



# Test Coordinator Monthly Webinar

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October 20, 2021

**RHODE  
ISLAND**

# 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

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# 2020-21 Assessment Reporting

- Assessment reporting will happen in the fall for all tests.
  - Tentative reporting schedule posted at [www.ride.ri.gov/Assessment-Results](http://www.ride.ri.gov/Assessment-Results)
    - Public release data to be posted through RIADP ([www.ride.ri.gov/RIADP](http://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)

Test	Date		Online Location
	Paper (mailed)	Online	
<b>ACCESS</b>	<i>Arrived in LEA</i>	<i>Available now</i>	<a href="#">WIDA AMS</a>
<b>DLM</b>	<i>Arrived in LEA</i>	<i>Available now</i>	<a href="#">Educator Portal</a>
<b>RICAS</b>	Week of November 8	Week of October 25	<a href="#">PearsonAccess<sup>next</sup></a>
<b>PSAT 10*</b>	N/A	Fall	RIDE Portal: SDP
<b>SAT*</b>	N/A	Fall	RIDE Portal: SDP
<b>NGSA</b>	<i>Arrived in LEA</i>	<i>Available now</i>	<a href="#">NGSA Reporting Portal</a>

*\*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](http://www.ride.ri.gov/assessment-results)

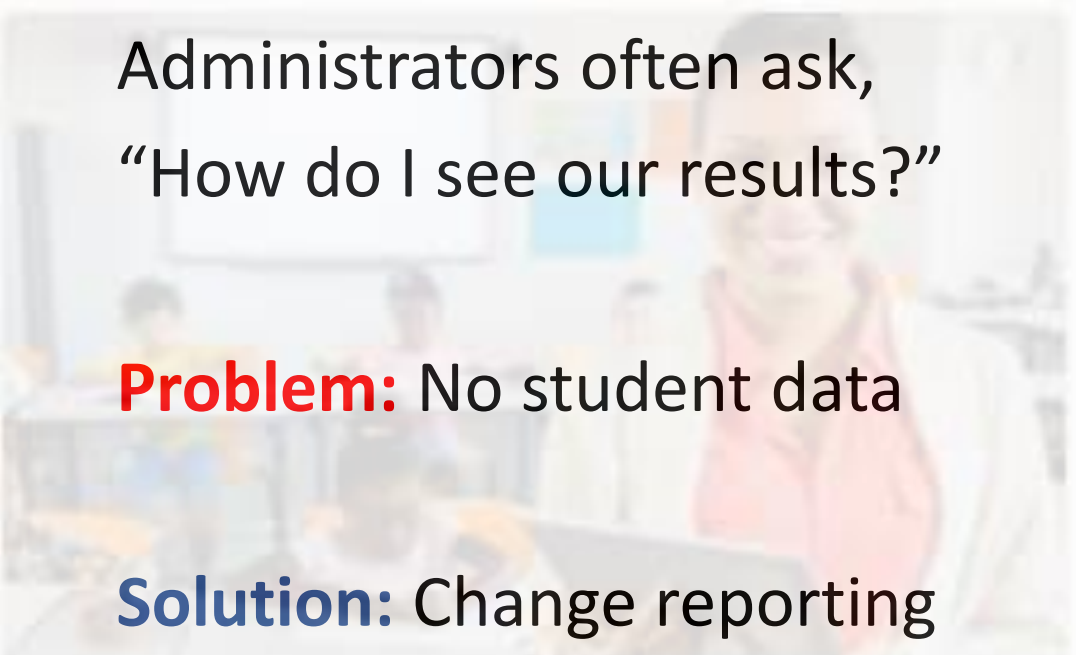
## Sending Score Reports to Families

- 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

# RI NGSAs Reporting – Frequently Asked Questions



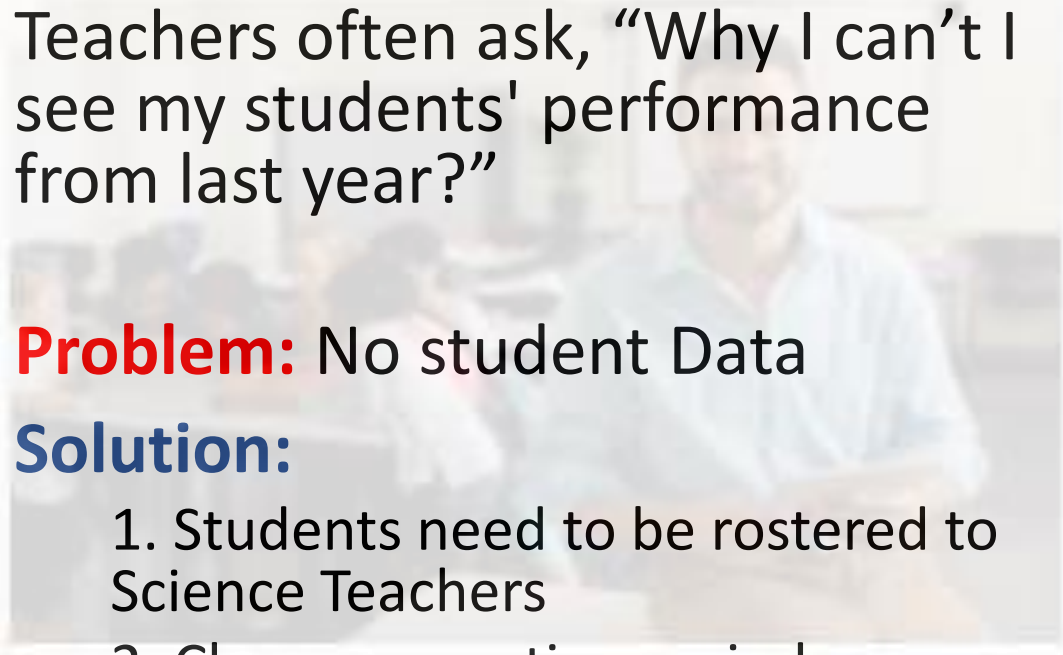
Administrators often ask,  
“How do I see our results?”

**Problem:** No student data

**Solution:** Change reporting period.

USER

Administrators



Teachers often ask, “Why I 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.

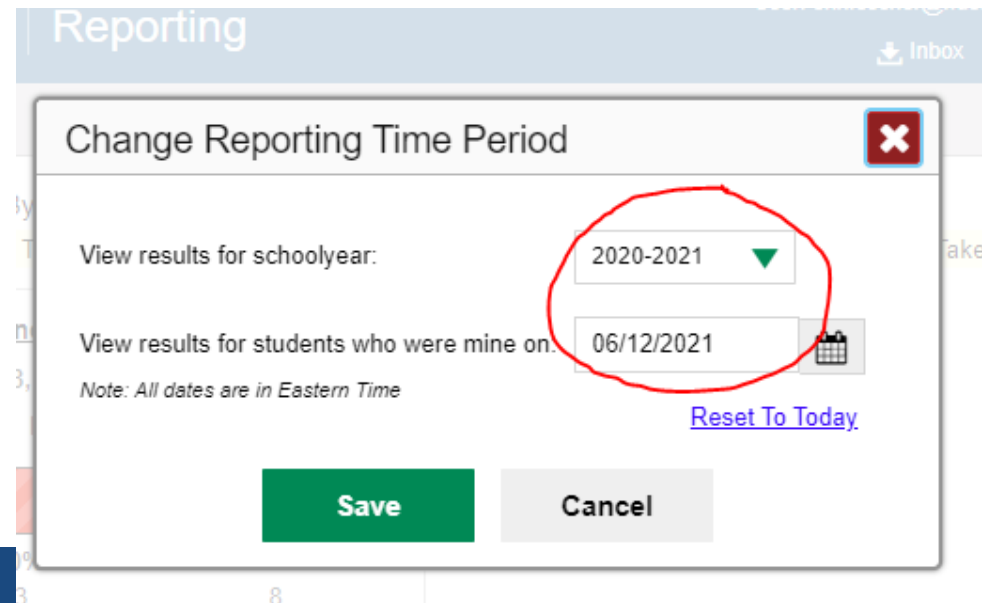
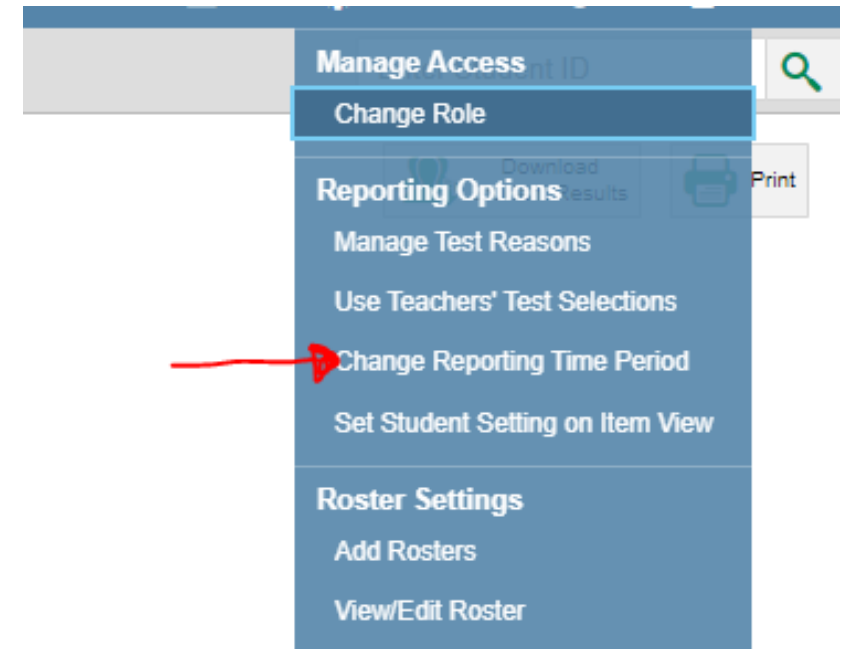
USER

Teachers



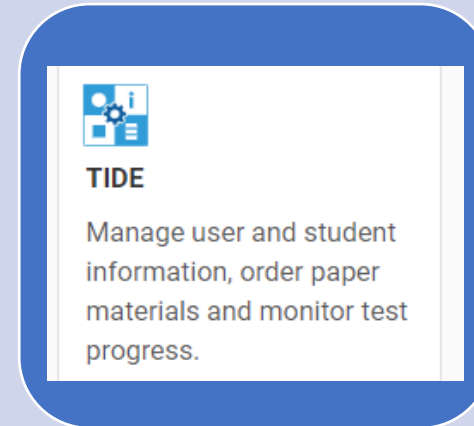
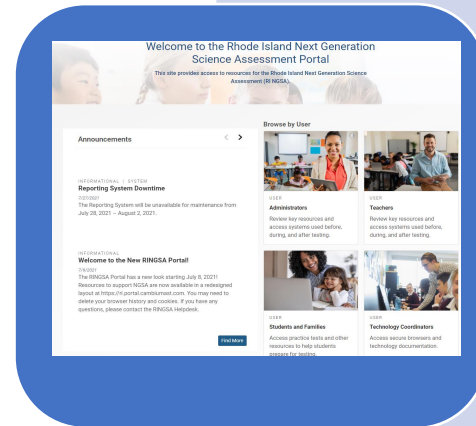
# Changing the Reporting Period

- From the RI NGA 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.



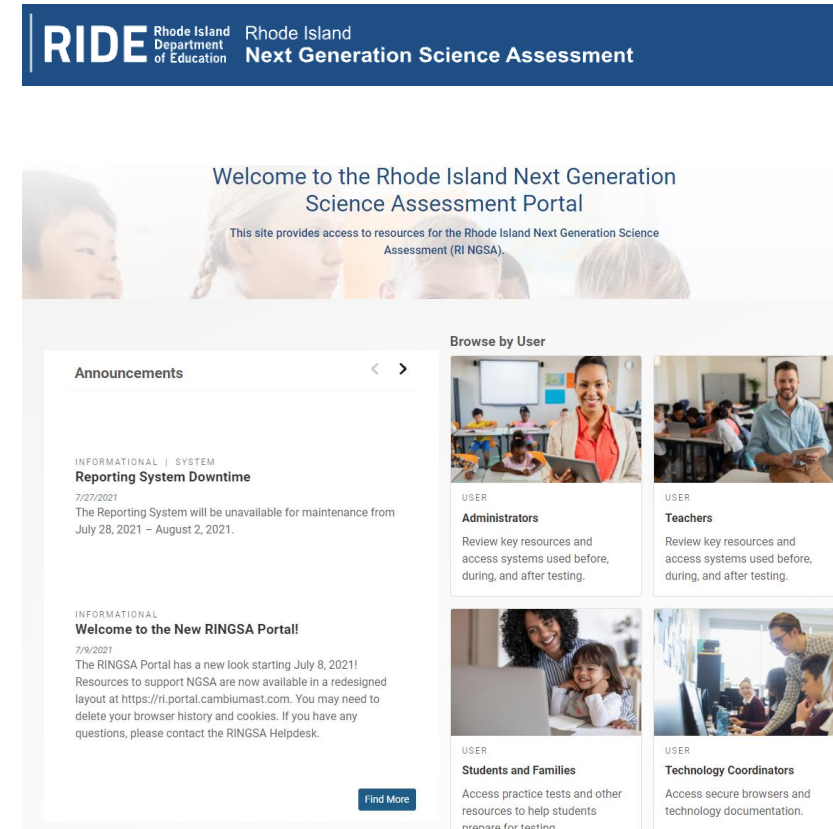
# Teachers must have students rostered to them in order to see their student results!

- 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 RI NGSAs 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 “RI NGSAs Reporting FAQs” Presentation posted at [www.ride.ri.gov/TC](http://www.ride.ri.gov/TC) in the resources for this webinar



# Preparing for the 2021-22 RI State Assessments

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# Required Training for 2021-22

[www.ride.ri.gov/Assessment-Training](http://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.

Assessment	Webinar	Recording	In-Person
ACCESS for ELLs	✓	✓	
NGSA	✓	✓	✓
RICAS	✓	✓	✓
DLM	✓	✓	
PSAT & SAT	✓	✓	✓

# Required Training for 2021-22: ACCESS for ELLs

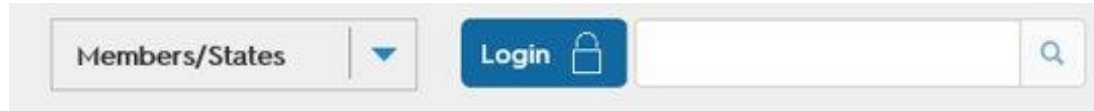
[www.ride.ri.gov/Assessment-Training](http://www.ride.ri.gov/Assessment-Training)

Test Coordinator Requirements	Date:	Registration
<p><b>ACCESS for ELLs Test Coordinator Training:</b></p> <ul style="list-style-type: none"> <li>• Policies and procedures applicable to all state assessments and those required when administering the Alternate ACCESS and ACCESS for ELLs assessments.</li> <li>• In-depth look how to prepare for the Alternate ACCESS and ACCESS for ELLs assessments including common mistakes and irregularities.</li> <li>• Accommodations for Alternate ACCESS and ACCESS for ELLs assessments.</li> </ul>	December 1 (10:00 – 12:30)	<a href="https://register.gotowebinar.com/register/1578261398929037326">https://register.gotowebinar.com/register/1578261398929037326</a>

Test Administrator Requirements	Dates:	Registration:	Attendance/Completion:
Test Administrator Training Courses	Available Now	N/A	Must monitor training completion.
State Assessment Test Administrator Core Training	Editable slide deck available at Nov. monthly webinar		Must keep track of who attends.

# Updates: ACCESS for ELLs

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



## Testing Dates

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

# Updates: ACCESS for ELLs

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



RHODE ISLAND  
ACCESS for ELLs Online Checklist  
2021-2022



This state checklist is a guide for personnel involved in administering [ACCESS for ELLs](#) Online, and includes unique steps related to Kindergarten and Alternate ACCESS assessments. The checklist highlights all tasks that need to be completed **before**, **during**, and **after** testing within a school or district and uses color to indicate who typically completes those tasks in your state. This checklist has been customized for your state. The state-specific clarification column contains guidance that your state education agency expects you to follow as you prepare for and administer the test.

State-specific information			
<b>Test delivery mode</b>	Online	<b>Testing Window</b>	January 10, 2022 – February 18, 2022
<b>WIDA member page</b>	<a href="http://wida.wisc.edu/memberships/consortium/ri">wida.wisc.edu/memberships/consortium/ri</a>		
Online Resources			
<b>Training Courses</b> (login to Secure Portal required) <ul style="list-style-type: none"> <li>• <a href="#">Online ACCESS for ELLs: Administration</a></li> <li>• <a href="#">Alternate ACCESS for ELLs: Administration and Scoring</a></li> <li>• <a href="#">Kindergarten ACCESS for ELLs: Administration and Scoring</a></li> </ul>		<ul style="list-style-type: none"> <li>• <a href="#">ACCESS for ELLs Interpretive Guide for Score Reports</a></li> <li>• <a href="#">Alternate ACCESS for ELLs Interpretive Guide for Score Reports</a></li> <li>• <a href="#">Technology Resources</a></li> <li>• <a href="#">Accessibility and Accommodations Resources</a></li> <li>• <a href="#">Q&amp;A Webinar Links and Recordings</a></li> </ul>	
<b>Course Resources:</b> <ul style="list-style-type: none"> <li>• <a href="#">ACCESS Online</a>, <a href="#">Kindergarten ACCESS</a>, <a href="#">Alternate ACCESS</a></li> </ul>		For more state-specific resources, visit your WIDA member page.	
Checklist Key			
<ul style="list-style-type: none"> <li><span style="color: blue;">■</span> District Test Coordinator (DTC) task</li> <li><span style="color: green;">■</span> School Test Coordinator (STC) task</li> <li><span style="color: yellow;">■</span> Test Administrator (TA) task</li> </ul>		<ul style="list-style-type: none"> <li><b>Kindergarten</b> Applies to Kindergarten ACCESS only</li> <li><b>Alternate</b> Applies to Alternate ACCESS only</li> </ul>	



# 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



## Before Testing

DTC	STC	TA	Task	State-specific Clarification	✓
X			Determine which ACCESS for ELLs assessment(s) you are responsible for administering.	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.	

# Updates: ACCESS for ELLs

DTC	STC	TA	Task	State-specific Clarification	✓
X	X	X	Review training requirements based on your role.	<p><b>New TAs:</b></p> <ul style="list-style-type: none"> <li>• <b>Grades 1-12 online:</b> Complete <i>Online ACCESS for ELLs: Administration</i> training course and successfully pass the online quiz.</li> <li>• <b>Grades 1-12 paper:</b> Complete <i>Paper ACCESS for ELLs: Administration</i> training course and successfully pass the online quiz.</li> <li>• <b>Kindergarten</b> Complete <i>Kindergarten ACCESS for ELLs: Administration and Scoring</i> training course and successfully pass the online quiz.</li> <li>• <b>Alternate</b> Complete <i>Alternate ACCESS for ELLs: Administration and Scoring</i> training course and successfully pass the online quiz.</li> </ul> <p><b>Returning TAs:</b> 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.</p>	

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](#)

# 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

### SECTION 1: Demographic Data (this information is updated by RIDE weekly based on your district's reported data)

First Name		Last Name		Middle Initial	
X		Y			
Date of Birth		Gender		Grade	
04/08/2014		F		01	
Hispanic	Native	Asian	Black	White	Pacific
N	N	Y	N	N	N
Immigrant		Date 1st Enrolled in District		Date 1st Enrolled in Any RI Public School	
No		09/10/2017		09/10/2017	

### SECTION 3a: ACCESS Testing

Alternate ACCESS	Pre-Order: Accommodations	Tier
No	None	None

- **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)

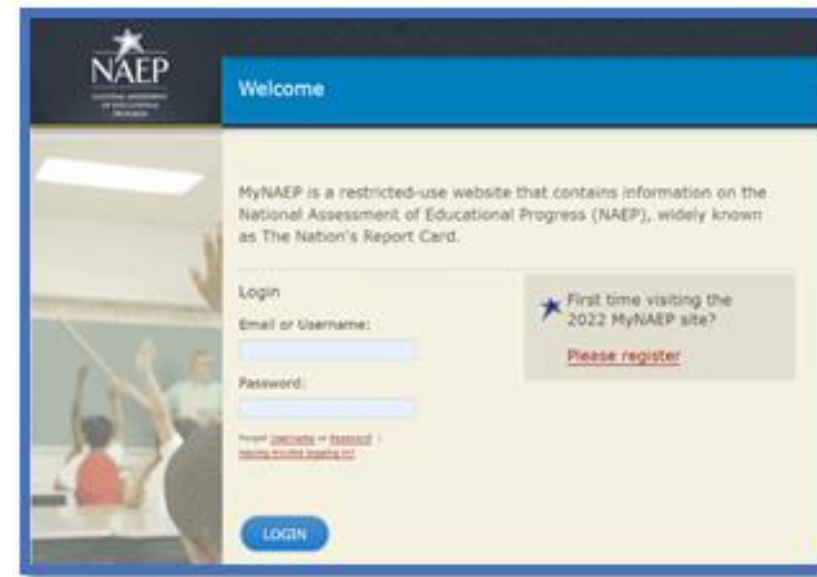
- [THANK YOU](#) to the participating schools!

## 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](http://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 NGS 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](mailto: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

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- Test Administrator Core Training: Elementary/Middle School, High School
  - ACCESS – to be reviewed in November
- Demonstration of SSD Online by College Board

# Reference Information

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# 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)

Test	Content Area(s)	Grades	Test Window Opens	Test Window Closes
ACCESS for ELLs	ELP	K-12	January 10, 2022	February 18, 2022
Alternate ACCESS for ELLs	ELP	1-12	January 10, 2022	February 18, 2022
NAEP (selected schools)	Reading, Math	4, 8	January 24, 2022	March 4, 2022
RICAS	ELA	3-8	March 28, 2022	April 29, 2022
	Math	3-8	April 25, 2022	May 27, 2022
DLM	ELA, Math	3-8	April 4, 2022	May 27, 2022
	Science	5, 8, 11		
NGSA	Science	5, 8, 11	April 25, 2022	May 27, 2022



# 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)

Test	Content Area(s)	Grades	Test Window Opens	Test Window Closes
ACCESS for ELLs	ELP	K-12	January 10, 2022	February 18, 2022
Alternate ACCESS for ELLs	ELP	1-12	January 10, 2022	February 18, 2022
DLM	ELA, Math Science	3-8, 11 5, 8, 11	April 4, 2022	May 27, 2022
PSAT10	Reading, Math	10	April 13, 2022 (primary)	April 15, 2022
			April 26, 2022 (make-up)	April 28, 2022
RI SAT School Day*	Reading, Math	11	April 13, 2022 (primary)	April 15, 2022
			April 26, 2022 (make-up)	April 28, 2022
NGSA	Science	5, 8, 11	April 25, 2022	May 27, 2022

\* **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

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

# Supplemental RIDE Website Resources

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

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

# Assessment Office Resources

- Assessment Mailbox: [assessment@ride.ri.gov](mailto:assessment@ride.ri.gov)
- Assessment Resources: [www.ride.ri.gov/TC](http://www.ride.ri.gov/TC)
  - Manuals: [www.ride.ri.gov/assessment-manuals](http://www.ride.ri.gov/assessment-manuals)
  - Training: [www.ride.ri.gov/assessment-training](http://www.ride.ri.gov/assessment-training)
  - Accommodations: [www.ride.ri.gov/accommodations](http://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](mailto:Ana.Karantonis@ride.ri.gov)
- Heather Heineke (DLM, PSAT10, SAT, accommodations)
  - 401-222-8493
  - [Heather.Heineke@ride.ri.gov](mailto:Heather.Heineke@ride.ri.gov)
- Jackie Branco (NAEP, data quality)
  - 401-222-4685
  - [Jacqueline.Branco@ride.ri.gov](mailto:Jacqueline.Branco@ride.ri.gov)
- Kamlyn Keith (RICAS, NGSA)
  - 401-222-8413
  - [Kamlyn.Keith@ride.ri.gov](mailto:Kamlyn.Keith@ride.ri.gov)
- Phyllis Lynch (Director of Office of Assessment)
  - 401-222-4693
  - [Phyllis.Lynch@ride.ri.gov](mailto:Phyllis.Lynch@ride.ri.gov)