






**Checklists of Tasks to Complete for Test Administration
(excerpted from the spring 2025 TCM)**

Test Preparation


Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities when preparing for RICAS testing during suggested timeframes. Some of the tasks in the checklist are described in other documents (noted accordingly), but most are described in the Tasks section that follows. You may use the “Completed?” column to check off when each task has been completed; you may also want to use the column to write in the names of staff who will be helping with each of the tasks.

Task	Page	Task Overview	Completed?
A. Ongoing/Tasks Beginning in Fall 2024			
1	12	Attend RIDE’s Monthly Test Coordinator Webinars and familiarize yourself with RICAS resources, test designs, and assessment components.	
2	12	Provide RIDE with accurate contact information via RIDE Master Directory (LEA and School Profile). Ensure no duplication of entries and that a testing coordinator is designated at LEA and school levels.	
3	12	Ensure accurate student information is sent to RIDE through daily eRIDE collections: enrollment census, special education census, and LEP census.	
B. Tasks to Complete BEFORE Test Administration – Winter 2025			
1	13	 Meet with the technology coordinator and establish a plan to ensure that the appropriate technology preparations are made.	
2	14	Participate in RIDE training on test security and administration protocols.	
3	14	 Review the student registrations for your school in the RICAS Portal for accuracy and ensure daily transfers to eRIDE stay up-to-date.	
4	14	Identify all students who will be participating in each grade’s tests.	
5	15	 Complete the RICAS SAP process to assign accessibility features and accommodations, particularly for paper-based testing.	
C. Tasks to Complete BEFORE Test Administration – Late Winter/Early Spring 2025			
1	16	Develop a test security plan.	
2	16	Identify test administrators and other school staff members who will have access to secure materials.	
3	17	Assign and update user roles in the RICAS Portal.	
4	17	Establish the school’s testing schedule.	
5	21	Communicate the test schedule and other important information to the school community, including parents/guardians.	
6	21	Identify testing spaces and plan how to set up a secure testing environment, and prepare room assignments for students and test administrators.	
D. Tasks to Complete BEFORE Test Administration – Early Spring 2025			
1	22	Collaborate with technology coordinator to conduct an Infrastructure Trial. Students encouraged to use accommodations and assistive technology during the trial to familiarize them with test and supports.	
2	22	Download the RICAS Student Kiosk to testing devices and perform Site Readiness.	

Task	Page	Task Overview	Completed?
3	23	Verify whether all students have the correct accessibility features and/or accommodations by viewing the Accommodations tab. If the student has accessibility features and/or accommodations that need to be added, select Accommodations , select the Test Code from the Accommodations for Test Code drop-down, and then check the boxes next to the accommodations. Follow the instructions in the SAP Process Guide to make updates.	
4	24	Meet with students to provide information about testing.	
5	26	Administer the student tutorial and practice tests. Familiarize students with additional resources.	
6	28	Create Classes and assign students to them.	
7	29	 Verify form assignment in Classes for form-dependent accommodations.	
E. Tasks to Complete Two to Three Weeks BEFORE Test Administration			
1	29	Verify receipt of test administration manuals. Inventory your school's shipment of manuals, and store them.	
2	29	Establish a chain of custody for all testing materials.	
3	30	Order additional manuals if necessary, and/or download materials.	
4	31	Prepare administration materials for test administrators and students. Review the types of materials required, permitted, and prohibited during testing.	
5	35	Distribute manuals/security requirements. Train staff in test security requirements and test administration protocols. Ensure all test administrators know which materials students can use for which content area and session, including the difference between required/permitted materials and accommodations.	
6	38	 Prepare to provide accessibility features and accommodations for testing. Train and confirm that test administrators understand the specific accommodations they will be providing.	
F. Tasks to Complete One or Two Days BEFORE Test Administration			
1	39	Verify that test administrators have covered or removed prohibited materials from the walls (shelves, desks, etc.) of testing rooms.	
2	39	 Confirm that the technology coordinator has completed necessary preparations for testing.	
3	39	View the Accommodations tab in the RICAS Portal to verify whether all students have the correct accessibility features and/or accommodations. To review and print all accommodations assigned to all students within the school, go to Student Registration , click Export , and the file will be downloaded to the computer. Follow the instructions in the SAP Process Guide to make updates. DNR/voiding of tests can now only be processed by RIDE.	
4	39	Ensure all first-year MLLs who will not be participating in the ELA test are not assigned to an ELA session in the RICAS Portal, or else are in a separate session that will not be started.	

Test Preparation

Task	Page	Task Overview	Completed?
5	39	Review list of secure and non-secure materials by content and grade level. Print and prepare materials for testing.	
6	40	 Prepare and start the RICAS Portal Sessions.	

A Ongoing/Tasks to Complete Beginning in Fall 2024

1. Attend RIDE’s Monthly Test Coordinator Webinars and familiarize yourself with RICAS resources, test designs, and assessment components:

- Register for the monthly webinar series at www.ride.ri.gov/TC. Review recordings and slide decks of any missed meetings, which are posted in the archive on that page.
- Become familiar with the ELA and mathematics test designs (www.ride.ri.gov/RICAS).
- Review the RICAS websites listed at the beginning of this manual to locate the resources needed to complete tasks.
- If you are new to computer-based testing (CBT), review sample forms and materials for CBT in Appendix A and additional instructions and troubleshooting for CBT in Appendix B.

2. Provide RIDE with accurate contact information via RIDE Master Directory (LEA and School Profile). Ensure no duplication of entries and that a testing coordinator is designated at both LEA and school levels.

RIDE uses the Master Directory information as the basis for the listservs used to contact LEA and school staff members with important updates. Please review the information posted at www.ride.ri.gov/TC about the Test Coordinator memos to ensure that all test coordinators stay informed during assessment preparation.

3. Ensure accurate student information is sent to RIDE through daily eRIDE collections: enrollment census, special education census, and LEP census.

RIDE uses data submitted by districts to the enrollment Census as the source for student information for the nightly feed into the RICAS Portal, as well as for results reporting and other assessment and accountability purposes. The student registration (SR) nightly feed file uses the enrollment census, the special education census collections, and the MLL census collections. It is the responsibility of the district, principal, and test coordinator to provide accurate information for every student enrolled. Any questions regarding data submissions should be directed to the district’s Data Manager.

- **Enrollment census:** Student enrollment records must be active and the grade level must be accurate.
 - › Please check the preferred name field for accuracy. The preferred name field is being utilized for RICAS. Refer to RIDE’s guidance on how to appropriately complete the field.

Please note: Student enrollment records for students attending outplacement schools are the responsibility of the sending district. Please ensure that all student records for outplacement students are active, have the correct grade level, and the correct school designation.