

Rhode Island State Assessment Program: Guide to Required Training

This document contains training requirements for district and school test coordinators, their teams, and test administrators for the 2026-27 Rhode Island State Assessments.

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



RIDE Rhode Island
Department
of Education

SEPTEMBER 2026

WIDA ACCESS & WIDA Alternate ACCESS Test Administrator Training Courses available		Description: This self-paced training is required for each educator who will administer any WIDA ACCESS or WIDA Alternate ACCESS test. They must complete the appropriate course before being allowed to administer either test. Training courses are available through the WIDA Secure Portal .	<i>No registration required.</i>
DLM Test Administrator Training Modules available	9/7/2026	These modules are required for any educator who will administer the DLM assessments. Go to www.ride.ri.gov/assessment-manuals to access the <i>RI Guide to Required Training for DLM</i> to help you plan for test administrator training.	<i>No registration required.</i>
Monthly Test Coordinator Webinar (for all tests)	9/16/2026	Who: This webinar is for anyone involved in the preparation and coordination of state assessments, including district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: RIDE staff will provide up-to-date information on all state assessments and answer participants' questions. When: [WEBINAR] 10:00 - 11:00 AM	Use this link to register: https://us02web.zoom.us/webinar/register/WN_v00IH9HbTx6ZPkzEGAhEhg Link to recording, presentation, and materials: www.ride.ri.gov/tc
Using PSAT 10 Assessment Results for Instructional Planning (for SAT and PSAT 10)	9/23/2026	Who: School test coordinators, instructional coaches, department heads, interventionists, and principals. Description: This session helps educators use PSAT results to make data-driven decisions and plan for instruction using HQCM. Participants will leave with a clear understanding of how to use scores and benchmarks to improve student learning. When: [IN PERSON] September 23 (9:00 -11:30 AM)	Use this link to register: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2085 Link to recording, presentation, and materials: www.ride.ri.gov/assessment-manuals

OCTOBER 2026

Monthly Test Coordinator Webinar (for all tests)	10/21/2026	Who: This webinar is for anyone involved in the preparation and coordination of state assessments, including district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: RIDE staff will provide up-to-date information on all state assessments and answer participants' questions. When: [WEBINAR] 10:00 - 11:00 AM	Use this link to register: https://us02web.zoom.us/webinar/register/WN_v00IH9HbTx6ZPkzEGAhEhg Link to recording, presentation, and materials: www.ride.ri.gov/tc
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NOVEMBER 2026

Monthly Test Coordinator Webinar <i>(for all tests)</i>	11/18/2026	Who: This webinar is for anyone involved in the preparation and coordination of state assessments, including district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: RIDE staff will provide up-to-date information on all state assessments and answer participants' questions. When: [WEBINAR] 10:00 - 11:00 AM	Use this link to register: https://us02web.zoom.us/webinar/register/WN_v00IH9HbTx6ZPkzEGAhEhg Link to recording, presentation, and materials: www.ride.ri.gov/tc
WIDA ACCESS and WIDA Alternate ACCESS Test Coordinator Workshop <i>(for ACCESS)</i>	11/23/2026 or 11/24/2026	Who: This training is required for all district and school test coordinators and MLL directors involved with preparing for and administering these tests. Description: This training will be split into three sections: • Policies and procedures applicable to all state assessments and those required when administering the WIDA ACCESS and WIDA Alternate ACCESS. • In-depth look at how to prepare for the WIDA ACCESS WIDA and Alternate ACCESS assessments including common mistakes and irregularities. • Accommodations for WIDA ACCESS and WIDA Alternate ACCESS assessments. When: Attend one session. • OPTION 1* [IN PERSON]: November 23 (9:00 - 11:30 AM) • OPTION 2* [IN PERSON]: November 23 (12:30 - 3:00 PM) • OPTION 3* [IN PERSON]: November 24 (9:00 - 11:30 AM) • OPTION 4* [IN PERSON]: November 24 (12:30 - 3:00 PM) Where: <i>Location details will be emailed once they are finalized.</i>	Use this link to register: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2086

DECEMBER 2026

Monthly Test Coordinator Webinar <i>(for all tests)</i>	12/9/2026	Who: This webinar is for anyone involved in the preparation and coordination of state assessments, including district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions. When: [WEBINAR]: 10:00 - 11:00 AM	Use this link to register: https://us02web.zoom.us/webinar/register/WN_yBuf_6BERvOTMoKkk92MSQ Link to recording, presentation, and materials: www.ride.ri.gov/tc
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Digital SAT Suite of Assessments: Accommodations and Supports (SSD Online Part 1) (SAT and PSAT 10)	12/15/2026 or 12/17/2026	Who: This training is required for all SSD Online Coordinators and is ideal for anyone involved in preparing for the state assessments; especially those who are new or in their second year of being a test coordinator. Description: This training session will cover the policies, procedures, and accommodations and accessibility features available for students to plan for a successful administration of the SAT Suite of Assessments. When: • OPTION 1* [IN PERSON] December 15 (9:00-11:30 AM) • OPTION 2 [WEBINAR] December 17 (9:30-11:30 AM) Where: <i>Location details will be emailed once they are finalized.</i>	Use this link to register for Option 1: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2087 Use this link to register for Option 2: https://us02web.zoom.us/webinar/register/WN_0yJS6QIdTCW5I6FYjoQEPw Recording will be posted here: http://www.ride.ri.gov/assessment-manuals
JANUARY 2027			
The Digital Suite of Assessments: SAT Test Day Training for Test Coordinators (PSAT 10 and SAT)	1/11/2027 or 1/14/2027	Who: This is a required training for all district and school test coordinators. Description: This is a required training that will cover what you need to know to understand and prepare for the state administration of the SAT and PSAT 10. When: <i>Attend one session. Registration is limited to 45 participants.</i> • OPTION 1* [IN PERSON]: January 11 (9:00 – 11:30 AM) • OPTION 2 [WEBINAR]: January 14 (9:30 – 11:30 AM) Where: <i>Location details will be emailed once they are finalized.</i>	Use this link to register for Option 1: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2088 Use this link to register for Option 2: https://us02web.zoom.us/webinar/register/WN_JR-LU7p_QuavBMOXO_8rvQ Link to recording, presentation, and materials: www.ride.ri.gov/assessment-manuals
Monthly Test Coordinator Webinar (for all tests)	1/13/2027	Who: This webinar is for anyone involved in the preparation and coordination of state assessments, including district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions. When: [WEBINAR] 10:00 - 11:00 AM	Use this link to register: https://us02web.zoom.us/webinar/register/WN_yBuf_6BERvOTMoKkk92MSQ Link to recording, presentation, and materials: www.ride.ri.gov/tc
Question and Answer Session for NEW SAT and PSAT Test Coordinators (PSAT 10 and SAT)	1/19/2027	Who: This training is for any test coordinator new to the role or anyone involved in preparing for the PSAT 10 and SAT School Day State Assessment for the first time. Description: This question-and-answer session is an opportunity for test coordinators to ask questions and receive clarification on anything they need. When: [WEBINAR] January 19 (9:30 -10:30 AM)	Use this link to register: https://collegeboard.zoom.us/webinar/register/WN_ixPOiHVVYSxSRA8CIDlhyYg

Understanding Accommodations for RI State Assessments <i>(for all tests)</i>	1/26/2027 1/27/2027 or 2/11/2027	Who: This training is required for all district and school test coordinators and is highly recommended for anyone involved in making accommodations decisions for students. Description: This training will cover accommodations and accessibility features for students with disabilities and MLLs for all state assessments. Where: <i>Location details will be emailed once they are finalized.</i> When: • OPTION 1* [IN PERSON] January 26 (9:00 AM – 12:00 PM) • OPTION 2* [IN PERSON] January 27 (9:00 AM – 12:00 PM) • OPTION 3 [WEBINAR] February 11 (9:30 AM – 12:00 PM)	Use this link to register for Options 1-2: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2089 Use this link to register for Option 3: https://us02web.zoom.us/webinar/register/WN_zJqmSOLLR8GzbrN3DdQsRA Link to recording, presentation, and materials: www.ride.ri.gov/assessment-manuals
SSD Online Coordinator Office Hour <i>(PSAT 10 and SAT)</i>	1/28/2027	Who: This training is for all SSD Online Coordinators and is ideal for anyone involved in preparing for the state assessments; especially those who are new or in their second year of being a test coordinator. Description: This session is an opportunity for test coordinators to ask questions and receive clarification on anything they need. When: [WEBINAR] January 28 (9:30-10:30 AM)	Use this link to register: https://collegeboard.zoom.us/webinar/register/WN_JRsrMg1hQ52H8FQZaJv4UA
FEBRUARY 2027			
NGSA Test Administrator Certification Course <i>(for NGSA)</i>	2/2/2027	Who: Required for all test administrators who will administer the Next Generation Science Assessment (NGSA). Description: This self-paced training course will cover how to use the Cambium assessment systems (the Test Information Distribution Engine (TIDE), the Test Delivery System (TDS), and how to set student test settings and accommodations). <i>This training must be provided in conjunction with the NGSA Core Training posted at www.ride.ri.gov/assessment-manuals.</i> When: Opens February 2	<i>No registration required.</i> Use your login for TIDE to access the Test Administrator Certification Course.
RICAS Test Coordinator Training Videos <i>(for RICAS)</i>	February 2027	Who: Required for district and school test coordinators. Description: These online modules explain specific tasks like ordering materials, updating accommodations, conducting an infrastructure trial, creating classes, scheduling tests, etc., to supplement the in-person test coordinator workshops. When: Opens February 2	<i>No registration required.</i> Training – RICAS Resource Center

Test Coordinator Training for RICAS (for RICAS)	2/2/2027, 2/3/2027, or 2/4/2027	Who: Required for all district and school test coordinators, MLL directors, and other educators involved with preparing for RICAS. Description: This training will cover the policies, procedures and online tasks necessary for administering the RICAS assessments. <i>This session will not include accommodations information. Please register for one of the Accommodations sessions on Jan. 26, 27 or Feb. 11.</i> When: • OPTION 1* [IN PERSON]: February 2 (8:30 - 11:30 AM) • OPTION 2* [IN PERSON]: February 3 (12:30 – 3:30 PM) • OPTION 3 [WEBINAR]: February 4 (9:30 – 11:30 AM) Where: <i>Location details will be emailed once they are finalized.</i>	Use this link to register for Options 1-2: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2090 Use this link to register for Option 3: https://us02web.zoom.us/webinar/register/WN_IIW2h9VHRbyoYRbPjz9MXw Link to recording, presentation, and materials: www.ride.ri.gov/assessment-manuals
Test Coordinator Training for NGSA (for NGSA)	2/2/2027, 2/3/2027, or 3/16/2027	Who: Required for all district and school test coordinators, MLL directors, and other educators involved with preparing for the NGSA. Description: This training will cover the policies and procedures required to administer the NGSA assessments. <i>This session will not include accommodations information. Please register for one of the accommodations sessions on Jan. 26, 27, or Feb. 11.</i> When: • OPTION 1* [IN PERSON]: February 2 (12:30 - 3:00 PM) • OPTION 2* [IN PERSON]: February 3 (9:00 - 11:30 AM) • OPTION 3: [WEBINAR]: March 16 (9:00 - 11:00 AM) Where: <i>Location details will be emailed once they are finalized.</i>	Use this link to register for Option 1 or 2: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2091 Use this link to register for Option 3: https://us02web.zoom.us/webinar/register/WN_bjzz_SBqnyouN99HBwiEg Link to recording, presentation, and materials: www.ride.ri.gov/assessment-manuals
Monthly Test Coordinator Webinar (for all tests)	2/10/2027	Who: This webinar is for anyone involved in the preparation and coordination of state assessments, including district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions. When: [WEBINAR] 10:00 - 11:00 AM	Use this link to register: https://us02web.zoom.us/webinar/register/WN_yBuf_6BERvOTMoKk92MSQ Link to recording, presentation, and materials: www.ride.ri.gov/tc
Understanding Accommodations for State Assessments (for all tests)	2/11/2027	Who: Required for all district and school test coordinators and district special education directors. It is highly recommended training for anyone involved in making accommodations decisions for students. Description: This training will cover accommodations and accessibility features for students with disabilities and MLLs for all state assessments. When: [WEBINAR] February 11 (9:30 AM- 12:00 PM)	Use this link to register: https://us02web.zoom.us/webinar/register/WN_zJqmSOLLR8GzbrN3DdQsRA Link to recording, presentation, and materials: www.ride.ri.gov/assessment-manuals

SAT/PSAT 10 Hall Monitor and Proctor Training Modules	Feb. 2027	Who: Required for all test administrators/proctors, and hall monitors. Description: Required, self-paced, online training modules that cover all administration and test security information. When: Beginning in Feb. 2026	Use this link to access: CollegeBoard Learning Management System
MARCH 2027			
Test Coordinator Training for DLM (for DLM)	3/9/2027	Who: Required for district and school test coordinators administering the DLM. Description: This training will cover the policies and procedures required when administering the DLM alternate assessment. This training session is required for all district and school test coordinators, MLL directors, and educators involved with preparing for this state assessment. When: Register for one session. OPTION 1* [IN PERSON] 9:00 – 11:30 AM OPTION 2* [IN PERSON] 12:30 - 3:00 PM	Use this link to register: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2092 Link to presentation and materials: www.ride.ri.gov/assessment-manuals
Monthly Test Coordinator Webinar (for all tests)	3/10/2027	Who: This webinar is for anyone involved in the preparation and coordination of state assessments, including district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions. When: [WEBINAR] 10:00 - 11:00 AM	Use this link to register: https://us02web.zoom.us/webinar/register/WN_yBuf_6BERvOTMoKk92MSQ Link to recording, presentation, and materials: www.ride.ri.gov/tc
NGSA Test Coordinator Training (for NGSA)	3/16/2027	Who: Required for any district or school test coordinator who was unable to attend one of the in-person training sessions or anyone who feels they need a refresher or has questions or concerns about administering the NGSA. Description: Cambium will provide a review of the policies and procedures required to administer the NGSA assessments. When: [WEBINAR] March 16 (9:00 - 11:00 AM)	Use this link to register: https://us02web.zoom.us/webinar/register/WN_bjzz_SBaQnyouN99HBwiEg Link to recording, presentation, and materials: www.ride.ri.gov/assessment-manuals
Administering the SAT Suite to Students with Accommodations (Part 2) (PSAT 10 and SAT)	3/18/2027	Who: Required for SSD Online Coordinators, district and school test coordinators. Description: This session will discuss accommodations, how to review accommodations, and scheduling and planning for administration of the SAT to students with disabilities. When: [WEBINAR] March 18 (9:30 -11:00 AM)	Use this link to register: https://us02web.zoom.us/webinar/register/WN_tCnQG9ovTCawFETXASpEOA Link to recording, presentation, and materials: www.ride.ri.gov/assessment-manuals

APRIL 2027

Monthly Test Coordinator Webinar (for all tests)	4/14/2027	Who: This webinar is for anyone involved in the preparation and coordination of state assessments, including district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions. When: [WEBINAR] 10:00 - 11:00 AM	Use this link to register: https://us02web.zoom.us/webinar/register/WN_yBuf_6BERvOTMoKk92MSQ Link to recording, presentation, and materials: www.ride.ri.gov/tc
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MAY 2027

Monthly Test Coordinator Webinar (for all tests)	5/12/2027	Who: This webinar is for anyone involved in the preparation and coordination of state assessments, including district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions. When: [WEBINAR] 10:00 - 11:00 AM	Use this link to register: https://us02web.zoom.us/webinar/register/WN_yBuf_6BERvOTMoKk92MSQ Link to recording, presentation, and materials: www.ride.ri.gov/tc
Utilizing SAT Assessment Results to Plan for Instruction (PSAT 10 and SAT)	Part 1**: 5/13/2027 Part 2**: 5/17/2027	Who: District and school test coordinators, high school math and ELA department chairs are highly recommended. <i>Schools should register as a team.</i> Description: This session will support educators in using SAT results to make data-driven decisions and inform student learning. Participants will walk away with a clear understanding of how to interpret scores and benchmarks. When: **PART 1 [WEBINAR]: May 13 (9:30-11:00 AM) **PART 2 [IN PERSON]: May 19 (9:00-11:30 AM) Where: <i>Location will be emailed once they are finalized.</i> **Participants must attend both part 1 and part 2.	Use this link to register for Part 1: https://us02web.zoom.us/webinar/register/WN_c0zd_SoMQaysfn9LSbMp4A Use this link to register for Part 2: https://www.ride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=2093 Link to recording, presentation, and materials: www.ride.ri.gov/assessment-manuals

JUNE 2027

Monthly Test Coordinator Webinar (for all tests)	6/9/2027	Who: This webinar is for anyone involved in the preparation and coordination of state assessments, including district and school test coordinators, special education and MLL directors, technology coordinators and district data managers. Description: RIDE staff will provide up-to-date information on all state assessments and participants can ask questions. When: [WEBINAR] 10:00 - 11:00 AM	Use this link to register: https://us02web.zoom.us/webinar/register/WN_yBuf_6BERvOTMoKk92MSQ Link to recording, presentation, and materials: www.ride.ri.gov/tc
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Test Coordinator and Test Administrator Training Requirements

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

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

All Tests

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

WIDA ACCESS & WIDA Alternate ACCESS

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

Before you begin:

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

Test Coordinator Required Training

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

Test Administrator Required Training

- ☐ **Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from [Assessment Manuals & Materials | RI Department of Education](#).
- ☐ **WIDA ACCESS and WIDA Alternate ACCESS training courses.** Anyone administering the WIDA ACCESS or WIDA Alternate ACCESS must complete the training course and successfully pass the online quiz every three years. Any

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

Dynamic Learning Maps (DLM) Alternate Assessment

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

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

Test Coordinator Required Training

All three are required for test coordinators:

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

Test Administrator Required Training

- ☐ **Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from [Assessment Manuals & Materials | RI Department of Education](#)
- ☐ **Rhode Island Guide to Required Training.** [Assessment Manuals & Materials | RI Department of Education](#). All training requirements for test administrators, and directions for logging in to the Moodle site, are included in the Rhode Island Guide to Required Training.

RI Comprehensive Assessment System (RICAS)

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

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

Before you begin:

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

☐ Test Administrator Manual

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

Test Coordinator Required Training

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

For Additional Support

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

Test Administrator Required Training

- ☐ **Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from [Assessment Manuals & Materials | RI Department of Education](#).

For Additional Support

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

Next Generation Science Assessment (NGSA)

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

Before you begin:

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

Test Coordinators Required Training

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

Test Administrator Required Training

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

- ☐ [Test Administrator Certification Course for NGSA Test Delivery System \(TDS\)](#): The certification course is required for anyone involved in administering any part of the NGSA tests. Test coordinators are responsible for setting up new test administrators with accounts in the TA Interface.

PSAT 10 and SAT School Day

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

Before you begin:

- Test Coordinators and proctors must have their own College Board Accounts. See [Assessment Manuals & Materials | RI Department of Education](#) for instructions on creating an account if you don't have one.
- Returning and new users can contact the PSAT Help Desk at 888-477-7728 or SAT Help Desk at 866-609-2205. For questions on policies and procedures contact Tricia Federico at Tricia.Federico@ride.ri.gov 222-8478).

Test Coordinator Required Training

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

Test Administrator (Proctor) Required Training

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