Script from the spring 2025 CBT TAM
for Administering the English Language Arts Tests

Part V

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Administering Session 1 of the English Language Arts Tests

Administering Session 1 of the English Language Arts Tests

Ⓐ Materials Needed for Session 1

1. You will need the following materials available in your testing space prior to testing:

    • "RICAS Testing—Please Do Not Disturb" sign

    • testing devices for students

    • a computer for managing the test session

    • printed copies of authorized bilingual word-to-word dictionaries for current and former MLL students

2. Prior to testing, you will receive the following materials for students assigned to you:

    • this manual

    • the summary page from the RICAS Portal that contains your student roster and the session access codes

    • student logins

    • scratch paper (blank, lined, or graph)

    • pens or pencils for use on scratch paper

    • a form to assist you and your test coordinator in tracking secure materials

Note: English-language dictionaries are not allowed during RICAS testing.

Additional Preparations for Computer-Based Testing

    • Ensure all devices to be used for testing are charged prior to each test session.

    • Make sure sufficient power cords and power strips are available.

    • Confirm that accessories, such as external keyboards for tablets and headphones for students using the Text-to-Speech edition, are available and in working order prior to testing.

    • If students will be using laptops: Some configurations prevent laptops from staying signed in to the RICAS Student Kiosk when the lids are closed. If this is the case, and your school intends to cover the screens of laptops during the mid-session break (e.g., with manila folders or something similar) make sure that you have a sufficient quantity on hand for the number of students that are testing.

Ⓑ Before Students Arrive

1. **Note: RIDE recommends that this step be completed the day before testing.**

    On the test administrator device, sign in to the RICAS Portal (ricas.cognia.org) and click **Administration**. Go to **Test Scheduling** and select the scheduled test session from the drop-down menu. Click **View Details/Student Logins** and review the students scheduled to take the test. Make sure the students listed here match those on the summary page you were given with your student logins.

2. Verify that the correct accommodated forms such as Screen Reader, Human Read-Aloud, and Human Signer are assigned to students, if applicable. This can be confirmed on the **View Details/ Student Logins** page in the RICAS Portal. Also verify that students' other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the **Edit Student** page in the RICAS Portal or the summary page you were given with your student logins.

    If a student's accommodations have not been assigned correctly, you can still update the student's accommodations. See pages 96–97 in Appendix B for the steps to do so.

3. Make sure the testing space has been appropriately prepared (see page 22).

4. Post the "RICAS Testing—Please Do Not Disturb" sign on the outside of the door(s) of the testing space.

5. Write on the board the session access code for Session 1. The session access code will be printed on your summary page and can also be found in the RICAS Portal by going to **Administration > Test Scheduling**, selecting the scheduled test session, and choosing **View Details/Student Logins**.

C As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.

2. Based on the guidelines in Appendix E, approve any bilingual dictionaries brought by students who are current or reported as former MLLs.

   All other dictionaries are prohibited during this session.

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and their use for any purpose may result in the invalidation of test results.

4. If students will be using tablets or laptops, distribute student testing devices, chargers (recommended), and keyboards (recommended for tablets).

5. Instruct students to open the RICAS Student Kiosk application (this may be done by the test administrator or technology staff, and is recommended particularly for younger students).

   If there are testing devices that do not have the latest version of the RICAS Student Kiosk installed or if students' devices are not working properly, contact your school's technology staff for assistance.

   Note for schools using iPads: Students will need to choose the testing location the first time they use the iTester iPad application for English Language Arts. Instruct them to choose **Rhode Island**. If this is done correctly, students will then see **Rhode Island** above the "Sign In" area. If something else appears on the screen, instruct students to click the button on the top right corner of the screen; then select **Choose a Different Customer**; and then select **Rhode Island**.

   If students are using iPads, iTester may prompt the students to allow access to the device's microphone. Instruct the students to click **OK** even though they will not be using the microphone during testing.

6. Say to the students:

   "Before we begin the test, you need to know that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session, even after you submit your test. Results may be invalidated for students with any of these devices during testing or after submitting their tests."

7. If your test coordinator has instructed you to do so, read the following recommended script:

   "If you have a cell phone or other electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You will be able to access it again when I give you permission to do so."

   Pause to make sure that students have turned cell phones and other electronic devices off and have placed them in their backpacks.

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If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other electronic devices during testing.**

8. Make sure that students' desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for current and former MLL students.

9. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

D Administer Session 1

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your test coordinator has instructed you to do so, you will need to turn to section E on page 38 at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

   "We are about to begin the RICAS English Language Arts test. This is the first of two sessions that you will take. You will take Session 2 _____ (announce the date and time for Session 2)**.**

   The results of this test will be used to help track your academic performance, and will also be shared with your parents or guardians as well as your teachers. It is important that you try to do your best work during this and every test session."

2. Then say to students:

   "I will now hand out scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper."

   Distribute one sheet of blank scratch paper to each student.

3. Then say:

   "I will now hand out the student logins. Do not sign in until I tell you to do so."

4. Distribute the student logins. Make sure that students receive their assigned student logins.

   Note: Students who have a preferred name entered into the enrollment census will see their preferred name on their student login.

5. Then say:

   "Look at your student login. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student login."

   Provide the correct student login to any student who has an incorrect login. If a student's login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the RICAS Portal under **Test Scheduling**.

6. Say to the students:

    "Now, on the computer, enter your username. Your username is the 10-digit number shown on your student login. Then enter the password that is shown on your student login."

    Assist any students who need help entering their usernames or passwords.

    Then say:

    "Now click the button that says 'Sign In.'"

    Walk around the room and make sure that all students have successfully signed in. Assist any students who did not successfully sign in. You may retype usernames and passwords for students if necessary.

7. When all students have successfully signed in, say:

    "The screen should now say `Hello' and then your name. If the name you see is not yours, raise your hand."

8. If any students raise their hands, sign them out of the RICAS Student Kiosk and check their student logins.

9. If your test coordinator has instructed you to

    ❯   **COLLECT STUDENT LOGINS**, say:

    "Now I will collect your student logins."

    Collect students' logins.

    ❯   **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:

    "Please keep your student login with you and do not use it for scratch paper. I will need to collect it at the end of this test session."

10. Say to the students:

    "Click the blue button on the screen that says 'Session 1.' You should now see a prompt for a session access code. I have written the code on the board for you. Please type in the session access code. Now click the green 'Submit' button."

11. Say to the students:

    "You will now see the Session 1 Directions screen unless you are taking the test with certain accommodations. If you see the Session 1 Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the 'Continue' button to move to the Directions screen."

    Pause to confirm that all students are on the Session 1 Directions screen.

12. Then say to the students:

    "Follow along while I read the directions that are on your screen."

    Note that the script below reproduces the directions on the students' computer screens. There is no need to read the directions from a computer screen.

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13. Say:

> **"Read each passage and question carefully. Then answer each question as well as you can.**
>
> **Some questions will ask you to write a response. Write each response in the box provided on your screen. Your response may be longer than the space you see in the box. If your writing fills the box, a scroll bar will appear and you can keep on typing. You will be able to use the scroll bar to see everything you have written. Click on the References icon for more information on how to use response boxes.**
>
> **If you do not know the answer to a question, you may bookmark it and go on to the next question. When you are finished, you may review your answers and go back to any questions you bookmarked.**
>
> **For some questions you can make the right or left side of your screen bigger so that it is easier to read.**
>
> **Use the right Expand button to make the left side bigger.**
>
> **Use the left Expand button to make the right side bigger.**
>
> **Use the same buttons to return to the original view."**

14. Then say:

> **"Before you turn in your answers at the end of the test session, be sure that you have responded to every question and not left anything blank or unanswered.**
>
> **For written responses, there is a limit to how long your response may be. For each response, there is a counter at the bottom of the response box. As you type, the number in the box will count down to show how many more characters you can type.**
>
> **During the session, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, raise your hand. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions."**

15. Say to the students:

> **"This test session is scheduled to be** _____ (state length of test session) **long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively.**
>
> **If you finish answering the questions before the end of the test session, you should review your work for this session.**
>
> **It is important that RICAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes to, or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may not access the internet or use any application on your testing device other than the testing application that you are using right now. All students are expected to be honest, do their best, and not cheat in any way."**

16. Then say to all students:

> **"You may now click the 'Continue' button and begin your test."**

Circulate among the students and verify that all have successfully started Session 1.

17. It is your responsibility to ensure a secure testing environment.

> **Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.**
>
> **Circulate among the students while they take the test to see that they are working steadily, and are not using cell phones or other electronic devices.**

18. Monitor student testing status in the RICAS Portal. After starting their tests, all students will be in an "In Progress" status. As students complete their tests and turn in their answers, their status will change to "Finished."

19. When the time for the test session is half over, say to the students:

> **"The scheduled session time is half over. Remember to review your progress through the test by clicking the question number in the top left corner of the screen to see which questions you haven't answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test."**

20. (Optional) Then say to students:

> **"You may now have a short break during which you may stand up and stretch. To take the break, click the 'Pause/Exit' button at the bottom of your screen and then click 'Pause Test.' When I tell you the break is over, enter your password and click 'Resume' to start your test again. During the break, you may not have conversations with other students. If you do not want to take a break, you may continue working. The break will be** _____ (state the length of the break) **minutes long."**

The break may be scheduled for 3–5 minutes, at the test administrator's discretion. Test security must be maintained by making sure students cannot see each other's screens. RIDE recommends turning off computer monitors or placing tablets face down on desks. For laptops, RIDE recommends closing or lowering the lids, or placing something (e.g., manila folders) in front of the screens, depending on how your school's laptops are configured. When the break is completed, say to the students:

> **"The break is now over. You should begin working again."**

Resume monitoring the testing room.

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21. Say to **ANY STUDENT WHO FINISHES EARLY**:

    "I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.

    Remember, once you have turned in your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before turning in your test.

    Cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room."

    Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 25.

22. At the **END OF THE SESSION, TO ANY STUDENTS STILL WORKING**, say:

    "This is the end of the time scheduled for Session 1. I want to remind you that you were supposed to answer all of the questions in this session. At the top left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.

    Remember, once you have turned in your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before turning in your test."

    Pause to allow students to check whether they have skipped any questions.

23. Say to the students:

    "If you need more time to answer any questions, raise your hand. Do not turn in your final answers at this time."

    Note which students need more time. These students should **not** turn in their final answers.

24. Then say to the students:

    "Once you have answered the last question in this section, click the `Finish' button to turn in the test. The 'Finish' button only appears on the last question in the section. You will be taken to the Test Review screen. The Test Review screen shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on 'Return to test' to go back to the last question in the test. If you are finished, click 'Turn In' and then confirm that you want to turn in your test to complete the session."

25. Circulate among the students to ensure all students have turned in their final answers in the RICAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students' work before they submit their tests.

26. For students who need more time, if your test coordinator has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

    "If you have not yet finished your work in this session, you will be moved to _____ (location) to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.

    Your cell phone and any other electronic devices must remain off, and you may not access them until you are dismissed from the test completion room."

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If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students' testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your test coordinator when completing tracking documents and returning test materials to your test coordinator. When students are ready to begin working in the test completion room, the test administrator will need to resume their tests before they can sign in with their student logins.

Be sure to complete appropriate tracking documents and follow your test coordinator's instructions for maintaining security for students in a test completion room.

27. Collect students' logins (if you did not collect them earlier) and scratch paper. **Verify that you have a student login and scratch paper from each student.** Remind students of when they will take Session 2.

28. Make a list of all students in your assigned group who were not tested. These students will appear in the RICAS Portal in the "Not Started" status for this test session. These students will need to take Session 1 during the make-up period. If all the students assigned to you took Session 1, notify your test coordinator of this. It is important to keep accurate records of who has been tested.

29. Group test materials into the following separate piles:

    • student logins

    • used scratch paper

    • unused scratch paper

30. Complete appropriate tracking documents, as instructed by your test coordinator.

31. Immediately return **all** test materials and the list of students who were not tested to your test coordinator.

Administering Session 1 of the English Language Arts Tests

E **Recommended Scripts to Read for a Supervised Lunch or Restroom Break**

1. **For students who will be escorted to a SUPERVISED LUNCH**, if your test coordinator has instructed you to do so, read the following recommended script to students:

   > **"It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.**
   >
   > **You will be going to _____ (location) after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break."**

   Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students' tests are paused for less than 30 minutes they will be able to enter their password and click **Resume** to continue the test. If students' tests are paused for more than 30 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

   If your test coordinator has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

   Be sure to complete appropriate tracking documents and follow your test coordinator's instructions for maintaining the security of test materials for these students.

2. **For students who ask to use the RESTROOM during the test session**, if your test coordinator has instructed you to do so, read or point to this recommended script:

   > **"You may not retrieve or access your cell phone or any prohibited materials while you are out of the room."**

   Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

   If your test coordinator has directed you to follow a different procedure, do so at this time. Make sure that the student's screen is not visible to anyone else while the student is out of the room.

Part VI

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Administering Session 2 of the English Language Arts Tests

Administering Session 2 of the English Language Arts Tests

Ⓐ Materials Needed for Session 2

1. You will need the following materials available in your testing space prior to testing:

   - "RICAS Testing—Please Do Not Disturb" sign

   - testing devices for students

   - a computer for managing the test session

   - printed copies of authorized bilingual word-to-word dictionaries for current and former MLL students

2. Prior to testing, you will receive the following materials for students assigned to you:

   - this manual

   - the summary page from the RICAS Portal that contains your student roster and the session access codes

   - student logins

   - scratch paper (blank, lined, or graph)

   - pens or pencils for use on scratch paper

   - a form to assist you and your test coordinator in tracking secure materials

Note: English-language dictionaries are not allowed during RICAS testing.

Additional Preparations for Computer-Based Testing

   - Ensure all devices to be used for testing are charged prior to each test session.

   - Make sure sufficient power cords and power strips are available.

   - Confirm that accessories, such as external keyboards for tablets and headphones for students using the Text-to-Speech edition, are available and in working order prior to testing.

Ⓑ Before Students Arrive

1. **Note: RIDE recommends that this step be completed the day before testing.**

   On the test administrator device, sign in to the RICAS Portal (ricas.cognia.org) and click **Administration**. Go to **Test Scheduling** and select the scheduled test session from the drop-down menu. Click **View Details/Student Logins** and review the students scheduled to take the test. Make sure the students listed here match those on the summary page you were given with your student logins.

2. Verify that the correct accommodated forms such as Screen Reader, Human Read-Aloud, and Human Signer are assigned to students, if applicable. This can be confirmed on the **View Details/Student Logins** page in the RICAS Portal. Also verify that students' other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the **Edit Student** page in the RICAS Portal or the summary page you were given with your student logins.

   If a student's accommodations have not been assigned correctly, you can still update the student's accommodations. See pages 96–97 in Appendix B for the steps to do so.

3. Make sure the testing space has been appropriately prepared (see page 22).

4. Post the "RICAS Testing—Please Do Not Disturb" sign on the outside of the door(s) of the testing space.

5.   Write on the board the session access code for Session 2. The session access code will be printed on your summary page and can also be found in the RICAS Portal by going to **Administration > Test Scheduling**, selecting the scheduled test session, and choosing **View Details/Student Logins**.

C As Students Arrive

1.   Collect books from students who brought them to read in the event they finish their work before the end of Session 2.

2.   Based on the guidelines in Appendix E, approve any bilingual dictionaries brought by students who are current or reported as former MLLs.

     All other dictionaries are prohibited during this session.

3.   Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and their use for any purpose may result in the invalidation of test results.

4.   If students will be using tablets or laptops, distribute student testing devices, chargers (recommended), and keyboards (recommended for tablets).

5.   Instruct students to open the RICAS Student Kiosk application (this may be done by the test administrator or technology staff and is particularly recommended for younger students).

     If there are testing devices that do not have the latest version of the RICAS Student Kiosk installed or if students' devices are not working properly, contact your school's technology staff for assistance.

     If students are using iPads, iTester may prompt the students to allow access to the device's microphone. Instruct the students to click **OK** even though they will not be using the microphone during testing.

6.   Say to the students:

     "Before we begin the test, I want to remind you that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session."

7.   If your test coordinator has instructed you to do so, read the following recommended script:

     "If you have a cell phone or other electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You will be able to access it again when I give you permission to do so."

     Pause to make sure that students have turned cell phones and other electronic devices off and have placed them in their backpacks.

     If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other electronic devices during testing.**

8.   Make sure that students' desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for current and former MLL students.

9.   Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

Administering Session 2 of the English Language Arts Tests

D Administer Session 2

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your test coordinator has instructed you to do so, you will need to turn to section E on page 48 at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

   "We are about to begin Session 2 of the RICAS English Language Arts test. This is the last of the two sessions you will take for this test."

2. Then say to students:

   "I will now hand out scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper."

   Distribute one sheet of blank scratch paper to each student.

3. Then say:

   "I will now hand out the student logins. Do not sign in until I tell you to do so."

4. Distribute the student logins. Make sure that students receive their assigned student logins.

   Note: Students who have a preferred name entered into the enrollment census will see their preferred name on their student login.

5. Then say:

   "Look at your student login. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student login."

   Provide the correct student login to any student who has an incorrect login. If a student's login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the RICAS Portal under **Test Scheduling**.

6. Say to the students:

   "Now, on the computer, enter your username. Your username is the 10-digit number shown on your student login. Then enter the password that is shown on your student login."

   Assist any students who need help entering their usernames or passwords.

   Then say:

   "Now, click the button that says 'Sign In.'"

   Walk around the room and make sure that all students have successfully signed in. Assist any students who did not successfully sign in. You may retype usernames and passwords for students, if necessary.

7. When all students have successfully signed in, say:

> **"The screen should now say `Hello' and then your name. If the name you see is not yours, raise your hand."**

8. If any students raise their hands, sign them out of the RICAS Student Kiosk and check their student logins.

9. If your test coordinator has instructed you to

> ❯ **COLLECT STUDENT LOGINS**, say:
>
> **"Now I will collect your student logins."**
>
> Collect students' logins.
>
> ❯ **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:
>
> **"Please keep your student login with you and do not use it for scratch paper. I will need to collect it at the end of this test session."**

10. Say to the students:

> **"Click the blue button on the screen that says 'Session 2.' You should now see a prompt for a session access code. I have written the code on the board for you. Please type in the session access code. Now click the green 'Submit' button."**

11. Say to the students:

> **"You will now see the Session 2 Directions screen unless you are taking the test with certain accommodations. If you see the Session 2 Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the 'Continue' button to move to the Directions screen."**

Pause to confirm that all students are on the Session 2 Directions screen.

12. Then say to the students:

> **"Follow along while I read the directions that are on your screen."**

Note that the script below reproduces the directions on the students' computer screens. There is no need to read the directions from a computer screen.

13. Say:

> **"Read each passage and question carefully. Then answer each question as well as you can.**
>
> **Some questions will ask you to write a response. Write each response in the box provided on your screen. Your response may be longer than the space you see in the box. If your writing fills the box, a scroll bar will appear and you can keep on typing. You will be able to use the scroll bar to see everything you have written. Click on the References icon for more information on how to use response boxes.**
>
> **If you do not know the answer to a question, you may bookmark it and go on to the next question. When you are finished, you may review your answers and go back to any questions you bookmarked.**

PART VI—English Language Arts Session 2

Administering Session 2 of the English Language Arts Tests

> **For some questions you can make the right or left side of your screen bigger so that it is easier to read.**
>
> **Use the right Expand button to make the left side bigger.**
>
> **Use the left Expand button to make the right side bigger.**
>
> **Use the same buttons to return to the original view."**

14. If everyone in your group took Session 1 on the scheduled day, skip to step 15. If your group includes students who did not take Session 1 (e.g., students who were absent) or if you are administering Session 2 as a make-up session, say:

> **"Before you turn in your answers at the end of the test session, be sure that you have responded to every question and not left anything blank or unanswered.**
>
> **For written responses, there is a limit to how long your response may be. For each response, there is a counter at the bottom of the response box. As you type, the number in the box will count down to show how many more characters you can type.**
>
> **During the session, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, raise your hand. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions."**

15. Say to the students:

> **"This test session is scheduled to be _____** (state length of session) **long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively.**
>
> **If you finish answering the questions before the end of the test session, you should review your work for this session.**
>
> **It is important that RICAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes to, or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may not access the internet or use any application on your testing device other than the testing application that you are using right now. All students are expected to be honest, do their best, and not cheat in any way."**

16. Then say to the students:

> **"You may now click the 'Continue' button and begin your test."**

Circulate among the students and verify that all have successfully started Session 2.

17. It is your responsibility to ensure a secure testing environment.

> **Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.**
>
> **Circulate among the students while they take the test to see that they are working steadily, and are not using cell phones or other electronic devices.**

18. Monitor student testing status in the RICAS Portal. After starting their tests, all students will be in an "In Progress" status. As students complete their tests and turn in their answers, their status will change to "Finished."

19. When the time for the test session is half over, say to the students:

    "The scheduled session time is half over. Remember to review your progress through the test by clicking the question number in the top left corner of the screen to see which questions you haven't answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test."

20. (Optional) Then say to students:

    "You may now have a short break during which you may stand up and stretch. To take the break, click the 'Pause/Exit' button at the bottom of your screen and then click 'Pause Test.' When I tell you the break is over, enter your password and click 'Resume' to start your test again. During the break, you may not have conversations with other students. If you do not want to take a break, you may continue working. The break will be _____ (state the length of the break) minutes long."

    The break may be scheduled for 3–5 minutes, at the test administrator's discretion. Test security must be maintained by making sure students cannot see each other's screens. RIDE recommends turning off computer monitors or placing tablets face down on desks. For laptops, RIDE recommends closing or lowering the lids, or placing something (e.g., manila folders) in front of the screens, depending on how your school's laptops are configured. When the break is completed, say to the students:

    "The break is now over. You should begin working again."

    Resume monitoring the testing room.

21. Say to **ANY STUDENT WHO FINISHES EARLY**:

    "I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.

    Remember, once you have turned in your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before turning in your test.

    Cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room."

    Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 24.

22. At the **END OF THE SESSION, TO ANY STUDENTS STILL WORKING**, say:

    "This is the end of the time scheduled for Session 2. I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question number and make sure you have not skipped any questions.

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> **Remember, once you have turned in your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before turning in your test."**

Pause to allow students to check whether they have skipped any questions.

23. Say to the students:

> **"If you need more time to answer any questions, raise your hand. Do not turn in your final answers at this time."**

Note which students need more time. These students should **not** turn in their final answers.

24. Then say to the students:

> **"Once you have answered the last question in this section, click the `Finish' button to turn in the test. The 'Finish' button only appears on the last question in the section. You will be taken to the Test Review screen. The Test Review screen shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on 'Return to test' to go back to the last question in the test. If you are finished, click 'Turn In' and then confirm that you want to turn in your test to complete the session."**

25. Circulate among the students to ensure all students have turned in their final answers in the RICAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students' work before they submit their tests.

26. For students who need more time, if your test coordinator has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

> **"If you have not yet finished your work in this session, you will be moved to _____ (location) to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.**
>
> **Your cell phone and any other electronic devices must remain off, and you may not access them until you are dismissed from the test completion room."**

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students' testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your test coordinator when completing tracking documents and returning test materials to your test coordinator.

Be sure to complete appropriate tracking documents and follow your test coordinator's instructions for maintaining security for students in a test completion room.

27. Collect students' logins (if you did not collect them earlier) and scratch paper. **Verify that you have a student login and scratch paper from each student.**

28. Make a list of all students in your assigned group who were not tested. These students will appear in the RICAS Portal in the "Not Started" status for this test session. These students will need to take Session 2 during the make-up period. If all the students assigned to you took Session 2, notify your test coordinator of this. It is important to keep accurate records of who has been tested.

29. Group test materials into the following separate piles:

    • student logins
    • used scratch paper
    • unused scratch paper

30. Complete appropriate tracking documents, as instructed by your test coordinator.

31. Immediately return **all** test materials and the list of students who were not tested to your test coordinator.

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E **Recommended Scripts to Read for a Supervised Lunch or Restroom Break**

1. **For students who will be escorted to a SUPERVISED LUNCH**, if your test coordinator has instructed you to do so, read the following recommended script to students:

   > **"It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.**
   >
   > **You will be going to _____ (location) after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break."**

   Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students' tests are paused for less than 30 minutes they will be able to enter their password and click **Resume** to continue the test. If students' tests are paused for more than 30 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

   If your test coordinator has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

   Be sure to complete appropriate tracking documents and follow your test coordinator's instructions for maintaining the security of test materials for these students.

2. **For students who ask to use the RESTROOM during the test session**, if your test coordinator has instructed you to do so, read or point to this recommended script:

   > **"You may not retrieve or access your cell phone or any prohibited materials while you are out of the room."**

   Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

   If your test coordinator has directed you to follow a different procedure, do so at this time. Make sure that the student's screen is not visible to anyone else while the student is out of the room.