RICAS Test Coordinator Checklist

Preparing for the RICAS state assessments involves many responsibilities for test coordinators. The process requires careful attention to detail and a significant investment of time to ensure everything runs smoothly. This checklist is designed to help streamline those tasks and support coordinators in staying organized and on track.

Fall (Oct- Nov)

- ☐ Ensure you are on the State Assessment Bi-weekly Update Memo listserv.
- ☐ Attend all of RIDE's Monthly Test Coordinator Webinars.
- ☐ Ensure the RIDE Master Directory has been updated to reflect the most up to date contact information for the school test coordinator.
- ☐ Ensure all student information being sent to RIDE's enrollment census, special education census and MLL census are accurate.
- ☐ Confirm that you have an account for the **RICAS Portal** .
- ☐ Confirm you have an account for the **RICAS Training Site**.

Winter (Dec-Jan)

- ☐ Develop school testing schedule (**state assessment calendar**).
- ☐ Contact the District Technology Coordinator to determine when all student devices will be updated with the most recent operating systems and updated RICAS Student KIOSK. See **RICAS Technology Guidelines**.
- ☐ Meet with special education teachers to begin to plan for accommodations and necessary small group/alternate settings to determine testing space and test administrator staffing requirements.
- ☐ Review the **RISAP Accommodations and Accessibility Features Manual**.
- ☐ Attend state assessment accommodations training.
- ☐ Train all IEP teams on state assessment accommodations and policies.
- ☐ Review the Guide to RICAS Portal Student Accommodations Profile.
- ☐ Review the most recent RICAS Tool and Accommodations Reference Sheet.
- ☐ Review the **Technology requirements** found on the RICAS Resource Center.
- ☐ Review student registration files in the RICAS Portal and RICAS Training Site for accuracy (reach out to district data manager to have any errors corrected)
- ☐ Schedule and complete the Site Readiness Certification on the RICAS Portal.
- ☐ Begin to create a schedule for an Infrastructure Trial.
- ☐ Log into the **RICAS Training Site** to assign accommodations (using the interface or file upload process), create classes and schedule practice tests (if students will be taking the practice test on **https://ricas-training.cognia.org/student**.
- ☐ Print **accommodated materials** and paper practice test materials if applicable.
- ☐ Inform parents of the RICAS testing schedule.

For questions about policies and tasks related to preparing for RICAS, please reach out to Tricia Federico at Tricia.Federico@ride.ri.gov (401-222-8478).

FEBRUARY

☐ Attend all state required **test coordinator training.**

☐ Guide students through the **RICAS Student Tutorial.**

☐ Provide opportunities for students to engage in a practice test whether through the RICAS Resource Center or an infrastructure trial scheduled from the RICAS Training Site. Ensure students who need certain accommodations have been trained in how to use them. Print student logins and accommodated materials for the practice test.

☐ Revisit technology issues, make adjustments to the operational schedule and address any observed challenges students had during the practice test session(s).

☐ Ensure all student devices have the most recent version of the RICAS Kiosk.

☐ Complete the RICAS SAP process to assign accessibility features and accommodations in the RICAS Portal to prepare for testing in March.

☐ Train all test administrators in test security and test administration protocols

☐ Verify all users in the RICAS Portal are accurate and all test administrators are able to log in successfully.

☐ Distribute all test administrator manuals.

☐ Train all other staff involved in the testing schedule in test security protocols.

☐ Create classes in the RICAS Portal.

THREE WEEKS BEFORE TESTING

☐ Establish a chain of custody for secure materials.

☐ Verify all assigned accommodations in the RICAS Portal are accurate (ensure all students who assigned accommodations are eligible for those accommodations based on RIDE policy.

ONE WEEK BEFORE TESTING

☐ Schedule all tests in the RICAS Portal. Ensure students who need the math English/ Spanish test have been placed in the same class and have been scheduled for the English/ Spanish test. English/ Spanish tests **must be chosen** from the drop-down menu on the test scheduling page in the RICAS Portal.

☐ Print all student logins (ensure all test administrators are aware of where to find the session access code).

☐ Prepare all required materials for testing for each testing room.

☐ Ensure that all first year MLLs who should not be participating in the ELA test have not been assigned an ELA test or are in a separate class that will not be scheduled.

ONE TO TWO DAYS BEFORE TESTING

☐ Confirm all technology is ready for testing.

☐ Verify that prohibited materials have been covered or removed from the walls, shelves, desks, etc. of all testing rooms.

☐ Verify that test administrators know how to handle certain technology issues and who to contact in case they can't resolve the issue themselves.

RESOURCES *(AS UPDATED DOCUMENTS ARE AVAILABLE THIS CHECKLIST WILL BE UPDATED)*

- ☐ RICAS Portal
- ☐ RICAS Training Site
- ☐ RICAS Resource Center
- ☐ RICAS Guide to Student Accommodations Profile (SAP)
- ☐ RICAS Tools and Accommodations Reference Sheet
- ☐ Guide to the RICAS Portal
- ☐ RICAS Infrastructure Trial Guide
- ☐ RICAS Technology Guidelines
- ☐ RISAP Accommodations and Accessibility Features Guide
- ☐ RICAS Web Browser Practice Test – to be used with tests scheduled on RICAS Training Site

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