



Test Coordinator Monthly Webinar

March 18, 2026

**RHODE
ISLAND**

Agenda for March 18, 2026

- Introduction
 - Test Coordinator Monthly Webinar Calendar
- Preparing for 2025-26 RI State Assessments
 - Test Coordinator and Administrator Training
 - Registration and Enrollment Reminders
 - Individual Test Updates
 - Test Irregularities
 - Upcoming Tasks
- 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!

- April 15
- May 26
- June 10

Preparing for the 2025-26 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 | Link to recording Link to slide deck |
| SAT/PSAT Test Coordinator Training Workshop | Link to slide deck Link to recording |
| DLM Test Coordinator Training | Link to slide deck |

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 | N/A |
| 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 |

Registration and Enrollment Reminders

- RIDE's enrollment system closed on March 13th and will reopen on March 20th. 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 20th**. Once enrollment reopens nightly uploads to DLM, RICAS, NGSA, and College Board will resume.
- Please continue to keep enrollment, IEP Census, and MLL Census data up to date.

Individual Test Updates

Medical Exemptions – all assessments

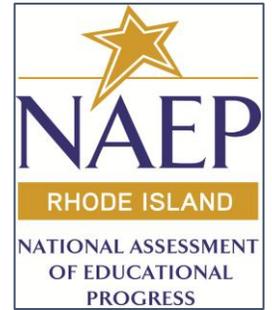
Revised guidance on the RIDE Medical Exemptions webpage

Guidance and Forms

Medical Exemptions will not be approved when attendance records do not reflect the student's medical absences during the state test window.

- It is the district's responsibility to verify attendance records accurately represent the student's medical absences and/or ability to receive instruction prior to submission.
- Districts should put procedures in place to review attendance information prior to submitting a medical exemption.
- Example: A student considered for a medical exemption should not have attendance records that indicate s/he has been receiving instruction during the state testing window for the assigned assessment.

NAEP Window Closes Friday, March 20



Before testing

Preassessment Activities

Assessment Planning Meeting date January 6, 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.

After testing

Thank you!

Please destroy testing information from envelope as instructed by your Field Assessment Coordinator

RICAS Important Dates and Updates

ELA window opens in:
5 DAYS

| Task | Dates |
|--|---|
| Review Enrollment Census for accuracy before it closes | March 13 |
| 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 |
| Tests available for scheduling in the RICAS Portal | ELA: March 16 Math: April 13 |
| Report packing discrepancies for PBT, if necessary | ELA: March 11-13 Math: April 15-17 |
| ELA Test Sessions | March 23-April 28, 2026 |
| Math Test Sessions | April 27-May 27, 2026 |

Important RICAS Updates

Testing Window Extended:

RIDE is extending the RICAS testing window. Official communication will be sent on Friday via the RIDE Field Memo and Assessment Update Memo.

The primary ELA testing window remains as **March 23rd through April 10th**. The make-up window originally scheduled for **April 13th through April 17th** has been revised to **add two additional ELA make-up days** that align with the opening of the primary Math testing window (**April 27, April 28**), extending the make-up window through **April 28th**.

The primary Math testing window will remain as **April 27th through May 15th**. However, the Math make-up window (**May 18th- May 22nd**) has been extended by two days (**May 26, May 27**), making the final possible day for RICAS Math testing May 27th.

Please see the updated schedule below which extends the ELA and Mathematics make up windows. The updated RICAS testing schedule can also be found on the [RIDE Assessment Schedules webpage](#).

| 2025-26 Testing Schedule | Primary Test Window | Makeup Test Window |
|--------------------------|---------------------------|---------------------|
| English Language Arts | March 23 - April 10, 2026 | April 13 - 28, 2026 |
| Math | April 27 - May 15, 2026 | May 18 - 27, 2026 |

2026 RICAS Individual Student Score Reports (ISRs)

Change to ISR delivery for Fall 2026: Districts will now receive **one printed** copy of ISRs in the Fall rather than two. That paper copy should go home to families. Schools and districts can continue to access electronic versions of the ISRs in the RICAS Portal if needed for additional purposes.

RICAS Reminders

For infrastructure trial practice tests, please be sure to assign the ACCOMMODATED version of the test in the Training Site to classes that contain students who have accommodations assigned to them.

- The Spanish/English math practice test **will not** have embedded accommodations
 - You will not need to choose an accommodated version of a test in the operational site for testing except for the **Math English/Spanish test**. **This MUST be scheduled during Test Scheduling** for classes that will be taking Spanish Math.
- 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.

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 Portal Accommodations Review

As you prepare for RICAS ELA, please complete one of or both the following tasks:

- review accommodations on the overview summary page of the Class Summary to ensure that accommodation assignments are accurate. *This will be the first page of the PDF export of Student Logins.*
- Export an accommodations file from the exports drop down on the **Students** tab.

Students who complete a test with accommodations they are not eligible for or take a test without accommodations they should have had, **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 | qrny6346 | MAT03- (Speech to Text Standard) |
| Student, Demo G | 11/11/2015 | 9999910007 | ju3ejg3x | |
| Student, Demo F | 11/12/2015 | 9999910006 | jdip3rlw | |
| 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) |

| | A | B | C | D | E | F | G | H | I |
|---|-----------|------------|------------------|-----------|-------------------|-------------|---------|---------------------------------------|----------------|
| 1 | Last Name | First Name | State Student ID | Test Code | Paper Test Format | Large Print | Braille | Mouse Pointer (Accessibility Feature) | Text to Speech |
| 2 | Student | Test | 8888888812 | ELA03 | | | | | 1 |
| 3 | Student | Test | 9999110000 | ELA03 | | | 1 | | |
| 4 | Hail | Jesse | 1200022246 | ELA03 | | | | | 1 |
| 5 | Hart | Mayqa | 1200022556 | ELA03 | | | | | |
| 6 | Hill | Demo | 1200022562 | ELA03 | | | | | 1 |

NEW for 2026: TTS and Human Read Alouds are now a special PLP accommodation for RICAS Math and NGSA Science.

First Yr EL Exemption

Student Information | Accommodations | Classes

State Student ID: *

Student Grade: * 04 *IMPORTANT: Changing grade will remove the student from all current grade level classes.*

Last Name: *

First Name: *

Middle Initial:

Gender: Male

Date of Birth: *

Registration Codes: *

First Yr. ELs who enrolled in US schools for the first time on or after April 1, 2025 are exempt from **ELA**. They must still take Math.

DO NOT add a First Yr EL student to a class for **ELA**.

If you are unsure if there is a registration for that student for the ELA test:
Click on the “edit” button for the student and see if there is a registration code for ELA.
If there is not, they are not registered for the test.

SAT and PSAT 10 Important Dates

Window opens in **5 DAYS**

| Action Item | Date |
|--|-----------------------------------|
| Review Enrollment Census for accuracy before it closes | March 13 |
| 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 <ul style="list-style-type: none">College Board LMS email to test coordinators | February 9, 2026 |
| Early Linear Paper Test Delivery | March 12, 2026 |
| Primary Test Window | March 23 -April 10, 2026 |
| Make-up Test Window | April 13-17, 2026 |

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.

SAT/PSAT Readiness Data (data as of 3/16/26)

- 5 schools **have not** had the *test coordinator on record* confirm their account and log into TDTK
- 5 schools **have not** yet added staff to TDTK
- 30% of schools **have not** yet completed *test coordinator training*
- 10% of schools have *proctors* who **have not** yet completed training

DLM Reminders

March 30: DLM Test Window Opens

- All teachers must complete the test administration training in Kite Educator Portal.
- All students must be rostered. One roster for each content area.
- **March 20:** First Contact Survey should be completed.

| Date | Completed Training | Students are Rostered | First Contact Survey Complete |
|------|--------------------|-----------------------|-------------------------------|
| 3/16 | 56% | 73% | 32% |

Consult the
[DLM TC Checklist](#)

11. **Create student rosters in Educator Portal.** RIDE uses enrollment data provided by each district to register students. If the student demographic information, including grade level, is incorrect, that means the enrollment data RIDE received from your district is incorrect. Contact your district data manager to correct the student's enrollment information.

New for 2025-26: keep in mind that any changes to student data will take at least 24 hours to show up in Kite Educator Portal and could take as long as 48 hours. Please make sure your rosters are completed well before testing begins to ensure that teachers have ample time to complete the assessments.

Outplacement Schools must contact the sending district with any corrections.

- **October 15, 2025:** RIDE will begin the overnight data feed to Kite EP. Rosters can be created after this date.
- Rosters must be created for each content area:
 - English Language Arts (grades 3, 4, 5, 6, 7, 8, and 11)
 - Mathematics, (grades 3, 4, 5, 6, 7, 8, and 11)
 - Science (grades 5, 8, and 11).
- **Teachers cannot see students or complete** the First Contact Survey until rosters are created and required training is complete.
- **Watch:** [Adding and Editing Rosters](#) (1:49 min.)
- **Read:** *Customization for Each Student (Assessment Coordinator Manual)*, page 28.
- **Step-by-step instructions** are in *Manage Roster Data (Data Management Manual)*, page 134:
 - **Create a file for multiple teachers and schools**, see *Create a Roster Upload Template*, page 136.
 - **Create a roster manually**, see *Create a Roster Manually* on page 145.

DLM: Clarification on Training Options

Depending on your role in DLM, you may be required to complete all three of these training options.

1. If you are *coordinating* DLM

WHO? Anyone acting as a test coordinator for your district or school for DLM.

HOW?

- In-person training last week.
- Self-paced test coordinator training.

2. If you are *administering* DLM

WHO? Anyone giving the DLM in your school to students.

HOW?

- In-person TA training organized by your district or school
- Self-paced test administrator training in Kite Educator Portal.

3. If you are involved in making decisions about eligibility for DLM

WHO? *Anyone* involved in making decisions about who should take the DLM alternate assessments.

HOW?

- Alternate Assessment Eligibility Training Course. [2025-26 link to Canvas course](#)
- *If you already took this course, you don't need to take it again.*

Training for administrators serving as test coordinator for DLM is **required**; as it is required for all state assessments. It has never been optional.

April 27: 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.
- All manuals are available on the [NGSA Portal](#). The new [NGSA Accommodations Checklist](#) is also available there.
- Your district and school test windows **must** take place during the primary testing window (April 27 – May 15). Make-ups can be conducted during the primary testing window and during the make-up testing window .

Rhode Island NGSA Item Review

- **WHAT:** Educator review of test items for alignment to NGSA and bias/sensitivity standards to ensure all students can access the test.
- **WHEN:** July 28 – 29, 2026 (8:00AM – 4:00PM)
- **WHERE:** TBD.
- **WHO:** Elementary, middle, and high school science educators, Special educators from all levels, MLL educators from all levels.
- **HOW:** [Completed application](#) is due May 1, 2026.
- Stipend is \$150/day. Lunch, snacks, and parking provided each day.

WIDA ACCESS & Alternate ACCESS

Testing Dates

| | |
|--------------------|---|
| 11/24/25 - 3/6/26 | 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 - 3/6/26 | Make-Up Test Window |
| 12/18/25 - 2/13/26 | Additional Test Material Ordering Window in WIDA AMS |
| 3/11/26 | Deadline for Shipping Completed Test Materials to DRC - Postmark date |
| 5/5/26 | Districts Receive ACCESS and Alternate ACCESS Reports and Data - Posted in WIDA AMS |
| 5/22/26 | Districts Receive Printed ACCESS and Alternate ACCESS Reports |
| 6/12/26 | Updated ACCESS and Alternate ACCESS Data - Posted in WIDA AMS for SEA and Districts |

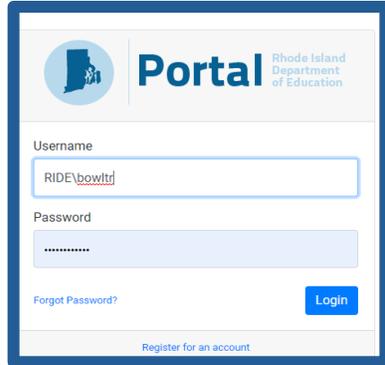


Statewide online participation rate: **98%**

Test Irregularities

Reporting a Test Irregularity

Use the State Assessment Test Irregularity 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.



State Assessment Test Irregularity Form

Report all test irregularities immediately to the **School Test Coordinator**.



The **School Test Coordinator** must collect any information and/or documentation and promptly inform the **LEA or District Test Coordinator**.



Unless the incident requires an immediate response from RIDE, the **LEA or District Test Coordinator** must complete the online report (see directions below in the "RISAP Test Irregularities Application Elements and Instructions"), submit to RIDE and await response



The Office of Instruction, Assessment, and Curriculum will contact the **LEA or District Test Coordinator** once the report has been submitted and reviewed.



- ✓ school name
- ✓ contact name
- ✓ contact role
- ✓ contact phone
- ✓ irregularity type
- ✓ test
- ✓ test administration grade
- ✓ test administrator's name
- ✓ student name
- ✓ SASID
- ✓ student DOB
- ✓ detailed description of the incident

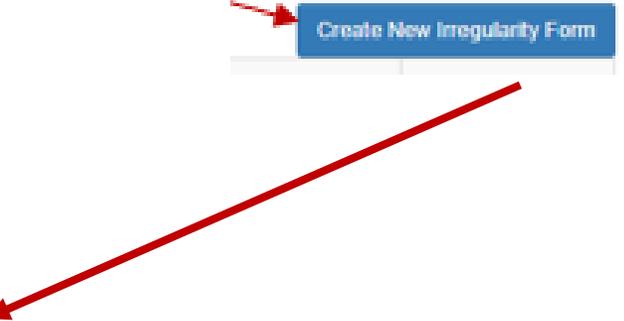
Creating a New Irregularity Form

[Create New Irregularity Form](#)

New Test Irregularity Form

| | | |
|--|--|--|
| LEA/District Name: | <input type="text"/> | Enter all identifying information from where the irregularity incident took place. |
| 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... <input type="button" value="v"/> | Select all information related to the test being administered when the irregularity took place. |
| Test: | Select one... <input type="button" value="v"/> | |
| Test Administration Grade: | Select a grade... <input type="button" value="v"/> | |
| 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"/> | Record the exact date the incident occurred |
| Detailed description of incident, investigation steps taken, and actions taken by staff to resolve. | | 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 |
| 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. Use the VERIFY button to save a student to the report | | |
| Student's SASID | <input type="button" value="Verify"/> | |
| SASID | Name | Date of Birth |
| | | No Student |
| <input type="button" value="Save"/> <input type="button" value="Cancel"/> | | |

Multiple SASIDs by grade can be entered on one 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 | | SAT | XX/XX/2026 | View |
| 83 | In Progress | | ACCESS_for_ELLs | XX/XX/2026 | View |
| 79 | In Progress | | DLM | XX/XX/2026 | View |
| 78 | In Progress | | Alt_ACCESS_for_ELLs | XX/XX/2026 | 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

Upcoming Tasks

Tasks for March

| State Assessment | Date | Task | Notes |
|---|----------------|---|--|
| WIDA ACCESS & Alternate ACCESS | Now – March 27 | Enter medical exemptions into RIDE Portal Medical Exemption system | www.ride.ri.gov/assessment-exemptions |
| DLM | Now – March 20 | Complete training for test administrators | |
| | Now – March 20 | Create rosters for ELA, math, and science | |
| | Now – March 20 | First Contact Surveys should be complete | |
| SAT and PSAT 10 | Now – March 20 | Review the SDMS for registration accuracy | |
| | Now – March 20 | Complete training for proctors and hall monitors | Digital Proctor Digital SAT/PSAT Test Coordinator |
| | Now – March 20 | 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. 23-24 RICAS TCTP slides 35-36 |
| | March 11 | Receive and inventory initial ELA Shipment: | RICAS TCM pg iv |
| | April 15 | Receive and inventory initial math Shipment | |
| | | <ul style="list-style-type: none"> • ELA paper test materials, Manuals: TCM, TAMS (CBT and, if applicable, PBT) • Math paper tests | |
| | Now to week prior to testing | Enter accommodations in the Student Accommodations Profile (SAP) in the RICAS Portal | RICAS TCM pg. 24-27, RICAS TCTP slides 55-73 |
| | Now | Train test administrators and all personnel involved in testing | RICAS TCM pgs. 6, 17, 38-40 RICAS TCTP slides 21-22, 113-116 |
| | 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.29-30 RICAS TCTP slides 80-90 |
| | 1 week prior to window opening | Schedule tests and print student logins | RICAS TCM pgs. 42-43 RICAS TCTP slides 99-110 |
| | 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. 13- 14 RICAS TCTP pg 58 |
| | 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. 24, 30, 32 RICAS TCTP slides 73, 107 |

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. | You will see all students in your school, including non-tested grades. |
| | Now – May 29 | 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 16th with an anticipated re-open date of March 20th. Once enrollment reopens, nightly uploads to RICAS Portal, College Board TDTK, NGSA TIDE, and DLM KITE Educator Portal 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 | |

Resources for Troubleshooting RICAS

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>Create an irregularity report if the student has answered any items.</p> |
| <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. <p>Create an irregularity report if the student has answered any items.</p> |

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>*Please create an irregularity report for our records in the instance there is an issue with the student’s data</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) 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>*Please create an irregularity report for our records in the instance there is an issue with the student’s data</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. |

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 – March 6 , 2026 |
| WIDA Alternate ACCESS | ELP | K-12 | Jan. 5 – Feb. 13, 2026 | Feb. 16 – March 6 , 2026 |
| RICAS | ELA | 3-8 | March 23 – April 10, 2026 | April 13 – April 28 , 2026 |
| | Math | 3-8 | April 27 – May 15, 2026 | May 18 – May 27 , 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 – March 6 , 2026 |
| WIDA Alternate ACCESS | ELP | K-12 | Jan. 5 – Feb. 13, 2026 | Feb. 16 – March 6 , 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

Medical Exemptions – 2026 Dates

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

| 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 |

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