Test Coordinator Monthly Webinar

October 20, 2021
Test Coordinator Monthly Webinars

- **Details:**
  - **WHO:** district and school test coordinators, special education directors, EL directors, data managers, technology coordinators
  - **WHAT:** pertinent information about state assessments, including monthly tasks, to support schools and LEAs in a successful test administration year
  - **REGISTRATION:** the link to register for the entire series can be found at [www.ride.ri.gov/tc](http://www.ride.ri.gov/tc)

- **Webinar Calendar (Wednesdays at 10:00am) – Save the Dates!**
  - November 17, 2021
  - December 15, 2021
  - January 19, 2022
  - February 16, 2022
  - March 16, 2022
  - April 20, 2022
  - May 18, 2022
Agenda for October 20, 2021

• Close-out 2020-21 Assessment Cycle
  • Assessment Reporting
  • How to access the Assessment Data Portal and the Student Data Portal (Kamlyn)
    • **HANDOUT:** ADP and SDP User Guides
  • Student Score Reports
  • RI NGSA Reporting Frequently Asked Questions (Erin Escher, Science Specialist)
• Preparing for the 2021-22 RI State Assessments
  • Required Training for State Assessments
    • **HANDOUT:** Required Training for State Assessments
    • **HANDOUT:** Guide to Required Training for DLM
  • Individual Test Updates
• Questions, Contact Information, and Resource Slides
Close-out of 2020-21 Assessment Cycle
Assessment reporting will happen in the fall for all tests.

- Tentative reporting schedule posted at www.ride.ri.gov/Assessment-Results
- Public release data to be posted through RIADP (www.ride.ri.gov/RIADP)
- Educator access to student-level data to be through the secure RIDE Data Portal (https://portal.ride.ri.gov)
- Make sure your account for the RIDE Data Portal is up-to-date
- Review the user guides to help navigate the tools:
  - RI Assessment Data Portal User Guide
  - Student Data Portal User Guide
## Student Score Reports Calendar
### 2020-21 Testing Year: [www.ride.ri.gov/assessment-results](http://www.ride.ri.gov/assessment-results)

<table>
<thead>
<tr>
<th>Test</th>
<th>Date</th>
<th>Online Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS</td>
<td>Arrived in LEA</td>
<td>Available now</td>
</tr>
<tr>
<td>DLM</td>
<td>Arrived in LEA</td>
<td>Available now</td>
</tr>
<tr>
<td>RICAS</td>
<td>Week of November 8</td>
<td>Week of October 25</td>
</tr>
<tr>
<td>PSAT 10*</td>
<td>N/A</td>
<td>Fall</td>
</tr>
<tr>
<td>SAT*</td>
<td>N/A</td>
<td>Fall</td>
</tr>
<tr>
<td>NGSA</td>
<td>Arrived in LEA</td>
<td>Available now</td>
</tr>
</tbody>
</table>

*RIDE-produced student score reports must be printed from the RI-ADP and mailed to families. These score reports are different from those reports posted on the College Board Reporting Portal.*
Student Score Reports
2020-21 Testing Year: www.ride.ri.gov/assessment-results

Sending Score Reports to Families

• Families should receive score reports no more than two months after LEAs receive them.
• LEAs must ensure that outplacement schools and programs receive copies within two weeks of receiving score reports.
• Score Report Shells in languages other than English are available.

Score Interpretation Materials

• Available for teachers and families
• Available for past years’ assessments
Administrators often ask, “How do I see our results?”

**Problem:** No student data

**Solution:** Change reporting period.

Teachers often ask, “Why can’t I see my students’ performance from last year?”

**Problem:** No student Data

**Solution:**
1. Students need to be rostered to Science Teachers
2. Change reporting period.
Changing the Reporting Period

- From the RINGSA Portal click on user role and scroll down to Reporting Card.

- Login

- Upper right, choose <My Settings> then <Change reporting Time>

- Finally, select the year of administration and the last month students were enrolled in that grade, (i.e. 6/12/2021) and save.
Teachers must have students rostered to them in order to see their student results!

- School Test Coordinators will need to go into TIDE and follow the procedures in the Rostering Quick Guide.
- The Test Information Distribution Engine (TIDE) is in the portal. Click on <Administrators> and scroll down to <TIDE> then login.
- Use the Understanding and Creating Rosters guide to roster students to a teacher. You can also roster students to teachers from past years if it was not done at the time of testing.
Science Reporting Portal Tools and Resources

• Visit the RINGSA Portal
  https://ri.portal.cambiumast.com/index.html

• Administrators can use TIDE to roster students. Understanding and Creating Rosters

• Both administrators and teachers will need to select the appropriate reporting period in the reporting platform. Reporting System User Guide

• Full “RINGSA Reporting FAQs” Presentation posted at www.ride.ri.gov/TC in the resources for this webinar
Preparing for the 2021-22 RI State Assessments
Required Training for 2021-22
www.ride.ri.gov/Assessment-Training

- Required Training for State Assessments (handouts bin and posted at the web address above)
- Contains:
  - Dates, times, registration links, and descriptions of training
  - Training requirements for test coordinators
  - Training requirements for test administrators
  - Steps you need to take to get started on completing training requirements.
- Changes for 2021-22:
  - There will be one test coordinator webinar for each assessment.
  - In-person training for **new district and school test coordinators only**.
  - **DLM**: test coordinators must complete the online training modules.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Webinar</th>
<th>Recording</th>
<th>In-Person</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS for ELLs</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>NGSA</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>RICAS</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>DLM</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>PSAT &amp; SAT</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
## Required Training for 2021-22: ACCESS for ELLs

**www.ride.ri.gov/Assessment-Training**

### Test Coordinator Requirements

<table>
<thead>
<tr>
<th>ACCESS for ELLs Test Coordinator Training:</th>
<th>Date:</th>
<th>Registration</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Policies and procedures applicable to all state assessments and those required when administering the Alternate ACCESS and ACCESS for ELLs assessments.</td>
<td>December 1 (10:00 – 12:30)</td>
<td><a href="https://register.gotowebinar.com/register/1578261398929037326">https://register.gotowebinar.com/register/1578261398929037326</a></td>
</tr>
<tr>
<td>• In-depth look how to prepare for the Alternate ACCESS and ACCESS for ELLs assessments including common mistakes and irregularities.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Accommodations for Alternate ACCESS and ACCESS for ELLs assessments.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Test Administrator Requirements

<table>
<thead>
<tr>
<th>Test Administrator Training Courses</th>
<th>Dates:</th>
<th>Registration:</th>
<th>Attendance/Completion:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Administrator Training Courses</td>
<td>Available Now</td>
<td>N/A</td>
<td>Must monitor training completion.</td>
</tr>
<tr>
<td>State Assessment Test Administrator Core Training</td>
<td>Edible slide deck available at Nov. monthly webinar</td>
<td></td>
<td>Must keep track of who attends.</td>
</tr>
</tbody>
</table>
Updates: ACCESS for ELLs

WIDA Home Page: https://wida.wisc.edu/

Testing Dates

- **12/2/21-2/18/22**: WIDA AMS test setup available for test sessions
- **12/21/21**: Districts receive test materials
- **12/21/21-2/11/22**: Additional test materials ordering window in AMS
- **1/10/22-2/18/22**: Test Window
- **2/25/22**: Deadline for shipping completed test materials to DRC
- **4/29/22**: Districts receive reports - Online
- **5/12/22**: Districts receive reports - Printed
Updates: ACCESS for ELLs

- ✓ Download ACCESS Online & Paper Checklists
- ✓ Review DTC "Before Testing" Tasks
- ✓ Review updated Accessibility & Accommodations Manual
Updates: ACCESS for ELLs

All students who are English learners and who are currently receiving, or are eligible for, services are required to participate in either ACCESS or Alternate ACCESS.

**ACCESS for ELLs Online Checklist 2021-2022**

<table>
<thead>
<tr>
<th>Task</th>
<th>State-specific Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>Determine which ACCESS for ELLs assessment(s) you are responsible for administering.</td>
<td>All students in grades 1-12 are expected to take the test on computer unless they have an accommodation that requires paper testing or their school has an approved waiver to administer paper tests.</td>
</tr>
</tbody>
</table>
Each educator who will administer any ACCESS for ELLs test is required to complete the online training course before being allowed to administer the test. Training courses are available through the [WIDA Secure Portal](#).

<table>
<thead>
<tr>
<th>DTC</th>
<th>STC</th>
<th>TA</th>
<th>Task</th>
<th>State-specific Clarification</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>✅</td>
<td>X</td>
<td>✗</td>
<td>New TAs:</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• <strong>Grades 1-12 online:</strong> Complete <em>Online ACCESS for ELLs: Administration</em> training course and successfully pass the online quiz.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• <strong>Grades 1-12 paper:</strong> Complete <em>Paper ACCESS for ELLs: Administration</em> training course and successfully pass the online quiz.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• <strong>Kindergarten</strong> Complete <em>Kindergarten ACCESS for ELLs: Administration and Scoring</em> training course and successfully pass the online quiz.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• <strong>Alternate</strong> Complete <em>Alternate ACCESS for ELLs: Administration and Scoring</em> training course and successfully pass the online quiz.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Returning TAs: Any TAs who will be scoring a Speaking domain, must recertify annually (Kindergarten, Paper, Alternate). Recertification is otherwise required every three years or upon adoption of new tool.</td>
</tr>
</tbody>
</table>
Updates: ACCESS for ELLs

- Review MLL/EL Census
- Demographics
- Grade
- Section 3a
- Resolve any maintenance report issues

**Due date: November 1**

Fields in MLL/EL Census are used by RIDE to order test materials for all schools and districts in RI

- **Alternate ACCESS**: Yes-Student is eligible for Alternate Assessment and will take the AltACCESS Test or No-Student will not take the AltACCESS Test.
- **Pre-Order Accommodations**: Braille, Large Print, Paper, None
- **Tier**: A, BC, or None-student has no tier
Updates: NAEP

PISA (Program for International Student Assessment)
• THANK YOU to the participating schools!

NAEP (National Assessment of Educational Progress)
• Date Window: January 24 – March 4, 2022

October School Coordinator Activities: Overdue
• Register School Coordinator account
• NOTE: Every year a new NAEP account needs to be created at www.myNAEP.com
• Click on right side of landing page to register
• Continue to Provide School Information (PSI)
Tasks and Reminders for October

- **Reviewing Assessment Results**
  - Follow steps to give teachers access to NGSA data.
  - Make sure everyone in your district who needs access to the SDP has it.
  - Complete sample activities in the ADP and SDP (if needed) to become familiar with the systems.

- **Preparing for ACCESS**
  - Make sure all test administrators have accounts to complete their test administrator training.
  - Review accommodations for students: Review the WIDA and the RISAP Accommodations manuals.
  - Register for the ACCESS for ELLs Test Coordinator Training.

- **Reminders:**
  - **Master Directory:**
    - Ensure contacts are up-to-date (name, email, phone, role) with only one primary role per person (multiple roles can be assigned per entry).
    - For any changes to Test Coordinator role that are made after **October 1** (during the school year), please email assessment@ride.ri.gov to notify us so we can update the test coordinator listservs accordingly to reduce any gaps in communication.
  - **SAT School Day:** The essay will no longer be administered as part of the SAT for state assessment purposes.
Upcoming for November TCMW

• Test Administrator Core Training: Elementary/Middle School, High School
  • ACCESS – to be reviewed in November
• Demonstration of SSD Online by College Board
Reference Information
### 2021-2022 State Assessment Calendar: Elementary & Middle School

State testing windows are posted at [www.ride.ri.gov/Assessment-Schedules](http://www.ride.ri.gov/Assessment-Schedules)

<table>
<thead>
<tr>
<th>Test</th>
<th>Content Area(s)</th>
<th>Grades</th>
<th>Test Window Opens</th>
<th>Test Window Closes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS for ELLs</td>
<td>ELP</td>
<td>K-12</td>
<td>January 10, 2022</td>
<td>February 18, 2022</td>
</tr>
<tr>
<td>Alternate ACCESS for ELLs</td>
<td>ELP</td>
<td>1-12</td>
<td>January 10, 2022</td>
<td>February 18, 2022</td>
</tr>
<tr>
<td>NAEP (selected schools)</td>
<td>Reading, Math</td>
<td>4, 8</td>
<td>January 24, 2022</td>
<td>March 4, 2022</td>
</tr>
<tr>
<td>RICAS</td>
<td>ELA</td>
<td>3-8</td>
<td>March 28, 2022</td>
<td>April 29, 2022</td>
</tr>
<tr>
<td></td>
<td>Math</td>
<td>3-8</td>
<td>April 25, 2022</td>
<td>May 27, 2022</td>
</tr>
<tr>
<td>DLM</td>
<td>ELA, Math Science</td>
<td>3-8 5, 8, 11</td>
<td>April 4, 2022</td>
<td>May 27, 2022</td>
</tr>
<tr>
<td>NGSA</td>
<td>Science</td>
<td>5, 8, 11</td>
<td>April 25, 2022</td>
<td>May 27, 2022</td>
</tr>
</tbody>
</table>
### 2021-2022 State Assessment Calendar: High School

State testing windows are posted at [www.ride.ri.gov/Assessment-Schedules](http://www.ride.ri.gov/Assessment-Schedules)

<table>
<thead>
<tr>
<th>Test</th>
<th>Content Area(s)</th>
<th>Grades</th>
<th>Test Window Opens</th>
<th>Test Window Closes</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS for ELLs</td>
<td>ELP</td>
<td>K-12</td>
<td>January 10, 2022</td>
<td>February 18, 2022</td>
</tr>
<tr>
<td>Alternate ACCESS for ELLs</td>
<td>ELP</td>
<td>1-12</td>
<td>January 10, 2022</td>
<td>February 18, 2022</td>
</tr>
<tr>
<td>DLM</td>
<td>ELA, Math, Science</td>
<td>3-8, 11</td>
<td>April 4, 2022</td>
<td>May 27, 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td>5, 8, 11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PSAT10</td>
<td>Reading, Math</td>
<td>10</td>
<td>April 13, 2022 (primary)</td>
<td>April 15, 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>April 16, 2022 (make-up)</td>
<td>April 17, 2022</td>
</tr>
<tr>
<td>RI SAT School Day*</td>
<td>Reading, Math</td>
<td>11</td>
<td>April 13, 2022 (primary)</td>
<td>April 15, 2022</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>April 17, 2022 (make-up)</td>
<td>April 18, 2022</td>
</tr>
<tr>
<td>NGSA</td>
<td>Science</td>
<td>5, 8, 11</td>
<td>April 25, 2022</td>
<td>May 27, 2022</td>
</tr>
</tbody>
</table>

* **RI SAT School Day** also has a Paper test date (April 13; make-up April 26) for homeschooled students and RI students enrolled in out-of-state schools. However, some students requiring a paper test as an accommodation may either be tested on April 13 or during the accommodated testing window, depending on the type of accommodation.
Primary RIDE Website Resources

These websites are referenced the most in our state assessment guidance materials

<table>
<thead>
<tr>
<th>Webpage Name</th>
<th>Contents</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>RISAP Test Coordinator Information</td>
<td>Updates, memo archives, monthly webinar registration link and recording/presentation archive, help desk and general RISAP info</td>
<td><a href="http://www.ride.ri.gov/TC">www.ride.ri.gov/TC</a></td>
</tr>
<tr>
<td>Assessment Schedules</td>
<td>State testing windows for all assessments</td>
<td><a href="http://www.ride.ri.gov/Assessment-Schedules">www.ride.ri.gov/Assessment-Schedules</a></td>
</tr>
<tr>
<td>Assessment Manuals &amp; Materials</td>
<td>Manuals, guides, and links to assessment websites to support administration</td>
<td><a href="http://www.ride.ri.gov/Assessment-Manuals">www.ride.ri.gov/Assessment-Manuals</a></td>
</tr>
<tr>
<td>Statewide Assessment Training</td>
<td>Training requirements and resources for test coordinators and test administrators, training calendar</td>
<td><a href="http://www.ride.ri.gov/Assessment-Training">www.ride.ri.gov/Assessment-Training</a></td>
</tr>
<tr>
<td>Assessment Accommodations</td>
<td>Accommodations and Accessibility Features Manual, assessment-specific resources</td>
<td><a href="http://www.ride.ri.gov/Accommodations">www.ride.ri.gov/Accommodations</a></td>
</tr>
<tr>
<td>Assessment Exemptions</td>
<td>Information about medical exemptions</td>
<td><a href="http://www.ride.ri.gov/Exemptions">www.ride.ri.gov/Exemptions</a></td>
</tr>
<tr>
<td>Assessment Results</td>
<td>Assessment reporting website resources and archive</td>
<td><a href="http://www.ride.ri.gov/Assessment-Results">www.ride.ri.gov/Assessment-Results</a></td>
</tr>
<tr>
<td>Released Items / Practice Tests</td>
<td>Released items, practice tests, and other resources</td>
<td><a href="http://www.ride.ri.gov/Released-Items">www.ride.ri.gov/Released-Items</a></td>
</tr>
</tbody>
</table>
## Supplemental RIDE Website Resources

Additional websites that may be helpful to find or share information about RI's state assessments

<table>
<thead>
<tr>
<th>Webpage Name</th>
<th>Contents</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Resources for Families</td>
<td>General information about standards, curriculum, and assessment for families</td>
<td><a href="http://www.ride.ri.gov/Families">www.ride.ri.gov/Families</a></td>
</tr>
<tr>
<td>Technical Reports</td>
<td>Technical specifications and reports for state assessments</td>
<td><a href="http://www.ride.ri.gov/Technical-Reports">www.ride.ri.gov/Technical-Reports</a></td>
</tr>
<tr>
<td>One Percent Rule</td>
<td>Information on the one percent threshold, statewide, on the number of students taking alternate assessments</td>
<td><a href="http://www.ride.ri.gov/One-Percent-Rule-Assessment">www.ride.ri.gov/One-Percent-Rule-Assessment</a></td>
</tr>
<tr>
<td>Interim Assessments</td>
<td>Funding opportunity for LEAs to purchase ELA, math, or science interims from select vendors</td>
<td><a href="http://www.ride.ri.gov/Interims">www.ride.ri.gov/Interims</a></td>
</tr>
<tr>
<td>Assessment-Specific:</td>
<td>ACCESS for ELLs</td>
<td><a href="http://www.ride.ri.gov/ACCESS">www.ride.ri.gov/ACCESS</a></td>
</tr>
<tr>
<td></td>
<td>DLM Alternate Assessment</td>
<td><a href="http://www.ride.ri.gov/DLM">www.ride.ri.gov/DLM</a></td>
</tr>
<tr>
<td></td>
<td>NAEP</td>
<td><a href="http://www.ride.ri.gov/NAEP">www.ride.ri.gov/NAEP</a></td>
</tr>
<tr>
<td></td>
<td>Next Generation Science Assessment</td>
<td><a href="http://www.ride.ri.gov/NGSA">www.ride.ri.gov/NGSA</a></td>
</tr>
<tr>
<td></td>
<td>PSAT10 / RI SAT School Day</td>
<td><a href="http://www.ride.ri.gov/SAT">www.ride.ri.gov/SAT</a></td>
</tr>
<tr>
<td></td>
<td>RICAS</td>
<td><a href="http://www.ride.ri.gov/RICAS">www.ride.ri.gov/RICAS</a></td>
</tr>
</tbody>
</table>
Assessment Office Resources

- Assessment Mailbox: assessment@ride.ri.gov
- Assessment Resources: www.ride.ri.gov/TC
  - Manuals: www.ride.ri.gov/assessment-manuals
  - Training: www.ride.ri.gov/assessment-training
  - Accommodations: www.ride.ri.gov/accommodations
- Assessment Data Portal:
  - Public Site: https://www3.ride.ri.gov/ADP
  - Confidential Site: https://portal.ride.ri.gov/Account/Login

- Ana Karantonis (ACCESS for ELLs, psychometrics)
  - 401-222-8940
  - Ana.Karantonis@ride.ri.gov
- Heather Heineke (DLM, PSAT10, SAT, accommodations)
  - 401-222-8493
  - Heather.Heineke@ride.ri.gov
- Jackie Branco (NAEP, data quality)
  - 401-222-4685
  - Jacqueline.Branco@ride.ri.gov
- Kamlyn Keith (RICAS, NGSA)
  - 401-222-8413
  - Kamlyn.Keith@ride.ri.gov
- Phyllis Lynch (Director of Office of Assessment)
  - 401-222-4693
  - Phyllis.Lynch@ride.ri.gov