Test Coordinator Monthly Webinar

April 23, 2025

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Agenda for April 23, 2025

- Introduction

  - Test Coordinator Monthly Webinar Calendar

- 2024-25 RI State Assessments

  - Test Coordinator and Administrator Training

  - Individual Test Updates

  - Frequently Asked Questions about RICAS

  - Medical Exemptions

- Resource Slides

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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!
  - May 14, 2025 **Please note that this webinar will be extended 30 minutes (10:00-11:30 am)**
  - June 11, 2025

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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	DLM Test Administrator Core Training
RICAS:	Test Administrator Training Modules (not required)	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	N/A

Upcoming Test Coordinator Training Dates

Assessment/Title of Training	Dates/Times	Registration Link
SAT/PSAT Understanding the Digital SAT® Assessment Results	May 28 [WEBINAR] 1:00-2:30pm May 29 [IN PERSON] 9:00-11:30am May 29 [IN PERSON] 12:30-3:00pm	https://attendee.gotowebinar.com/register/1460579591568526940 https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1980

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

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Individual Test Updates

ACCESS & Alternate ACCESS

Testing Dates

Date	Event
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

➤ Individual Student Reports (ISRs) must be provided to families **within one month** of the LEAs receiving the paper copies.

➤ *New:* For students who took the test at an outplacement school, ISRs will be shipped to the outplacement schools. These schools will be responsible to provide ISRs to families and send a copy to the sending LEA.

➤ RIDE will be reaching out to LEAs regarding students who may have taken the incorrect test (Alternate ACCESS vs ACCESS). LEAs will be asked to submit an irregularity for these students.

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ACCESS & Alternate ACCESS

Reporting Resources:

- **Communicate with families:** Use customizable <u>ACCESS for ELLs Parent Letters</u>, available in the same 49 languages as the ACCESS for ELLs Individual Student Report (ISR), to share general information about ACCESS for ELLs. Include our <u>ACCESS for ELLs: Understanding your Child's Scores</u> or <u>WIDA Alternate ACCESS: Understanding Your Child's Scores</u> flyers to help parents understand the ISR.

- **Communicate with your colleagues:** Use the <u>ACCESS for ELLs Interpretive Guide for Score Reports</u> and <u>WIDA Alternate ACCESS Interpretive Guide for Score Reports</u> to explain ACCESS scores to your fellow educators. In addition to providing an overview of the various types of score reports, these resources explain how scores are calculated, and how you can use proficiency level and scale scores to support your students' language growth.

NGSA: Testing Starts April 28.

- **P**reliminary scores will be available in the Cambium Reporting Service (CRS) on June 6, 2025.

Tasks to Complete Before Testing Window Opens:

- **Accounts in TIDE:** District Test Coordinators are responsible for creating School Test Coordinator and Test Administrator accounts in TIDE.

- **Student IEP and ELL flags:** Check your student data! We populate the IEP flag using the information from the special education census. We populate the LEP flag using the data from the LEP Census.

- **Set accommodations in TIDE:** *See above bullet.* Only students with IEP and/or MLL* flags can receive accommodations in TIDE. This includes *monitored MLL students.*

  - *Accommodations and Accessibility Features Manual* available at www.ride.ri.gov/accommodations.

- **Train Test Administrators:** All test administrators must be trained. See earlier slide for training requirements.

- **Use the Test Coordinator Checklist:** located in the front of the Test Coordinator Manual!

  - All manuals are located on the NGSA Portal (https://ri.portal.cambiumast.com/):

    1. Click on ADMINISTRATOR'S CARD

    2. Scroll to the bottom of the Administrator's page until you get to *Associated Resources*.

    3. Click on TEST COORDINATOR MANUAL (TCM)

NGSA: Item Review Committees

WHAT: RI NGSA Item Review Committees. Educators will review science items for including on next year's NGSA science tests. Four teams of educators. Teachers will receive a stipend:

1. Elementary School Science Content
2. Middle School Science Content
3. High School Science Content
4. Bias, sensitivity, accessibility

WHEN: July 29-30 (8:00am – 4:00pm)

WHERE: TBD

WHO: Science educators at all levels

- Special educators
- MLL educators
- District administrators

HOW to Apply: Educators should complete the application for NGSA Item Review Committee (Due May 30, 2025):

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DLM: Test window is now through May 30

Tasks to Complete:

- **Roster all students:** There are STILL students who are not on rosters. Exit all students who are not taking DLM from Kite Educator Portal.

- **Make sure teachers complete the test administrator training in Kite Educator Portal.**

Reminders About Test Irregularities:

- Not using the TIP sheet to administer testlets is a test irregularity.

- Administering a testlet in under 60 seconds (Short Testing Time) is a test irregularity

- These may result in invalidation of test scores.

DLM: Assessment Flags in Special Education Census

- 68 students are registered for DLM in Kite Educator Portal and do not have the alternate assessment flag in the Special Education Census.

- Special Education Directors and data managers received an email from Samantha Clarke (OSCAS) if you had a student without the alternate assessment flag.

- Double-check to make sure students in the Special Education Census have the correct assessment flag:

    - *1= general assessment with no accommodations*

    - *2= general assessment with accommodations*

    - *3= alternate assessment*

- Questions about updating the Special Education Census data? Contact your District Special Education Director and your Data Manager.
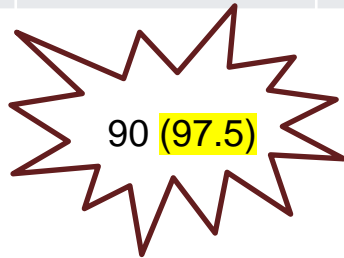
If a student is administered **the wrong test according to the Special Education Census data RIDE receives from your LEA**, this is a test irregularity, and you will be required to submit a test irregularity report. Any tests a student takes that does not align with their assessment designation in their IEP as documented in the Special Education Census will be invalidated.
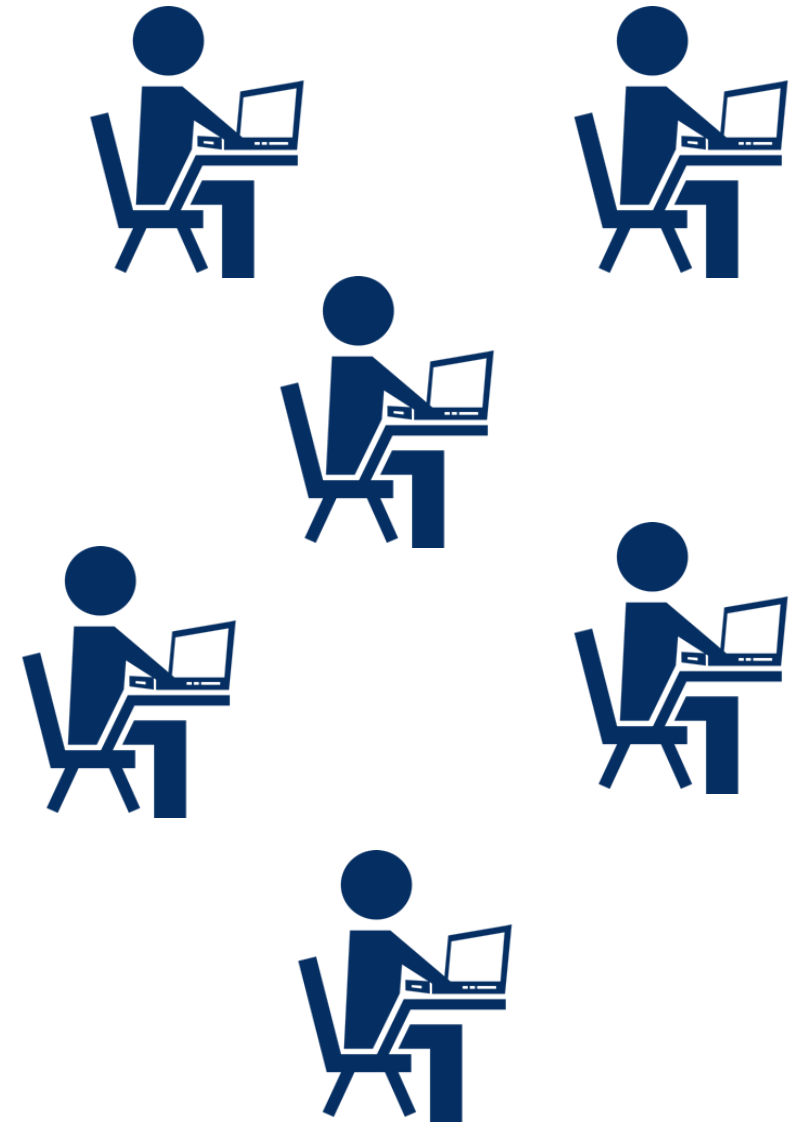
SAT/PSAT 10

Window closes FRIDAY, April 25, 2025

TEST	Total # of students registered	Total # of exam setups	# of tests submitted	Completion Rate
SAT	10,946	10,057	9,859	90 (98)
PSAT 10	10,815	10,002	9,747	90 (97)

*data as of 4/22

90 (97.5)   Let's get this to 95%!!!

- Students who have not yet tested and are already registered in TDTK may be tested through the end of the day on Friday.

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SAT/PSAT 10 Score Reports

Educator Access

Score Release	Testing Window	Date
Educator K12 Portal Score Release (includes ISR)	April 1-11	4/29/2025
Educator Electronic Score Release Data File in Portal	April 1-11	5/7/2025
Educator K12 Portal Score Release (includes ISR)	April 21-25	5/13/2025
Educator Electronic Score Release Data File in Portal	April 21-25	5/21/2025

Student Access

Score Release	Testing Window	Date
Student Score Release	April 1-11	5/1/2025
Student Score Release	April 21-25	5/15/2025

RICAS Completion

	Total # of students registered	Total # of tests scheduled	Total # of completed tests	Total number of tests not started	Percent
ELA	59,561	59,266	57,025	2,536	96
Math	60,460				

Data as of 4/22

RICAS ELA closes Friday, April 25th

- Schools must **schedule** the ELA UPS pickup in the RICAS Service Center by April 24th.

- Last day for UPS PICKUP is April 28th.

RICAS Math opens Monday, April 28th

and closes Friday, May 23rd

- Schools must **schedule** the Math UPS pickup in the RICAS Service Center by May 23rd

- Last day for UPS PICKUP is May 27th

(reminder: Memorial Day is May 26th so plan accordingly)

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Frequently Asked Questions About RICAS

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Unlocking/Completing Test Reminders

A student test MAY be unlocked	A student test may NOT be unlocked
- A device experiences an abrupt closure due to power failure or unexpected shut down - A student was in the middle of the CR when they exited and got locked out of the test.	- If a student leaves testing early due to illness or early dismissal (the student may complete testing upon return to school). - Student returns from lunch after 30 minutes has passed - If a malfunction occurs during the test submission process, and the test coordinator logs in to submit the test later in the day.

Irregularity reports must be sent ON the day the incident occurs

Students must complete testing before the end of the day in which it was started; students must finish before the school day ends and submit whatever has been completed before leaving for the day.	A test can be completed after the day in which it was started in the following circumstances:
	- The student went home **ill** (test must **remain locked**) - The student experiences **manifestation** of a behavioral disability during testing (test must **remain locked**) - The student was **dismissed** early (test must **remain locked**) - The student/class experienced an **internet outage, fire alarm or emergency** during testing that did not allow for ample time to complete the assessment upon resolution on that day (test must **remain locked**) - A student has an approved "**testing over multiple days**" accommodation that RIDE is aware of

Irregularity reports must be sent ON the day the incident occurs

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During Testing FAQs – Testing Interruptions

What do I do if there is a school emergency, and students must leave the building?

- Safety comes first. If it can be done safely, have students log out of test platform or close test booklets (PBT) before leaving the testing area.

If a student becomes sick or otherwise is required to stop testing before they have submitted, what should I do?

- The student should log out (CBT) or close their test/answer booklet with a piece of blank scrap paper marking their place (PBT, ideally indicating the item number) and the test administrator collect the student's testing materials.

- The student (and family) should be informed that they should not discuss the test, that the student will resume testing (test must remain locked) after their return to school and will only be allowed to work on test items that the student has not viewed or answered.

- School should complete a test irregularity report **at the time of the irregularity** and await instructions from RIDE.

During Testing FAQs-Testing Interruptions

What do I do if one student's device has issues, but the student is logged in and the problem cannot be resolved within 15 minutes?

- If you have contacted the RICAS Service Center and the problem still cannot be resolved within 15 minutes, you should schedule the student to complete the session at a later time if time no longer permits completion.

- If a student needs to swap a device, you must call the RICAS Service Center first to confirm that all data has been uploaded to eMetric before moving to the new device.

What do I do if many students are affected by a power/internet outage?

- Circumstances over which you have no control (e.g., power failures) may interrupt testing. *The TAMs include specific instructions for test administrators to follow if an interruption occurs.*

- When normal conditions are restored, have students resume testing. No interruption should reduce the total amount of time that students are given to complete the interrupted test session.

- School should complete a test irregularity report **at the time of the irregularity** and await instructions from RIDE

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During Testing FAQs: RICAS Testing Interruptions

How do I know if there is a system-wide outage during testing (e.g., RICAS testing servers go down)? How is that handled?

- First check to see if it is a vendor issue ricas-status.emetric.net

- If the school cannot restore the network, secure tickets, make note of who was on each device and complete a test irregularity report **at the time of the irregularity** and await instructions from RIDE.
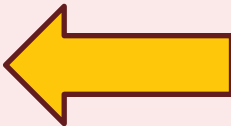
Medical Exemptions

Medical Exemptions Window

Assessment Exemptions | RI Department of Education

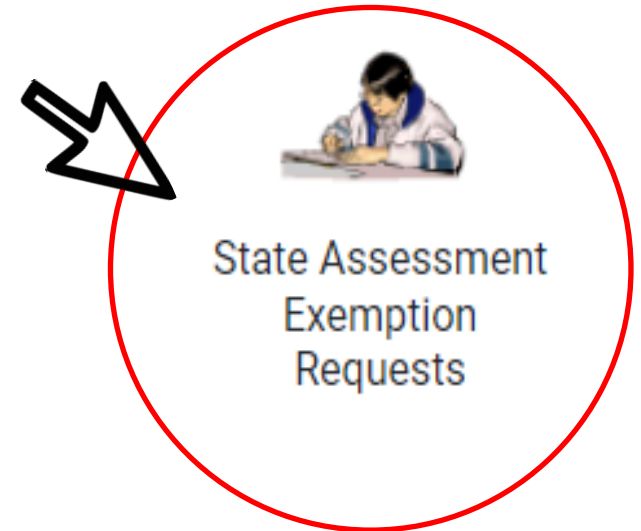| Assessment	Primary Testing Window	Makeup Test Window	Medical Exemption Window
ACCESS	January 6 – February 14, 2025	February 17 – 28, 2025	February 28 – March 28
Alternate ACCESS	January 6 – February 14, 2025	February 17 – 28, 2025	
DLM	April 1 – May 30, 2025	N/A	April 25 – June 30
NGSA	April 28 – May 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	

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Medical Exemption Criteria

- To be considered for a medical exemption, the student must have a documented and significant medical emergency that extends through the state testing window.
  - The student must be unable to test due to their medical emergency during the primary and secondary window of testing.
- Two criteria need to be met for a student to be eligible to apply for a medical exemption:
  - The student's medical situation is so severe that they cannot receive instruction in any setting.
    - Examples: home, school, hospital, or outplacement facility.
  - The student cannot participate in the assessment, even with accommodations.
- If the student's situation does not meet these conditions, then the student is considered able to participate in the state assessment(s).

Medical Exemptions Submission

- media3.ride.ri.gov/INSTRUCTION_ASSESSMENT/2024/RIDE_Medical_Exemptions_Presentation_2024.mp4

- Complete hardcopies of Forms 2 and 3.

  o   Do not send these to RIDE, keep them on file at the district.

- To submit, the District Superintendent will log into the RI Portal (https://portal.ride.ri.gov/).

- Click the State Assessment Exemption Request Icon.

- Complete Form 1 online via the app.

- Click SUBMIT.

State Assessment
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Reference Information

State Assessments by Grade Level

Grade Tested	Alternate Assessments			General Education Assessments					
	WIDA Alternate ACCESS	DLM	DLM	ACCESS for ELLs	NGSA	RICAS	PSAT™10	SAT	NAEP
	ELP	*ELA & Math*	*Science*	*ELP*	*Science*	*ELA & Math*	*ELA & Math*	*ELA & Math*	
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

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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	*See following slide.*			

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	*See following slide.*			

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 Age 17	October 7, 2024 January 6, 2025 March 17, 2025	December 13, 2024 March 14, 2025 May 23, 2025
NAEP Field Test	Reading, math	4,8,12	January 27, 2025	March 7, 2025
PISA 2025	Reading, math, science	15 yr old students	March 2025	April 2025

- *Not all schools 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

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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

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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: www.ride.ri.gov/assessment-manuals
  - Training: www.ride.ri.gov/assessment-training
  - 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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