations that are quiet and free of distractions, allow enough space for the proctor to actively monitor, and ensure all science related content is covered or removed from the walls or testing space.

Ensuring Technology Requirements are Met

- All testing devices must meet minimum operating system and device requirements as outlined in the Technology Guide (<https://ri.portal.cambiumast.com/tech-guide.html>).
- Install the latest secure browser from the [RI NGSA portal](#) to all testing devices.
 - The secure browser from previous years will not work.
 - Close all applications, or the browser will not launch.
 - Students must use the secure browser to log in to the Student Interface of the TDS.

TIP: Have extra devices available during testing sessions in case of any device-related issues.

Required Technology

Test Administrators	<ul style="list-style-type: none">• Computer with internet to monitor testing sessions.• Phone to contact test coordinator or technology coordinator for help.
Students	<ul style="list-style-type: none">• Computer or device for testing that meets the technical requirements for the Secure Browser App.• Devices or accessories (e.g., headphones, assistive technology) for accommodations or accessibility features.



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As with all computer-based tests, there are specific technology requirements. The Secure Browser, the app students must use to access the test, has minimum OS requirements to be installed. (similar to an app update on your cell phone)

The SB must be on any device a student is using to test or they will not be able to access the NGSA. One tip is to download the SB on additional devices and have them available during testing in case of any device issues.

The Technology Guide on the RI NGSA Portal website is your access point for all of the systems associated with NGSA. It is also where you can get the link to download the SB, troubleshooting tips and information on minimum OS requirements.

As noted here and in the Test Coordinator Manual, test administrators and students both must have computers/devices with internet capability in order to access the Test Delivery System through their separate interfaces. While test administrators may have access to a cell phone in case of a testing irregularity and needing to contact the test coordinator, students are forbidden from having cell phones at all during testing.

TIDE (Test Information Distribution Engine) Overview and Practice Session

Ask for questions on Preparing for NGSAs before moving on.

Accessing TIDE

- NGA uses a Single Sign-On System.
 - Usernames and passwords for TIDE are used for all other NGA systems
 - Test Delivery System (TDS), Centralized Reporting System (CRS) and the Data Entry Interface (DEI).
- User Account Management:
 - RIDE creates District Test Coordinator accounts.
 - District Test Coordinators create and remove other district- and school-level accounts.
 - School Test Coordinators create and remove test administrator accounts.



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TIDE is the online system used to manage student information in preparation for testing – ordering paper materials, updating students’ accommodations, etc.

NGSA TIDE is one of several systems all linked together through a single-sign-on: the Reporting system, the test delivery system, the data entry interface.

RIDE ->District Test Coordinators ->School Test Coordinators -> can add or remove users. It’s important to keep users updated.

Different Roles Have Different Tasks Available

Task	DA	SC	TE
Editing Student Settings	✓	✓	✓
Creating and Managing Rosters	✓	✓	✓
Adding and Removing User Accounts	✓	✓	
Adding User Accounts at the same level	✓		
Creating Appeals	✓	✓	
Running Participation Reports	✓	✓	✓
Printing Test Tickets	✓	✓	✓
Submitting Paper Material Orders	✓	✓	



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Your TIDE account has a role that you will see when you sign in.

DA= District Administrator (DTC)

SC= School Test Coordinator

TE= Teacher, could be anyone who will administer a test (Any TA)

****Go through each row of the table****

In addition to limiting tasks, your role limits what you can access in TIDE. For example, a district-level user can work with data pertaining to that district, and a school-level user can work with data pertaining to that school.

Logging In

1. [Visit the RI NGS Portal](https://ri.portal.cambiumast.com/) (https://ri.portal.cambiumast.com/)
2. Select the **Administrators** or **Teachers** user cards based on your user role.
3. From the appropriate user page select the **TIDE** card.

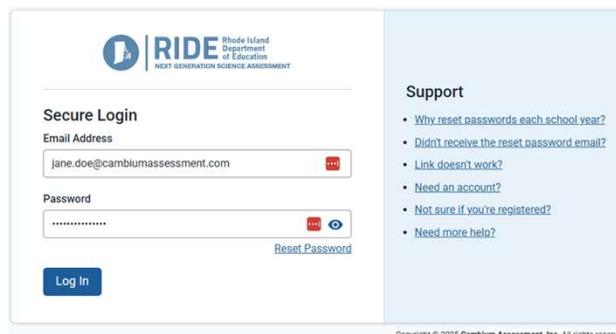


Walk through steps and log into TIDE (Log in as DA role)

Pause to let participants log into their account and troubleshoot if needed.

Reactivating Your Account

- CAI automatically resets all user accounts at the beginning of the school year.
- All users will need to reset their passwords by doing the following:
 1. Go to the TIDE Log-In Screen
 2. Select “Request a new one for this school year”
 3. The Reset Password page appears.
 4. Enter your TIDE email address and select **Submit**. TIDE sends you an email containing a link to reset your password



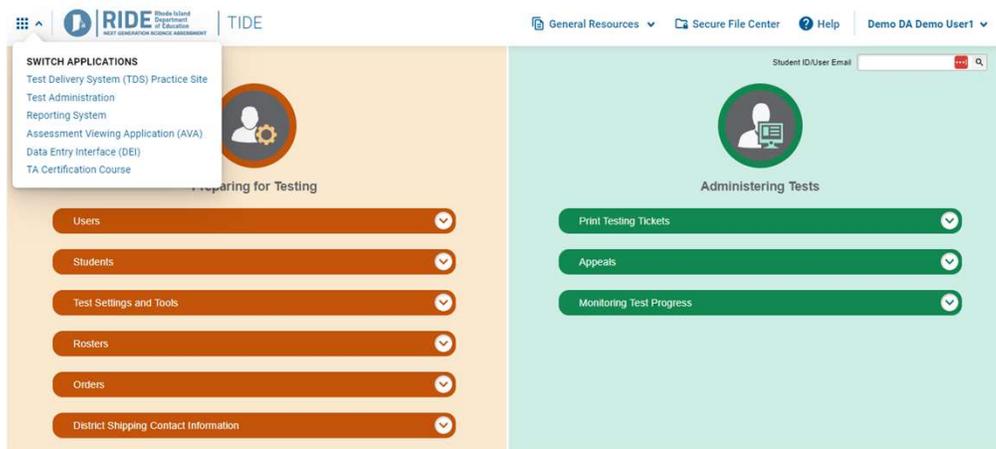
User accounts are rolled over annually. Each year, users need to reset their password to reactivate your account. If you haven't done that already this year, you'll need to do that now before we continue.

If you are a new user, you will receive an email to set up their account and PW.

Walk through steps. Assist audience if needed.

TIDE User Dashboard

- Tasks in each section will differ slightly based on role.
- Once logged in, users can open the top-left dropdown menu to navigate between systems.

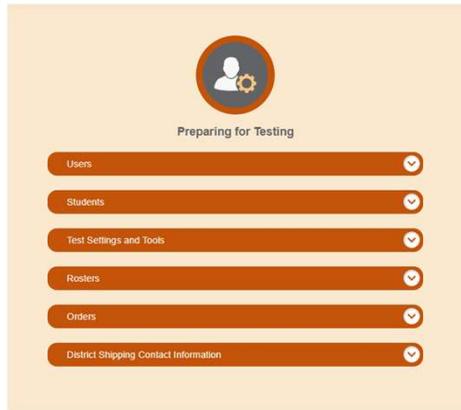


When you login, you will see that the NGSAT TIDE User Dashboard is organized into two columns: Preparing for Testing and Administering Tests. The tasks available to you in each column will vary depending by your user role – I am logged in as a DA (point out in upper right corner)

After logging in, you can navigate between systems. In the top left of any CAI system, you'll see a dropdown menu. You can click on the dropdown and select the linked system you wish to navigate to.

For today, we will focus on preparing for and administering tests.

Preparing for Testing



We'll start by discussing important tasks to complete in TIDE prior to the testing window

Adding, Editing, and Deleting Users

- Add users by selecting the “Add Users” dropdown.
- To delete or edit existing users, select “View/Edit Export Users and enter the appropriate information.

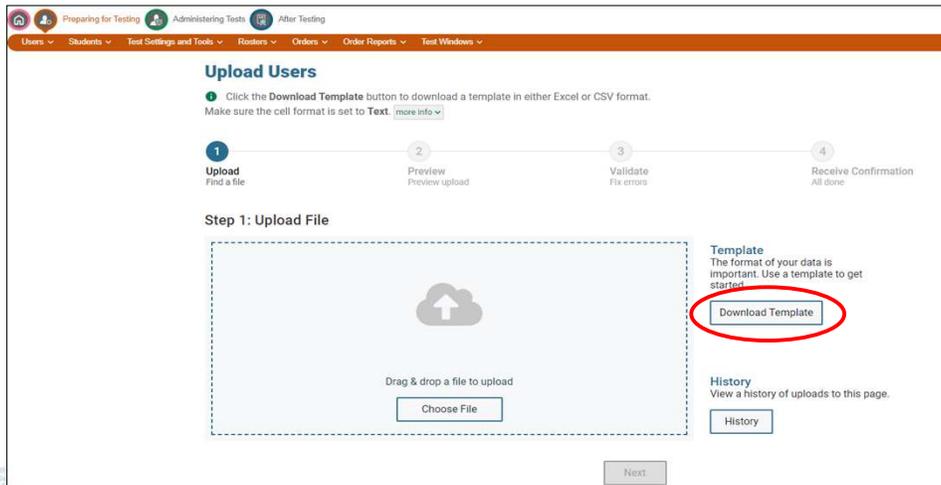


It's important to keep your users up to date. Make sure any old users are deleted, and all new users that will be administering TIDE or accessing results in CRS are added.

****Walk through add users steps in TIDE. Have users navigate on their own but ask they don't take any actions.****

Adding, Editing, and Deleting Users (cont'd)

- When adding multiple new users, you can use the “Upload Users” feature.
 - Download the Template and complete with User information.



Select “more info” for instructions on how the template needs to be formatted for proper upload.

Viewing Student Information

- There are two main ways to find students within NGS A TIDE:
 1. Search by **SSID** on every page in top corner.
 2. Use **View/Edit/Export Students** form to search for specific subsets (e.g., all students with Spanish presentation)
- *Students in all grades will be in TIDE during the summative window.*

The screenshot displays the 'View/Edit/Export Students' page in the NGS A TIDE system. The interface includes a navigation bar with 'RIDE Rhode Island Department of Education' and 'NEXT GENERATION SCIENCE ASSESSMENT' on the left, and 'Administrations: RI Next Generation Science Assessment 2018-2019 | User: Karina, Aloja (STATE)' on the right. Below the navigation bar, there are tabs for 'Preparing for Testing', 'Administering Tests', and 'After Testing'. The main content area is titled 'View/Edit/Export Students' and contains a search form. The search form has fields for 'District' (set to 'Demo Dist 9999 - 9999'), 'School' (set to 'All selected (2)'), 'SSID', 'Last Name', 'First Name', and 'Grade Level When Assessed' (set to '05'). There is also an 'Advanced Search' section with 'Search Fields' set to 'Presentation' and 'Additional Criteria Chosen' set to 'Presentation'. A 'Find Student by ID' search box is located in the top right corner of the page.

In TIDE there are two ways to locate students:

- 1) You can use the Search by SSID field that's found on every page in the top right-hand corner. Note that SSID is the same as SASID – state-assigned student identifier.
- 2) or, you can go to the Students dropdown and select View/Edit/Export Students to search for specific subsets (especially useful if you are looking for multiple students) : for example, this screenshot shows the user searching for all 5th Grade Braille students in the demo district to make sure they order enough paper booklets for all students.

Once you have located the student, you can review their information, or edit specific sections of their record (more on that on the next slide)

****Pause and have audience navigate on their own.****

Setting Student Test Settings and Tools

- This process should be completed **well in advance of testing (Late Winter/Early Spring)**.
- For multiple students, you can use the “Upload Test Settings and Tools” form.

1. Embedded Accommodations

- The IDEA Indicator or 504 Plan field *must* be set to **Yes**.
- Embedded within TDS
- Ex: Text-to-Speech, Print on Demand

2. Non-Embedded Accommodations

- The IDEA Indicator or 504 Plan field *must* be set to **Yes**.
- Require materials or support not available in TDS
- Ex: Read aloud, bilingual dictionary, paper test

3. Embedded Accessibility Features

- Can be set for any student
- Embedded within TDS
- Ex: color contrast, mouse pointer, answer masking

4. Non-Embedded Accessibility Features

- Can be set for any student
- Require materials or support not available in TDS
- Ex: magnification, noise buffers

The screenshot shows a web interface for editing student test settings. The title is "View/Edit Student: Test TestRI". There are two main sections: "Non-Embedded Accessibility Features" and "Embedded Accessibility Features". The "Embedded Accessibility Features" section is expanded, showing a list of features with checkboxes and help icons: Color Contrast, Answer Masking, Mouse Pointer, Magnification, and Streamline Mode. A "Save" button is visible at the bottom right. On the left side, there is a vertical navigation menu with numbered links 1 through 7.

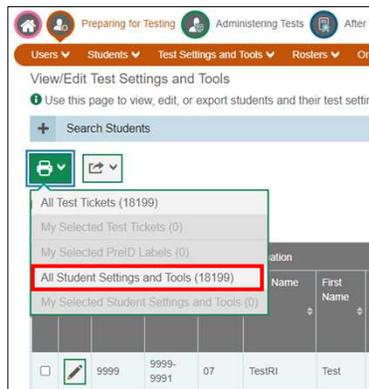
Once you select a student, you can view their information and test settings. The Student Test Settings Process is the process of setting certain accessibility features and accommodations for students, to ensure that embedded test supports are present when the student takes the test in TDS. It also ensures that students who need a paper format are eligible for it.

There are 4 categories of test settings and tools:
(walk through each on the slide)

Accommodations are only available for students with that documented in their IEP/504 plan. Accessibility features are available for any student, but – like accommodations – should be documented as something that meets a specific need and should be something the student is used to.

Student Settings and Tools Report

- At least two weeks prior to test administration, print the “Student Settings and Tools” report in TIDE and share it with test administrators.
- They can use this as a quick reference when verifying student test settings in the TA Interface.



Student Settings and Tools					
Student Name	Student ID	Enrolled Grade	School	District	Test Settings and Tools
LASTNAME, FIRSTNAME	0001	05	DEMO SCHOOL 1 (9999-9991)	DEMO DIST 9999 (9999)	Science Text-To-Speech:Stimuli & Items Presentation:Spanish Answer Masking:OFF
DEMO, DEMO	0002	05	DEMO SCHOOL 1 (9999-9991)	DEMO DIST 9999 (9999)	Science Color Contrast:Black on Rose Magnification:1.75X Permissive Mode:ON Mouse Pointer:Extra Large Black
TESTUOPDATE, TEST	02	07	DEMO SCHOOL 1 (9999-9991)	DEMO DIST 9999 (9999)	
TESTRI, TEST	04	02	DEMO SCHOOL 1 (9999-9991)	DEMO DIST 9999 (9999)	Science Braille Type:UEB Contracted with Nemeth Math
TESTRI, TEST TESTRED	05	03	DEMO SCHOOL 1 (9999-9991)	DEMO DIST 9999 (9999)	Science Color Contrast:Reverse Contrast



A helpful tip to verify student accommodations and accessibility features in TIDE is to use the print a “student settings and tools report” prior to test administration (see the NGSATIDE User Guide).

This can help both test coordinators prior to testing, and test administrators on the day of testing as they’ll have a quick reference for confirming student test settings through the TA Interface.

At least two weeks prior to testing, the Test Administrators should verify student settings and provide any corrections before testing begins.

Do Demo to show how to access and print report – go to Test Settings and Tools >View/Edit Test Settings and Tools > (fill out information to filter and hit search)> click on printer icon on top left corner of that page

Activity

1. Review the TIDE Users in your school/district:
 - Identify those that need to be removed
 - Identify users that need to be added
2. “Print” a Test Settings report for a student in a school.
 - Note: You will have to “Save to PDF” instead of print.

Give users 5 minutes to complete. Circulate and provide help if needed.

Ordering Paper Testing Materials

- Window for ordering opens **March 3, 2025** and closes on **May 23, 2025**
 - Braille, Large Print, and Standard paper tests available.
 - **Reminder:** confirm that the student has the non-embedded accommodation set properly in NGSA TIDE.
- Place orders through the “Orders” task within the *Preparing for Testing* dashboard.
 - Make sure District or School Shipping Information is accurate



District Shipping Contact Information

Use this page to establish contact and shipping information. [more info](#)

— District Shipping Contact Information

*Search Contact Info Report For:

*District:

— District Shipping Contact Information

District Administrator Information	Shipping Information
Name: Demo District 1	Contact Person: <input type="text"/>
*First Name: <input type="text"/>	*Address Line 1: <input type="text"/>
Middle Name: <input type="text"/>	Address Line 2: <input type="text"/>
*Last Name: <input type="text"/>	*City: <input type="text"/>
*Email Address: <input type="text"/>	*State: <input type="text"/>
Alternate Email Address: <input type="text"/>	*Zip Code: <input type="text"/>
*Phone Number: <input type="text"/>	Zip+4: <input type="text"/>
Fax Number: <input type="text"/>	Phone Number: <input type="text"/>
	<input type="button" value="Save"/>

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The window for ordering paper testing materials opens March 3. District test coordinators submit the materials orders for a particular school or the entire district within the Preparing for Testing section, and the “Orders” task. This section is currently gray in TIDE since the order window has not yet opened.

There are three paper test forms available for NGSA. Please note that Spanish does not have a separate paper test form – Spanish paper tests use the “print-on-demand” feature. These students simply need to have the presentation in their profile set to Spanish in TIDE, so that the test items are translated into Spanish. We’ll cover print-on-demand in more detail on a later slide.

The screenshots on this slide show an example of an order form interface (bottom of the slide), and also the shipping contact information window (bottom right). As a reminder, manuals are not printed for NGSA – only student testing materials can be ordered.

***Emphasize that users will NOT be able to see this information UNTIL MARCH 3.

Ordering Paper Testing Materials (cont'd.)

Enter the quantity needed for each of the materials needed.

Grade 5				
NGSS Grade 5 Science Test Booklet <i>Kit Includes: Test Administration Manual, Standard Test Book</i>	0	0	0	<input type="text" value="0"/>
NGSS Grade 5 Science Large Print DEI Kit <i>Kit Includes: Test Administration Manual, Standard Test Book, Large Print Book</i>	0	0	0	<input type="text" value="0"/>
NGSS Grade 5 Science Braille DEI Kit_UEB Contracted_Nemeth <i>Kit Includes: Test Administration Manual, Standard Test Book, Braille UEB Contracted Book</i>	0	0	0	<input type="text" value="0"/>
Grade 8				
NGSS Grade 8 Science Test Booklet <i>Kit Includes: Test Administration Manual, Standard Test Book</i>	0	0	0	<input type="text" value="0"/>
NGSS Grade 8 Science Large Print DEI Kit <i>Kit Includes: Test Administration Manual, Standard Test Book, Large Print Book</i>	0	0	0	<input type="text" value="0"/>
NGSS Grade 8 Science Braille DEI Kit_UEB Contracted_Nemeth <i>Kit Includes: Test Administration Manual, Standard Test Book, Braille UEB Contracted Book</i>	0	0	0	<input type="text" value="0"/>
Grade 11				
NGSS Grade 11 Science Test Booklet <i>Kit Includes: Test Administration Manual, Standard Test Book</i>	0	0	0	<input type="text" value="0"/>
NGSS Grade 11 Science Large Print DEI Kit <i>Kit Includes: Test Administration Manual, Standard Test Book, Large Print Book</i>	0	0	0	<input type="text" value="0"/>
NGSS Grade 11 Science Braille DEI Kit_UEB Contracted_Nemeth <i>Kit Includes: Test Administration Manual, Standard Test Book, Braille UEB Contracted Book</i>	0	0	0	<input type="text" value="0"/>

Save Orders

Cancel

Ordering Paper Testing Materials

- District administrators (DA) and School Test Coordinators (SC) can check and edit shipping information for their district, and schools within their district.
- View Order History:
 - View tracking details by selecting the truck icon.
 - Packing lists, manifests, and security checklists are available by selecting the report icon.
- The Order Details form includes:
 - Material Description
 - Shipment Quantities
 - Approval Status (this information is also available on the Order Quantity Reports)

View Order History

Use this page to review your orders. [more info](#)

Order History for my District

Order Number	Order Type	Submitted By	Order Status	Submitted Date	Tracking	Reports
District: Demo Dist 99 99						
104651	Initial	DemoUser1, STATE1	Open	07/09/2018 12:14 PM (EST)		
+ School:	BOULWARE SPRINGS CHARTER 99-1012					
+ School:	Demo School 9000 99-9000					
+ School:	Demo School 9001 99-9001					
+ School:	Demo School 9002 99-9002					
+ School:	Demo School 9003 99-9003					
+ School:	Demo School 9004 99-9004					
+ School:	Demo School 9005 99-9005					

When viewing order history, as a district test coordinator, you can click on a specific order to expand and view the order details. An example of the view order history screen is pictured here.

(Zoom in so audience can see images)

Spanish Paper Test Accommodation

- Spanish accommodation can only be given to students who are coded as LEP in the LEP Census and have LEP status set to *Currently Receiving Services, Monitor Year 1, or Monitor Year 2*.
- Use "print-on-demand" for students who need to take a paper test in Spanish.
- Students will need the following settings in TIDE:
 - Presentation: Spanish Edition
 - Print-On-Demand: Stimuli & Items
 - Magnification: if large print is also needed
- Procedure
 - The student would login normally to the TDS and request for the items to be printed individually.
 - The student would complete the test on paper.
 - After the student completes the test, the TA would then enter the student's responses into TDS exactly as indicated by the student on paper.
 - Paper tests are considered secure materials and should immediately be shredded by the Test Coordinator following the entry.



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NGSA does not have a paper test booklet in Spanish. For students with an IEP/504 plan with a paper accommodation for state assessments, whose presentation is set to Spanish, you would use the "print-on-demand" accommodation so the test could be printed in Spanish. They would also need scribe accommodation set to Yes.

The administration procedure is documented in the Accommodations and Accessibility Features Manual (Appendix J). In brief, the student would login normally to the Test Delivery System (TDS), with the Spanish language version, and then the test administrator would print items individually for the student to complete on paper.

The test administrator – as a scribe – would then enter the student's responses into the TDS while it is still logged in, exactly as the student indicated on paper.

Setting up Student Rosters

- Rosters are groups of students associated with a teacher, for example:
 - Entire classrooms in lower grades
 - Individual course periods in upper grades
 - Entire caseload for a special education teacher
- Students *do not* need to be in a roster in order to take the test.
- **It is recommended that rosters be created *before the testing window* for teachers to view their students' scores *after testing*.**
 - CAI recommends having a minimum of 10 students in a roster.

Rosters are optional for testing but are required after testing for teachers to be able to see their students' scores. When teachers have students rostered to them, they are able to print test settings for the students in their roster and check them prior to the testing session.

Rostering is important so that teachers can access their students data in CRS after testing. If students are not rostered to a teacher, they will not be able to see detailed student results.

Rosters of any size can be created, but they should represent a grade, class, or caseload, etc. Having rosters of hundreds isn't helpful, but having a roster of 2 also is not. Because of data rules, rosters of fewer than 10 students will not have detailed SEP level data available because the size is too small.

Setting up Student Rosters (cont'd.)

- You can create two types of rosters in TIDE:
 - Reporting Rosters - shared with the reporting system (CRS) so you can view student test results as a group.
 - TIDE-Only Rosters - not shared with the reporting system, but can be used within TIDE for test preparation, such as printing test tickets. TIDE-only rosters can have up to 500 active students on each roster.

Setting up Student Rosters (cont'd.)

- Choose your district, school and year from the dropdowns.

Preparing for Testing | Administering Tests | After Testing

Users ▾ | Students ▾ | Test Settings and Tools ▾ | Rosters ▾ | Order Reports ▾ | Test Windows ▾

Student ID/User Email

Add Roster

Start by selecting a school before adding students in the next step. [more info](#)

- A roster works best with about 30 students but can include up to 500 active students.
- Each user-defined roster can only be associated with one school.
- After saving, rosters must be changed from the Edit Rosters screen.
- For more information about creating rosters, select [Help](#) above.

Select School for Roster

*District:

*Year:

*School:

The first thing you're going to do is select your district, your school, and the year from the drop-down.

Setting up Student Rosters (cont'd.)

- Select either the Student Search or Quick Roster tab and enter your search criteria.
- Add the students to the Roster by clicking the + button.
- Select the Teacher's Name, name the Roster and save it.

Add Roster

School Details
You are adding the roster to the School listed below. To add a roster to a different School, click **Change School**.

District: Demo Dist 9999 - 9999
School: Demo School 1 - 9999-9991

Find and Select Students

Search for students to add to your roster by using **Student Search** to find specific students or groups, or use **Quick Roster** to quickly build a complete roster.

Student Search Quick Roster

Set at least one search field to create a quick roster.

Grade:
None selected

Roster Details

*Roster Name:

*Reporting Roster: Yes

*Teacher Name: -- Select --

Selected Students (0)

Show more information Filter students

X REMOVE ALL STUDENT NAME GRADE REPORTING ID

From there, you can do a student search where you can add the students to the roster by searching for the individual students and then clicking on the plus/add button.

Then, you will name the roster, select if you want it to be a reporting roster (if you select yes, then you go on to select the teacher's name), and save it.

****Log into TIDE and demo student search, Quick Roster, and Upload Roster feature****

Activity

1. Using the View/Edit/Export Roster feature, find a Roster for a teacher in your school (or a school in your district).
 - If there are no or few rosters, think about how you can communicate their importance and encourage teachers to roster students.
2. Download and review the “Upload Rosters” template.

Give users 5 minutes to complete. Circulate and provide help if needed.

Informal conversation on how many rosters they found? Did that surprise them? Can they set a goal for how many teachers they have using rosters this year?

Administering Tests



Pause for questions on Preparing for Test section before moving on.

Call attention to the first dropdown –test tickets. We will be following the tasks in the order they appear in TIDE.

Printing Test Tickets

- Test Tickets contain student login information for TDS.
- Can be printed by Student List or Roster List.
 - If printing by Roster List, students must already be rostered.
 - Can also select and print tickets in “batches”
 - Test Tickets should be printed before the first day of testing.

TestRI, Test	Grade: 05 DOB: 03/02/2000
 Test	
First Name	
 1042	
SSID	
District DEMO DIST 9999 (9999)	
School DEMO SCHOOL 1 (9999-9991)	
	Student Access Card



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Test tickets have the information students need to log into TDS (full name, ID) They can be printed by student list or roster list. And should be done prior to testing.

(Pause and have users navigate to the print testing tickets section). Do a demo on printing test tickets in TIDE.

Test Monitoring Reports Available

Report Name	Role	Information Provided
Plan and Manage Testing	Teachers, Test Administrators, School Coordinators	Specific report used to view each student's test status. Helpful during the testing window to monitor student progress in your school or district.
Test Session Status Report	District Coordinators	Shows the name of each school that is testing on a given day, and the status of the tests. Helpful during the test window to monitor testing activity.
Test Completion Rate	District Coordinators, School Coordinators	High-level reports used to summarize the number and percentage of students who have started or completed a test. Helpful near the end of the testing window to identify what students still need to complete the test.
Participation Search by SSID	Test Administrators, School Coordinators, District Coordinators	View an individual student's test progress and status.

There are multiple reports that can be accessed in TIDE to help monitor test progress.

(Run through the different types and audience for each as listed in the table)

Plan and Manage Testing

- Allows users to run reports and select multiple variables including test status, expiration date or Session ID.
- May be generated at the district or school level, depending on your user role
- Report should be generated each day testing is taking place. This will give test coordinators the most accurate testing status for all students in your school or district.

Information: Set report focus

Refine by

Test Progress ? Students who have completed any opportunity

Test Expiration ? Students with opportunities expiring in exactly days

Test Status ? Students on any opportunity with a status of None selected

Session ID or TA Name ? Students' most recent SessionID was Session ID (optional) from 01/07/2025 to 01/07/2025

Generate Report Export Report



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Under the Plan and Manage Testing, users can use a variety of criteria to generate reports.

Frequently run reports include the following: Students who have not yet completed an opportunity this administration, students in a specific Session ID, students with a certain test status, etc. This should be done for each test. When you select in the drop down, you can see tests by grade as well as the 1st or 2nd day/session.

****Navigate to this section in TIDE and select some different options both basic search and advanced search.****

Test Irregularities

- Incidents that represent a deviation from prescribed testing procedures.
- Examples of test irregularities include:
 - Student impropriety
 - Errors in providing accommodations
 - Educator misconduct
 - Mishandling of secure test materials
- All test irregularities must be reported to the School Test Coordinator using the process outlined at <https://ride.ri.gov/instruction-assessment/assessment/assessment-irregularities-test-security>

Appeals Overview

- Some testing situations may require the student’s test be “appealed” within the TIDE system, such as:
 - A device malfunction
 - Incorrect or missing accommodation
 - A test was accidentally submitted before a student was finished
 - Cheating incident
- District and School Test Coordinators can create the following appeals:
 - Re-open Unanswered Items
 - Re-open A Paused Test

There may be a situation or specific instances where a student’s test needs to be reset or re-opened. To do that, users have to file an appeal, which is done in TIDE.

Examples of some scenarios where an appeal might be necessary are:

- A device malfunction, incorrect or missing accommodations, a test was accidentally submitted before a student was finished, or a cheating incident.

District and School coordinators can process two appeals:

- re-open unanswered items
- Re-open a paused test

Types of Appeals

APPEAL	PURPOSE / RESULT	SCENARIOS:
Re-open Unanswered Items*	<ul style="list-style-type: none"> Allows students to return to their assessment after it was submitted, answer any unanswered items, and resubmit the test. 	A student accidentally submitted the test before they were ready. They have blank items they want to revisit and answer.
Re-open a Paused Test*	<ul style="list-style-type: none"> Allows for a test that has been paused for more than 40 mins to be re-opened so students can revisit items they previously viewed. 	A student's test is paused for 42 minutes due to an unexpected fire drill.
Reset a Test**	<ul style="list-style-type: none"> Removes all student responses and scores from the system Provides a new test opportunity to the student. 	A student took a test with the wrong accommodation, and they need to restart with the correct test settings in place.
Restore a Test That Has Been Reset**	<ul style="list-style-type: none"> Returns a test from the Reset status to its prior status A test can be restored if it was reset in error 	A user accidentally submitted a "Reset a Test" appeal for a student who only needed a Re-open Test appeal. This appeal will restore the student's original responses and test.
Invalidate a Test**	<ul style="list-style-type: none"> Rarely Used Eliminates the test Student does not receive a score and cannot restart the test. 	A student is caught cheating and should not be given another opportunity to test.



**If an appeal is submitted to reopen unanswered items or a paused test, it will be automatically approved so the student can continue testing after a few minutes.*

***Only district test coordinators may contact RIDE if this appeal is needed.*

Read through the types and scenarios on the screen.

****Emphasize *If an appeal is submitted to reopen unanswered items or a paused test, it will be automatically approved so the student can continue testing after a few minutes.***

****Only district test coordinators may contact RIDE if this appeal is needed.****

Note: Tests are automatically paused after 20 minutes of inactivity.

NGSA TIDE: Creating Appeals

- Select the appeal type
 - If you aren't sure, use the ? icon for information on each appeal type
- Search for the test record to appeal by SSID, Result ID, or Session ID.

Preparing for Testing Administering Tests Student ID/User Email

Print Testing Tickets Appeals Monitoring Test Progress

Create Appeals

Use this page to create invalidation requests. [more info](#)

Select Request Type and Search

*Request Type: Re-open Unanswered Items Re-open A Paused Test

*Search Student By: SSID

*SSID:

Search

- Select the test opportunity you would like to appeal and enter the reason for appealing the test.

Because the summative window isn't open yet, we can't practice doing appeals, but we'll run through the steps.

You would first navigate to the create appeals menu. Then users select the appeal type and search for the student who's test you need to reset by SSID, Result ID or Session ID.

Once those results come up, you will enter in information about why you are requesting the appeal type you've chosen. These appeals no longer require RIDE approval.

Activity

1. Run a Test Completion Report for your district or a school in your district.
2. Explore the different variables that can be selected in Plan and Manage Testing.

Give users 5-10 minutes to complete. Circulate and provide help if needed.

BREAK and QUESTIONS

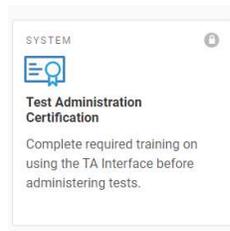
10 minutes

Preparing Test Administrators

Before moving on, ask for outstanding questions related to TIDE

Test Administrator Certification Course

- The online Test Administrator Certification Course can be accessed through the [Teachers page of the RI NGSA Portal](#).
- All users are required to take the Test Administration Certification course before administering NGSA.
 - Multiple viewing opportunities
 - Takes about 30 minutes to complete
 - Generates a certificate of completion
- Test coordinators must complete the course as well.
- *Course covers the Test Delivery System (TDS) only* – Test administrators still need to be trained in test administration, security, and accommodations.



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This is a brief summary of the TA Certification course and how to locate it.

****describe how to find it through the portal****

Please ensure all of your test administrators have completed this course prior to the opening of the state testing window, or at least prior to their administering a test.

There will be multiple viewing opportunities, it will take about 30 mins to complete the course, and at the end, a certificate of completion is generated.

Just a note that all test coordinators must also complete the course.

The course only covers the Test Delivery System. Therefore, all test administrators will still need to be trained in test administration, security and accommodations.

Training Requirements

- **Training Requirements**

- Test coordinators must participate in RIDE's test coordinator trainings.
- Test administrators must be trained by school test coordinators using the RICAS/NGSA Test Administrator Core Training (download at www.ride.ri.gov/assessment-training)
- Complete the TA Certification Course.

- **Sign any Affirmations of Test Security Documents**

- All personnel involved with testing must sign a statement affirming they will follow protocol for proper test administration and to maintain test security.

- **Receipt of Manual**

- All test administrators must receive the Test Administrator's Manual (TAM).
- Any personnel serving as proctors or hall monitors must receive the Test Security Requirements section of the Test Administrator's Manual.



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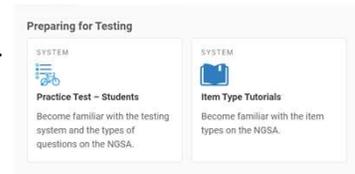
Training is extremely important. There are two elements for NGSA training: 1 - training in test administration and test security for all personnel, and 2 - test administrators completing the TA Certification Course through the NGSA Portal in order to be able to access the Test Delivery System (TDS) and administer the assessment.

All personnel must sign an affirmation of test security (there's an example in Appendix A of the TCM, as well as a sign-in sheet), and also must receive a manual (or the test security requirements section, if they are not a test coordinator, test administrator, or proctor). Manuals may be distributed in PDF form, or may be printed by schools and distributed that way.

Preparing Students

Preparing Students

- Plan for students to interact with the [practice tests](#) and the test platform through the [item type tutorials](#).
 - Test administrators can lead a practice test activity in their classrooms.
 - Schools can conduct a practice test session for one or more grades.
- Students will be able to:
 - practice using the universal tools (calculator, notepad, etc.).
 - practice using any accommodations or designated supports they will use.
 - become familiar with how to navigate through the test platform.
 - see what the NGSA test item types look like.
 - understand how testing will be conducted in their classroom or school (if you are doing a practice test session).
- Communicate expectations with students prior to the test session
 - Sessions are untimed, but will take about an hour.
 - What to do if a student has a technology issue or needs to pause their test.



Seeing and interacting with actual test items is one of the best ways to help families and students feel more comfortable with any assessment. You want to ensure you are transparent with students and families about what to expect during and after the test.

When communicating to students and families about NGSA (or state testing in general), please emphasize the purpose of NGSA as a tool to assess learning. You may want to share with students and families how your school or district uses NGSA results to help families understand they are more than just an accountability tool.

Please plan for students to interact with the practice tests as well as test the platform and familiarize themselves with the item types using the item type tutorials. Test administrators can lead a practice test activity in their classrooms. We want students to practice using the universal tools, such as the calculator and notepad, practice using any accommodations or supports they have designated to them, learn how to navigate through the test platform, familiarize themselves with the various item types, and understand how testing will be conducted in their classroom.

Expectations should be clearly communicated with students so that they're aware the sessions are untimed, but will take approximately an hour, and what to do if they have a technology issue or need to pause their test.

Technology Skills Needed for NGSA

Skill	Example
Using navigation buttons	Login, logout, username, password, save, resume, quit
Scrolling	Scroll vertically up and down screen views
Highlighting text	Use a pointing device (such as a mouse) to highlight text
Selecting from drop-down menus	Use a drop-down menu to make a selection
Dragging and dropping	Distinguish between instances when an answer option can be used only once or can be dragged and dropped multiple times.
Plotting points/connecting lines	Plot points and draw connecting lines using mouse pointer
Using calculators	Use an on-line and/or hand-held calculator

For the full list of skills, visit

<https://www.ride.ri.gov/InstructionAssessment/Assessment/NGSAAssessment.aspx>



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Practice tests are also a great way for students to master important tech skills – not just for NGSA, but for online literacy.

go through the list in general

Test Delivery System (TDS) Test Administrator Interface Overview and Practice Session

Overview of Test Administration Process

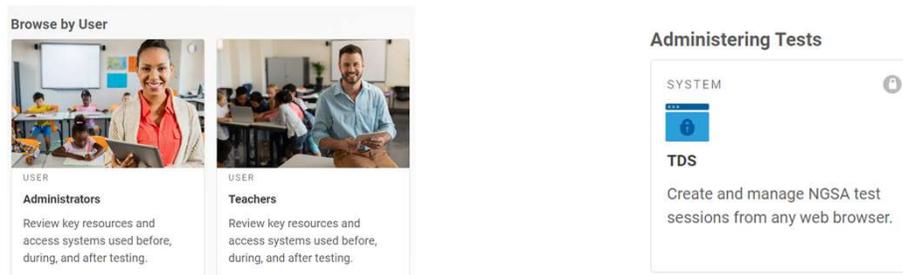
1. TA readies the room for testing by covering all science-related content, posting the Do Not Disturb sign on the door, and double-checking that they have all the necessary testing tickets.
2. The TA collects all cell phones and electronic devices as students enter the testing room.
3. The TA distributes all testing tickets and scratch paper, and any other testing materials.
4. The TA ensures that all student testing devices are open and turned on.
5. The TA begins to read the test script verbatim.

Overview of Test Administration Process (cont'd.)

6. The TA admits students into the testing session and starts timing the test session.
7. The TA actively monitors the students as they test, answers any questions about their technology or navigating the Student Interface, and dismisses students for restroom breaks.
8. At the end of the test session, the TA collects the test tickets and scratch paper
9. The TA returns all testing tickets and scratch paper, and any other testing materials to the test coordinator.

Logging Into the Test Administrator (TA) Interface

1. [Go to the RI NGSA Portal](https://ri.portal.cambiumast.com/): <https://ri.portal.cambiumast.com/>
2. Select the **Administrators** or **Teachers** user card based on your user role.
3. From the user page select the **TDS** card. Log in using the same credentials you used to access TIDE.



**The state testing window does not open until April 28th. Unless your district uses NGSS Interims, you will not be able to create a test session until then.*

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We will walk through these steps in the browser window in a few minutes.

****Emphasize the summative window date, and that only audience members in interim districts will be able to see tests in TDS.****

Starting a Test Session

For Summative Assessments

- For Summative Assessments, there will be expandable check boxes. Test administrators will select either Session 1 or Session 2, depending on the testing schedule.
- Select a test or tests and click “Start Session”

Example:

The screenshot shows a web interface titled "Test Selection". At the top, there is a search bar and a filter button labeled "Add Filter". Below this, the section "NGSS Interims" is displayed with the instruction "Choose the tests to add to your session, and then start your session." Under "NGSS Interims", there are three expandable categories: "Interims" (with a minus sign), "Braille Interims" (with a plus sign), and "Braille Interims" (with a plus sign). Each category has three sub-items: "Grades 3-5", "Grades 6-8", and "Grades 9-11". The "Interims" category is currently expanded, showing three green bars with plus signs. The "Braille Interims" category is collapsed, showing three green bars with plus signs. At the bottom of the interface, there is a "Back" button and a "Start Session" button with a play icon. A message in the center of the right pane reads "You must make at least one selection before starting your session." with a left-pointing arrow.



Note that these are interim assessments.

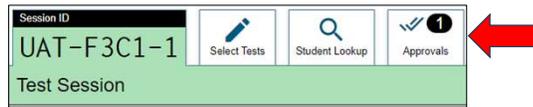
TA Screen and Session ID

The screenshot displays the RIDE Test Administration interface. At the top left, the RIDE logo and "Rhode Island Department of Education" are visible. The page title is "Test Administration". A "Session ID" field is highlighted with a red circle and contains the text "RI-2F6B-2". Below this, a green bar indicates the "Test Session" status. A status bar below the green bar shows "0 students awaiting approval", "0 print requests", and "0 active students (max 200)". The "Instructions" section lists three steps: 1. Start Session, 2. Approve Students, and 3. Monitor Progress. The RIDE logo and "Rhode Island Department of Education" are also present at the bottom left. The page number "65" is located at the bottom right.

Once tests are selected, this is the TA user interface.

Approving Test Settings Screen

- You will see a notification when students are waiting for approval to be admitted to the session.



- Click the eye icon to view the test settings for a student. To confirm, click “Set” to admit the student into the session, then click “Set & Approve.”



Discuss connection to having the correct test settings uploaded prior to testing. Accessibility features can be set in TDS, but not the accommodations.

Approving Test Settings Screen

There are two ways to approve a student into a testing session:

1. You can admit all students to the session by clicking the "Approve All Students" box at the top of the screen.
2. The check mark will admit individual students without viewing their test settings.

Approvals and Student Test Settings Approve All Students X

1 students awaiting approval 0 active students (max 200) 0 tests in session ● = NGSS Interims

Interim ES Earth and Space Science - PE 3-ESS2-1 B - 1 student(s)

Student Name	SSID	Opp #	See Details	Action
DemoLast, DemoFirst	7777700010	1	Custom	<input checked="" type="checkbox"/> X

Monitoring Progress

- It is important for Test Administrators to monitor student progress by using the progress bar in the Test Administrator Interface and by circulating through the testing room to ensure that students are working.
- If a student's progress bar stops, they may need assistance or a break.

Student Information	Test	Opp #	Progress	Test Settings	Actions
DemoLast, DemoFirst 777770010	Interim ES Earth and Space Science - PE 3-ESS2-1 B	1	0% answered - Approved	Custom	
DemoLast, DemoFirst 777770015	Interim ES Earth and Space Science - PE 5-ESS1-2 A	1	0% answered - Approved	Custom	

Highlight the progress bar, and emphasize that will increase as the student progresses through items on the test.

Point out the paused status and more info button, as well as how a TA can pause the test and view test settings.

Test Administrator Interface (TA Interface) Features

Feature	Description
Student Lookup button	Searches for student information. See Looking Up Students .
Approved Requests button	Displays a list of print requests you approved during the current session. See Viewing Approved Print Requests .
Print Session button	Prints your screen. See Printing Session Information .
Help Guide button	Displays the online version of this user guide.
Alerts button	Informs users that an alert is available with important information.
Log Out button	Logs you out of the TA Site. See Logging Out of the Test Administrator Interface .
Stop Session button*	Ends the test session. See Stopping a Test Session .
Session ID*	Displays the unique ID generated for the test session.
Select Tests button	Opens the Test Selection window. See Start a Test Session .
Approvals button*	Opens the Approvals and Student Test Settings window. See View and Approve Students to Enter Session .
Refresh button*	Updates the on-screen information.
Students in Your Test Session table**	Displays the testing progress for students in your test session. See Monitoring Students' Progress .

*Feature appears after you start a test session. **Feature appears after you approve students for testing.

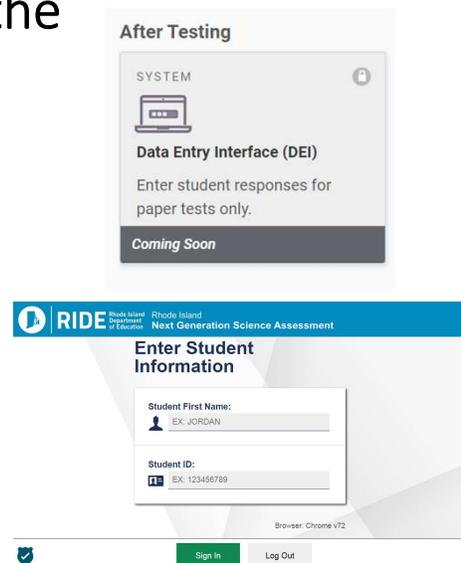
This is helpful for reference, and includes everything you saw in the previous slide with a brief description.

Entering Student Responses in the Data Entry Interface (DEI)

- For students testing on paper, the test administrator must enter the student responses into the Data Entry Interface (DEI) after the test is completed.
- Accessed through the RI NGSA Portal.
- The DEI interface matches the student interface.

Reminder: Print-on-demand items (e.g., Spanish paper test) cannot be entered into the DEI.

- For Spanish paper tests, the student's responses should be entered into TDS exactly as indicated by the students.



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An after-testing process that is unique to NGSA is the entry of student responses from paper test booklets (not print-on-demand!) into the Data Entry Interface (DEI).

After testing and before the test booklets are mailed back to Cambium, the student's responses will need to be entered into the DEI exactly as they appear in the test booklet.

Just a reminder, for Spanish paper tests, these use the print-on-demand feature and the student's responses should be entered into TDS exactly as indicated by the student.

If you had to order any emergency paper assessments, please contact the RI NGSA Help Desk for assistance in handling.

TA Interface Demonstration

CAI will lead a demonstration using an interim test session and demo student in UAT, showing both the student and TA interfaces.

District/School: Demo District 9999-9999 Demo School 9999-9991

Grade: 5

Demo ID: 7777700000

First: DemoFirst

Last: DemoLast

Resources and Support

Contact Information

NGSA Help Desk:

- Phone: 1.866.757.9437
- Email: rihelpdesk@cambiumassessment.com
- RI NGSA Portal: <https://ri.portal.cambiumast.com>

RIDE:

- General inquiries: assessment@ride.ri.gov

Team Member	Specialty	Email	Phone
Heather Heineke <i>Assessment Specialist</i>	NGSA policies, testing irregularities	Heather.Heineke@ride.ri.gov	401-222-8493
Erin Escher <i>Science Specialist</i>	NGSA content	Erin.Escher@ride.ri.gov	401-222-8168
Jackie Branco <i>Assessment Specialist</i>	Testing accommodations	Jacqueline.branco@ride.ri.gov	401-222-4685
Phyllis Lynch <i>Director, Office of Instruction, Assessment, and Curriculum</i>	NGSA policies, testing irregularities	Phyllis.Lynch@ride.ri.gov	401-222-4693



This slide provides the contact information and helpful links for help desk and technology support, as well as who to contact at RIDE for policy, accommodations, and general test design questions about NGSA and the NGSS.

Who to Contact...

Questions about....	Contact...
Student eligibility and which students are required to participate	RIDE
Testing irregularities and test security issues	RIDE
Poor connectivity during testing	Technology Coordinator
Accessing and using TIDE or TDS (TA or Student Interface)	NGSA Help Desk
Widespread technology issues	NGSA Help Desk
Policies related to appeals	RIDE
Submitting orders for paper testing materials	NGSA Help Desk
TDS Student Log-in Issues	NGSA Help Desk
Accommodations	RIDE



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Please reference the topics on this slide when deciding whether to contact the NGSA Help Desk, your district testing coordinator, or RIDE.

Please do not contact RIDE to troubleshoot technical issues (e.g., user or student login not working) – the RI NGSA Help Desk specializes in that area of support. That said, RIDE must be contacted for testing irregularities due to technology issues that impact testing, but the help desk should be able to help resolve the issues first.

Remember: when emailing anyone about an issue involving a student and their test, email is *not secure*. To protect student confidentiality when contacting RIDE or the RI NGSA Help Desk via email, only include the student's SASID, along with grade level and school/district. Do not ever include screenshots where any student information (e.g., name, date of birth) other than the SASID is visible.

Thank you!

Thank you! This now concludes our NGSA Test Coordinator Training for Spring 2025. Are there any other questions? Thank you for participating.