



Test Coordinator Monthly Webinar

February 11, 2026

**RHODE
ISLAND**

Agenda for February 11, 2026

- Test Coordinator Monthly Webinar Calendar
- Individual Test Updates & Preparing for State Assessments
 - Test Coordinator and Test Administrator Training
 - WIDA ACCESS & Alternate ACCESS
 - DLM
 - NGSA
 - RICAS
 - PSAT 10 and SAT
 - NAEP
- Medical Exemptions
- 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!

- March 18
- April 15
- May 26
- June 10

Preparing for the 2025-2026 RI State Assessments

Test Coordinator Training Recordings

Title of Test Coordinator Training	Recording Link
RICAS Test Coordinator Training	Link to recording Link to slide deck
NGSA Test Coordinator Training	<ul style="list-style-type: none">• Presentation will be posted on the NGSA Portal this week.• <i>Webinar recording will be posted after March 17 webinar.</i>
SAT/PSAT Test Coordinator Training Workshop	Link to slide deck Link to recording

Upcoming Test Coordinator Trainings

Assessment/Title of Training	Dates/Times	Registration Link
<i>Understanding Accommodations for State Assessment</i> <i>Who: District and School Test Coordinators</i>	February 12 (Webinar) • 9:30-11:30am	https://us02web.zoom.us/webinar/register/WN_AkN2GsehScWPnLLLCeMczw
<i>PSAT10/SAT Office Hours</i> <i>Who: District and School Test Coordinators, SSD Online Coordinators</i>	February 25 (Webinar) • 10:00-11:00am	https://collegeboard.zoom.us/j/97040409241?pwd=rIXO8hnlolaeb18K5bORJbQQDhhE3e.1
<i>Administering the SAT to students with Accommodations</i> <i>Who: SSD Online Coordinators</i>	February 26 (Webinar) • 9:30-11:30am	https://us02web.zoom.us/webinar/register/WN_13NOvDoVQ3WUCO_6rCgkQg
<i>DLM Test Coordinator Training</i> <i>Who: District and School Test Coordinators</i>	March 10 (In person) • 9:00am-11:30am • 12:00-3:00pm	https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2050
<i>NGSA Test Coordinator Training</i> <i>Who: District and School Test Coordinators</i>	March 17 (Webinar) • 9:00am-11:00am	https://us02web.zoom.us/webinar/register/WN_H3niLcwhQzKpnS6D6fko_w

Test Administrator Training

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

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	RICAS/NGSA Test Administrator Core Training
NGSA:	NGSA Test Administration Certification	RICAS/NGSA Test Administrator Core Training
SAT and PSAT 10:	SAT/PSAT Test Hall Monitor and Proctor Training Available in LMS Now CollegeBoard Learning Management System	N/A

Enrollment Census

The RIDE enrollment census will close on **March 13th** and will reopen on **March 20th**.

Please review all student data in the RICAS Portal and the State Data Management System (PSAT/SAT) for accuracy *before* **March 9th** in order to make any necessary changes in the RIDE enrollment census before it closes.

Reminder: Please leave 24-48 hours for any changes made in the enrollment census to be sent to the RICAS Portal or SDMS.

Individual Test Updates

WIDA ACCESS & Alternate ACCESS

93% of
online
tests
completed!

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

- Deadline to order additional test materials is **February 13**.
- Make-Up test window ends on **February 27**.
- Deadline to ship all test materials is **March 4**.
- Check **status** of Test Irregularities:
 - “In Progress” or “Submitted to District Review” must be “Submitted to RIDE” for resolution.
 - “Further Information Needed from LEA” must be updated and resubmitted to RIDE for resolution.

Dynamic Learning Maps Alternate Assessments

- After students are rostered to teachers, the First Contact Surveys and Personal Needs and Preferences profiles can be completed.
- Beginning in October, we started an overnight data registration feed into Kite Educator Portal. **This means you cannot add students manually. All changes must be made in sending district student information systems**

2025-26 Alternate Assessment Program Calendar		
<i>DLM Test Administration</i>	<i>Opens/Starts</i>	<i>Closes/Ends</i>
Test Administrator Training Modules	August 4, 2025	June 5, 2026
New for 2025-26: Overnight student data feed from RIDE to Educator Portal begins. Students can be rostered to teachers at any point after this date.	October 15, 2025	
New for 2025-26: In-Person Test Coordinator Training Registration: viewWorkshop	March 10, 2026 Session 1: 9:00 – 11:30 AM <i>or</i> Session 2: 12:00 -3:00PM	
Have all Test Administrator Training completed by:		March 13, 2026
Have all PNP and First Contact Surveys completed by:		March 20, 2026
DLM Testing Window	March 30, 2026	May 29, 2026
Score Report Delivery in Kite Educator Portal (includes district, school and student* reports).	July 17, 2026	
Teachers can download student score reports. Kite EP will be reset on July 24, 2026.	July 18, 2026	July 23, 2026
Printed Individual Student Score Report Delivery in LEAs	Week of Sept. 7, 2026	

* Teachers will have access to student score reports in Kite EP from July 18 until their testing rosters are reset on July 24, 2026. After July 24, teachers **will not** be able to access any student score reports unless they have student rosters. If a teacher needs the student score report and they do not have a roster, they must contact their district special education director or test coordinator.

Next Generation Science Assessment (NGSA)

Manuals:

- **Test Coordinator Manual:** Available now in NGSA Portal. Has a complete checklist of tasks for test coordinators. Please use it to stay organized!
- **Test Administrator Manual:** Available now in NGSA Portal.

Training:

- **March 17 is the NGSA Test Coordinator webinar.**
- **In-person NGSA test coordinator deck** will be available on the NGSA Portal this week.
- **Test Administrator Certification (TA Certification) Course available** on the NGSA Portal.

Important Dates:

- **March 2:** Paper test ordering opens in TIDE.

RICAS Important Dates

Task	Dates
Review Enrollment Census for accuracy before it closes	March 9
Extended SR/SAP window for CBT	ELA: February 2-March 21 Math: February 2-April 26
Infrastructure Trial (recommended)	January 30-February 27
Test Coordinator Manual available	February 2, 2026
Receive manuals and PBT materials	ELA: March 11 (TAMs) Math: April 15
Report packing discrepancies for PBT, if necessary	ELA: March 11-13 Math: April 15-17
ELA Test Sessions	March 23-April 17, 2026
Math Test Sessions	April 27-May 22, 2026

RIDE Enrollment Census is closing March 13th and reopens March 20th.

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

NEW for 2026: 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 Portal or TIDE for NGSA.

RICAS Math Tools/Calculator Accommodation

Accommodations and Accessibility Features Manual pg. 34-35

New for 2026: The RICAS supplemental math reference sheet no longer has a blank multiplication chart.

Students who require a multiplication chart may be better served with the special access math tools/calculator accommodation. Please see the criteria below:

This accommodation is intended for a small number of students with documented disabilities that severely limit or prevent them from performing basic calculations without a calculation device or other mathematics tool, as documented in locally administered diagnostic evaluations, even after varied and repeated attempts to teach the student to do so. The student must meet **all** the following criteria:

- The student is virtually unable to calculate (i.e., unable to perform single-digit addition, subtraction, multiplication, or division without a calculation device or other mathematics tool);

and

- The student uses the calculation device or tool during daily, routine instruction in mathematics courses and other courses requiring mathematics (science, for example);

and

- The student receives ongoing instruction to learn the skill.

NOTE: The student's IEP or 504 plan must specify the type(s) of calculation device or tool. See Appendix M of this manual for a list of allowable calculators for RICAS math tests.

SAT and PSAT 10 Important Dates

RIDE Enrollment Census is closing March 13th and reopens March 20th.

Action Item	Date
Review Enrollment Census for accuracy before it closes	March 9
SSD Online submission window	Now – February 2, 2026
SSD Online State Allowed Accommodation window	January 9, 2026- February 2, 2026
Accommodations Late Request Deadline	February 17, 2026
Email from College Board to notify of TDTK access	February 2, 2026
RIDE will start sending registration files to SDMS	January 26, 2026
College Board will send an email granting access to SDMS for Test Coordinators	January 28, 2026
Online Training will be available on www.collegeboard.org	February 9, 2026
• College Board LMS email to test coordinators	
Early Linear Paper Test Delivery	March 12, 2026
Office Hours	February 25, 2026
Primary Test Window	March 23-April 10, 2026
Make-up Test Window	April 13-17, 2026

The school testing schedule must be scheduled in compliance with the RIDE testing window. ALL testing must be scheduled and attempted within the primary testing window of **March 23rd-April 10th**. *If you are aware of a conflict in your schedule, please make adjustments as soon as possible.*

Please remember the Rhode Island State Assessment window is NOT the same as the National College Board window. The RI window closes on **April 17th**. There can be NO further testing for RI state assessment after COB that day.

*Important Information: PSAT/SAT

Meta Prescription Glasses

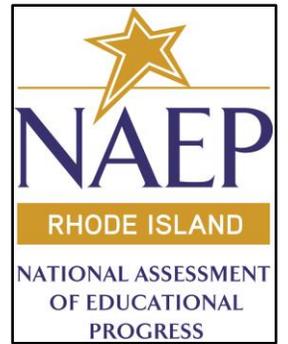
Meta now offers *prescription* Ray Ban glasses. Students who show up on test day with the glasses, without an alternative for their prescription, ***will not be allowed to test that day.***

Meta glasses are banned from the test room and should be handled as a prohibited device.

College Board will be providing additional information about these glasses soon.



NAEP 2026



Test Window January 26 - March 20, 2026

Preassessment Activities

Assessment Planning Meeting date January 12, 2026

Task	Missing info	May require updates after Add New	
		Students	Completed
Provide Student Information: Student Demographics			●
Provide Student Information: SD and EL Students			●
Add New Students			●
Assessment Logistics			●
Notify Parents/Guardians			●
Manage Questionnaires			●

Demographic information is available for all selected students.

Tools for Gaining Cooperation

[Commissioner's Message to Students and Teachers](#)

Parent/Guardian Notification Letter

[Download English version](#)



The *Best Practices Guide* provides tools to communicate the importance of participating in NAEP.

- Videos to introduce NAEP to students and teachers.
- PowerPoint presentations customized for the students, parents, and staff at your school.
- Examples of student notification letters, morning announcements, and more.

NAEP "Swag" is available to raffle

For technical assistance, contact the help desk. After hours voice mail messages and emails will be answered as soon as possible.

Phone
1-800-283-6237
Email
naephelp@westat.com
Hours
7:00 AM - 8:00 PM ET, Monday - Friday

For all other questions

Jackie Branco
NAEP State Coordinator
Jacqueline.branco@ride.ri.gov
401-222-4685

Medical Exemptions

RISAP Test Coordinator Handbook (page 49; Appendix E)



State Assessment Medical
Exemption Requests



Consider a medical exemption if a student has a serious illness or medical condition that prevents him/her

- from receiving classroom instruction due to a documented, significant condition
and
- from participating in statewide assessments **across the entire remaining testing window**
and
- the attendance records reflect the student's situation



A student should not be considered for a medical exemption and should participate in state assessments if

- the student is able to receive instruction throughout or at any time during the available testing window
note: tutoring is considered “receiving instruction”

Medical Exemptions – School & District Responsibilities

RISAP Test Coordinator Handbook (page 49; Appendix E)



Submitting a Medical Exemption to RIDE

School:

Determine if student meets the criteria on the previous slide including review of attendance information. If the student(s) meet the criteria discuss the student's situation and need to request a medical exemption with the District Testing Coordinator and/or Superintendent. The Testing Coordinator and/or Superintendent may decline or accept the school's request to submit a medical exemption.

School Completes and provides to the district:

Form 2 – Parent/Guardian Consent Form

Form 3 – Treating Physician/Mental Health Professional Form

District:

Once the school has Forms 2 and 3 complete, then the district can complete Form 1 (District Assurances Form) through the Medical Exemption module in the RIDE Portal. There is no paper copy. Only the superintendent's office may submit a medical exemption.

Medical Exemptions (continued)

RISAP Test Coordinator Handbook (page 49; Appendix E)



State Assessment Medical
Exemption Requests

RIDE:

Reviews Form 1 in the Medical Exemption module for completeness and *verifies the attendance records accurately reflect the student's situation. Medical Exemptions may be denied if the attendance indicates the student was present and receiving instruction during the testing window.*

RIDE Portal Medical Exemption module:

Generates an email to the superintendent when a decision has been reached.

District:

Logs into the RIDE Portal Medical Exemption module to review the decision. *If the medical exemption is not approved, the portal provides information for the school to address the reasons for denial. In some cases, the District can correct the reason for denial and resubmit.*

Medical Exemptions – 2026 Dates

TEST	EXEMPTION REQUEST OPEN	EXEMPTION REQUEST CLOSED
ACCESS / Alt ACCESS	February 27	March 27
NAEP	N/A	N/A
DLM	April 24	June 30
SAT	April 24	June 30
PSAT10	April 24	June 30
RICAS ELA	April 24	June 30
RICAS Math	April 24	June 30
NGSA	April 24	June 30

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		
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	<i>See following slide.</i>			

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	<i>See following slide.</i>			

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>

- Phyllis Lynch (Director of Office of Assessment)
- 401-222-4693
 - Phyllis.Lynch@ride.ri.gov
- Ana Karantonis (WIDA ACCESS, psychometrics)
- 401-222-8940
 - Ana.Karantonis@ride.ri.gov
- Heather Heineke (DLM, NGSA)
- 401-222-8493
 - Heather.Heineke@ride.ri.gov
- Tricia Federico (RICAS, PSAT 10, SAT)
- 401-222-8478
 - Tricia.Federico@ride.ri.gov
- Jackie Branco (NAEP, accommodations)
- 401-222-4685
 - Jacqueline.Branco@ride.ri.gov
- Adam Greeney (Data Analysis)
- 401-222-8944
 - Adam.Greeney@ride.ri.gov