

# Materials Quick Reference Sheet

## *RICAS Mathematics – Grade 3 and Grade 4 – CBT*

This reference sheet lists the materials that can and cannot be used on RICAS Mathematics for grade 3 and grade 4 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.	
<b>Not Permitted At Any Time During Testing</b>	<b>Prohibited Until After A Student Has Completed Testing</b>
<p>These materials are prohibited <b>at all times during a test session</b> (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"><li>1. cell phones</li><li>2. other electronic devices<ul style="list-style-type: none"><li>• smart watches</li><li>• e-book readers or electronic dictionaries</li><li>• music players for one student’s personal use or that of the whole class, earphones, ear buds, or headphones (other than noise blocking)</li><li>• any device capable of taking photographs</li><li>• game consoles</li><li>• pocket translators</li><li>• calculators</li><li>• computers or electronic tablets other than the one being used for testing</li><li>• any device that provides access to the Internet (such as certain calculators and fitness trackers) other than devices used for testing</li><li>• editing devices (e.g., spelling or grammar checkers)</li></ul></li><li>3. English-language dictionaries or thesauruses</li><li>4. accommodation materials, unless specified by a student’s approved IEP or 504 plan (e.g., <i>Supplemental Mathematics Reference Sheet</i>)</li><li>5. handheld rulers (the only rulers that students need are included in TestNav)</li><li>6. any reference or notes sheets (note: grades 3 and 4 <i>do not</i> have access to an approved Standard Math Reference Sheet, that is for grades 5-8 <i>only</i>)</li></ol>	<p>These materials are prohibited <b>while a student is still testing or has test materials</b>, 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"><li>1. books</li><li>2. textbooks for subjects other than the one being tested</li><li>3. notebooks or other notes, as well as flags or sticky notes</li><li>4. handheld rulers</li></ol>

# 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’s 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).

*Reminder:* Calculators are *not permitted for students in grades 3-6 on either session* for RICAS Mathematics, except as a documented Special Access Accommodation (see the *Accommodations and Accessibility Features Manual*).

<i>Session 1 &amp; Session 2</i>	
<b>Required Materials</b> (students <i>must</i> have these materials)	<b>Permitted Materials</b> (students <i>may</i> use these materials)
<ol style="list-style-type: none"> <li>1. a device for testing that meets technical specifications, including wired external keyboards for tablets when possible (particularly if used during instruction)</li> <li>2. scratch paper               <ul style="list-style-type: none"> <li>• 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)</li> <li>• 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</li> </ul> </li> <li>3. a writing instrument for use on the scratch paper</li> <li>4. student’s individual testing ticket for this grade and content area (same ticket used for both sessions)</li> </ol>	<ol style="list-style-type: none"> <li>1. pens, pencils, highlighters, and colored pencils for use on scratch paper</li> <li>2. equation editor symbol keys for Mathematics tests for students using tablets (cannot be ordered; printed by school from <a href="https://ricas.pearsonsupport.com/student">ricas.pearsonsupport.com/student</a>)</li> <li>3. equation editor guides for Mathematics (cannot be ordered; printed by school <a href="https://ricas.pearsonsupport.com/student">ricas.pearsonsupport.com/student</a>)</li> <li>4. computer mice</li> <li>5. styluses for touch-screen devices, if used in regular instruction</li> <li>6. headphones for students with disabilities using the text-to-speech accommodation (see the <i>Accommodations and Accessibility Features Manual</i> for more information)</li> <li>7. printed copies of authorized bilingual word-to-word dictionaries and glossaries for current and former EL students (see Appendix E of the CBT TAM for criteria)</li> </ol>

# Materials Quick Reference Sheet

## *RICAS Mathematics – Grade 3 and Grade 4 – PBT*

This reference sheet lists the materials that can and cannot be used on RICAS Mathematics for grade 3 and grade 4 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 computer-based testing.	
Not Permitted At Any Time During Testing	Prohibited Until After A Student Has Completed Testing
<p>These materials are prohibited <b>at all times during a test session</b> (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"><li>cell phones</li><li>other electronic devices<ul style="list-style-type: none"><li>smart watches</li><li>e-book readers or electronic dictionaries</li><li>music players for one student’s personal use or that of the whole class, earphones, ear buds, or headphones (other than noise blocking)</li><li>any device capable of taking photographs</li><li>game consoles</li><li>pocket translators</li><li>calculators</li><li>computers or electronic tablets other than the one being used for testing</li><li>any device that provides access to the Internet (such as certain calculators and fitness trackers) other than devices used for testing</li><li>editing devices (e.g., spelling or grammar checkers)</li></ul></li><li>English-language dictionaries or thesauruses</li><li>school-provided rulers, including RICAS rulers from previous years</li><li>accommodation materials, unless specified by a student’s approved IEP or 504 plan (e.g., <i>Supplemental Mathematics Reference Sheet</i>)</li><li>any reference or notes sheets (note: grades 3 and 4 <i>do not</i> have access to an approved Standard Math Reference Sheet, that is for grades 5-8 <i>only</i>)</li></ol>	<p>These materials are prohibited <b>while a student is still testing or has test materials</b>, 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"><li>books</li><li>textbooks for subjects other than the one being tested</li><li>notebooks or other notes, as well as flags or sticky notes</li><li>handheld rulers other than those provided in the materials shipment</li></ol>

# 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).

*Reminder: Calculators are not permitted for students in grades 3-6 on either session for RICAS Mathematics, except as a documented Special Access Accommodation (see the Accommodations and Accessibility Features Manual).*

<i>Session 1 &amp; Session 2</i>	
<b>Required Materials</b> (students <i>must</i> have these materials)	<b>Permitted Materials</b> (students <i>may</i> use these materials)
<ol style="list-style-type: none"> <li>1. #2 pencils (wooden) – must use to answer all test questions</li> <li>2. scratch paper               <ul style="list-style-type: none"> <li>• 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)</li> <li>• 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</li> </ul> </li> <li>3. rulers that are included in shipments of test materials</li> </ol>	<ol style="list-style-type: none"> <li>1. colored pencils (e.g., for marking or underlining passages) and yellow highlighters</li> <li>2. printed copies of the Guidelines for Completing Answer Grids (cannot be ordered; printed by school from the “Gridded Response Guidelines” dropdown at <a href="https://ricas.pearsonsupport.com/student">ricas.pearsonsupport.com/student</a>)</li> <li>3. 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)</li> </ol>