

Test Coordinator Monthly Webinar



November 19, 2025

**RHODE
ISLAND**

Agenda for November 19, 2025

- Test Coordinator Monthly Webinar Calendar
- Individual Test Updates
 - Upcoming Test Coordinator Training
 - RICAS
 - SAT and PSAT 10
 - WIDA ACCESS & Alternate ACCESS
 - NAEP
- Medical Exemptions Calendar
- Accommodations Update: **New** Text-To-Speech/Human Read Aloud Accommodation
- 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
- **Webinar Calendar (Wednesdays at 10:00am) – Save the Dates!**
 - December 17
 - January 21, 2026
 - February 11, 2026
 - March 18, 2026
 - April 15, 2026
 - May 26, 2025
 - June 10, 2026

Individual Test Updates

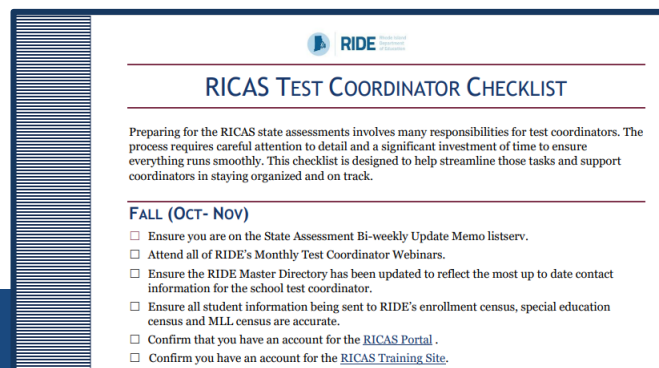
Upcoming Test Coordinator Trainings

Assessment/Title of Training	Dates/Times	Registration Link
Digital Suite of Assessments: Accommodations and Supports (SSD Online Part 1) <i>For district and school test coordinators and SSD Coordinators</i>	December 9 (In Person) 9:00am-11:30am 1:00pm-3:30pm	https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2033
	December 11 (Webinar) 9:30am-11:00am	https://us02web.zoom.us/webinar/register/WN_HXTXdJnyQgSgAXhHXMyyrA#/registration
Question and Answer Session for NEW SAT and PSAT Test Coordinators <i>New SAT/PSAT Test Coordinators</i>	December 12 (Zoom) 9:30am-11:00am	https://us02web.zoom.us/webinar/register/WN_L-NnvaUBRg6Q2sCJkw2tYw#/registration
The Digital Suite of Assessments: SAT Test Day Test Coordinator Training <i>For district and school test coordinators</i>	January 13 (In person) 9:00am-11:30am 12:30pm-3:00pm	https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2034
	January 15 (Webinar) 9:30am-11:00AM	https://us02web.zoom.us/webinar/register/WN_ZM-uZxvpRKas5UY49Gxlaw#/registration
Understanding Accommodations for State Assessment <i>For district and school test coordinators, special education directors, IEP team members</i>	January 27, 28, or 29 (In Person) 8:30am -11:30am 12:30pm-3:30pm	https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2035
	February 12 (Webinar) 9:30am -11:30am	https://us02web.zoom.us/webinar/register/WN_AkN2GsehScWPnLLCeMczw#/registration

Reminders

- ✓ Master Directory contain the most up to date contact information
- ✓ Enrollment, IEP, and MLL censuses should be reviewed for accuracy and corrected
- ✓ RICAS Training Site will be available for Infrastructure Trial
- ✓ Student Tutorial will be available
- ✓ Practice Tests will be available

RICAS Test Coordinator Checklist



The screenshot shows a document titled "RICAS TEST COORDINATOR CHECKLIST" with the RIDE logo at the top. Below the title, there is a paragraph explaining the purpose of the checklist. Under the heading "FALL (OCT- NOV)", there is a list of seven tasks with checkboxes, including ensuring updates, attending webinars, updating the Master Directory, and confirming account access for the RICAS Portal and Training Site.

[Assessment Manuals & Materials | RI Department of Education](#)

Important Dates

- ✓ Student Tutorial available on the RICAS Resource Center next week (November).
- ✓ RICAS Item Catalog (2025 RICAS Release Items only) available on **November 26th**.
- ✓ RICAS KIOSK release **December 1st**.
- ✓ Practice Tests will be available for all contents on **January 12th**.
- ✓ Training Site will be available for use with data on **January 20th**.
- ✓ TCM available on the RICAS Resource Center **February 2nd**.
- ✓ CBT TAM available on the RICAS Resource Center **February 17th**.
- ✓ PBT TAM available on the RICAS Resource Center **February 19th**.

RICAS Updates

RICAS Portal

- ✓ New users will receive a **single email** that contains both their username and password, instead of two separate emails.
- ✓ Session Access Code will now be “**Access Code**”.
- ✓ Test Coordinators will be able to bulk print student logins for ALL tests in one download
- ✓ A new “**Progress View**” on the View Details page will allow test administrators to see how many items each student has visited and answered, overall status, last activity recorded.

RICAS Student KIOSK

- ✓ A message will **pop up** on the screen **warning students** that the **test will timeout** due to inactivity with a 1-minute timer.
- ✓ **Answer Eliminator will no longer be available** for students but may continue to access the answer masking feature which provides the same level of support.
- ✓ The **names of the colors for color contrast** have been updated to be more descriptive rather than being named (i.e., orange on brown).
- ✓ The **ruler** has been updated to a **blue color scheme**.
- ✓ The TI calculator has been updated to the latest version and all calculators (TI, eMetric and Desmos) will show degrees by default.
- ✓ Student’s **name will appear in the top right corner** of the directions page.

SAT and PSAT 10

Important Dates and Reminders

- ✓ College Board's first newsletter of the year will be sent the **first week of November**.
- ✓ Test Coordinator Updates should be made using this form: [State Testing School Contact Update Form](#)
- ✓ **Keep an eye out for the interactive checklist from College Board!** First email will be sent next week on November 18, 2025.
- ✓ Now– **February 02, 2026: Review, update and submit** requests for SSD Online accommodations.
- ✓ Now- **February 02, 2026: submit** EL support request (time and one half)
- ✓ January 9- **February 02, 2026: submit State Allowable Accommodation** requests (non-college reportable)
 - First year EL-math only
 - ASL
- ✓ **December 12th**: Question/Answer session for NEW Test Coordinators
- ✓ **December 9th or 11th**: SSD Online Training (Part 1)
- ✓ **February 24th or 26th**: SSD Online Training (Part 2)
- ✓ **February 2026**: Access to TDTK
- ✓ **February 2nd-March 20th, 2026**: Confirm accuracy of student registrations in SDMS

SAT and PSAT 10: Roles and Responsibilities

Every school should have:

Test Coordinator	SSD Coordinator	Technology Coordinator
• Oversees planning and test day activities • Works with technology staff to ensure devices meet technical specifications • Identify staff to support test administration and ensure all training is complete • Submits irregularity report: ✓ To College Board through TDTK ✓ To District Test Coordinator for the RIDE report	• Submits accommodations requests for ALL students requiring them • Checks to ensure that all requests have been approved • Checks TDTK report to ensure accommodations are accurate	• Works with test coordinator and SSD coordinator to meet student needs for testing day • Ensure devices meet technical specifications • Installs Bluebook • Completes Digital Readiness Check

NAEP 2026

PRINCIPALS & SCHOOL COORDINATORS

Register your NAEP Assessment Management System (AMS) account using the link provided in the registration email from naep-ams@naepnpd.org. Registered Principals w/o a School Coordinator have been designated as the School Coordinator.

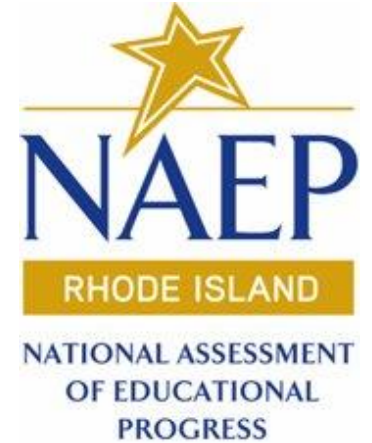
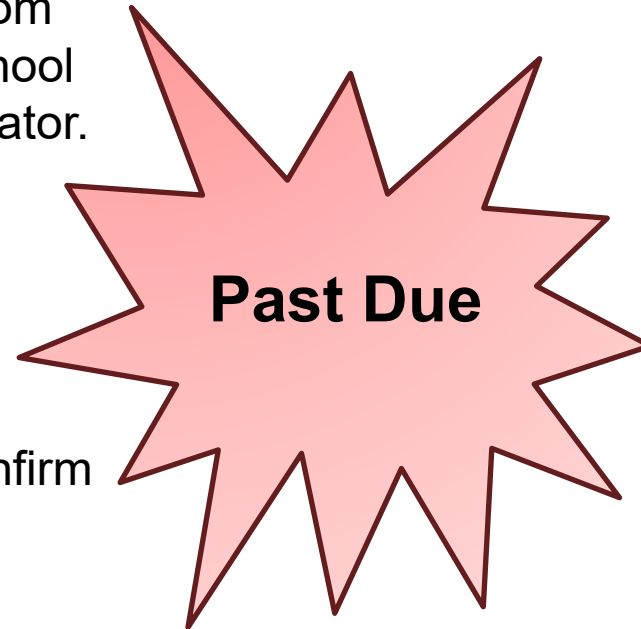
Once registered, log in to the NAEP AMS to complete the **Provide School Characteristics** section for your school.

Click on the green **Task List** bar at the right.

Select **Provide School Characteristics**.

Scroll to the **Grade Information** section, and confirm or answer the questions including:

“How many students are enrolled in grade 8?”



Student lists cannot be imported at the state level until 100% of selected RI schools have registered *AND* updated the **Provide School Characteristics** section.

Contact Jackie Branco **immediately** if you cannot register AND complete the Provide School Characteristics section TODAY.

WIDA ACCESS & Alternate ACCESS

WIDA AMS opens on 11/24

Test materials arrive on 12/18

Additional materials ordering window opens on 12/18

Testing Dates

11/24/25 - 2/27/26	WIDA AMS Test Setup Available for Registrations
12/18/25	Districts Receive Test Materials
1/5/26 - 2/13/26	Test Window
2/16/26 - 2/27/26	Make-Up Test Window
12/18/25 - 2/13/26	Additional Test Material Ordering Window in WIDA AMS
3/4/26	Deadline for Shipping Completed Test Materials to DRC - Postmark date
4/28/26	Districts Receive ACCESS and Alternate ACCESS Reports and Data - Posted in WIDA AMS
5/15/26	Districts Receive Printed ACCESS and Alternate ACCESS Reports
6/9/26	Updated ACCESS and Alternate ACCESS Data - Posted in WIDA AMS for SEA and Districts

WIDA ACCESS & Alternate ACCESS

- In-person Test Coordinator trainings took place last week.
- Presentation is posted at: <https://ride.ri.gov/assessment-manuals>
- The pre-ID file for ACCESS testing and ordering was submitted by RIDE to WIDA on **November 12**.
- For any MLL who enrolls after November 12, LEAs will need to:
 - Add the student in WIDA AMS for online testing (beginning on November 24)
 - If needed, order additional test materials for paper testing (beginning on December 18)

Medical Exemptions Request Windows for 2025-2026

All instructions, forms, and other information can be found at www.ride.ri.gov/assessment-exemptions

Assessment	Primary Testing Window	Makeup Test Window	Medical Exemption Window
WIDA ACCESS	January 5 – February 13	February 16 – February 27	February 27 – March 27
WIDA Alternate ACCESS	January 5 – February 13	February 16 – February 27	
DLM (ELA, Math, and Science)	March 30 – May 29	N/A	April 24 – June 30
NGSA	April 27 – May 15	May 18 – May 29	
PSAT 10	March 23 – April 10	April 13 – 17	
SAT	March 23 – April 10	April 13 – 17	
RICAS - ELA	March 23 – April 10	April 13 – April 17	
RICAS - Math	April 27 – May 15	May 18 – May 22	

Accommodations



Who is a Multilingual Learner?

This means the student meets one of these conditions:

1. The student is currently receiving instruction to learn English,
2. the student has exited the MLL program and is in the monitoring process, or
3. the student has been identified as MLL but is not in a program to learn English.

Text-To-Speech/Human Read Aloud for RICAS Math and NGSA

NEW for 2025: TTS and Human Read Alouds are now a special PLP accommodation for RICAS Math and NGSA Science.

- **This does mean** that students identified as MLL **or** students who have a PLP (Personal Literacy Plan) receiving a tier 2 or tier 3 reading intervention, may benefit from text-to-speech (TTS) for the math tests in English and, for NGSA science, English and Spanish.
- **This does not mean** that all students should receive this test support “just in case”. This is for students who have PLPs.

Additional Information:

- Human Read Aloud Guidelines for RICAS and NGSA: Appendix K of the *Accessibility Features and Accommodations Manual*.
- *Accessibility Features and Accommodations Manual* (page 51) in for instructions on entering this PLP accommodation into RICAS Kiosk or TIDE for NGSA.

Reference Information

State Assessments by Grade Level

	Alternate Assessments			General Education Assessments					
Grade Tested	WIDA Alternate ACCESS	DLM	DLM	WIDA ACCESS	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

NAEP: Not all schools will be selected for every test.

2025-2026 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
WIDA ACCESS	ELP	K-12	Jan. 5 – Feb. 13, 2026	Feb. 16 – Feb. 27, 2026
WIDA Alternate ACCESS	ELP	K-12	Jan. 5 – Feb. 13, 2026	Feb. 16 – Feb. 27, 2026
RICAS	ELA	3-8	March 23 – April 10, 2026	April 13 – April 17, 2026
	Math	3-8	April 27 – May 15, 2026	May 18 – May 22, 2026
DLM	ELA, Math Science	3-8 5, 8, 11	March 30 – May 29, 2026	
NGSA	Science	5, 8, 11	April 27 – May 15, 2026	May 18 – May 29, 2026
NAEP	See following slide.			

2025-2026 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
WIDA ACCESS	ELP	K-12	Jan. 5 – Feb. 13, 2026	Feb. 16 – Feb. 27, 2026
WIDA Alternate ACCESS	ELP	K-12	Jan. 5 – Feb. 13, 2026	Feb. 16 – Feb. 27, 2026
DLM	ELA, Math Science	3-8, 11 5, 8, 11	March 30 – May 29, 2026	
PSAT 10	Reading, Math	10	March 23 – April 10, 2026	April 13 – April 17, 2026
RI SAT School Day	Reading, Math	11	March 23 – April 10, 2026	April 13 – April 17, 2026
NGSA	Science	5, 8, 11	April 27 – May 15, 2026	May 18 – May 29, 2026
NAEP	See following slide.			

2025-2026 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 State & National <i>School or NAEP Devices</i>	Reading, math Civics & U.S. History	Grades 4 & 8 Grade 8	January 26, 2026	March 20, 2026
NAEP Pilot <i>NAEP Devices</i>	Reading, math	Grades 4, 8 & 12	January 26, 2026	March 20, 2026

- *Not all schools will be selected for every test.*
- NAEP: National Assessment of Educational Progress

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 Contact List

- 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>

Ana Karantonis (WIDA ACCESS, psychometrics)

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