Test Coordinator Monthly Webinar

May 18, 2022
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
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
NGSA

• **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.
• 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.
• 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](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.
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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<tr>
<td>DLM</td>
<td>May 23</td>
<td>June 30</td>
<td>July 29</td>
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<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>
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<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>
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</tbody>
</table>
Preparing for Assessment Reporting

2021-22
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](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.
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/](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](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>
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<tbody>
<tr>
<td>ACCESS for ELLs</td>
<td>ELP</td>
<td>K-12</td>
<td>Jan. 9, 2023</td>
<td>March 3, 2023</td>
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<tr>
<td>Alternate ACCESS for ELLs</td>
<td>ELP</td>
<td>1-12</td>
<td>Jan. 9, 2023</td>
<td>March 3, 2023</td>
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<tr>
<td>NAEP</td>
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<tr>
<td>See following slides</td>
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<tr>
<td>RICAS</td>
<td>ELA</td>
<td>3-8</td>
<td>March 27, 2023</td>
<td>April 28, 2023</td>
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<tr>
<td></td>
<td>Math</td>
<td>3-8</td>
<td>April 24, 2023</td>
<td>May 26, 2023</td>
</tr>
<tr>
<td>DLM</td>
<td>ELA, Math</td>
<td>3-8</td>
<td>April 3, 2023</td>
<td>May 26, 2023</td>
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<tr>
<td></td>
<td>Science</td>
<td>5, 8, 11</td>
<td>April 24, 2023</td>
<td>May 26, 2023</td>
</tr>
<tr>
<td>NGSA</td>
<td>Science</td>
<td>5, 8, 11</td>
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<td>May 26, 2023</td>
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2022-2023 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>
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</tr>
</thead>
<tbody>
<tr>
<td>ACCESS for ELLs</td>
<td>ELP</td>
<td>K-12</td>
<td>Jan. 9, 2023</td>
<td>March 3, 2023</td>
</tr>
<tr>
<td>Alternate ACCESS for ELLs</td>
<td>ELP</td>
<td>1-12</td>
<td>Jan. 9, 2023</td>
<td>March 3, 2023</td>
</tr>
<tr>
<td>DLM</td>
<td>ELA, Math, Science</td>
<td>3-8, 11, 5, 8, 11</td>
<td>April 3, 2023</td>
<td>May 26, 2023</td>
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<tr>
<td>PSAT10</td>
<td>Reading, Math</td>
<td>10</td>
<td>April 18, 2023 (primary)</td>
<td>April 19, 2023</td>
</tr>
<tr>
<td>RI SAT School Day*</td>
<td>Reading, Math</td>
<td>11</td>
<td>April 18, 2023 (primary)</td>
<td>April 19, 2023</td>
</tr>
<tr>
<td>NGSA</td>
<td>Science</td>
<td>5, 8, 11</td>
<td>April 24, 2023</td>
<td>May 26, 2023</td>
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## 2022-2023 State Assessment Calendar: NAEP

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

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

- 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

<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>
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<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>
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<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="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="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="www.ride.ri.gov/One-Percent-Rule-Assessment">www.ride.ri.gov/One-Percent-Rule-Assessment</a></td>
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<tr>
<td>Interim Assessments</td>
<td>Funding opportunity for LEAs to purchase ELA, math, or science interims from select vendors</td>
<td><a href="www.ride.ri.gov/Interims">www.ride.ri.gov/Interims</a></td>
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<tr>
<td>Assessment-Specific: ACCESS for ELLs</td>
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<td><a href="www.ride.ri.gov/ACCESS">www.ride.ri.gov/ACCESS</a></td>
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<tr>
<td>DLM Alternate Assessment</td>
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<td>NAEP</td>
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<tr>
<td>Next Generation Science Assessment</td>
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<td>PSAT10 / RI SAT School Day</td>
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<td><a href="www.ride.ri.gov/SAT">www.ride.ri.gov/SAT</a></td>
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<td>RICAS</td>
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<td><a href="www.ride.ri.gov/RICAS">www.ride.ri.gov/RICAS</a></td>
</tr>
</tbody>
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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
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  - assessment@ride.ri.gov
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