

Test Coordinator Monthly Webinar

April 15, 2026

**RHODE
ISLAND**

Agenda for April 15, 2026

- Introduction
 - Test Coordinator Monthly Webinar Calendar
- 2025-26 RI State Assessments
 - Individual Test Updates
 - Test Irregularities Reminders and FAQs
- Resource Slides

Test Coordinator Monthly Webinars

- **Details:**

- **WHO:** district and school test coordinators, special education directors, MLL 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!

- May 26
- June 10

Individual Test Updates

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Upcoming Test Coordinator Training Dates

Assessment/Title of Training	Dates/Times	Registration Link
SAT/PSAT Understanding the Digital SAT® Assessment Results	May 18 [IN PERSON] 10:00-12:30am	https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2039
	May 19 [WEBINAR] 9:30-11:00am	https://us02web.zoom.us/webinar/register/WN_TnGNVkycTb-kBO6_DqG-gA#/registration

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

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

WIDA ACCESS & Alternate ACCESS

Interpreting WIDA ACCESS scores in 2025-26

- For the last few years, WIDA has been revising WIDA ACCESS for Kindergarten and WIDA ACCESS to incorporate the WIDA English Language Development (ELD) Standards Framework, 2020 Edition.
- This school year, you tested students with these revised assessments!
- Now that testing is complete, WIDA needs to ensure that student scores still provide an accurate picture of a student's English language development. This process happens during a standard setting scheduled for July 2026.
- Normally scores are delayed the year assessments are revised until after the standard setting event. You may recall that Alternate ACCESS scores were delayed in 2023-24.
- Understanding how crucial the ACCESS scores are in making exiting and placement decisions, WIDA will NOT delay score until after standard setting. However, scores in 2025-26 will need to be interpreted with caution because:
 - **Performance levels (PLs)** will reflect the old proficiency cut scores. PLs may be used to exit students and make placement decisions. PLs may be compared with previous years PLs.
 - **Scale sores** will be new and may NOT be compared with previous years scale scores. You should treat 2025–2026 ACCESS scale scores as a new baseline to measure future growth against.

WIDA ACCESS & Alternate ACCESS

Interpretive Guides for Educators

- [WIDA ACCESS Interpretive Guide for Student Score Reports, 2025–2026](#)
- [WIDA Alternate ACCESSSS Interpretive Guide for Score Reports, 2025–2026](#)

WIDA ACCESS & Alternate ACCESS

Refreshed Score Report Resources

- Refreshed [ACCESS Scores and Reports](#) page now features links to important resources for families and educators at the top, a comprehensive look at the pieces of the Individual Student Report (ISR), key information to know about the scores and an overview of how scores are used.
- Visit the [WIDA Alternate ACCESS](#) page for information about WIDA Alternate ACCESS score reports for educators and families. Scroll down to the Resources to Share with Families section for the [WIDA Alternate ACCESS: Understanding Your Child's Scores](#) flyer.
- WIDA revised the [WIDA ACCESS: Understanding Your Child's Scores](#) flyer. This key family resource explains how WIDA ACCESS scores are used, includes an overview of domain and composite proficiency levels and scale scores supported by graphics, and a list of questions to support families' conversations with their child's school. The flyer is available in the top 18 languages in the consortium.
- Finally, WIDA also updated the [WIDA ACCESS Parent Letters](#). These family-focused letters are available in the same 49 languages as the ISR and can be edited to include your school or district-specific information.

NGSA: Testing Starts April 27

Tasks to Complete Before Testing Window Opens:

- **Use the Test Coordinator Checklist** located in the front of the Test Coordinator Manual.
- **Make sure the technology requirements are met on all testing devices.**
 - **Direct link to Technology Guide:** <https://ri.portal.cambiumast.com/tech-guide.html>. Make sure that Chromebooks meet the minimum specifications or the tests **will not work**.
 - **Update the Secure Browser** on all testing devices. Previous Secure Browsers **will not work!**
 - **Technology issues:** Call the NGSA Help Desk at 866-757-9437
- **Set accommodations/accessibility features in TIDE:**
 - **Not all accommodations are recorded in TIDE.** Use the *Accommodations and Accessibility Features Manual* and the NGSA accommodations checklist for complete lists of accommodations and accessibility features.
 - **Make sure you practice TTS with students!** There are separate start/stop buttons for the passages and the answer option drop-downs that they need to know how to use. This applies to both English and Spanish TTS.
 - **Student IEP and MLL flags:** Check your student data! We populate the IEP flag using the information from the special education census. We populate the MLL flag using the data from the MLL Census.
- **Train Test Administrators:** All test administrators must be trained.

NGSA: Item Review Committees

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

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

WHEN: July 28 and 29, 2026 (8:00AM – 4:00PM)

WHERE: TBD

WHO: Science educators at all levels

- Special educators
- MLL educators
- District administrators

HOW to Apply: Educators should complete the application for NGSA Item Review Committee (**Due May 1, 2026**):

<https://docs.google.com/forms/d/e/1FAIpQLSeee2sN6gwQK1CQynZuOIHJs3ZWYlhPJegCUrDVBxyggNmYEA/viewform>

Questions?

Erin Escher, State Science Specialist
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Heather Heineke, Assessment Specialist
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DLM *(Test window is open now through May 29)*

Tasks to Complete:

- **Roster all students:** There are STILL students who are not on rosters. If you have a student for whom you will be submitting a medical exemption, you must still roster that student to someone.
- **Ensure that all First Contact Surveys are completed by teachers:**
 - Log in to KITE Educator Portal → REPORTS → DATA EXTRACTS → STUDENT INFORMATION tab

Data Extracts

Note: Data extracts may include **Personally Identifiable Information (PII)**, take appropriate precaution to **protect** saved files.

Extract		File	Action
Current Enrollment	Current e	CSV	New File
First Contact Survey File	Current F	CSV	New File
PNP Setting Counts	Student f	CSV	New File
PNP Settings	Personal	CSV	New File
Roster	Student e	CSV	New File
Student Roster and First Contact Survey Status	Roster at subject.	CSV	New File

Create Extract

Filters

Assessment Program:

District:

School:

SAT/PSAT 10

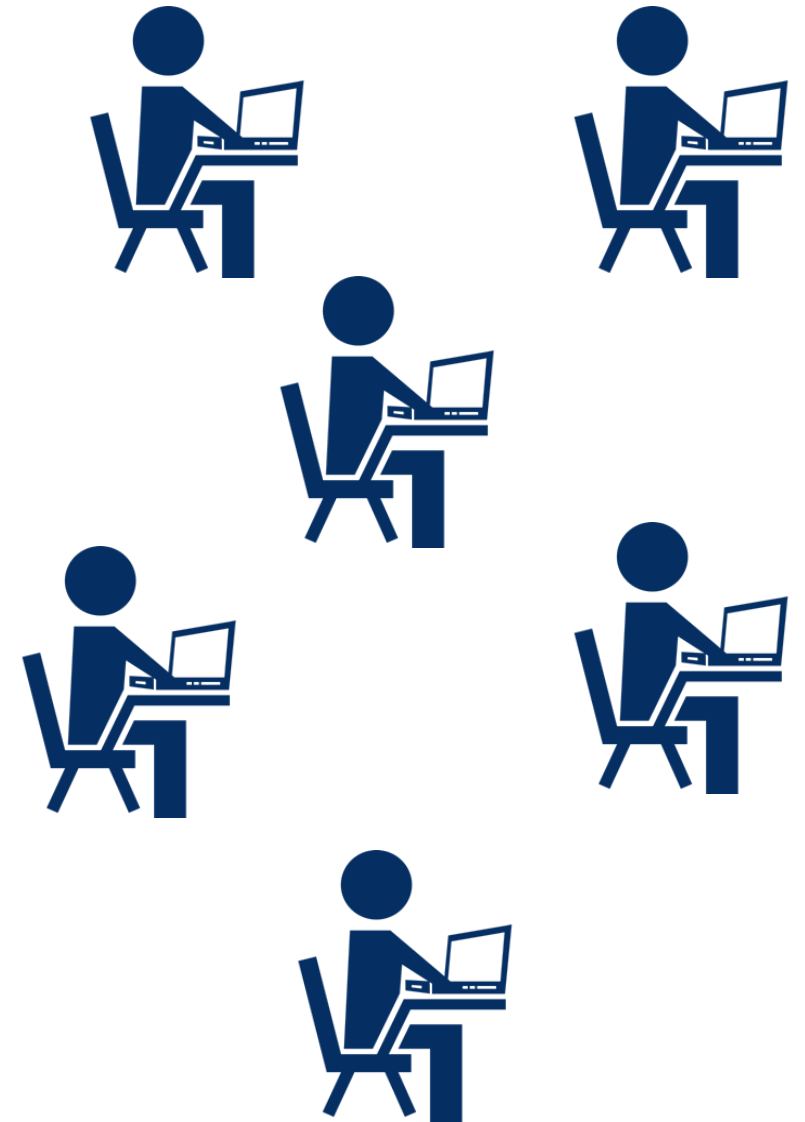
Window closes April 17, 2026

TEST	# of students registered	# of tests submitted	Completion Rate
SAT	10,490	9,637	92
PSAT 10	10,225	9,262	91

91%

completion data as of 4/15 (*this number does not account for homeschooled, withdrawn or GED students*)

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



SAT/PSAT 10 Score Reports

Educator Access

Score Release	Testing Window	Date
Educator K12 Portal Score Release (includes ISR)	March 23-27	4/14/2026
Educator Electronic Score Release Data File in K12 Portal	March 23-27	4/22/2026
Educator K12 Portal Score Release (includes ISR)	March 30-April 10	4/28/2026
Educator Electronic Score Release Data File in K12 Portal	March 30-April 10	5/6/2026
Educator K12 Portal Score Release (includes ISR)	April 13-17	5/12/2026
Educator Electronic Score Release Data File in Portal	April 13-17	5/20/2026



Student Access

Score Release	Testing Window	Date
Student Score Release	March 23-27	4/16/2026
Student Score Release	March 30-April 10	4/30/2026
Student Score Release	April 13-17	5/14/2026

RICAS

	Total # of students registered	Total # of completed tests	Total number of tests not started	Percent
ELA	60,227	56,981	3,421	95

RICAS ELA closes **Tuesday, April 28th**

- Schools must **schedule** their ELA UPS pickup in the RICAS Service Center by **April 30, 2026**.
- Last day for UPS PICKUP is **May 4, 2026**.



RICAS Math opens **Monday, April 27th** and closes **Wednesday, May 27th**

- Schools must **schedule** their Math UPS pickup in the RICAS Service Center by **May 29, 2026**.
- Last day for UPS PICKUP is **June 2, 2026**
(reminder: Memorial Day is May 25th so plan accordingly)

RICAS Reminders

Irregularities Due to Technical Issues

Student tests that are shut down due to **technical issues** will be locked immediately. Most test irregularities due to technical issues **can and should** be resolved quickly so students can complete testing by the end of the school day. **Test coordinators may unlock a test without prior approval immediately** in order for the student to resume testing.

If a student has an issue with an item functioning improperly or the system closing abruptly, follow the steps below to unlock the student's test:

- The student should **exit** the test completely ensuring the RICAS KIOSK has shut down appropriately.
- Test coordinator should go to the student's test in the RICAS Portal and click the "**unlock**" button next to that student's test.
- The student will must log back into the RICAS KIOSK and resume testing with access to all items.
- The Test coordinator should submit an irregularity report before the end of the day at portal.ride.ri.gov.

RICAS Reminders

Proper Test Exit Procedures

- If a student must stop testing for lunch, break, illness or dismissal, **the test should be exited, not paused.** *Pausing* a test and allowing the device to go to sleep can cause the test to close abruptly, which automatically locks the test. *Exiting* the test, however, closes the Student Kiosk properly. In this case, if the device goes to sleep, the test will not close abruptly or lock, as long as the student logs back in within 45 minutes.

Technology/Item Failures

- Schools experiencing issues with the functioning of test items, should call the **RICAS Service Center** to get support and/or report the issue (1-855-222- 8936) and create an irregularity report in the RIDE Portal.

RICAS Reminders

Instructions for Assigning the Spanish/English Math Test Editions in the RICAS Portal

- **Create a grade level class** for students who should be assigned the math Spanish/English test.
- **Schedule** the students for the **Spanish/English** test prior to testing under **Test Scheduling**.
- In addition, test coordinators should **verify that the Spanish/English accommodation** for those students was selected in the student's accommodation profile.

Moving Students Between Classes for Make-Up Testing

- Schools should keep students in their original classes for make-up testing using their original student logins and access codes.
- **For students who have started a test, those students should continue to test in the class they were originally assigned to (they should not be moved to a new class).** Moving students into a make-up class after they have already taken one session of the test would create two separate tests for that student
- **If students have not started either session of a test, you may choose to move those students into a new class for make-up testing.** If students are moved to a new class, you will need to print new student logins and provide new access codes.

Frequently Asked Questions

During Testing FAQs – Testing Interruptions

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

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

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

- The student should log out (CBT) or close their test/answer booklet with a piece of blank scrap paper marking their place (PBT, ideally indicating the item number) and the test administrator collect the student's testing materials.
- The student (and family) should be informed that they should not discuss the test, that the student will resume testing after their return to school and will only be allowed to work on test items that the student has not viewed or answered.

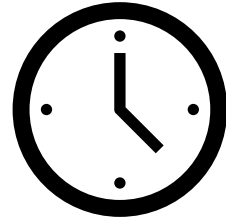
*Schools should complete a test irregularity report **at the time of the irregularity** and await instructions from RIDE*



During Testing FAQs-Testing Interruptions

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

- If you have contacted the test support center and the problem still cannot be resolved within 15 minutes, you should schedule the student to complete the session at a later time.



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

- Circumstances over which you have no control (e.g., power failures) may interrupt testing. *The TAMs include specific instructions for test administrators to follow if an interruption occurs.*
- When normal conditions are restored, test administrators should call RIDE in order to have students notify that they will resume testing. No interruption should reduce the total amount of time that students are given to complete the interrupted test session.



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



Testing FAQs

I have all the paperwork completed for a student's medical exemption for RICAS, why can't I submit it? The checkbox for RICAS ELA is grayed out on the medical exemption module.

- The window to submit medical exemptions opens April 24 for all assessments other than ACCESS/Alt ACCESS. You will be able to check the assessment when the input window is open. Note that no medical exemptions should be entered until the specific testing window has closed. Try to use every opportunity to test the student sometime during the state testing window.

My student came into testing this morning with a broken arm. He cannot use that hand. How can we test him?

- The student can be provided with an emergency accommodation. Procedures are on Appendix E in the [Accommodations and Accessibility Features Manual](#) . Be sure the student is familiar with the selected accommodation prior to testing. You may need to delay testing to allow practice time.

NAEP 2026



45 Districts
144 Schools
19 Charter schools
57 Grade 8 schools
3 Grade 12 schools
84 Grade 4 schools
8,412 Students assessed
106 School devices
38 NAEP devices

Reference Information

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

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

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)
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