



Test Coordinator Monthly Webinar

May 18, 2022

**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
- **Webinar Calendar (Wednesdays at 10:00am) – Save the Date!**
 - May 18, 2022

Agenda for May 18, 2022

- Closing Tasks for the 2021-22 RI State Assessments
 - Medical exemption process and due dates
- Preparing for 2021-22 Assessment Reporting
 - Assessment Reporting Workshops and Webinars
- 2022-23 State Assessment Calendar
- 2022-23 Test Coordinator Monthly Webinar Calendar
- Contact Information and Resource Slides

Closing Tasks for the 2021-22 State Assessments

RICAS

- **State testing window for math ends Friday, May 27**
 - Ensure completion of all close-out tasks, including stopping all PAN Sessions (see the RICAS Test Coordinator's Manual, Part IV: Tasks to Complete After Testing)
 - Complete and submit the Principal's Certification of Proper Test Administration
 - Return paper test materials per directions in the RICAS TCM
- **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
- **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

- **State testing window ends Friday, May 27**

- Ensure completion of all close-out tasks (see the NGSA Test Coordinator's Manual, Part IV: Tasks to Complete After Testing)
- Complete and submit the Principal's Certification of Proper Test Administration
- Return paper test materials per directions in the NGSA TCM

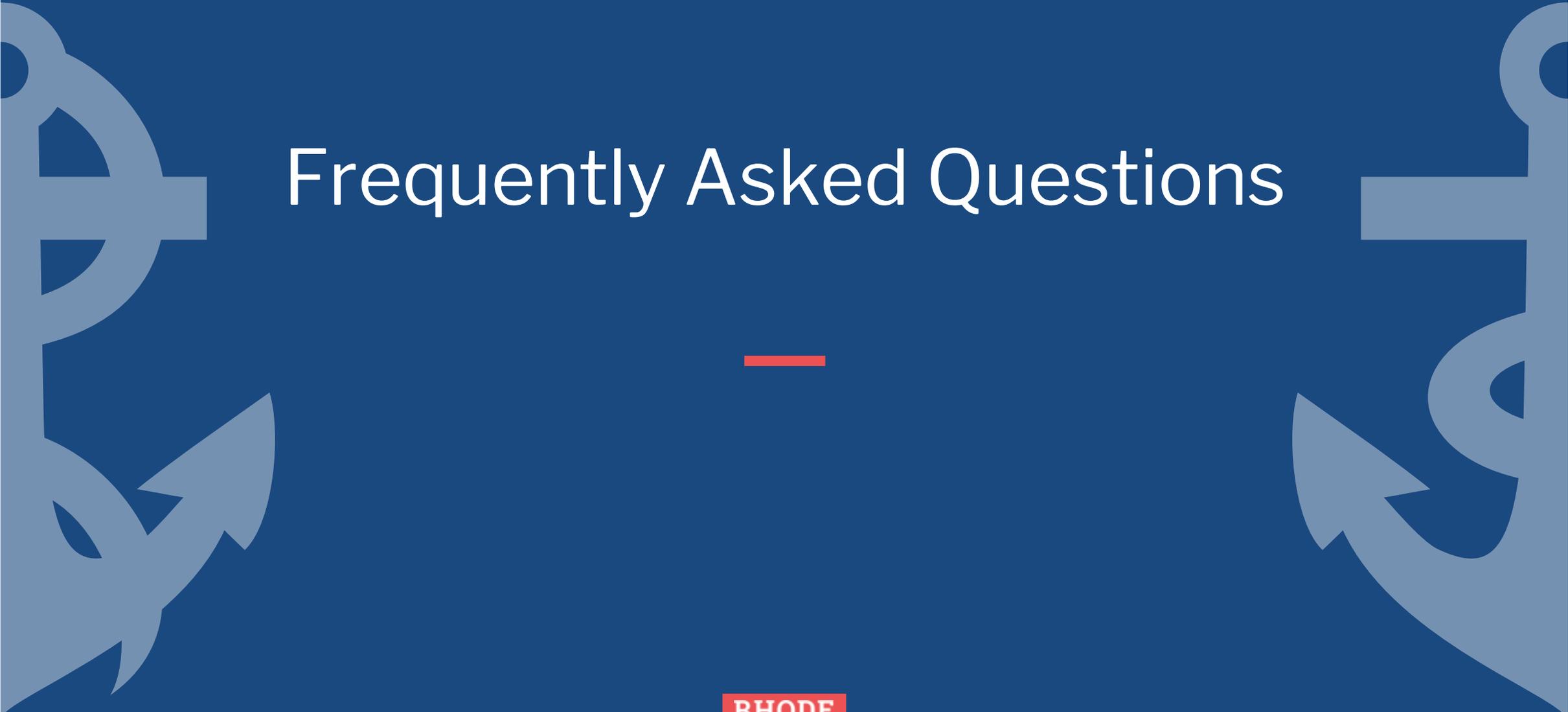
- **Testing irregularities:**

- 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 NGSA 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.

DLM

- State testing window ends Friday, May 27. There are **8 school days left** in the testing window.
- Monitor your testing completion in Kite Educator Portal:
 - In Kite Educator Portal, click on REPORTS, then DATA EXTRACTS, then click on NEW FILE next to the *DLM Test Administration Monitoring* report. Click OK
 - Don't have to select your district or school – the report will automatically include all schools for which you have access.
- 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.

Frequently Asked Questions



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.
 - *References:* RICAS TC Training [slide 66](#); RICAS Test Coordinator Manual Part IV, [Section B Intro/B.1](#),

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. Please complete a test irregularity form and submit to RIDE.
- **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. The test coordinator should be able to update the accessibility feature once the student has logged out. Then the student can login and resume testing with the accessibility feature.

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.
 - 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. If you have a technical issue, please contact the RICAS Service Center.
- **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 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.

Medical Exemption Dates

www.ride.ri.gov/assessment-exemptions

TEST	EXEMPTION REQUEST OPEN	EXEMPTION REQUEST CLOSED	LAST DATE TO SUBMIT FORM 1
ACCESS / Alt ACCESS	February 14	March 31	April 29
NAEP	N/A		
DLM	May 23	June 30	July 29
SAT	April 25	June 3	July 29
PSAT10	April 25	June 3	July 29
RICAS ELA	April 25	June 3	July 29
RICAS Math	May 23	June 30	July 29
NGSA	May 23	June 30	July 29

- 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.



Preparing for Assessment Reporting

2021-22

**RHODE
ISLAND**

PSAT and SAT: Scoring and Reporting

Using the Score Reporting Portal to Interpret Your SAT® Suite of Assessment Results:

- **Description:** Participants will be able to use their school/district data to identify strengths and weaknesses in students' critical reading, writing, and math skills and work collaboratively with colleagues in small groups to help identify and bridge curriculum gaps.
- **Audience:** teams of 2-4 educators. There will be time to review school- or district-level data. *Data reviewed will be from the April 2022 SAT and PSAT 10 administrations.*
- **Requirements:** Participants must bring a laptop and be an authorized detailed-level K-12 Reporting Portal user for your school or district. To obtain access to the K-12 Reporting Portal, please contact your school or district testing coordinator.
- **Workshop Details:**
 - **When:** May 23 and May 24 (9:30AM - Noon) *(both sessions will cover the same information).*
 - **Where:** Sargent Rehabilitation Center, 800 Quaker Lane, Warwick, RI
 - **Registration:** <https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1834>

ACCESS & Alt ACCESS: Reporting Timeline

- May 4: Online reports available in [WIDA AMS](#)
- May 6: Scores loaded into MLL Census
- May 20: Printed reports arrive in district
- Mid July: Data available through the Student Data Portal (SDP)

ACCESS & Alt ACCESS: MLL Census

- End of Year Task in MLL Census:
 - Exit all qualifying students so their records do not carry over to next year.
 - End date: 6/30/22
 - Reason: Exited Program
 - “2021-22 ACCESS/Alt ACCESS Test Results” report is now available. The report highlights all students in your LEA who are eligible to exit.

Rhode Island Department of Elementary and Secondary Education
Information Services
Ana Karantonis

> eRIDE > ELL Census for Rhode Island Department of Elementary and Secondary Education (2021-22) Logout

Reset To State Account | Select a District

Update active status as of (date): Update

Find student(s) by name/SASID: Find (see below for instructions)

2021-22 ACCESS/Alt ACCESS Test Results

provisional placement guide || users guide || planning guide for school year student listings

ACCESS & Alt ACCESS: Reporting Resources

[What is ACCESS for ELLs?](#) - a two-page flyer provides parents with answers to several basic questions about ACCESS for ELLs. Available in multiple languages.

ACCESS for ELLs:

- [ACCESS for ELLs: Understanding your Child's Scores](#) - a two page document summarizes key information for parents from the full ACCESS for ELLs Interpretive Guide for Score Reports. Available in multiple languages.
- [ACCESS for ELLs Interpretive Guide for Score Reports](#) - a comprehensive document provides information on understanding the scores to educators.

Alternate ACCESS for ELLs:

- [Alternate ACCESS for ELLs: Understanding your Child's Scores](#) - a three-page document summarizes key information for parents from the full Alternate ACCESS for ELLs Interpretive Guide for Score Reports. Available in multiple languages.
- [Alternate ACCESS for ELLs Interpretive Guide for Score Reports](#) - a comprehensive document provides information on understanding the scores to educators.

Assessment Reporting: May

- **Now:** ACCESS and Alternate ACCESS scores
- **Now:** SAT scores available in the College Board K-12 Reporting Portal (educators and students)
- May 20:
 - PSAT scores available in the College Board K-12 Reporting Portal (educators and students)
 - ACCESS printed score reports expected in LEAs.
- May 23: Educators have access to **RI Next Generation Science Assessment** student-level scores via the RI NGSA Portal and Reporting System: <https://ri.portal.cambiumast.com/>
- *Assessment results and ISR release dates for DLM and RICAS will be announced in June.*

Preparing for 2022-23 State Assessments

Monthly Test Coordinator Workshop Calendar 2022-23

Details:

- Time: 10:00 – 11:00AM
- Registration Link: *will be sent in August*

Who should attend:

- District test coordinators
- School test coordinators
- Special education directors
- Data and technology managers
- EL directors
- Anyone else involved with planning state assessments in your school/district.

Dates of Webinars:

- September 21, 2022
- October 19, 2022
- November 16, 2022
- December 14, 2022
- January 18, 2023
- February 15, 2023
- March 15, 2023
- April 19, 2023
- May 17, 2023
- June 14, 2023

2022-2023 State Assessment Calendar: Elementary & Middle School

State testing windows are posted at www.ride.ri.gov/Assessment-Schedules

Test	Content Area(s)	Grades	Test Window Opens	Test Window Closes
ACCESS for ELLs	ELP	K-12	Jan. 9, 2023	March 3, 2023
Alternate ACCESS for ELLs	ELP	1-12	Jan. 9, 2023	March 3, 2023
NAEP	<i>See following slides</i>			
RICAS	ELA	3-8	March 27, 2023	April 28, 2023
	Math	3-8	April 24, 2023	May 26, 2023
DLM	ELA, Math Science	3-8 5, 8, 11	April 3, 2023	May 26, 2023
NGSA	Science	5, 8, 11	April 24, 2023	May 26, 2023

2022-2023 State Assessment Calendar: High School

State testing windows are posted at www.ride.ri.gov/Assessment-Schedules

Test	Content Area(s)	Grades	Test Window Opens	Test Window Closes
ACCESS for ELLs	ELP	K-12	Jan. 9, 2023	March 3, 2023
Alternate ACCESS for ELLs	ELP	1-12	Jan. 9, 2023	March 3, 2023
DLM	ELA, Math Science	3-8, 11 5, 8, 11	April 3, 2023	May 26, 2023
PSAT10	Reading, Math	10	April 18, 2023 (primary)	April 19, 2023
			April 25, 2023 (make-up)	April 27, 2023
RI SAT School Day*	Reading, Math	11	April 18, 2023 (primary)	April 19, 2023
			April 25, 2023 (make-up)	April 27, 2023
NGSA	Science	5, 8, 11	April 24, 2023	May 26, 2023

2022-2023 State Assessment Calendar: NAEP

State testing windows are posted at www.ride.ri.gov/Assessment-Schedules

Test	Content Area	Grades/Ages	Test Window Opens	Test Window Closes
PISA 2022 Main Study	reading, math, science	15-yr-old students	Oct. 3, 2022	Nov. 25, 2022
TALIS 2024	<i>principals and teachers</i>		February 2023	March 2023
TIMSS 2023	math and science	4, 8	March 1, 2023	March 31, 2023
ICILS 2023	computer and information literacy	8	March 1, 2023	March 31, 2023
NAEP Field Trial	reading and math	TBD	Feb. 6, 2023	Feb. 17, 2023
NAEP Field Test	reading and math	TBD	March 20, 2023	April 14, 2023
Long Term Trend	reading and math	13-yr-old students	Oct. 10, 2022	Dec. 15, 2022

- *Not all schools will be selected for every test. More information will be available at the beginning of the school year. Rhode Island is not expected to participate in the Long Term Trend but it is included anyway so you know all testing possibilities.*

- PISA: Program for International Student Assessment
- TALIS: Teaching and Learning International Survey
- TIMSS: Trends in International Mathematics and Science Study
- ICILS: International Computer and Information Literacy Study

Best Practices for Selecting Your Testing Windows

1. Determine how many staff you will need *before* selecting your testing window.
2. Use as much of the state testing window as possible. Even if your school testing window is over, if you're within the state assessment window, you can continue testing.
3. Plan to test 100% of students in each content area.
4. Start as early in the state testing window as possible.
5. Leave the last week of the state testing window for make-up testing.
6. For PSAT and SAT:
 - Schedule your preadministration session *before the primary testing days*. This will help you identify technology issues and familiarizes staff and students with the testing platform.
 - Activities/schedules for non-tested grades may need to be approved by the superintendent so make requests *before January 2023*. This will give you time to develop and get approval for new plans.

Reference Information

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	www.ride.ri.gov/TC
Assessment Schedules	State testing windows for all assessments	www.ride.ri.gov/Assessment-Schedules
Assessment Manuals & Materials	Manuals, guides, and links to assessment websites to support administration	www.ride.ri.gov/Assessment-Manuals
Statewide Assessment Training	Training requirements and resources for test coordinators and test administrators, training calendar	www.ride.ri.gov/Assessment-Training
Assessment Accommodations	Accommodations and Accessibility Features Manual, assessment-specific resources	www.ride.ri.gov/Accommodations
Assessment Exemptions	Information about medical exemptions	www.ride.ri.gov/Exemptions
Assessment Results	Assessment reporting website resources and archive	www.ride.ri.gov/Assessment-Results
Released Items / Practice Tests	Released items, practice tests, and other resources	www.ride.ri.gov/Released-Items

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	www.ride.ri.gov/Families
Technical Reports	Technical specifications and reports for state assessments	www.ride.ri.gov/Technical-Reports
One Percent Rule	Information on the one percent threshold, statewide, on the number of students taking alternate assessments	www.ride.ri.gov/One-Percent-Rule-Assessment
Interim Assessments	Funding opportunity for LEAs to purchase ELA, math, or science interims from select vendors	www.ride.ri.gov/Interims
Assessment-Specific:	ACCESS for ELLs	www.ride.ri.gov/ACCESS
	DLM Alternate Assessment	www.ride.ri.gov/DLM
	NAEP	www.ride.ri.gov/NAEP
	Next Generation Science Assessment	www.ride.ri.gov/NGSA
	PSAT10 / RI SAT School Day	www.ride.ri.gov/SAT
	RICAS	www.ride.ri.gov/RICAS

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
- RICAS, NGSA
 - 401-222-8490
 - assessment@ride.ri.gov
- Phyllis Lynch (Director of Office of Assessment)
 - 401-222-4693
 - Phyllis.Lynch@ride.ri.gov