

Rhode Island State Assessment Program: Guide to Required Training

This document contains training requirements for district and school test coordinators, their teams, and test administrators for the 2025-26 Rhode Island State Assessments.

More information is at <http://www.ride.ri.gov/assessment-manuals>



SEPTEMBER 2025

WIDA ACCESS & WIDA Alternate ACCESS Test Administrator Training Courses available		Description: This self-paced training is required for each educator who will administer any WIDA ACCESS or WIDA Alternate ACCESS test. They must complete the appropriate course before being allowed to administer either test. Training courses are available through the WIDA Secure Portal .	<i>No registration required.</i>
Monthly Test Coordinator Webinar (for all tests)	9/17/2025	Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments, including district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions. When: [WEBINAR] 10:00 - 11:00 AM	Use this link to register: https://us02web.zoom.us/webinar/register/WN_1VP7mE89Ql-rsChV_imgrg Link to recording, presentation, and materials: www.ride.ri.gov/tc
Reporting in the RICAS Portal (for RICAS)	9/18/2026	Who: District and school test coordinators, instructional coaches, and principals. Description: This workshop will provide guidance for navigating the Reporting section of the RICAS Portal and will cover how to view individual student reports, static reports, and historical administration information. When: [WEBINAR] 9:30 -11:00 AM	Use this link to register: https://us02web.zoom.us/webinar/register/WN_DKDJP7q1SwiEWKrJlCCQvg Link to recording, presentation, and materials: www.ride.ri.gov/assessment-manuals
DLM Test Administrator Training Modules available	8/5/2025	These modules are required for any educator who will administer the DLM assessments. Go to www.ride.ri.gov/assessment-manuals to access the <i>RI Guide to Required Training for DLM</i> to help you plan for test administrator training.	<i>No registration required.</i>

OCTOBER 2025

Monthly Test Coordinator Webinar (for all tests)	10/15/2025	Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions. When: [WEBINAR] 10:00 - 11:00 AM	Use this link to register: https://us02web.zoom.us/webinar/register/WN_1VP7mE89Ql-rsChV_imgrg Link to recording, presentation, and materials: www.ride.ri.gov/tc
NAEP Information Session	TBD	Who: Anyone involved in preparing for the NAEP assessments in their district or school. When: Dates and Times TBD.	Registration: TBD

NOVEMBER 2025

WIDA ACCESS and WIDA Alternate ACCESS Test Coordinator Training <i>(for ACCESS)</i>	11/13/2025 or 11/14/2025	<p>Who: This training is required for all district and school test coordinators and MLL directors involved with preparing for and administering these tests.</p> <p>Description: This training will be split into three sections:</p> <ul style="list-style-type: none"> • Policies and procedures applicable to all state assessments and those required when administering the WIDA ACCESS and WIDA Alternate ACCESS. • In-depth look at how to prepare for the WIDA ACCESS WIDA and Alternate ACCESS assessments including common mistakes and irregularities. • Accommodations for WIDA ACCESS and WIDA Alternate ACCESS assessments. <p>Where: <i>Location details will be emailed once they are finalized.</i></p> <p>When: Attend one session.</p> <ul style="list-style-type: none"> • OPTION 1* [IN PERSON]: November 13 (9:00 - 11:30 AM) • OPTION 2* [IN PERSON]: November 13 (12:30 - 3:00 PM) • OPTION 3* [IN PERSON]: November 14 (9:00 - 11:30 AM) • OPTION 4* [IN PERSON]: November 14 (12:30 - 3:00 PM) 	<p>Use this link to register: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2032</p>
Monthly Test Coordinator Webinar <i>(for all tests)</i>	11/19/2025	<p>Who: The monthly test coordinator webinar is for anyone involved in preparing for or coordinating state assessments, including district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p> <p>Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions.</p> <p>When: [WEBINAR] 10:00 - 11:00 AM</p>	<p>Use this link to register: https://us02web.zoom.us/webinar/register/WN_1VP7mE89Ql-rsChV_Imgrg</p> <p>Link to recording, presentation, and materials: www.ride.ri.gov/tc</p>

DECEMBER 2025

Digital SAT Suite of Assessments: Accommodations and Supports (SSD Online Part 1) <i>(for SAT and PSAT 10)</i>	12/9/2025 or 12/11/2025	<p>Who: This training is required for all SSD Online Coordinators and is ideal for anyone involved in preparing for the state assessments; especially those who are new or in their second year of being a test coordinator.</p> <p>Description: This training session will cover the policies, procedures, and accommodations and accessibility features available for students to plan for a successful administration of the SAT Suite of Assessments.</p> <p>Where: <i>Location details will be emailed once they are finalized.</i></p> <p>When: Attend one session.</p> <ul style="list-style-type: none"> • OPTION 1* [IN PERSON]: December 9 (9:00 - 11:30 AM) • OPTION 2* [IN PERSON]: December 9 (1:00 – 3:30 PM) • OPTION 3 [WEBINAR]: December 11 (9:30 - 11:00 AM) 	<p>Use this link to register for Option 1 & 2: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2033</p> <p>Use this link to register for Option 3: https://us02web.zoom.us/webinar/register/WN_HXTXdJnyQgSgAXhHXMyyrA</p> <p>Recording will be posted here: http://www.ride.ri.gov/assessment-manuals</p>
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Question and Answer Session for NEW SAT and PSAT Test Coordinators (for PSAT 10 and SAT)	12/12/2026	<p>Who: This training is for any test coordinator new to the role this year, or anyone involved in preparing for the PSAT 10 and SAT School Day State Assessment for the first time.</p> <p>Description: This question-and-answer session is an opportunity for test coordinators to ask questions and receive clarification on anything they need.</p> <p>When: [WEBINAR] 9:30 -11:00 AM</p>	<p>Use this link to register: https://us02web.zoom.us/webinar/register/WN_L-NnvaUBRg6Q2sCJk2tYw</p> <p>Recording will be posted here: http://www.ride.ri.gov/assessment-manuals</p>
Monthly Test Coordinator Webinar (for all tests)	12/17/2025	<p>Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p> <p>Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions.</p> <p>When: [WEBINAR]: 10:00 - 11:00 AM</p>	<p>Use this link to register: https://us02web.zoom.us/webinar/register/WN_1VP7mE89Ql-rsChV_lmrg</p> <p>Link to recording, presentation, and materials: www.ride.ri.gov/tc</p>
JANUARY 2026			
The Digital Suite of Assessments: SAT Test Day Training for Test Coordinators (for PSAT 10 and SAT)	1/13/2026 or 1/15/2026	<p>Who: This is a required training for all district and school test coordinators.</p> <p>Description: This is a required training that will cover what you need to know to understand and prepare for the state administration of the SAT and PSAT 10.</p> <p>When: Attend one session. Registration is limited to 45 participants.</p> <ul style="list-style-type: none"> • OPTION 1* [IN PERSON]: January 13 (9:00 – 11:30 AM) • OPTION 2* [IN PERSON]: January 13 (12:30 PM – 3:00 PM) <p>Where: Location details will be emailed once they are finalized.</p> <p>OPTION 3 [WEBINAR]: January 15 (9:30 – 11:00 AM)</p>	<p>Use this link to register for Option 1 or 2: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2034</p> <p>Use this link to register for Option 3: https://us02web.zoom.us/webinar/register/WN_ZM-uZxvpRKas5UY49Gxlaw</p> <p>Link to recording, presentation, and materials: www.ride.ri.gov/assessment-manuals</p>
Monthly Test Coordinator Webinar (for all tests)	1/21/2026	<p>Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p> <p>Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions.</p> <p>When: [WEBINAR] 10:00 - 11:00 AM</p>	<p>Use this link to register: https://us02web.zoom.us/webinar/register/WN_1VP7mE89Ql-rsChV_lmrg</p> <p>Link to recording, presentation, and materials: www.ride.ri.gov/tc</p>

Understanding Accommodations for RI State Assessments (for all tests)	1/27/2026 1/28/2026 1/29/2026 or 2/12/2026	<p>Who: This training is required for all district and school test coordinators and is highly recommended for anyone involved in making accommodations decisions for students.</p> <p>Description: This training will cover accommodations and accessibility features for students with disabilities and MLLs for all state assessments.</p> <p>Where: Location details will be emailed once they are finalized.</p> <p>When:</p> <ul style="list-style-type: none"> • OPTION 1* [IN PERSON] January 27 (8:30 - 11:30 AM) • OPTION 2* [IN PERSON] January 27 (12:30 - 3:30 PM) • OPTION 3* [IN PERSON] January 28 (8:30 - 11:30 AM) • OPTION 4* [IN PERSON] January 28 (12:30 - 3:30 PM) • OPTION 5* [IN PERSON] January 29 (8:30 - 11:30 AM) • OPTION 6* [IN PERSON] January 29 (12:30 - 3:30 PM) • OPTION 7 [WEBINAR] February 12 (9:30 - 11:30 AM) 	<p>Use this link to register for Options 1-6: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2035</p> <p>Use this link to register for Option 7: https://us02web.zoom.us/webinar/register/WN_AkN2GsehScWPNLLCeMczw</p> <p>Link to recording, presentation, and materials: www.ride.ri.gov/assessment-manuals</p>
FEBRUARY 2026			
NGSA Test Administrator Certification Course	2/2/2026	<p>Who: This training is required for all test administrators who will administer the Next Generation Science Assessment (NGSA).</p> <p>Description: This self-paced training course will cover how to use the Cambium assessment systems (the Test Information Distribution Engine (TIDE), the Test Delivery System (TDS), and how to set student test settings and accommodations). <i>This training must be provided in conjunction with the NGSA Core Training posted at www.ride.ri.gov/assessment-manuals.</i></p> <p>When: Opens February 2</p>	<p>No registration required. Use your login for TIDE to access the Test Administrator Certification Course.</p>
RICAS Test Coordinator Training Videos	February 2026	<p>Who: District and school test coordinators.</p> <p>Description: There are a variety of online modules on specific tasks like how to order materials and updating accommodations, conducting an infrastructure trial, creating classes, scheduling tests, etc., to supplement the in-person test coordinator workshops.</p> <p>When: Opens February 2</p>	<p>No registration required. Training – RICAS Resource Center</p>
Test Coordinator Training for RICAS	2/3/2026 2/4/2026 2/5/2026	<p>Who: This training is required for all district and school test coordinators, MLL directors, and other educators involved with preparing for RICAS.</p> <p>Description: This training will cover the policies, procedures and online tasks necessary for administering the RICAS assessments.</p>	<p>Use this link to register for Options 1-4: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2036</p>

	or 2/6/2026	<p>When: <i>This session will not include accommodations information. Please register for one of the Accommodations sessions on Jan. 27, 28, 29 or Feb. 12.</i></p> <ul style="list-style-type: none"> • OPTION 1* [IN PERSON]: February 3 (9:00 - 11:30 AM) • OPTION 2* [IN PERSON]: February 4 (12:30 – 3:00 PM) • OPTION 3* [IN PERSON]: February 5 (9:00 - 11:30 AM) • OPTION 4* [IN PERSON]: February 5 (12:30 – 3:00 PM) <p>Where: <i>Location details will be emailed once they are finalized.</i></p> <ul style="list-style-type: none"> • OPTION 5 [WEBINAR]: February 6 (9:00 – 11:00 AM): This session will not cover accommodations. Please register for one of the Accommodations sessions on Jan. 27, 28, 29, or Feb. 12. 	<p>Link to recording, presentation, and materials:</p> <p>www.ride.ri.gov/assessment-manuals</p> <p>Use this link to register for Option 5:</p> <p>https://us02web.zoom.us/webinar/register/WN_UytbYGuRta2ChsESDbFGQ</p>
Test Coordinator Training for NGSA	2/3/2026 or 2/4/2026	<p>Who: This training is required for all district and school test coordinators, MLL directors, and other educators involved with preparing for the NGSA.</p> <p>Description: This training will cover the policies and procedures required when administering the NGSA assessments. <i>This session will not include accommodations information. Please register for one of the Accommodations sessions on Jan. 27, 28, 29 or Feb. 12.</i></p> <p>When:</p> <ul style="list-style-type: none"> • OPTION 1* [IN PERSON]: February 3 (12:30 - 3:00 PM) • OPTION 2* [IN PERSON]: February 4 (9:00 - 11:30 AM) • OPTION 3: [WEBINAR]: March 17 (9:00 - 11:00 AM) <p>Where: <i>Location details will be emailed once they are finalized.</i></p>	<p>Use this link to register for Option 1 or 2:</p> <p>https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2037</p> <p>Use this link to register for Option 3:</p> <p>https://us02web.zoom.us/webinar/register/WN_H3niLcwhQzKpnS6D6fko_w</p> <p>Link to recording, presentation, and materials:</p> <p>www.ride.ri.gov/assessment-manuals</p>
Monthly Test Coordinator Webinar <i>(for all tests)</i>	2/11/2026	<p>Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.</p> <p>Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions</p> <p>When: [WEBINAR] 10:00 - 11:00 AM</p>	<p>Use this link to register:</p> <p>https://us02web.zoom.us/webinar/register/WN_s5QlhptFTW-F8T58oLMZKQ</p> <p>Link to recording, presentation, and materials: www.ride.ri.gov/tc</p>
Understanding Accommodations for State Assessments <i>(for all tests)</i>	2/12/2026	<p>Who: This training is required for all district and school test coordinators and district special education directors. It is highly recommended training for anyone involved in making accommodations decisions for students.</p> <p>Description: This training will cover accommodations and accessibility features for students with disabilities and MLLs for all state assessments.</p> <p>When: [WEBINAR] 9:00 - 11:30 AM</p>	<p>Use this link to register:</p> <p>https://us02web.zoom.us/webinar/register/WN_AkN2GsehScWPNNLLCeMczw</p> <p>Link to recording, presentation, and materials:</p> <p>www.ride.ri.gov/assessment-manuals</p>

SAT/PSAT 10 Hall Monitor and Proctor Training Modules	Feb. 2026	<p>Who: This self-paced training is required for all test administrators and hall monitors.</p> <p>Description: Required online training modules for test administrators/proctors and hall monitors.</p> <p>When: Beginning in Feb. 2026</p>	<p>Use this link to access: CollegeBoard Learning Management System</p>
Administering the SAT Suite to Students with Accommodations (Part 2) (for PSAT 10 and SAT)	2/24/2026 Or 2/26/2026	<p>Who: SSD Online Coordinators, School and District Test Coordinators.</p> <p>Description: This session will discuss accommodations, how to review accommodations, and scheduling and planning for administration of the SAT to students with disabilities.</p> <p>When:</p> <ul style="list-style-type: none"> • OPTION 1* [IN PERSON] February 24 (9:00 -11:30 AM) • OPTION 2* [IN PERSON] February 24 (12:30 -3:00 PM) • OPTION 3 [WEBINAR] February 26 (9:30 -11:00 AM) 	<p>Use this link to register for Option 1 or 2: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2038</p> <p>Use this link to register for Option 3: https://us02web.zoom.us/webinar/register/WN_13NOvDoVQ3WUCO_6rCgkQg</p> <p>Link to recording, presentation, and materials: www.ride.ri.gov/assessment-manuals</p>
Office Hours: Question and Answer Session (for PSAT 10 and SAT)	2/25/2026	<p>Who: Anyone involved with preparing for SAT and PSAT 10.</p> <p>Description: Join RIDE and College Board staff to get your last-minute questions answered. There are a few weeks left before testing day so be sure your questions are answered!</p> <p>When: [WEBINAR] 2:00 - 3:00 PM</p>	<p>Use this link to join: https://collegeboard.zoom.us/j/97040409241?pwd=rIXO8hnlolaeb18K5bORJbQQDhhE3e.1</p>
MARCH 2026			
Test Coordinator Training for DLM	3/10/2026	<p>Who: This is a required training for district and school test coordinators administering the DLM in their district or school.</p> <p>Description: This training will cover the policies and procedures required when administering the DLM alternate assessment. This training session is required for all district and school test coordinators, MLL directors, and educators involved with preparing for this state assessment.</p> <p>When: <i>Register for one session.</i></p> <ul style="list-style-type: none"> • OPTION 1* [IN PERSON] 9:00 – 11:30 AM • OPTION 2* [IN PERSON] 12:30 - 3:00 PM 	<p>Use this link to register: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2050</p> <p>Link to presentation and materials: www.ride.ri.gov/assessment-manuals</p>
NGSA Test Coordinator Training	3/17/2026	<p>Who: This training is required for any district or school test coordinator who was unable to attend one of the in-person training opportunities. Anyone who feels they need a refresher or has questions or concerns about administering the NGSA is also welcome to attend.</p>	<p>Use this link to register: https://us02web.zoom.us/webinar/register/WN_H3niLcwhQzKpnS6D6fko_w</p>

		Description: Cambium will provide a review of the policies and procedures required to administer the NGSA assessments. When: [WEBINAR] 9:00 - 11:00 AM	Link to recording, presentation, and materials: www.ride.ri.gov/assessment-manuals
Monthly Test Coordinator Webinar (for all tests)	3/18/2026	Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions When: [WEBINAR] 10:00 - 11:00 AM	Use this link to register: https://us02web.zoom.us/webinar/register/WN_CCHbh61HTWOwZfZp7UegcQ Link to recording, presentation, and materials: www.ride.ri.gov/tc
APRIL 2026			
Monthly Test Coordinator Webinar (for all tests)	4/15/2026	Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions When: [WEBINAR] 10:00 - 11:00 AM	Use this link to register: https://us02web.zoom.us/webinar/register/WN_CCHbh61HTWOwZfZp7UegcQ Link to recording, presentation, and materials: www.ride.ri.gov/tc
MAY 2026			
Monthly Test Coordinator Webinar (for all tests)	5/20/2026	Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions When: [WEBINAR] 10:00 - 11:00 AM	Use this link to register: https://us02web.zoom.us/webinar/register/WN_CCHbh61HTWOwZfZp7UegcQ Link to recording, presentation, and materials: www.ride.ri.gov/tc
Utilizing SAT Assessment Results to Plan for Instruction (PSAT 10 and SAT)	5/18/2026 or 5/19/2026	Who: District and school test coordinators, high school math and ELA department chairs are highly recommended. Description: This session will support educators in using SAT results to make data-driven decisions and inform student learning. Participants will walk away with a clear understanding of how to interpret scores and benchmarks. When: <ul style="list-style-type: none"> OPTION 1* [IN PERSON]: May 18 (10:00 AM- 12:30 PM) 	Use this link to register for Option 1: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2039 Use this link to register for Option 2: https://us02web.zoom.us/webinar/register/WN_TnGNVkyctb-kBO6_DqG-gA

- **OPTION 2 [WEBINAR]: May 19 (9:30 - 11:00 AM)**
Where: *Location will be emailed once they are finalized.*

Link to recording, presentation, and materials:
www.ride.ri.gov/assessment-manuals

JUNE 2026

Monthly Test
Coordinator Webinar
(for all tests)

6/10/2026

Who: The monthly test coordinator webinar is for anyone involved in the preparation and coordination of state assessments. This would include district and school test coordinators, special education and MLL directors, technology coordinators and district data managers.

Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions.

When: [WEBINAR] 10:00 - 11:00 AM

Use this link to register:
https://us02web.zoom.us/webinar/register/WN_qqT_llylTVqEZvXaS6i-PQ

Link to recording, presentation, and materials: www.ride.ri.gov/tc

Test Coordinator and Test Administrator Training Requirements

All state assessments require district and school test coordinators to receive training on how to prepare for and administer each state assessment being given in their district and school. Each assessment in the RI State Assessment Program (RISAP) has its own training options for test coordinators. Most state assessments will have an online or self-paced training module and an in-person training opportunity from which test coordinators can choose.

District and school test coordinators are also responsible for training test administrators to give the tests properly. Training requirements for test administrators are included in the back of this document.

All Tests

Monthly Test Coordinator Webinars. These meetings are a staple in keeping everyone involved with preparing for state assessments up to date. These meetings are not only for test coordinators. We welcome anyone at the district or school level involved in preparing for or administering the state assessments. You can register, download presentations, and listen to recordings at: [Assessment Manuals & Materials | RI Department of Education](#)

WIDA ACCESS & WIDA Alternate ACCESS

Training requirements below are given for test coordinators and test administrators. All training dates, registration links, access links to online modules, and presentation recording links can be found on the preceding pages.

Before you begin:

- **Get a WIDA Secure Portal account.** Test Coordinators and test administrators must have a WIDA Secure Portal account before any training can begin. If you are a district test coordinator who needs an account, contact flavia.moleabaker@ride.ri.gov. Test Administrators must contact their district MLL coordinator director, district testing coordinator, or the WIDA help desk at help@wida.us or 866-276-7735 for accounts.
- **Get a WIDA Assessment Management System (AMS) account.** Test Coordinators and test administrators must have a WIDA AMS account to administer the tests. If you are a test coordinator who needs an account, contact DRC Customer Service (wida@datarecognitioncorp.com or 855-787-9675). Test Administrators must contact their district MLL coordinator director or district testing coordinator for an account.
- **Download the WIDA ACCESS and WIDA Alternate ACCESS checklists.** These checklists will help you keep track of tasks required for successful administration of the ACCESS assessments: <https://wida.wisc.edu/memberships/consortium/ri>.

Test Coordinator Required Training

- ☐ **WIDA ACCESS and WIDA Alternate ACCESS Test Coordinator Training:** This RIDE-hosted training is for anyone involved with planning the WIDA ACCESS or WIDA Alternate ACCESS assessments.

Test Administrator Required Training

- ☐ **Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from <http://www.ride.ri.gov/assessment-manuals>.
- ☐ **WIDA ACCESS and WIDA Alternate ACCESS training courses.** Anyone administering the WIDA ACCESS or WIDA Alternate ACCESS must complete the training course and successfully pass the online quiz every three years. Any

test administrator who will be scoring the Speaking domain must be certified annually. You can access the training courses after you have a WIDA Secure Portal account here: [WIDA Secure Portal](#).

Dynamic Learning Maps (DLM) Alternate Assessment

Training requirements below are given for test coordinators and test administrators. All training dates, registration links, access links to online modules, and presentation recording links can be found on the preceding pages.

Before you begin: Test Coordinators and test administrators must have a Kite Educator Portal account before any training can take place. If you are a test coordinator who needs an account in the Kite Educator Portal, contact heather.heineke@ride.ri.gov or 401-222-8493. Test Administrators must contact their district special education director or district testing coordinator for an account.

Test Coordinator Required Training

All three are required for test coordinators:

- ☐ State Policies and Procedures Webinar
- ☐ DLM Test Coordinator Webinar
- ☐ DLM online modules

Test Administrator Required Training

- ☐ **Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from <http://www.ride.ri.gov/assessment-manuals>.
- ☐ **Rhode Island Guide to Required Training.** <http://www.ride.ri.gov/assessment-manuals>. All training requirements for test administrators, and directions for logging in to the Moodle site, are included in the Rhode Island Guide to Required Training.

RI Comprehensive Assessment System (RICAS)

Training requirements for test coordinators and test administrators are given below. All training dates, registration links, access links to online modules, and presentation recording links can be found on the preceding pages.

Test Coordinators and test administrators must have their own Lighthouse Portal account. All training for RICAS will be provided by RIDE; however, all test administrators MUST have an account in Lighthouse to administer the assessment.

Before you begin:

- **Get a RICAS Portal account.** Test coordinators and test administrators must have a RICAS Portal account to complete tasks such as accommodations set-up for students, creating rosters, and completing other important tasks before testing can begin. Follow these instructions to obtain an account:
 - ☐ **Test administrators** who need a RICAS Portal account must contact their school test coordinator to request an account.
 - ☐ **School test coordinators** who need accounts should contact their district test coordinator or district data manager for access.
 - ☐ **District test coordinators** who need accounts can contact the RICAS Service Center at ricasservicecenter@cognia.org or 855-222-8936 or Tricia Federico at Tricia.Federico@ride.ri.gov or 401-222-8478.
- **Review the following documents.** (Test coordinators must ensure that all test administrators have a manual.)
 - ☐ Test Coordinator Manual
 - ☐ Test Administrator Manual

- **Download the following document.** <https://ricas.onlinehelp.cognia.org/>
 - ☐ Portal User Management Guide
 - ☐ Guide to the RICAS Portal Student Accommodation Profile
 - ☐ RICAS Infrastructure Trial Guide
 - ☐ Guide to the RICAS Portal

Test Coordinator Required Training

- ☐ **State Policies and Procedures**
- ☐ **RICAS Test Coordinator Training**

For Additional Support

- ☐ **Online Modules for Test Coordinators:** Test coordinators should watch the videos on preparing for and administering the RICAS assessments in order to properly train and support test administrators and to ensure successful problem-solving. [Training – RICAS Resource Center](#)

Test Administrator Required Training

- ☐ **Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-manuals.

For Additional Support

- ☐ **Online Modules for Test Administrators:** Test administrators should watch videos on preparing for and administering the RICAS assessments. [Training – RICAS Resource Center](#)

Next Generation Science Assessment (NGSA)

Training requirements for test coordinators and test administrators are given below. All training dates, registration links, and presentation recording links can be found on the preceding pages.

Before you begin:

- **Make sure you have an account for the TA Interface.** Accounts from previous years are still active. If you forgot your password, select *Forgot Your Password?* on the [login screen](#). If you are new to NGSA and need an account, test administrators should contact their school testing coordinator; school test coordinators contact their district test coordinator; and district administrators should contact the Help Desk at 866-757-9437 or rihelpdesk@cambiumassessment.com.

Test Coordinators Required Training

- ☐ **State Policies and Procedures Training**
- ☐ **NGSA Test Coordinator Training.** There are in-person and webinar options available.
- ☐ [Test Administrator Certification Course for NGSA Test Delivery System \(TDS\)](#)

Test Administrator Required Training

- ☐ **Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-manuals.
- ☐ **[Test Administrator Certification Course for NGSA Test Delivery System \(TDS\)](#):** The certification course is required for anyone involved in administering any part of the NGSA tests. Test coordinators are responsible for setting up new test administrators with accounts in the TA Interface.

PSAT 10 and SAT School Day

Training requirements for returning test coordinators, new test coordinators, and test administrators are given below. All training dates, registration links, and presentation recording links can be found on the preceding pages.

Before you begin:

- Test Coordinators and proctors must have their own College Board Accounts. See <http://www.ride.ri.gov/assessment-manuals> for instructions on creating an account if you don't have one.
- Returning and new users can contact the PSAT Help Desk at 888-477-7728 or SAT Help Desk at 866-609-2205. For questions on policies and procedures contact Tricia Federico at Tricia.Federico@ride.ri.gov 222-8478).

Test Coordinator Required Training

- ☐ State Policies and Procedures Training
- ☐ *SAT Test Day Training for Test Coordinators* (in-person sessions) or the **online test coordinator modules** if a test coordinator did not attend the in-person series.
- ☐ *Service for Students with Disabilities (SSD Online) Part 1 and 2* or **online training modules** if a test coordinator did not attend the in-person session.

Test Administrator (Proctor) Required Training

- ☐ **Proctor online training modules:** <https://paprofttraincloud.cblms-prod.collegeboard.org/>