



Test Coordinator Monthly Webinar

March 19, 2025

**RHODE
ISLAND**

Agenda for March 19, 2025

- Introduction
 - Test Coordinator Monthly Webinar Calendar
- Preparing for 2024-25 RI State Assessments
 - Test Coordinator and Administrator Training
 - Registration and Enrollment Reminders
 - School Directory
 - Individual Test Updates
 - Accommodations
 - Medical Exemptions
 - Test Irregularities
 - Assessment Monitoring
- Resource Slides

Test Coordinator Monthly Webinars

- **Details:**

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

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

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

Preparing for the 2024-25 RI State Assessments

Upcoming Test Coordinator Trainings

Assessment/Title of Training	Dates/Times	Registration Link
RICAS Open Office Hours <i>There is no need to register, just simply use the link to the right to attend</i>	March 28 (Zoom) <ul style="list-style-type: none">12:00-1:00 pm	https://us02web.zoom.us/j/83714009576?pwd=CwYGE69laXRFHs4WKQgUuNuhqRtkd.1
SAT Office Hours	March 25 (Zoom) <ul style="list-style-type: none">2:30-3:30pm	https://collegeboard.zoom.us/webinar/register/WN_N7nZLBTZSNCgQwabN_7WTg

Test Administrator Training

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

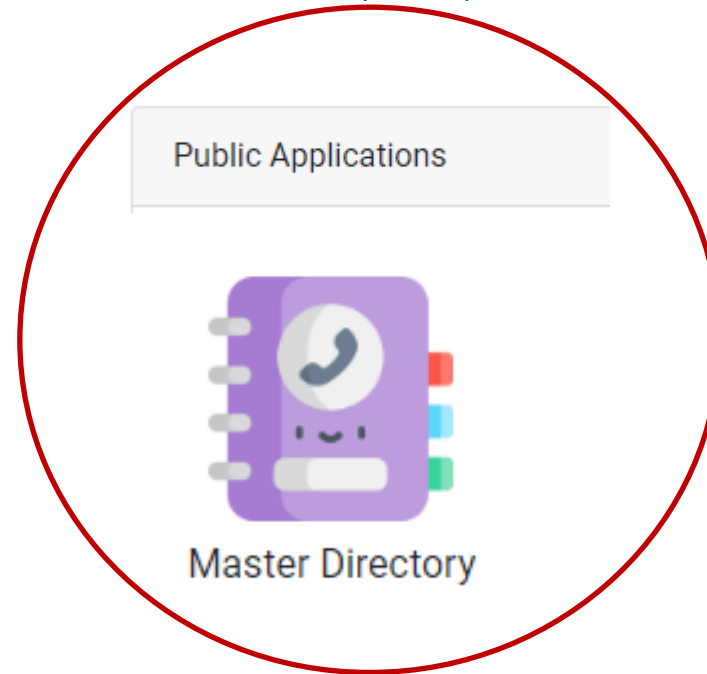
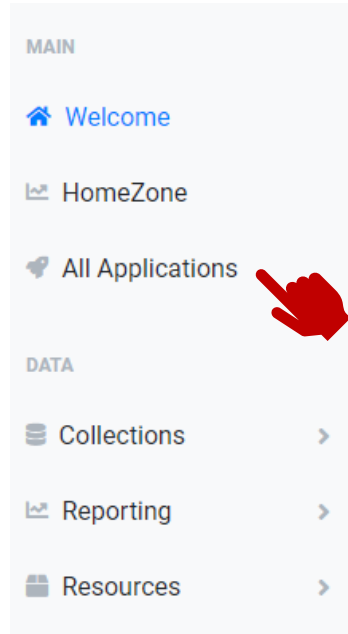
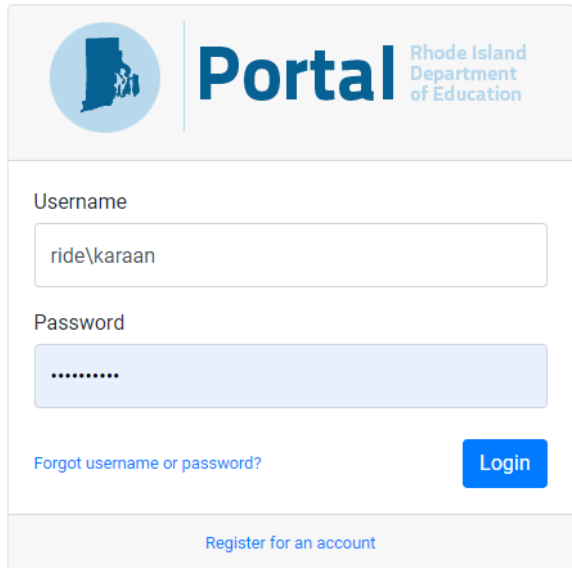
State Assessment	Link to Training Modules	Link to Test Administrator Core Training
DLM:	Test Administrator Training Modules	
RICAS:	Test Administrator Training Modules	RICAS/NGSA Test Administrator Core Training
NGSA:	NGSA Test Administration Certification	RICAS/NGSA Test Administrator Core Training
SAT and PSAT 10:	SAT/PSAT Test Coordinator Training SAT/PSAT Proctor Training	NA

Registration and Enrollment Reminders

- RIDE's enrollment system will be closed between March 17th and March 21st. This is done to validate the March 14th data set used for the Funding Formula.
- The anticipated date to open the enrollment system is **March 21st**. Once enrollment reopens nightly uploads to RICAS, NGSA, and College Board will resume.
- Please continue to keep enrollment, IEP Census, and MLL Census data up to date.

School Directory

- The School Directory is now available through the RIDE Portal at <https://portal.ride.ri.gov>



- RIDE uses the school directory information to create accounts in each test platform, to update the assessment listserv, and to ship test materials and Individual Student Reports (ISR).

Individual Test Updates

RICAS Important Dates and Updates

ELA window opens in:
5 DAYS

Task	Dates
Deadline to update RIDE Enrollment Census, Special Education Census and MLL Census for RICAS Registration	January 24
Complete the pre-administration SR/SAP process (must be completed by February 2 to receive PBT materials on time)	January 31-February 14
Extended SR/SAP window for CBT	ELA: February 17-March 21 Math: February 17-April 25
Site Readiness	Now- March 22nd
Infrastructure Trial (recommended)	February 17-March 19
Receive manuals and PBT materials	ELA: March 12 Math: April 21
Report packing discrepancies for PBT, if necessary	ELA: March 12-14 Math: April 21-23
ELA Test Sessions	March 24-April 25, 2025
Math Test Sessions	April 28-May 23, 2025

RICAS Reminders/Updates

Uploading Classes to the Portal

- When completing the file template provided on the RICAS Portal be sure to follow the data definitions file exactly. An example of what that file should look like is below:

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

RICAS Portal Operational Tests

- The Spanish/English math test **does not** have Text-to-Speech embedded into the test (students requiring that accommodation will need a human reader)
- Test administrators **will not** have access to entering accommodations into the Portal

Once a student has finished reading the test session directions, the content has successfully been downloaded onto the local device and the student may continue testing regardless of internet connectivity.

For all grades and subjects, internet connectivity is required during testing during the following:

- At the beginning of the test to authenticate student login and download the test content
- At the end of the test to submit responses for scoring

RICAS Reminders/Updates

RICAS Training Site Practice Tests

- All practice tests with the exception of 2 screen reader forms are now available on both the [RICAS Resource Center](#) and [RICAS Training Site](#).
- Please be sure to assign the ACCOMMODATED version of the test in the Training Site to those students who you have assigned accommodations to.
 - The operational testing from the RICAS Portal **will not** have multiple versions of tests to assign- those accommodations will be embedded automatically.
- Test Coordinators and Test Administrators will have access to all student data from the practice tests in the Reporting Module of the Training Site. (*data is available almost immediately*)
 - Please note that Test Administrators **will not** have access to data from operational tests in the RICAS Portal due to PII constraints.
- The Spanish/English math practice test **will not** have embedded accommodations

Accommodations-Related Scenarios During RICAS Testing

Scenario	Resolution (<i>student has not logged in to the test</i>)	Resolution (<i>student has logged in to the test</i>)
<p>Student is assigned an accommodation they should not have, or student is missing an accommodation they should have, and the accommodation is form dependent (human read aloud, human signer, screen reader/compatible AT).</p>	<ol style="list-style-type: none"> 1. Edit the student’s incorrect accommodation(s) in the SAP. 2. Return to the student’s “Class” details page and click the “Add/update student(s)” button. 3. Print the student’s new login. <p><i>Student should be put in a class that matches the accommodated form (human read aloud, human signer, screen reader) if adding the accommodation; student should be removed from a form dependent class if removing the accommodation.</i></p>	<ol style="list-style-type: none"> 1. Have the student log out of the test completely. 2. Edit the student’s incorrect accommodation(s) in the SAP. 3. Add the student to a new class. <i>Student should be put in a class that matches the accommodated form (human read aloud, human signer, screen reader) if adding the accommodation; student should be removed from a form dependent class if removing the accommodation.</i> 4. Schedule the new class to take the test and print the student’s new login.
<p>Student is assigned an accommodation they should not have, or student is missing an accommodation they should have, and the accommodation is not form dependent.</p>	<ol style="list-style-type: none"> 1. Edit the student’s incorrect accommodation(s) in the SAP. 2. Reprint the student’s login (if you want the summary sheet updated with the correct accommodation(s)). 	<ol style="list-style-type: none"> 1. Have the student log out of the test completely. 2. Edit the student’s incorrect accommodation(s) in the SAP. 3. Have the student log back in to the test and resume testing.

Accommodations Related Scenarios During RICAS Testing

Scenario	Resolution
Students' Human Read-Aloud, Human Signer, or Text-to-Speech accommodations are not appearing correctly (for a large number of students)	If students' accommodations are set correctly, they will be given a form that is specific to that accommodation. Human Read Aloud and Human Signer are form-dependent accommodations and will need to be in a class for like forms.
A student has a Spanish/English accommodation and the RICAS Student Kiosk is not displaying in Spanish	The student will need to be scheduled to take the Spanish Test. The student will also have to change language in the dropdown to Spanish at the bottom of the sign in screen in the RICAS Kiosk before logging into the test.

Technology Related Scenarios During RICAS Testing

Scenario	Issue	Resolution
<p>While the student is taking the test, the student sees the following message: <i>Please raise your hand; your test session has timed out.</i></p>	<p>The student has timed out of their test session, meaning they have been inactive in the test for 60 minutes.</p>	<p>Have the student click Exit and they will be brought back to the student testing interface sign in page. When the student is ready to continue testing, they will log back into the student testing interface and select the session they wish to continue; the proctor will enter the proctor password. The student will resume testing where they left off. The student will not be able to return to any previously answered test questions.</p>
<p>When the student turns in the test, the student sees the following message: <i>A connection to the network could not be established. Your test has been saved offline.</i></p>	<p>Internet connectivity was lost after the student began testing and was not restored by the time the student completed and clicked "Turn in Test". The student's responses will be saved to the device in the local folder configured when the RICAS Student Kiosk was initially installed.</p>	<p>Enter the proctor password to acknowledge the message. Note the student's device ID. Contact your Technology Coordinator to establish internet connection. Relaunch the RICAS Student Kiosk on the student's device once connectivity has returned. Once the device has access to the internet it will automatically send the stored data to eMetric servers.</p> <p><i>*Please create an irregularity report for our records in the instance there is an issue with the student's data</i></p>

Technology Related Scenarios During RICAS Testing

Scenario	Resolution
<p>A student needs to change devices (e.g., a student has to move to a test completion room but is using a desktop computer). Moving to complete the test due to loss of internet connection.</p>	<ul style="list-style-type: none"> The student should keep testing on that device. Do not move a student to a new device when experiencing technical issues if the student has already begun testing. Student responses will be saved to the save response location indicated during RICAS Student Kiosk installation. Once internet connectivity resumes, the saved responses will automatically be synced to eMetric servers. If the student turns in the test offline, the student will receive a message to notify the test administrator. <p><i>*Please create an irregularity report for our records in the instance there is an issue with the student's data</i></p>
<p>Student needs to change devices due to a device failure.</p>	<ul style="list-style-type: none"> If the student is online and the device fails, they can move to another device and continue where they left off. <ul style="list-style-type: none"> Please call the RICAS Service Center to check and verify what responses eMetric have received or the last response we received before the device failed. If the student was offline when the device failed, then the responses will be stored on the device. When the student moves devices, they may have to re-answer questions. The RICAS service Center can confirm the last response we received for the student.
<p>If a student finishes and is ready to turn in the test while offline (prior to the network being restored):</p>	<ul style="list-style-type: none"> Allow the student to turn in the test. The student will receive a message to notify the test administrator. Record the exact device the student is testing on. Ensure there are no network management tools or system maintenance that will alter that device's files or configuration. <i>(some schools use tools that wipe computers at the end of each day)</i> When network connectivity is restored, the test administrator will need to resume internet connectivity and relaunch the RICAS Student Kiosk. (If you can see the student login page, the saved responses have synced.) If you are unsure of the status of the student responses, call the RICAS Service Center.

RICAS Portal Accommodations Review

- As you prepare for RICAS ELA, please review accommodations on the overview summary page of the Class to ensure that accommodation assignments are accurate. *This will be the first page of the PDF export of Student Logins.*
- Students who complete a test with accommodations that they are not eligible for **may have their results invalidated for accountability.**

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

Student Name	Date of Birth	Username	Password	Accommodations
Student, Demo H	10/10/2015	9999910008	gruy6346	MAT03- (Speech to Text Standard)
Student, Demo G	11/11/2015	9999910007	ju3ejg3x	
Student, Demo F	11/12/2015	9999910006	jd1p3r1w	
Student, Demo E	12/11/2015	9999910005	4wuhrvce	
Student, Demo D	12/13/2015	9999910004	zhfu4jxf	
Student, Demo B	12/12/2015	9999910002	1j4upyaw	
Student, Demo C	12/12/2015	9999910003	ex85bktu	MAT03- (Word Prediction Standard, Mouse Pointer, Text to Speech Standard)
Student, Demo A	12/12/2015	9999910001	9mkf5b2k	MAT03- (Mouse Pointer, Text to Speech Standard)

SAT and PSAT 10 Important Dates

Action Item	Date
SSD Online submission window	Now – February 10, 2025
SSD Online State Allowed Accommodation window	January 9, 2025- February 10, 2025
Accommodations Late Request Deadline	February 19, 2025
TDTK will be available to educators- rosters will not appear until RIDE has uploaded students for registration	February 5th
RIDE will start sending registration files to SDMS	February 3, 2025
College Board will send an email granting access to SDMS for Test Coordinators.	February 5, 2025
Online Training will be available on CollegeBoard Learning Management System <ul style="list-style-type: none">• College Board LMS email to test coordinators	Available Now- March 28th
Linear Paper test delivery	Mid-March
Office Hours	March 18, 2025 / March 25, 2025
Primary Test Window	April 1-11, 2025
Make-up Test Window	April 21-25, 2025

College Board TDTK is OPEN

Student Registration Reminders:

- RIDE registers students by passing data files to College Board nightly.
 - Updates/changes to student information **cannot be made in TDTK**.
 - Changes must be made in the district Student Information System, flow to the RIDE enrollment Census, and then be passed again to College Board.
 - *Changes may take from 24 to 48 hours before they can be seen in TDTK.*

User Accounts:

- SAT, PSAT 10 Coordinators are responsible for creating teacher (proctor) and other coordinator accounts. **Multiple School Test Coordinator accounts can now be made in TDTK.**
 - Proctor accounts will need to be created for both SAT and PSAT 10 testing in TDTK. **Bulk upload now available**

If you are a School Test Coordinator and have not yet logged into TDTK, it must be done by the end of the week:

- 20 schools have not had the test coordinator on record log into TDTK yet
- 12 schools have not yet added staff
- 55 schools where test coordinators have not yet completed training
- 4 schools where there have been 0 proctors who have completed training

ACCESS & Alternate ACCESS

Testing Dates

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



Statewide online participation rate: **97%**

DLM Reminders

- **April 1:** DLM Test Window Opens
 - All teachers must have completed their test administration training in Kite Educator Portal.
 - All students must be rostered to their teachers.
 - All teachers must have the First Contact Survey completed.

- **May 1:** NGSA Test window opens.
 - All teachers must be trained prior to testing using the NGSA & RICAS Core Training *and* the TA Certification Course available through the NGSA Portal.
 - Your district and school test window **must** take place during the primary testing window (April 28 – May 17). Make-ups can be conducted during the primary testing window and during the make-up testing window .
- **SAVE THE DATE! RHODE ISLAND NGSA ITEM REVIEW!**
 - July 29 – 30, 2025
 - Location and times are TBD.
 - Who is needed?
 - Elementary, middle, and high school science educators
 - Special educators
 - MLL educators

PISA Program for International Student Assessment 2025

Normal operations and communications are resuming. Thank you for your patience during the pause. Field representatives (Assessment Coordinators) will be reaching out to selected schools for next steps.

The **date window has changed to March 31 – May 23, 2025**. Your Assessment Coordinator will work with you to select a new school assessment date within that window.

Go to the <https://www.mypisausa.us> website to review your school information.

Accommodations

RICAS Accommodations Review Process

Assignment of RICAS accommodations are monitored for accuracy

- RIDE has begun identifying students with accommodations which are inconsistent with policy.
- School Test Coordinators are contacted with accommodation issues as they are identified.
- Emails identify the student(s) by SASID and include the accommodation to be reviewed, along with assigned test.
- **Actions to be taken:**
 - Verify that student qualifies for accommodation assigned
 - Check registration file for IEP/504/MLL status required for accommodation
 - Update enrollment for IEP/504/MLL status and that will transfer to RICAS registration file
 - or
 - Remove incorrectly assigned accommodation and select from accessibility features and accommodations the student is qualified to receive

RICAS Accommodations Review Process

Common issues leading to incorrectly assigned accommodations
(reviewed 3/14/2025)

- Confirm accommodation eligibility when assigning/reviewing accommodations
 - Students require an IEP or 504 for most ELA accommodations
 - PLPs do not qualify students for ELA accommodation without an IEP/504
 - Text-to-Speech ELA requires an IEP/504
 - Speech-to-Text ELA requires an IEP/504
 - MLL status does not qualify students for Special Access Accommodations or any accommodations that require an IEP/504
 - MLL accommodations are specific and outlined on the next slide (revised 3/10/2025)

RICAS Accommodations For MLL Students (updated 3/10/2025)

Test Support	RICAS		NGSA	PSAT 10/SAT
	ELA	Math	Science	ELA/Math
Bilingual Word-to-Word Dictionaries or Glossaries	Y	Y	Y	Y
Translation of General Test Directions	Y	Y	Y	Y
Read Aloud, repeat, or Clarify General Test Instructions (English)	Y	Y	Y	Y
Read Aloud, repeat, or Clarify General Test Instructions in Student’s Native Language	Y	Y	Y	NA
Spanish/English test (computer or paper)	NA	Y	Y	NA
Text-to-Speech (computer) (English)	NA	Y	Y	NA
Human Read Aloud (computer or paper) (English)	NA	Y	NA	NA
Human Read Aloud for (computer or paper –English/ Spanish test)	NA	Y	Y	NA
Read Aloud Selected Words (computer or paper, in English or Spanish)	NA	Accessibility Feature	Accessibility Feature	NA
Speech-to-Text English/ Spanish math test	NA	Y	NA	NA
Human Scribe English/ Spanish math test (student responses cannot be translated)	NA	Y	NA	NA

*Note: Special Access Accommodations for RICAS ELA: ONLY for students who have an IEP and meet the criteria for this accommodation. There are no read aloud or TTS accommodations for RICAS ELA for English learners **who do not have an IEP or 504 Plan and do not meet the criteria.***

ELA RICAS Accommodations Review

50% of Schools have entered accommodations as of March 14

ELA Accommodation	# Students Assigned w/o an IEP	# Students assigned w/o an IEP who ARE MLLs	Requirement
*Text to Speech	14	13	IEP/504
Graphic Organizer/ Supplemental Reference Sheet	66	43	IEP/504
*Human Read Aloud	1	0	IEP/504
*Speech to Text	5	0	IEP/504
*Human Scribe	1	0	IEP/504

*Special Access Accommodations (RICAS only) are only available for the small number of students with disabilities who meet specific guidelines and criteria. Only students with an IEP/504 Plan qualify these accommodations.

Math RICAS Accommodations Review

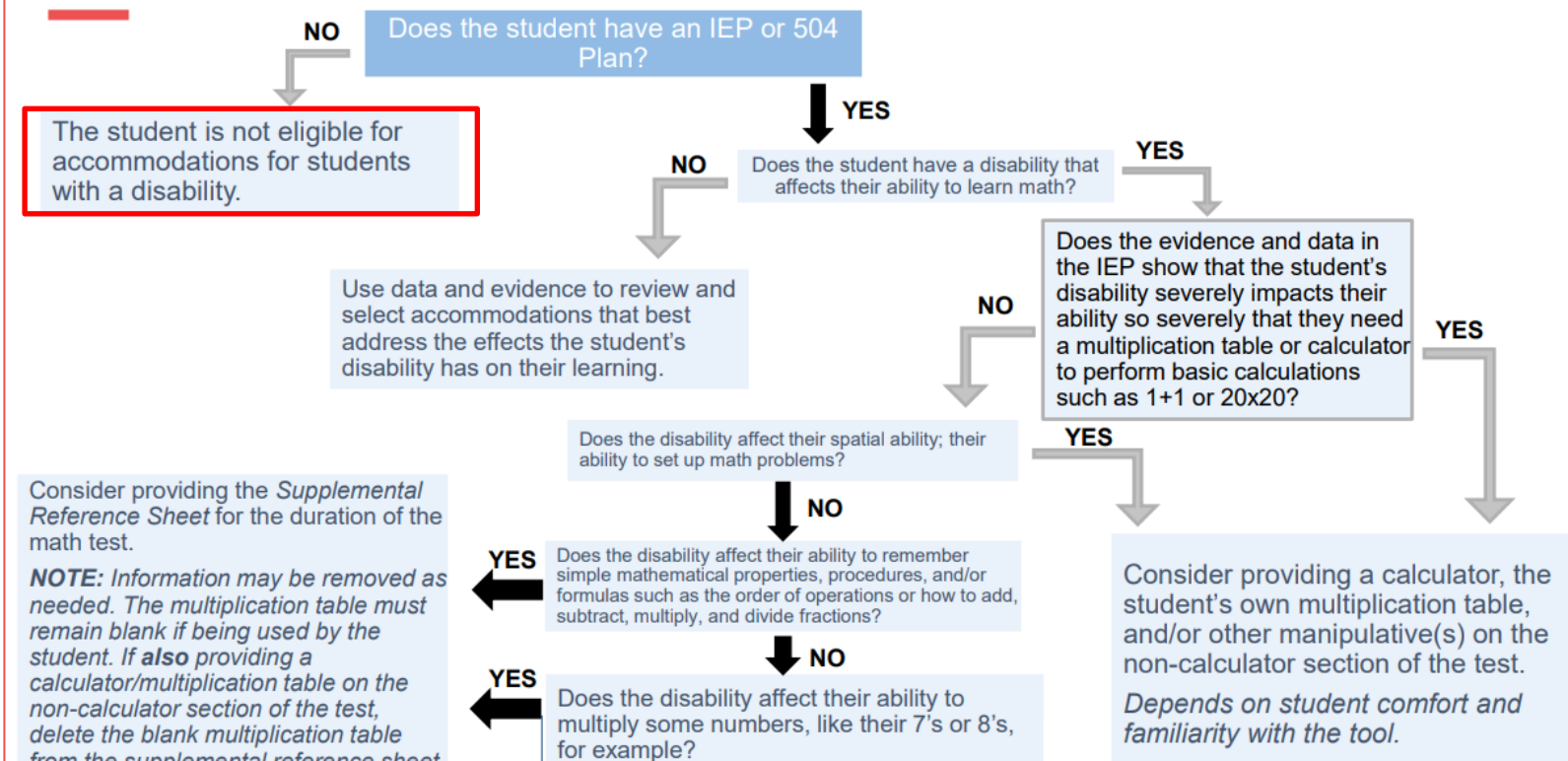
Math Accommodation	# Students Assigned w/o an IEP	# Students assigned w/o IEP / not MLLs	Requirement
Text to Speech	16	16	IEP/504/MLL
Human Read Aloud	0	0	IEP/504/MLL
Human Scribe	2	0	IEP/504/MLL
Graphic Organizer/ Supplemental Reference Sheet	70	26	IEP/504

See AAF Appendix M for decision tree

Math RICAS Accommodations Review

Math Accommodation	# Students Assigned w/o an IEP/504	Requirement
Supplemental Reference Sheet *	70	IEP/504

Calculators, Mathematical Tools, and Supplemental Reference Sheet



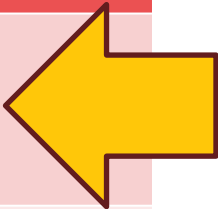
Medical Exemptions



Medical Exemptions Window

[Assessment Exemptions | RI Department of Education](#)

Assessment	Primary Testing Window	Makeup Test Window	Medical Exemption Window
ACCESS	January 6 – February 14, 2025	February 17 – 28, 2025	February 28 – March 28
Alternate ACCESS	January 6 – February 14, 2025	February 17 – 28, 2025	
DLM	April 1 – May 30, 2025	N/A	April 25 – June 30
NGSA	April 28 – May 16, 2025	May 19 – June 30, 2025	
PSAT	April 1– April 11, 2025	April 21 – April 25, 2025	
SAT	April 1 – April 11, 2025	April 21 – April 25, 2025	
RICAS - ELA	March 24 – April 11, 2025	April 14 – April 25, 2025	
RICAS - Math	April 28 – May 9, 2025	May 12 – May 23, 2025	



Medical Exemptions Submission

School is responsible for documentation and communication to **District**

- Complete forms 2 and 3
 - Do not send these to RIDE

District Superintendent is responsible for online submission

- To submit – use the portal. (<https://portal.ride.ri.gov/>)
- Click the State Assessment Exemption Request Icon
- Complete form 1 online via the application
- Click Submit



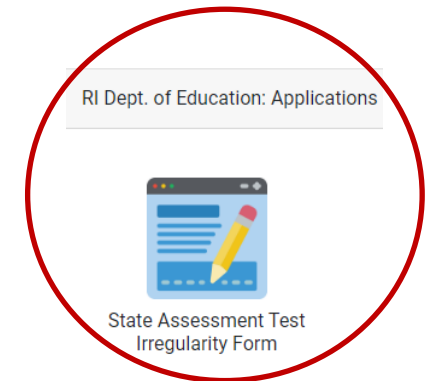
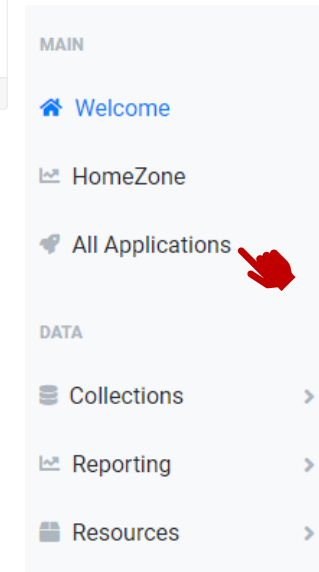
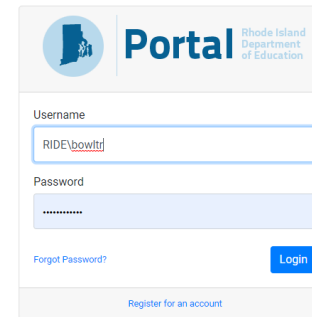
State Assessment
Exemption
Requests

Test Irregularities

RISAP Test Irregularities Application

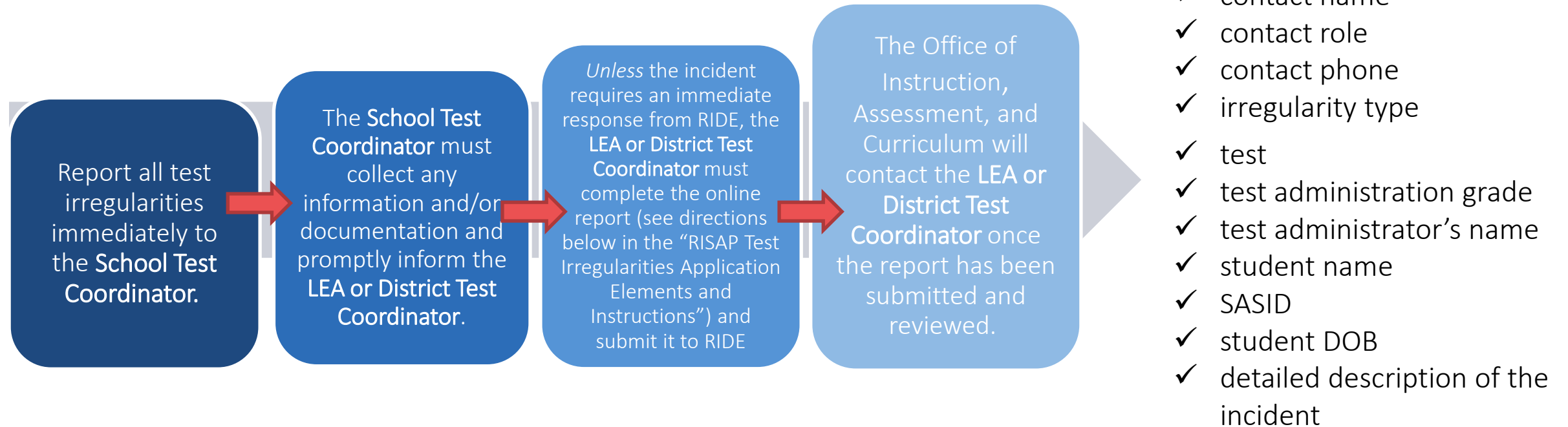
Use this application for all state assessments, including PSAT 10 and RI SAT School Day. Districts and schools must also follow College Board procedures and report test irregularities through Test Day Toolkit.

- **RISAP Test Irregularity Application** allows school and district users to electronically submit a state assessment test irregularity report in a secure, effective, and timely manner.
- The RISAP Test Irregularities Application is accessible through the [RIDE Portal](#).
- *Please contact your data manager if you are unable to access the RIDE Portal.*
- If you have any questions about reporting test irregularities, please email phyllis.lynch@ride.ri.gov or assessment@ride.ri.gov for assistance.
- For technical issues, please submit a ticket through the RIDE Help Desk at (<https://support.ride.ri.gov>).



Reporting a Test Irregularity

If the incident requires immediate response, contact Phyllis Lynch, Director, Office of Instruction, Assessment, and Curriculum at 401-222-4693.



Creating a New Irregularity Form

New Test Irregularity Form

Click to create a new [report](#) Create New Irregularity Form

LEA/District Name:	<input type="text"/>		
School Name:	<input type="text"/>		
Contact Name:	<input type="text"/>		
Contact Role:	<input type="text"/>		
Contact Phone & Ext:	<input type="text"/>		
Type of irregularity:	Select one... ▾		
Test:	Select one... ▾		
Test Administration Grade:	Select a grade... ▾		
Test Administrator's Name:	<input type="text"/>		
Domains	<input type="checkbox"/> Listening <input type="checkbox"/> Reading <input type="checkbox"/> Speaking <input type="checkbox"/> Writing		
Date of Incident:	<input type="text"/>		
Detailed description of incident, investigation steps taken, and actions taken by staff to resolve.			
<input type="text"/>			
Enter Student's SASID, then click on the Verify button to validate the student's enrollment. To add multiple students to the form, enter another student SASID and click on the Verify button. You may enter as many students as needed.			
<input type="text"/>	<input type="button" value="Verify"/>		
SASID	Name	Date of Birth	
No Student			
<input type="button" value="Save"/> <input type="button" value="Cancel"/>			

Enter all identifying information from where the irregularity incident took place.

Select all information related to the test being administered when the irregularity took place.

Record the exact date the incident occurred

Provide a detailed description of the incident as well as all of the steps taken during the investigation of the incident and how it was contained and/or resolved

Use the VERIFY button to save a student to the report

Confirmation of Receipt and Status of Report

Once a report has been submitted to RIDE, it will be reviewed, and the status will be updated in the portal application. Refer to the status key below to determine the status of your report.

District/LEA reports should be submitted directly to RIDE once all school submitted reports have been investigated and approved by the district. School submitted reports will have the status label "Submitted for District Review".

To report a new testing irregularity, click the "Create New Irregularity Form" button below. You will need to gather the following information to complete the report in its entirety: school name, contact name, contact role, irregularity type, test, test administration grade, test administrator's name, student name, student SASID, student DOB and a description of the incident. Once the form is submitted, you will receive an email with the report status. To view and review reports submitted by principals and the status of previously submitted reports, see table below.

School Year: Submission not open.

Form ID	Status: All	All School	Test: All	Last Updated	
93	Submitted to RIDE	360 High School(28195)	SAT	XX/XX/2025	View
83	In Progress	na	ACCESS_for_ELLs	XX/XX/2025	View
79	In Progress	360 High School(28195)	DLM	XX/XX/2025	View
78	In Progress	PPSD Multiple Pathway Evening Program(28944)	Alt_ACCESS_for_ELLs	XX/XX/2025	View

In Progress-report has been started but not yet submitted to district/RIDE

Submitted to District – school report has been submitted to District Test Coordinator for review

Submitted to RIDE- report has been submitted to RIDE for review

RIDE Under Review- RIDE has started to review the report

Further Information Needed from LEA- RIDE needs additional information and will reach out to the District Test Coordinator

Pending RIDE Determination- accountability or reporting decision still pending

Resolved- the testing irregularity has been resolved and no further action is needed

Monitoring



Monitoring

- We are contacting superintendents, principals, and test coordinators via email to notify that visits will be occurring - Please respond to these emails if you have not yet done so.
- These visits are done to help support the schools, answer questions, and listen to suggestions to improve the state assessment program.
- What to expect from a visit:
 - Receive an email notifying you have been selected.
 - A Pre-Visit via Zoom.
 - An In-Person Visit done on a testing day at the school.

Upcoming Tasks



Tasks for March

State Assessment	Date	Task	Notes
ACCESS for ELLs/ Alternate ACCESS	Now – March 28	Enter medical exemptions into RIDE Portal Medical Exemption system	www.ride.ri.gov/assessment-exemptions
DLM	Now – March 21	Complete training for test administrators	
	Now – March 21	Create rosters for ELA, math, and science	
	Now – March 21	All First Contact Surveys must be complete	
SAT and PSAT 10	Now – March 31	Review the SDMS for registration accuracy	
	Now – March 28	Complete training for proctors and hall monitors	Digital Proctor Digital SAT/PSAT Test Coordinator
	Now – March 31	Create accounts for proctors in CB TDTK	
	Now – Testing	Create rosters for testing rooms, including accommodated testing rooms. Make sure all accommodations requests are in <i>approved</i> in SSD Online.	

Tasks for March

Links to:

[RICAS Test Coordinator's Manual \(TCM\)](#)

[RICAS TC Training Presentation \(TCTP\)](#)

State Assessment	Date	Task	Notes
RICAS	Now	Complete Site Readiness	RICAS TCM pgs. 22-23 RICAS TCTP slides 53-56
	March 12	Receive and inventory initial ELA Shipment: • ELA paper test materials, Manuals: TCM, TAMS (CBT and, if applicable, PBT)	RICAS TCM pg iv, 3
	April 21	Receive and inventory initial math Shipment • Math paper tests	
	Now to week prior to testing	Enter accommodations in the Student Accommodations Profile (SAP) in the RICAS Portal	RICAS TCM pg. 15, RICAS TCTP slides 37-48
	Now	Train test administrators and all personnel involved in testing	RICAS TCM pgs. 3-8, 35-38, 54 RICAS TCTP slides 16-20, 87-90
	Now	Test administrators / test coordinators review RICAS Portal modules	https://ricas.onlinehelp.cognia.org/training
	Now	Create Portal Classes for computer-based testing	RICAS TCM pg.28 RICAS TCTP slides 59-68
	1 week prior to window opening	Schedule tests and print student logins	RICAS TCM pgs. 39-40 RICAS TCTP slides 74-84
	Now to 2 days prior to testing	Confirm all enrollment information is correct (changes take 24-48 hours to be shown in Portal)	RICAS TCM pgs. 12- 14 RICAS TCTP slides 34-36
	Now to 1 day prior to testing	Verify accommodations and accessibility features for all students to ensure accuracy and prevent testing irregularities	RICAS TCM pgs. 23, 29, 39 RICAS TCTP slides 79-82,84-85

Tasks for March

State Assessment	Date	Task	Notes
NGSA	Now to Start of Testing	Train test administrators and all personnel involved in testing: <ul style="list-style-type: none"> • Test administrators should complete the TA Certification Course • Test coordinators must include the Test Administrator Core Presentation as part of their training 	The NGSA Test Administrator Core Presentation is posted at: Assessment Manuals & Materials RI Department of Education All manuals are posted on the NGSA Portal at https://ri.portal.cambiumast.com/ . Test Coordinator Presentation and webinar recording is posted at www.ride.ri.gov/assessment-manuals .
	Now	Review accommodations and accessibility features settings for students in TIDE.	NOTE: Access to NGSA Interim Assessments will not be suspended. You will see all students in your school, including non-tested grades.
	Now – May 23	Paper tests can be ordered through TIDE for students who need paper as an accommodation.	
All Assessments	Now	Make sure that your (district test coordinators and school test coordinators) are receiving our Test Coordinator Memos	Check Rhode Island State Assessment Program (RISAP) Test Coordinator Information RI Department of Education for archived memos and directions to join the listserv
	Now	Verify student enrollment information – particularly grade levels and for students in outplacement schools <ul style="list-style-type: none"> • Continue to keep enrollment up to date. Enrollment will be temporarily closed beginning March 17th with an anticipated re-open date of March 21st. Once enrollment reopens nightly uploads to RICAS Portal, College Board TDTK, and the NGSA TIDE will resume. 	Use the “Outplacement Schools” applications and reports (for district or for outplacement) discussed in January and February Test Coordinator Monthly Webinars
	Now	Communicate assessment schedule to all families, students, and personnel involved in testing	

Reference Information

State Assessments by Grade Level

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

2024-2025 State Assessment Calendar: Elementary & Middle School

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

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

2024-2025 State Assessment Calendar: High School

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

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

2024-2025 State Assessment Calendar: NAEP

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

Test	Content Area(s)	Grades/Ages	Test Window Opens	Test Window Closes
NAEP LTT 2025	Reading, math	Age 13 Age 9	October 7, 2024 January 6, 2025	December 13, 2024 March 14, 2025
NAEP Field Test	Reading, math	4,8,12	January 27, 2025	March 7, 2025
PISA 2025	Reading, math, science	15 yr old students	March 31, 2025	May 23, 2025

- *Not all schools will be selected for every test. More information will be available at the beginning of the school year.*
- NAEP: National Assessment of Educational Progress
- LTT: Long-term Trend
- PISA: Program for International Student Assessment

Best Practices for Selecting Your Testing Windows

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

Primary RIDE Website Resources

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

Assessment Office Resources

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

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