Test Coordinator Monthly Webinar

April 12, 2022
Test Coordinator Monthly Webinars

• Details:
  o **WHO:** district and school test coordinators, special education directors, EL directors, data managers, technology coordinators
  o **WHAT:** pertinent information about state assessments, including monthly tasks, to support schools and LEAs in a successful test administration year
  o **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 Date!**
  o May 18, 2022
Agenda for April 12, 2022

• Preparing for the 2021-22 RI State Assessments
  • RICAS
• Frequently Asked Questions
• Contact Information and Resource Slides
Preparing for the 2021-22 RI State Assessments
Updates: RICAS

- **Math paper test materials shipment**
  - Paper tests for math: standard paper, large print paper, Braille paper, Spanish paper
  - **April 13** delivery to schools (may be at any part of the day)
  - Test administrator manuals received in initial ELA shipment are to be used for RICAS math – if you need extras, please order through the RICAS Service Center – if any issues with ordering, please contact the RICAS Service Center

- **Home language code in enrollment census collection will be informing the language of the student's personalized score report videos**
  - Please ensure all codes are accurate and up-to-date before the end of the state testing window

- **Testing irregularities:**
  - Please continue to contact RIDE with any reports of testing irregularities or any questions about what may constitute a testing irregularity (note – a sample of types of test irregularities is found in both the RISAP Overview Test Coordinator Training and in the RICAS Test Coordinator Training slide decks posted at www.ride.ri.gov/assessment-training)
  - An editable test irregularity form (with directions for submission) is posted at www.ride.ri.gov/TC in the "RISAP Test Coordinator Handbook" section
PSAT and SAT

UPDATE: Testing begins on Wednesday (tomorrow).

• Clarification on the essay
• Students who are not in TIDE and what to do.
  • Students enrolled in your school
  • Students who are homeschooled
• Students who are in TIDE by mistake (or who disenrolled) and what to do.
• What to do if you have problems or questions on test day:
  • Call the SAT School Day hotline at 855-373-6387 or email rischoolday@collegeboard.org
  • Heather Heineke will be out observing the SAT on Wednesday but back in the office Thursday and Friday.
DLM testing window started

• What to do if you are missing students in KITE.
• What to do if a student left your school.
  • Exit the student from KITE educator portal
• What to do if a student is no longer eligible for DLM.
  • Exit the student from KITE Educator Portal,
  • select “no longer eligible” as the exit reason,
  • In the Special Education Census, select either 1 or 2 as their accommodation code so they are registered for RICAS, SAT, or PSAT (depending on grade level).
• What to do if you have problems during testing?
  • Call the DLM Help Desk (855-277-9751) or use the Live Chat feature in KITE EP.
RICAS FAQs – Student Records in PAN

- What if my school has students showing up in PAN who are: a) no longer at my school, b) first-year ELs but have a test assignment for RICAS ELA, and/or c) alternate assessment students?
  - PAN only adds students based on enrollment census, it does not delete them if they leave the school or if existing student records are corrected (e.g., first-year EL flag, update to alternate assessment status).
  - There is no need to delete those records: they will not affect your results. RIDE will remove any records that should not be there during our data clean-up process after the state testing window closes. Please make sure that you keep the enrollment census, special education census, and LEP census data collections accurate as we base our clean-up on the data you provide to us.
  - References: RICAS TC Training slide 31, slide 66; RICAS Test Coordinator Manual Part II, Section A.3, Section B.3, Section F.4

- Students entered school/outplacement during state testing window, no record in PAN under school/outplacement.
  - The nightly feed may take 24-48 hours to transfer any changes from RIDE’s systems into PAN.
  - Check with the sending district/school to verify whether enrollment census was updated to correctly transfer or outplace the student. If so, the record should be visible after the next nightly feed.
  - If you will be testing the student within a couple days, you may use the ‘enrollment transfer’ functionality in PAN to have the original school transfer the student’s record to your school (please contact the prior school/district directly so they know to approve the request!). Once the transfer occurs, update the student’s PNP settings if applicable ASAP. The enrollment census update still must take place as soon as possible.
RICAS FAQs – Accommodations

• How do I know which accommodations/accessibility features must be indicated in PAN and which are not?
  • The tables describing accommodations and accessibility features in the Accommodations and Accessibility Features Manual indicate this in the two right-hand columns, typically by saying whether something is "Not Recorded" or by listing the column where it must be recorded.
  • Also, please refer to the "Accommodations and Accessibility Features" module posted at http://ricas.pearsonsupport.com/training.

• Where can I learn more about the difference between the read-aloud special access accommodation for ELA and the read-aloud standard accommodation for math?
  • The "Accommodations for RICAS/NGSA" webinar posted at www.ride.ri.gov/accommodations contains a section describing the strict criteria for the ELA read aloud as a special access accommodation.

• I am trying to update my students’ PNP settings (via upload or manually). Where can I find information or assistance?
  • Please review the Guide to the SR/PNP Settings posted under "Recently Updated" at http://ricas.pearsonsupport.com.
RICAS FAQs – Testing Interruptions / Irregularities

- One of my students became sick in the middle of a test session and had to stop testing but had not yet completed the session. What do I do?
  - Have the student log out of PAN where they are (do not submit answers). The student and their family must be informed that the student has not yet completed testing and cannot discuss the assessment with other students.
  - Through the 'Students in Sessions’ student test progress dashboard, note which item the student had last viewed and/or answered. The student will not be able to return to that item or any others before it.
  - Upon the student’s return to school, the student should resume testing at the point they left off and be closely monitored (e.g., 1:1 test administration) to ensure they do not return to any questions they have already viewed or answered while they finish that session.

- What if a student logs in and starts testing but is missing an accommodation or has an incorrect accommodation assigned to them?
  - Contact RIDE for us to void the student’s test and create a new one. The student will have to retake that session, and their score may be invalidated for accountability. A test irregularity form must be completed and submitted to RIDE.

- A student is missing an accessibility feature that should have been indicated in PAN, and has already logged in to start testing. What do I do?
  - The student should log out. The test administrator should contact their test coordinator to document a test irregularity and then contact RIDE.
RICAS FAQs – Technology/PAN/TestNav

- What do I do if I’m having problems with PAN (e.g., unable to login, updating PAN Sessions), TestNav issue, students unable to login / resume test/ submit test, etc.?
  - First, check [Appendix B of the Test Coordinator's Manual](#) for a list of situations and steps for resolution.
  - If the situation/resolution is either not listed or does not resolve the problem, please contact the RICAS Service Center directly at 1-855-222-8936 or [ricasservicecenter@cognia.org](mailto:ricasservicecenter@cognia.org).
  - See the [RICAS Test Coordinator Training presentation (slide 71)](#) for additional information (what types of questions to direct to RIDE vs district/school test coordinator vs the RICAS Service Center).

- Who should my test administrators contact if they have issues with their account or need one created?
  - School test coordinators are responsible for managing accounts for personnel in their school.

- A student accidentally submitted their test halfway through it and they are still in the testing room. What do I do?
  - The steps to resolve this are listed in [Appendix B of the Test Coordinator's Manual](#). If you need further assistance, please contact the RICAS Service Center.
NGSA FAQs

- **A student isn’t showing up in NGSA TIDE – what do I do?**
  - Please verify that the information provided to RIDE through the enrollment census, special education census, and LEP census is accurate.
  - If the student recently enrolled in your school, it may take 24-48 hours for their record to become visible in NGSA TIDE due to the timing of the nightly feed.
  - If the student is eligible for and will be taking the alternate assessment, the student will not appear in TIDE.

- **My teachers have accounts but can’t login to take the TA Certification Course. What do they do?**
  - If your test administrators had accounts that rolled over from the prior year, it is likely that their password expired.
  - They may need to click the "Request a new one for this year" link on the login page to reactivate their account.

- **Will the TA Certification Course suffice for training for NGSA?**
  - No, all test administrators and other personnel involved in testing must be trained in test security and test administration policies and procedures by the school test coordinator. Test coordinators are welcome to use the editable/customizable Test Administrator Training Core Presentation posted at [www.ride.ri.gov/assessment-training](http://www.ride.ri.gov/assessment-training) for that session. Please see the NGSA Test Coordinator Manual for test administrator training requirements.
  - The TA Certification Course is *only* for ensuring test administrators understand the Test Delivery System and can access that to administer NGSA.
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>March 11, 2022</td>
</tr>
<tr>
<td>Alternate ACCESS for ELLs</td>
<td>ELP</td>
<td>1-12</td>
<td>January 10, 2022</td>
<td>March 11, 2022</td>
</tr>
<tr>
<td>NAEP (selected schools)</td>
<td>Reading, Math, Civics &amp; U.S. History</td>
<td>4, 8</td>
<td>January 24, 2022</td>
<td>March 31, 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>
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</tr>
</thead>
<tbody>
<tr>
<td>ACCESS for ELLs</td>
<td>ELP</td>
<td>K-12</td>
<td>January 10, 2022</td>
<td>March 11, 2022</td>
</tr>
<tr>
<td>Alternate ACCESS for ELLs</td>
<td>ELP</td>
<td>1-12</td>
<td>January 10, 2022</td>
<td>March 11, 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 26, 2022 (make-up)</td>
<td>April 28, 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 26, 2022 (make-up)</td>
<td>April 28, 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.
Medical Exemption Dates

www.ride.ri.gov/assessment-exemptions

To be considered for review:
• Form 1 (District Form) must be received at RIDE by the date shown in the Last Date to Submit Form 1 column and
• the request must be entered into the Medical Exemption application in eRIDE by the date shown in the Exemption Request Closed column.

• Exemption requests will be processed beginning on the Last Date to Submit Form 1 date.
• Approval/denial emails will be sent to superintendents only.

<table>
<thead>
<tr>
<th>TEST</th>
<th>EXEMPTION REQUEST OPEN</th>
<th>EXEMPTION REQUEST CLOSED</th>
<th>LAST DATE TO SUBMIT FORM 1</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACCESS / Alt ACCESS</td>
<td>February 14</td>
<td>March 31</td>
<td>April 29</td>
</tr>
<tr>
<td>NAEP</td>
<td>N/A</td>
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<td></td>
</tr>
<tr>
<td>DLM</td>
<td>May 23</td>
<td>June 30</td>
<td>July 29</td>
</tr>
<tr>
<td>SAT</td>
<td>April 25</td>
<td>June 3</td>
<td>July 29</td>
</tr>
<tr>
<td>PSAT10</td>
<td>April 25</td>
<td>June 3</td>
<td>July 29</td>
</tr>
<tr>
<td>RICAS ELA</td>
<td>April 25</td>
<td>June 3</td>
<td>July 29</td>
</tr>
<tr>
<td>RICAS Math</td>
<td>May 23</td>
<td>June 30</td>
<td>July 29</td>
</tr>
<tr>
<td>NGSA</td>
<td>May 23</td>
<td>June 30</td>
<td>July 29</td>
</tr>
</tbody>
</table>
# 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>
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<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>
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<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: ACCESS for ELLs</td>
<td></td>
<td><a href="http://www.ride.ri.gov/ACCESS">www.ride.ri.gov/ACCESS</a></td>
</tr>
<tr>
<td>DLM Alternate Assessment</td>
<td></td>
<td><a href="http://www.ride.ri.gov/DLM">www.ride.ri.gov/DLM</a></td>
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<tr>
<td>NAEP</td>
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<td><a href="http://www.ride.ri.gov/NAEP">www.ride.ri.gov/NAEP</a></td>
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<tr>
<td>Next Generation Science Assessment</td>
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<td><a href="http://www.ride.ri.gov/NGSA">www.ride.ri.gov/NGSA</a></td>
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<td>PSAT10 / RI SAT School Day</td>
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<td><a href="http://www.ride.ri.gov/SAT">www.ride.ri.gov/SAT</a></td>
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<td>RICAS</td>
<td></td>
<td><a href="http://www.ride.ri.gov/RICAS">www.ride.ri.gov/RICAS</a></td>
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</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
- Assessment Data Portal:
  - Public Site: https://www3.ride.ri.gov/ADP
  - Confidential Site: https://portal.ride.ri.gov/Account/Login