

Materials Quick Reference Sheet

RICAS ELA – All Grades 3-8 – CBT

This reference sheet lists the materials that can and cannot be used on RICAS ELA at any grade level for *computer-based testing (CBT)*.

Please note: If a test administrator is administering a test to a student with accommodations documented in the student’s IEP or 504 plan, the test administrator must refer to the *Accommodations and Accessibility Features Manual*, the RICAS Test Administrator’s Manual (CBT), and (if applicable) the appropriate appendix in the *RISAP Test Coordinator’s Handbook* for more information so that the accommodation is administered properly. Accommodations materials are not listed specifically on this reference sheet.

Computer-Based Testing *Prohibited* Materials

The following materials are prohibited during computer-based testing.	
Not Permitted At Any Time During Testing	Prohibited Until After A Student Has Completed Testing
<p>These materials are prohibited at all times during a test session (even if a student has finished testing and turned in all testing materials), including during a break or during the transition to a test completion area:</p> <ol style="list-style-type: none">1. cell phones2. other electronic devices<ul style="list-style-type: none">• smart watches• e-book readers or electronic dictionaries• music players for one student’s personal use or that of the whole class, earphones, ear buds, or headphones (other than noise blocking)• any device capable of taking photographs• game consoles• pocket translators• calculators• computers or electronic tablets other than the one being used for testing• any device that provides access to the Internet (such as certain calculators and fitness trackers) other than devices used for testing• editing devices (e.g., spelling or grammar checkers)3. English-language dictionaries or thesauruses4. accommodation materials, unless specified by a student’s approved IEP or 504 plan (e.g., graphic organizers)5. any reference or notes sheets	<p>These materials are prohibited while a student is still testing or has test materials, but may be provided to that student only after the student has submitted their test and turned in all testing materials:</p> <ol style="list-style-type: none">1. books2. textbooks for subjects other than the one being tested3. notebooks or other notes, as well as flags or sticky notes4. handheld rulers

Computer-Based Testing *Required and Permitted Materials*

Please note that these materials are those provided by test administrators to students. Tools embedded in TestNav can be reviewed in the Test Coordinator Manual (page 33) and the Test Administrator’s Manual for CBT (pages 12-13). Further details about required and permitted materials can be found in the TCM (pages 31-37) and in the CBT TAM (pages 11-15).

<i>Session 1 & Session 2</i>	
Required Materials (students <i>must</i> have these materials)	Permitted Materials (students <i>may</i> use these materials)
<ol style="list-style-type: none"> 1. a device for testing that meets technical specifications, including external keyboards for tablets when possible (particularly if used during instruction) 2. scratch paper <ul style="list-style-type: none"> • at least one sheet of unused scratch paper (blank, lined, or graph) for each student; up to three pages at one time (if students need additional pages, they will need to turn in used scratch paper) • scratch paper that has been written on during Session 1 of a test may not be used in Session 2; students will need new paper 3. a writing instrument for use on the scratch paper 4. student’s individual testing ticket for this grade and content area (same ticket used for both sessions) 	<ol style="list-style-type: none"> 1. pens, pencils, highlighters, and colored pencils for use on scratch paper 2. computer mice 3. styluses for touch-screen devices, if used in regular instruction 4. headphones for students with disabilities using the text-to-speech accommodation (See <i>Accommodations and Accessibility Features Manual</i> for more information.) 5. printed copies of authorized bilingual word-to-word dictionaries and glossaries for current and former EL students

Materials Quick Reference Sheet

RICAS ELA – All Grades 3-8 – PBT

This reference sheet lists the materials that can and cannot be used on RICAS ELA at any grade level for *paper-based testing (PBT)*.

Please note: If a test administrator is administering a test to a student with accommodations documented in the student’s IEP or 504 plan, the test administrator must refer to the *Accommodations and Accessibility Features Manual*, the RICAS Test Administrator’s Manual (PBT), and (if applicable) the appropriate appendix in the *RISAP Test Coordinator’s Handbook* for more information so that the accommodation is administered properly. Accommodations materials are not listed specifically on this reference sheet.

Paper-Based Testing *Prohibited* Materials

The following materials are prohibited during paper-based testing.	
Not Permitted At Any Time During Testing	Prohibited Until After A Student Has Completed Testing
<p>These materials are prohibited at all times during a test session (even if a student has finished testing and turned in all testing materials), including during a break or during the transition to a test completion area:</p> <ol style="list-style-type: none">1. cell phones2. other electronic devices<ul style="list-style-type: none">• smart watches• e-book readers or electronic dictionaries• music players for one student’s personal use or that of the whole class, earphones, ear buds, or headphones (other than noise blocking)• any device capable of taking photographs• game consoles• pocket translators• calculators• computers or electronic tablets other than the one being used for testing• any device that provides access to the Internet (such as certain calculators and fitness trackers) other than devices used for testing• editing devices (e.g., spelling or grammar checkers)3. English-language dictionaries or thesauruses4. accommodation materials, unless specified by a student’s approved IEP or 504 plan (e.g., graphic organizers)5. any reference or notes sheets	<p>These materials are prohibited while a student is still testing or has test materials, but may be provided to that student only after the student has submitted their test and turned in all testing materials:</p> <ol style="list-style-type: none">1. books2. textbooks for subjects other than the one being tested3. notebooks or other notes, as well as flags or sticky notes, for subjects other than the one being tested4. extra paper (excluding scratch paper)5. rulers, if a student needs one to do their homework6. pens and highlighters that are not yellow7. reference sheets for subjects other than the one being tested

Paper-Based Testing *Required and Permitted Materials*

Please note that these materials are those provided by test administrators to students, in addition to the students' individual test and answer booklets. Further details about required and permitted materials can be found in the TCM (pages 80-83) and PBT TAM (pages 10-13).

<i>Session 1 & Session 2</i>	
Required Materials (students <i>must</i> have these materials)	Permitted Materials (students <i>may</i> use these materials)
<ol style="list-style-type: none"> 1. #2 pencils (wooden) – must use to answer all test questions 2. scratch paper <ul style="list-style-type: none"> • at least one sheet of unused scratch paper (blank, lined, or graph) for each student; up to three pages at one time (if students need additional pages, they will need to turn in used scratch paper) • scratch paper that has been written on during Session 1 of a test may not be used in Session 2; students will need new paper 	<ol style="list-style-type: none"> 1. colored pencils (e.g., for marking or underlining passages) and yellow highlighters – students must use a #2 pencil only to answer all test questions 2. printed copies of authorized bilingual word-to-word dictionaries and glossaries for current and former EL students (see Appendix G of the PBT TAM for criteria)