

**Checklists of Tasks to Complete for Test Administration
(excerpted from the spring 2024 TCM)**

Part II



Test Preparation

Test Preparation

Overview of This Section and Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities when preparing for RICAS testing during suggested timeframes. Some of the tasks in the checklist are described in other documents (noted accordingly), but most are described in the Tasks section that follows. You may use the “Completed?” column to check off when each task has been completed; you may also want to use the column to write in the names of staff who will be helping with each of the tasks.

Task	Page	Task Overview	Completed?
A. Ongoing/Tasks to Complete Beginning in Fall 2023			
1	12	Attend RIDE’s Monthly Test Coordinator Webinars and familiarize yourself with RICAS resources, test designs, and assessment components.	
2	12	Provide RIDE with accurate contact information via RIDE Master Directory (LEA and School Profile). Ensure no duplication of entries and that a testing coordinator is designated at LEA and school levels.	
3	12	Ensure accurate student information is sent to RIDE through daily eRIDE transfer: enrollment census, special education census, and LEP census.	
B. Tasks to Complete BEFORE Test Administration – Winter 2024			
1	14	 Meet with the technology coordinator and establish a plan to ensure that the appropriate technology preparations are made.	
2	15	Participate in RIDE training on test security and administration protocols.	
3	15	 Review the student registrations for your school in PAN for accuracy and ensure daily transfers to eRIDE stay up-to-date.	
4	15	Identify all students who will be participating in each grade’s tests.	
5	16	 Complete the SR/PNP process to assign accessibility features and accommodations, particularly for paper-based testing.	
C. Tasks to Complete BEFORE Test Administration – Late Winter/Early Spring 2024			
1	17	Develop a test security plan.	
2	17	Identify test administrators and other school staff members who will have access to secure materials.	
3	19	Assign and update user roles in PAN.	
4	19	Establish the school’s testing schedule.	
5	22	Communicate the test schedule and other important information to the school community, including parents/guardians.	
6	22	Identify testing spaces and plan how to set up a secure testing environment, and prepare room assignments for students and test administrators.	

Task	Page	Task Overview	Completed?
D. Tasks to Complete BEFORE Test Administration – Early Spring 2024			
1	24	Collaborate with technology coordinator to conduct an Infrastructure Trial. Students encouraged to use accommodations and assistive technology during the trial to familiarize them with test and supports.	
2	24	Run the Accommodations Report to verify whether all students have the correct accessibility features and/or accommodations. Follow the instructions in the PNP Process Guide to make updates.	
3	25	Meet with students to provide information about testing.	
4	27	Administer the student tutorial and practice tests. Familiarize students with additional resources.	
5	29	Create PAN Sessions and assign students to them.	
6	29	 Verify form assignment in PAN Sessions for form-dependent accommodations	
E. Tasks to Complete Two to Three Weeks BEFORE Test Administration			
1	30	Verify receipt of test administration manuals. Inventory your school's shipment of manuals, and store them.	
2	31	Establish a chain of custody for all testing materials.	
3	32	Order additional manuals if necessary, and/or download materials.	
4	32	Prepare administration materials for test administrators and students. Review the types of materials required, permitted, and prohibited during testing.	
5	38	Distribute manuals/security requirements. Train staff in test security requirements and test administration protocols. Ensure all test administrators know which materials students can use for which content area and session, including the difference between required/permitted materials and accommodations.	
6	41	 Prepare to provide accessibility features and accommodations for testing. Train and confirm that test administrators understand the specific accommodations they will be providing.	
7	42	 Precache operational test content in PAN (if bandwidth minimum requirement not met, or otherwise choosing to use ProctorCache). (support.assessment.pearson.com/x/dRFgAQ)	
F. Tasks to Complete One or Two Days BEFORE Test Administration			
1	42	Verify that test administrators have covered or removed prohibited materials from the walls (shelves, desks, etc.) of testing rooms.	
2	42	 Confirm that the technology coordinator has completed necessary preparations for testing.	
3	42	Run the Accommodations Report in PAN to verify whether all students have the correct accessibility features and/or accommodations. Follow the instructions in the PNP Process Guide to make updates. DNR/voiding of tests can now only be processed by RIDE.	

Test Preparation

Task	Page	Task Overview	Completed?
4	42	Ensure all first-year ELs who will not be participating in the ELA test are not assigned to an ELA session in PAN, or else are in a separate session that will not be started.	
5	43	Prepare secure materials (student testing tickets, proctor testing tickets) and non-secure materials (equation editor symbol keys, standard math reference sheets, scratch paper, etc.). Review the list of materials by grade, content area, and session when preparing materials for each testing location, and ensure that test administrators understand which resources students are permitted to use accordingly, and which are prohibited, in order to prevent materials-related testing irregularities.	
6	44	 Prepare and start PAN Sessions.	

A Ongoing/Tasks to Complete Beginning in Fall 2023

1. Attend RIDE’s Monthly Test Coordinator Webinars and familiarize yourself with RICAS resources, test designs, and assessment components:

- Register for the monthly webinar series at www.ride.ri.gov/TC. Review recordings and slide decks of any missed meetings, which are posted in the archive on that page.
- Become familiar with the ELA and mathematics test designs (www.ride.ri.gov/RICAS).
- Review the RICAS websites listed at the beginning of this manual to locate the resources needed to complete tasks.
- If you are new to computer-based testing (CBT), review sample forms and materials for CBT in Appendix A and additional instructions and troubleshooting for CBT in Appendix B.

2. Provide RIDE with accurate contact information via RIDE Master Directory (LEA and School Profile). Ensure no duplication of entries and that a testing coordinator is designated at both LEA and school levels.

RIDE uses the Master Directory information as the basis for the listservs used to contact LEA and school staff members with important updates. Please review the information posted at www.ride.ri.gov/TC about the Test Coordinator memos to ensure that all test coordinators stay informed during assessment preparation.

3. Ensure accurate student information is sent to RIDE through daily eRIDE collections: enrollment census, special education census, and LEP census.

RIDE uses data submitted by districts to the enrollment Census as the source for student information for the nightly feed into PearsonAccess^{next}, as well as for results reporting and other assessment and accountability purposes. The student registration (SR) nightly feed file uses the enrollment census, the special education census collections, and the EL census collections. It is the responsibility of the district, principal, and test coordinator to provide accurate information for every student enrolled. Any questions regarding data submissions should be directed to the district’s Data Manager.

Part III



Tasks to Complete During Test Administration

Tasks to Complete During Test Administration

A Overview of This Section and Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities during RICAS testing. Some of the tasks in the checklist are described in other documents, but most are described in the Tasks section that follows. You may use the “Completed?” column to check off when each task has been completed; you may also want to use the column to write in the names of staff who will be helping with each of the tasks.

Task	Page	Task Overview	Completed?
Tasks to Complete DURING Test Administration			
1	46	Using your document tracking system, distribute materials for testing.	
2	46	Monitor your school’s test administration through the listed tasks.	
3	47	Manage situations that may occur during testing.	
4	47	Securely store materials for testing.	
5	48	Maintain/update the record of test administrators and their students for each test session.	
6	48	Collect lists of students who were absent for testing and schedule make-up testing for them. Confirm that all students participated.	
7	48	When test sessions are completed, verify that all secure materials have been returned.	

B Tasks to Complete DURING Test Administration

1. Using your document tracking system, distribute materials needed for testing.

On the day of testing, distribute testing tickets and other materials to each test administrator. Be sure that test administrators and the test coordinator independently count materials and sign the internal tracking form before transferring custody of secure materials. See the appropriate TAM for the specific list of materials necessary for each test session.

- Have #2 pencils available for students who do not bring them.
- Have printed copies of authorized bilingual word-to-word dictionaries and glossaries available for current and former EL students.
- Have equation editor guides, symbol keys, and printed reference sheets available during Mathematics testing.
- Have scratch paper available to distribute.

2. Monitor your school’s test administration by conducting the following tasks.

- Follow test security requirements.
- Ensure that internal tracking forms are used each time that test materials are moved.
- Continue to update user roles for test administrators throughout the testing window as needed.
- Refer to ricas.pearsonsupport.com/training for the Sessions Management module or support.assessment.pearson.com/PAsup/system-basics/resources/session-management-tasks for more information on Managing an Online Test Session.

Tasks to Complete During Test Administration

3. Manage situations that may occur during testing.

Refer to Appendix B for technology-related situations and resolutions, including steps to take if a student starts testing with an incorrect accommodation (or without the correct accommodation).

a. Steps if a school is closed or has a delayed opening due to severe weather:

On the day the school reopens, administer the test session scheduled for that day and make up the missed session(s) later. When severe weather forces a delayed opening on a scheduled test administration date, the test coordinator may proceed with the test administration after students arrive, if this is possible.

b. Steps for test administration interruptions (e.g., power failures):

The TAMs include specific instructions for test administrators to follow if an interruption occurs. When normal conditions are restored, test administrators should resume testing. No interruption should reduce the total amount of time that students are given to complete the interrupted test session. Test coordinators should report any major disruptions to RIDE by calling 401-222-8478.

c. Steps for make-up testing for students who are absent:

Students who are absent on the scheduled testing date for their grade for any reason (including illness or other medical condition) must be scheduled for make-up testing as soon as they return to school. If a student is absent for Session 1 of a test, the student should take Session 2 according to the school's administration schedule and then take Session 1 during the make-up period.

Make-up tests may be administered at any time after the scheduled testing date and before the end of the test administration window (see page iv for dates). Please call RIDE at 401-222-8478 regarding exceptional circumstances related to make-up testing.

When the student is ready to make up the missed session, the test administrator will unlock the student's PAN Session and have them sign in to TestNav. Schools with a large number of students making up test sessions may want to create a separate PAN Session and move students into that new PAN Session. **Please note:** Moving students into a new PAN Session will require new student testing tickets, since passwords are linked to PAN Sessions.

4. Securely store testing materials between sessions and after each day of testing.

Use your document tracking system to document that all materials are kept secure between sessions and are returned to you each day after testing is completed.

At the end of each test session, test administrators should confirm that students have submitted their responses and have signed out of TestNav (students' session status will be indicated as "Complete" in the PAN 'Students in Sessions' dashboard if they have submitted). By the end of each test session, test administrators must have collected and accounted for all student testing tickets.

RIDE recommends locking each test session for additional security. Lock test sessions after testing by going to **Testing > Sessions** and selecting the session(s) you would like to lock. Then choose **Select Tasks > Lock Units**. On this page you can check the box next to all sessions and click the blue "Lock" button.

Tasks to Complete During Test Administration

5. Maintain and, if necessary, update the record of test administrators and their students for each test session, including make-up and test completion sessions.

To confirm that all students have participated in testing, use the following Operational Reports:

- **Students Registered but not Assigned to a Test:** A list of all students who are registered in a test administration but do not have any student tests assigned to them
- **Students with Online Test but not Assigned to Session:** A list of all students who are assigned to take a computer-based test but have not yet been added to a PAN Session
- **Students Tests that have been Assigned but have not yet Completed:** A list of all students who are registered in a test administration and have a student test assigned to them, but the test has not yet been completed
- **Online Student Tests Marked Test Complete:** A list of all students' tests that have been marked "Test Complete" (and Marked Test Complete reasons if applicable). This report allows administrators to view tests that did not complete normally (including due to technology failures) and to investigate prior to the end of the testing window.

Follow the steps below to access these reports:

1. In PAN, go to **Reports > Operational Reports**.
2. Select the "Report Category" (**Organization, Students & Registrations, Online Testing, or Users**).
3. Select **Operational Report Type**.
4. Select a filter for the report, and refresh the report.

6. Collect lists of students who were not tested from test administrators, and schedule the students for make-up testing.

Students may be scheduled for make-up testing at any time until the end of the testing window.

7. After test sessions are completed, verify that ALL secure materials have been returned to you.

- Use your document tracking system to verify that test administrators have returned all secure materials to you. RIDE requires two independent counts to verify that student testing tickets, proctor testing tickets (if used), and used scratch paper have been returned.
- Used scratch paper is secure and must be stored securely until it is shredded. It may not be viewed by school staff members.
- If necessary, investigate any discrepancies between the counts of materials distributed to test administrators and those returned to you.

Part IV



Tasks to Complete After Test Administration

Tasks to Complete After Test Administration

A Overview of This Section and Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities after RICAS testing. Some of the tasks in the checklist are described in other documents, but most are described in the Tasks section that follows. You may use the “Completed?” column to check off when each task has been completed; you may also want to use the column to write in the names of staff who will be helping with each of the tasks.

Task	Page	Task Overview	Completed?
Tasks to Complete AFTER Test Administration			
1	50	Update student information in PAN and eRIDE as needed.	
2	51	Remove students who did not test (e.g., transferred out of the school) from PAN Sessions.	
3	51	Make sure all participating students’ test sessions are either in “Complete” or “Marked Complete” status in PAN.	
4	52	Stop PAN Sessions.	
5	52	Complete the Principal’s Certification of Proper Test Administration (PCPA) by May 30.	
6	53	Plan to retain materials listed in the TCM for three years.	
7	53	Recycle or discard materials listed in the TCM.	
8	54	Securely destroy materials listed in the TCM.	

B Tasks to Complete AFTER Test Administration

Once your school has finished testing all students, please complete the following tasks to properly close out RICAS administration.

Please note: If an eligible student enrolls in your school after your school has completed testing but still during the state testing window for that content area, test coordinators must ascertain whether the student has already taken RICAS (or DLM if the student is an alternate assessment student) in another Rhode Island school district. If the student has not, the student must be tested according to proper test administration policies and procedures, and the student’s test session(s) cannot be closed out until the student has finished testing.

1. Update student information in PearsonAccess^{next} and eRIDE as needed.

Ensure student PNP information in PAN is accurate, especially for the following situations and accommodations that are not form-based:

- update accommodations or accessibility features that were added to or removed from students’ IEPs or 504 plans
- update accommodations that a student refused during testing

Ask the district Data Manager to update the enrollment census if students were added to or removed from your school’s enrollment during the testing window.

Tasks to Complete After Test Administration

2. Remove students who did not test (e.g., transferred out of the school) from active PAN Sessions.

This only applies to students who did not test at all (e.g., never signed in), and only for active PAN Sessions that need to be stopped. If a session has not been prepared or started, you do not need to remove the student from the session.

- Run the Operational Report **Students Tests that have been Assigned but have not yet Completed**
- In order to remove a student from a Session, the student must be in “Ready” status (for any other student status, please refer to task 3):
 1. Go to **Testing > Sessions**.
 2. Search for the PAN Session Name(s), and place a checkbox to select the Session(s).
 3. Click **Go to Students in Sessions**.
 4. Click on the PAN Session under the Session List.
 5. Place a check box next to a student’s SASID.
 6. In **Select Tasks**, choose **Remove Students from Sessions**.
 7. Place a checkmark next to the student, and click **Remove**.

3. Make sure all participating students’ test sessions are either in “Complete” or “Marked Complete” status in PAN.

Prior to active PAN Sessions being able to be stopped (task 4), all student tests in those sessions must be in “Complete” or “Marked Complete” status.

- Students whose tests are “Complete” have already submitted their tests themselves during their sessions and are all set.
- Students whose tests have already been “Marked Complete”.
- If a student in an active session did not participate at all (still in “Ready” status for both test sessions for a content area), please refer to task 2 in this section for how to remove them from the session prior to stopping the session. Depending on your school’s policies, you may instead choose to set their status to “Marked Complete” (as directed below) and note a reason for the student’s non-participation.

For any students in a session who do not meet any of the criteria above, those students must have their tests “Marked Complete” by the test coordinator:

- students who did not complete testing, and have at least one test session with a status of Exited, Resumed, or Resume-Upload
- students who started a test session but did not finish or submit it
- students who only took one session of a test

Tasks to Complete After Test Administration

Test coordinators may choose to identify students whose tests need to be marked complete using the Operational Report > Session Roster in PAN:

1. Go to **Reports > Operational Reports**.
2. Select **Online Testing** under Report Categories, and then select **Session Roster**.
3. Click **Request Refresh Report** to retrieve most up-to-date information. Select organization and test type.
4. Click **Download Report**. Identify students that are not in a complete, marked complete, or ready status.

After test administration is finished, mark the test “Complete” in PAN by following these steps:

1. Go to **Testing > Students in Sessions**.
2. Select the student(s) by placing a checkmark next to the SASID(s).
3. In **Select Tasks**, choose **Mark Student Tests Complete**.
4. Select the PAN Session by placing a checkmark in the box.
5. Type in a reason (e.g., “student did not submit test”), and then click **Mark Complete**.

Repeat this process for each subject area test assigned to the student for which the student did not submit their responses or participate.

Further instructions can be found here: support.assessment.pearson.com/x/igQHAQ.

4. Stop Test Sessions in PAN.

All PAN Sessions must be stopped after testing in order to properly finish test administration.

1. Go to **Testing > Sessions**.
2. Confirm all students are in “Complete” or “Marked Complete” status.
3. Go to **Testing > Students in Sessions**.
4. Use **Filters Session Status** on the left and select “**In Progress**” and “**Ready**.”
5. Select these sessions.
6. Click **Go to Students in Sessions** next to Sessions in the blue portion of the screen.
7. Click on **Combined View** on the left side, and then click **Stop All Sessions**.

5. Complete the Principal’s Certification of Proper Test Administration (PCPA) by May 30.

The purpose of the PCPA is for the principal to certify that all students participated in testing as required and that test administration and security protocols described in this manual were followed.

There is one PCPA for each elementary and middle school to complete at the end of all RICAS testing. Instructions for completing the online PCPA can be found on the following page, and the certification statements on the PCPA are in Appendix A.

Tasks to Complete After Test Administration

While the principal may designate an individual to assist with many other test administration tasks, the PCPA may not be completed by a designee. The principal must complete the PCPA and is responsible for all information submitted on the form.

- Go online to ricas.pearsonsupport.com/support, select RICAS from the menu, and then select Principal’s Certification from the list of options. Follow the on-screen instructions to submit the form.
- Type in your name **exactly** as it appears in the Master Directory; the RICAS Service Center will follow up with schools when the name does not match.
- The principal (not a designee) must complete a PCPA form; however, if you are an interim principal or a co-principal, type “interim” or “co-principal” after your name in the signature box.
- Print the confirmation and save it for your school files.

6. **RETAIN the following materials in your school files for three years:**

Tracking and related materials	<ul style="list-style-type: none"> • Materials Summaries • printout(s) of PCPA confirmation(s) • test Materials Internal Tracking Forms
Materials related to accommodations	<ul style="list-style-type: none"> • approved Request for Permission to Test a Student in an Alternate Setting forms, if applicable • completed Student Accommodation Refusal forms, if applicable • accommodations lists/spreadsheets, if applicable
Other local records	<ul style="list-style-type: none"> • agendas, sign-in sheets, and any other relevant documentation from the Test Administrators’ Training and the training session for other authorized school staff members to demonstrate that they have been trained and received TAMs and test security requirements • record of test administrators and their students for each session, including make-up and test completion sessions • documentation for absences due to medical reasons, if applicable • documentation for students who were removed from or added to the school’s enrollment during the testing window • approval for a Request for Permission to Test a Student in an Alternate Setting forms, if applicable

7. **RECYCLE OR DISCARD the following materials:**

Recycle or discard	<ul style="list-style-type: none"> • Test Administrator’s Manuals • this manual, after the completion of the Mathematics testing window • Mathematics reference sheets, if printed • equation editor guides and symbol keys, if printed • cartons that were used to ship manuals to your school
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Tasks to Complete After Test Administration

8. **SECURELY DESTROY (e.g., by shredding) the materials listed below, and indicate on the internal tracking form that this has been done.**

Shred	<ul style="list-style-type: none">• scratch paper used by students• student testing tickets• proctor testing tickets• accommodation materials such as graphic organizers and pre-approved reference sheets• any session student rosters or operational PearsonAccess^{next} reports with student information
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