

Rhode Island State Assessment Program: Guide to Required Training

This document contains training requirements for district and school test coordinators, their teams, and test administrators for the 2022-23 Rhode Island State Assessments.

More information is at www.ride.ri.gov/assessment-training



RIDE Rhode Island
Department
of Education

RHODE ISLAND STATE ASSESSMENT TRAINING CALENDAR – 2022-23

Test	Title	Date	Notes	Registration Link/Link to Recording, Presentation, and Materials
SEPTEMBER				
ACCESS for ELLs/Alternate ACCESS	Test Administrator Training Courses available	9/1/2022	When: Opening on 9/1/2022; Self-paced Description: Each educator who will administer any ACCESS for ELLs test is required to complete these courses before being allowed to administer the test. Training courses are available through the WIDA Secure Portal .	<i>No registration required.</i>
All Tests	Monthly Test Coordinator Webinar	9/21/2022	When: [WEBINAR] 10:00 - 11:00AM	Link to registration, recording, presentation, and materials: www.ride.ri.gov/tc
DLM	District Test Coordinator Training recordings available	9/30/2022	Go to www.ride.ri.gov/assessment-manuals for links to modules and to access the <i>RI Guide to Required Training for DLM</i> .	<i>No registration required.</i>
DLM	Test Administrator Training Modules available	9/30/2022	These modules are required for any educator who will administer the DLM assessments. Go to www.ride.ri.gov/assessment-manuals to access the <i>RI Guide to Required Training for DLM</i> to help you plan for test administrator training.	<i>No registration required.</i>
OCTOBER				
All Tests	Monthly Test Coordinator Webinar	10/19/2022	When: [WEBINAR] 10:00 - 11:00AM	Use this link to register: https://attendee.gotowebinar.com/register/6255454127661079821 Recording will be posted at: https://gotostage.com/channel/c26524b43a8b452bb6c644601ca811fc
NOVEMBER				

Test	Title	Date	Notes	Registration Link/Link to Recording, Presentation, and Materials
All Tests	Monthly Test Coordinator Webinar	11/16/2022	<p>When: [WEBINAR] 10:00-11:00AM</p> <p>AGENDA TOPICS:</p> <ul style="list-style-type: none"> • Test Administrator Core Presentation. Test Coordinators are required to give this presentation to test administrations in addition to ensuring that all TAs meet the test-specific training requirements outlined in the back of this document. • SAT and PSAT 10: High-level review of accommodations and the process to enter them into the SSD Online platform. • NGSA: Cambium will provide a high-level review of the Reporting System where districts and schools can view the results of the 2021-22 state assessment. 	<p>Use this link to register: https://attendee.gotowebinar.com/register/6255454127661079821</p> <p>Recording will be posted at: https://gotostage.com/channel/c26524b43a8b452bb6c644601ca811fc</p>
DLM	Eligibility for Alternate Assessments and One Percent Webinar	11/15/2022	<p>When: [WEBINAR] 10:00AM - 11:00PM</p> <p>Description: This webinar will discuss how to make eligibility determinations for the alternate assessment using evidence and data. It will also include strategies for collecting and looking at data. We will also discuss the One Percent Rule and data from the last three years. This webinar is for district special education directors, LEA representatives, special education teachers, and other educators involved in making eligibility decisions for alternate assessments.</p>	<p>Use this link to register: https://attendee.gotowebinar.com/register/1286093679863683085</p> <p>Recording will be posted here: https://gotostage.com/channel/20000000000370713</p>
DECEMBER				
ACCESS for ELLs	ACCESS for ELLs Test Coordinator Training	12/1/2022	<p>When: [WEBINAR] 10:00AM-12:30PM</p> <p>Description: This webinar will be split into three sections:</p> <ol style="list-style-type: none"> 1. Policies and procedures applicable to all state assessments and those required when administering the Alternate ACCESS and ACCESS for ELLs assessments. 2. In-depth look how to prepare for the Alternate ACCESS and ACCESS for ELLs assessments including common mistakes and irregularities. 3. Accommodations for Alternate ACCESS and ACCESS for ELLs assessments. 	<p>Use this link to register: https://attendee.gotowebinar.com/register/5483170356131296012</p> <p>Recording will be posted here: https://gotostage.com/channel/c26524b43a8b452bb6c644601ca811fc</p>

RHODE ISLAND STATE ASSESSMENT TRAINING CALENDAR – 2022-23

Test	Title	Date	Notes	Registration Link/Link to Recording, Presentation, and Materials
			This is required training for all district and school test coordinators, and EL directors involved with preparing for and administering the ACCESS for ELs tests.	
SAT and PSAT10	RI SAT and PSAT 10 Test Coordinator Training	12/13/2022 or 12/14/2022	<p>When: <i>Attend one day.</i></p> <ul style="list-style-type: none"> • OPTION 1 [IN PERSON]: December 13 <ul style="list-style-type: none"> ○ AM Session (10:00AM – NOON): <i>Introduction to RI SAT and PSAT 10 for School Assessment Teams</i> ○ PM Session (1:00 – 3:00PM): <i>All About Accommodations</i> • OPTION 2 [IN PERSON]: December 14 <ul style="list-style-type: none"> ○ AM Session (10:00AM – NOON): <i>Introduction to RI SAT and PSAT 10 for School Assessment Teams</i> ○ PM Session (1:00 – 3:00PM): <i>All About Accommodations</i> <p>Where: <i>Registrants will be emailed the location details once they are finalized.</i></p> <p>Who: This session is ideal for anyone involved in preparing for the state assessments; especially those who are new or in their second year of being a test coordinator.</p> <p>Description: This training session will cover what you need to know to understand and prepare for the state administrations of SAT and PSAT 10 in April. Both options for this workshop will include panels from different districts. These teams have expertise that will help you prepare for the SAT and PSAT in April. We will have a special focus on technology and technology coordinators.</p>	<p>Use this link to register: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1852</p>
All Tests	Monthly Test Coordinator Webinar	12/15/2022	<p>When: [WEBINAR] 10:00-11:30AM</p> <p>AGENDA TOPICS:</p> <ul style="list-style-type: none"> • State Policies and Procedures Training. This required training will cover all state policies and procedures that assessment teams must know as part of preparing for any of the RI state assessments. 	<p>Use this link to register: https://attendee.gotowebinar.com/register/6255454127661079821</p> <p>Recording will be posted at: https://gotostage.com/channel/c26524b43a8b452bb6c644601ca811fc</p>
JAN. 2023				
All Tests	Monthly Test Coordinator Webinar	1/18/2023	<p>When: [WEBINAR] 10:00-11:30AM</p>	<p>Use this link to register: https://attendee.gotowebinar.com/register/6255454127661079821</p>

RHODE ISLAND STATE ASSESSMENT TRAINING CALENDAR – 2022-23

Test	Title	Date	Notes	Registration Link/Link to Recording, Presentation, and Materials
				Recording will be posted at: https://gotostage.com/channel/c26524b43a8b452bb6c644601ca811fc
RICAS	Test Administrator Training Modules available	January	When: Beginning in January; Self-paced Description: Each educator who will administer RICAS is required to complete these modules before being allowed to administer the test.	No registration required.
FEB. 2023				
NGSA	Test Administrator Certification Course	2/1/2023	When: Beginning on 2/2/2023; self-paced This training course is required for anyone involved in administering the NGSA tests.	No registration required. Use your login for the TA Interface to access the Test Administrator Certification Course .
RICAS	Test Coordinator Training Modules	2/1/2023	There are a variety of online modules on specific tasks like how to order materials and updating accommodations, conducting an infrastructure trial, creating sessions, how to move students between sessions, etc., to supplement the in-person test coordinator workshops.	No registration required.
NGSA	Test Coordinator Training for NGSA	2/2/2023 or 2/9/2023	When: <ul style="list-style-type: none"> OPTION 1 [WEBINAR]: February 2 (8:30 - NOON). This session will not cover accommodations. Please register for the Accommodations webinar on Feb. 22. OPTION 2 [IN PERSON]: February 9 (1 – 4:30PM). Registration is limited to 45 participants. This session will include accommodations information. Where: Registrants will be emailed the location details once they are finalized. Description: These training will cover the policies and procedures required when administering the NGSA assessments. This training is required for all district and school test coordinators, EL directors, and educators involved with preparing for this state assessment.	Register for ONE of these sessions: Use this link to register for Option 1: https://attendee.gotowebinar.com/register/480596958913918475 Recording will be posted here: https://gotostage.com/channel/c26524b43a8b452bb6c644601ca811fc Use this link to register for Option 2: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1853
RICAS	Test Coordinator Training for RICAS	2/2/2023 or 2/9/2023	When: <ul style="list-style-type: none"> OPTION 1 [WEBINAR]: February 2 (1:00 – 3:30PM): This session will not cover accommodations. Register for the <i>Accommodations for RICAS and NGSA</i> webinar on Feb. 22. 	Register for ONE of these sessions: Use this link to register for Option 1: https://attendee.gotowebinar.com/register/1031762346708800271

			<ul style="list-style-type: none"> OPTION 2 [IN PERSON]: February 9 (8:30AM - NOON). Registration is limited to 45 participants. This session will include accommodations information. Where: <i>Registrants will be emailed the location details once they are finalized.</i> <p>Description: These trainings will cover the policies and procedures required when administering the RICAS assessments. This training is required for all district and school test coordinators, EL directors, and educators involved with preparing for this state assessment.</p>	<p>Recording will be posted here: https://gotostage.com/channel/c26524b43a8b452bb6c644601ca811fc</p> <p>Use this link to register for Option 2: https://www.eride.ri.gov/workshopreg/ViewWorkshop.aspx?workshopid=1854</p>
All Tests	Monthly Test Coordinator Webinar	2/15/2023	When: [WEBINAR] 10:00 - 11:00AM	<p>Use this link to register: https://attendee.gotowebinar.com/register/6255454127661079821</p> <p>Recording will be posted at: https://gotostage.com/channel/c26524b43a8b452bb6c644601ca811fc</p>
RICAS, NGSA	Accommodations for RICAS and NGSA	2/16/2023	When: [WEBINAR] 10:00 - 11:30AM Description: This webinar will cover accommodations and accessibility features for students with disabilities and MLL/ELs for the RICAS and NGSA assessments.	<p>Use this link to register: https://attendee.gotowebinar.com/register/4183703742752018444</p> <p>Recording will be posted here: https://gotostage.com/channel/20000000000370713</p>
DLM	Test Coordinator Training for DLM	2/16/2023	When: [WEBINAR] 1:00 – 3:00PM Description: This training will cover the policies and procedures required when administering the DLM alternate assessment. This training session is required for all district and school test coordinators, EL directors, and educators involved with preparing for this state assessment.	<p>Use this link to register: https://attendee.gotowebinar.com/register/6820583314810090000</p> <p>Recording will be posted here: https://gotostage.com/channel/c26524b43a8b452bb6c644601ca811fc</p>
MARCH 2023				
SAT and PSAT10	Test Coordinator Training Modules	3/2/2023	When: Beginning 3/2/2023; Self-paced Description: Online training modules for administering SAT and PSAT 10. NOTE: If you attended the December in-person training and attend the March TIDE and TDS training, you will have completed the training requirements and do not need to complete the online training modules. <i>Anyone who did not attend the in-person sessions (both of them) must complete these self-paced training modules.</i>	<i>No registration required.</i> Use your College Board Professional Account to access the SAT and PSAT 10 Online Modules .

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SAT and PSAT10	Hall Monitor and Proctor Training Modules	3/2/2023	<p>When: Beginning on 3/2/2023; Self-paced</p> <p>Description: Required online training modules for test administrators/proctors and hall monitors.</p>	<p><i>No registration required.</i> Use your College Board Professional Account to access the SAT and PSAT 10 Online Modules.</p>
SAT and PSAT10	Using TIDE and the TDS: Hands-on Session	3/14/2023, 3/15/2023, or 3/16/2023	<p>When: <i>Register for one session.</i></p> <ul style="list-style-type: none"> • March 14 [IN-PERSON], 10:00AM – Noon • March 15 [IN-PERSON], 10:00AM – Noon • March 16 [IN-PERSON], 10:00AM – Noon <p>Where: <i>Registrants will be emailed the location details once they are finalized.</i></p> <p>Who: This session is ideal for anyone involved in preparing for the state assessments; especially those who are new or those who need a refresher. Registration is limited to 45 participants.</p> <p>Description: The College Board TIDE and the Test Delivery System are used to assign accommodations, assign testing rooms to students, monitor test completion, and administer the preadministration session and tests. TIDE is the place test coordinators will manage the SAT and PSAT 10. Participants will learn how to trouble shoot common technology problems and use the Test Delivery System (TDS) to deliver the preadministration session. <i>This will be a working session: each participant must bring a laptop and have an account in TIDE.</i></p>	<p><i>Register for one session:</i> Registration is limited to 45 participants per session.</p> <p>https://www.eride.ri.gov/workshopreg/AdminConfirmWorkshop.aspx?workshopID=1855</p>
All Tests	Monthly Test Coordinator Webinar	3/15/2023	<p>When: [WEBINAR] 10:00-11:00AM</p>	<p>Use this link to register: https://attendee.gotowebinar.com/register/6255454127661079821</p> <p>Recording will be posted at: https://gotostage.com/channel/c26524b43a8b452bb6c644601ca811fc</p>
SAT and PSAT10	Office Hours: Question and Answer Session	3/30/2023	<p>When: March 30 [WEBINAR], 10:00AM – 10:45AM</p> <p>Who: Anyone involved with preparing for SAT and PSAT 10.</p> <p>Description: Join RIDE and College Board staff to get your last-minute questions answered. At this point, there are only a few weeks left before testing day and we want to ensure you have all your questions answered and you feel confident you'll have a great testing day!</p>	<p>Use this link to register: <i>Registration link will be available soon.</i></p>

RHODE ISLAND STATE ASSESSMENT TRAINING CALENDAR – 2022-23

APRIL 2023

All Tests Monthly Test Coordinator 4/19/2023 **When:** [WEBINAR] 10:00-11:00AM
Webinar

Use this link to register:
<https://attendee.gotowebinar.com/register/6255454127661079821>

Recording will be posted at:
<https://gotostage.com/channel/c26524b43a8b452bb6c644601ca811fc>

MAY 2023

All Tests Monthly Test Coordinator 5/17/2023 **When:** [WEBINAR] 10:00-11:00AM
Webinar

Use this link to register:
<https://attendee.gotowebinar.com/register/6255454127661079821>

Recording will be posted at:
<https://gotostage.com/channel/c26524b43a8b452bb6c644601ca811fc>

JUNE 2023

All Tests Monthly Test Coordinator 6/14/2023 **When:** [WEBINAR] 10:00-11:00AM
Webinar

Use this link to register:
<https://attendee.gotowebinar.com/register/6255454127661079821>

Recording will be posted at:
<https://gotostage.com/channel/c26524b43a8b452bb6c644601ca811fc>

Test Coordinator and Test Administrator Training Requirements

All state assessments require district and school test coordinators to receive training on how to prepare for and administer each state assessment being given in their district and school. Each assessment in the RI State Assessment Program (RISAP) has its own training options for test coordinators. Most state assessments will have an online or self-paced training modules and in-person training opportunity from which test coordinators can choose.

District and school test coordinators are also responsible for training test administrators to give the tests properly. Training requirements for test administrators are included in the back of this document.

All Tests

- Monthly Test Coordinator Webinars.** These meetings have become a staple in keeping everyone involved with preparing for state assessments up to date. These meetings are not only for test coordinators. We welcome anyone at the district or school level involved in preparing for or administering the state assessments. You can register, download presentations, and listen to recordings at www.ride.ri.gov/tc.
- State Policies and Procedures.** This training will be given twice and covers the RISAP general policies and procedures for all state assessments.

ACCESS for ELLs / Alternate ACCESS for ELLs

Training requirements below are given for test coordinators and test administrators. All training dates, registration links, access links to online modules, and presentation recording links can be found on the preceding pages.

Before you begin:

- **Get a WIDA Secure Portal account.** Test Coordinators and test administrators must have a WIDA Secure Portal account before any training can take place. If you are a district test coordinator who needs an account in the WIDA Secure Portal, contact flavia.moleabaker@ride.ri.gov. Test Administrators must contact their district EL/MLL coordinator director, district testing coordinator, or the WIDA help desk (help@wida.us or 866-276-7735) for accounts.
- **Get a WIDA Assessment Management System (AMS) account.** Test Coordinators and test administrators must also have a WIDA AMS account to administer the tests. If you are a test coordinator who needs an account in the WIDA AMS, contact DRC Customer Service (wida@datarecognitioncorp.com or 855-787-9675). Test Administrators must contact their district EL/MLL coordinator director, district testing coordinator for WIDA AMS accounts.
- **Download the WIDA ACCESS for ELLs and Alternate ACCESS for ELLs checklists.** These checklists will help you keep track of tasks required for a successful administration of the ACCESS assessments: <https://wida.wisc.edu/memberships/consortium/ri>.

Test Coordinator Required Training

- ACCESS for ELLs Test Coordinator Training:** This RIDE-hosted webinar is for anyone involved with planning the ACCESS for ELLs or Alternate ACCESS for ELLs assessments.

Test Administrator Required Training

- Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-training.
- ACCESS training courses.** Anyone administering the ACCESS for ELLs or Alternate ACCESS for ELLs must complete the training course and successfully pass the online quiz every three years. Any test administrator who will be scoring the Speaking domain must recertify annually. You can access the training courses after you have a WIDA Secure Portal account here: [WIDA Secure Portal](#).

Dynamic Learning Maps (DLM) Alternate Assessment

Training requirements below are given for test coordinators and test administrators. All training dates, registration links, access links to online modules, and presentation recording links can be found on the preceding pages.

Before you begin: Test Coordinators and test administrators must have their own Kite Educator Portal accounts before any training can take place. If you are a test coordinator who needs an account in the Kite Educator Portal, contact heather.heineke@ride.ri.gov. Test Administrators must contact their district special education director or district testing coordinator for accounts.

Test Coordinator Required Training

All three are required for test coordinators:

- State Policies and Procedures Webinar
- DLM Test Coordinator Webinar
- DLM online modules

Test Administrator Required Training

- Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-training.
- Rhode Island Guide to Required Training.** (www.ride.ri.gov/assessment-training) All training requirements for test administrators, and directions for logging in to the Moodle site, are included in the Rhode Island Guide to Required Training.

RI Comprehensive Assessment System (RICAS)

Training requirements below are given for test coordinators and test administrators. All training dates, registration links, access links to online modules, and presentation recording links can be found on the preceding pages.

Test Coordinators and test administrators must have their own PearsonAccess^{Next} (PAN) account. All training for RICAS will happen outside the PAN system but you can't administer the test unless you have an account for this site.

Before you begin:

- **Get a PearsonAccess^{Next} (PAN) account.** Test coordinators and test administrators must have a PearsonAccess^{Next} account to complete accommodations set-up for students, create rosters, and complete other important tasks before testing can begin. Follow these instructions to obtain an account in PAN:

- Test administrators** who need an account in PAN must contact their school test coordinator to request an account.
- School test coordinators** who need accounts should contact their district test coordinator or district data manager for access.
- District test coordinators** who need accounts should contact the RICAS Service Center (ricasservicecenter@cognia.org or 855-222-8936).
- **Download the following documents** from www.ride.ri.gov/assessment-manuals or ricas.pearsonsupport.com.
 - Test Coordinator Manual
 - Test Administrator Manual. Test coordinators must make sure that all test administrators have a manual.
 - PearsonAccess^{Next} (PAN) User Guide

Test Coordinator Required Training

- State Policies and Procedures Training for Elementary and Middle Schools**
- RICAS Test Coordinator Training**
- Online Modules for Test Coordinators:** Test coordinators must watch the videos on preparing for and administering the RICAS assessments in order to properly train and support test administrators and to ensure successful problem-solving. All videos can be found at ricas.pearsonsupport.com.

Test Administrator Required Training

- Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-training.
- Online Modules for Test Administrators:** Test administrators must watch the following videos on preparing for and administering the RICAS assessments. All videos can be found at ricas.pearsonsupport.com.
 - Accessibility and Accommodations Module
 - Infrastructure Trial for Test Coordinator/Test Administrator Module
 - Moving Students Between Sessions Module
 - Resolving Incorrect Accommodations During Testing
 - Sessions Management Module

Next Generation Science Assessment (NGSA)

Training requirements below are given for test coordinators and test administrators. All training dates, registration links, and presentation recording links can be found on the preceding pages.

Before you begin:

- **Make sure you have an account for the TA Interface.** Accounts from previous years are still active. If you forgot your password, select *Forgot Your Password?* on the [login screen](#). If you are new to NGSA and need an account, test administrators should contact their school testing coordinator; school test coordinators contact their district test coordinator; and district administrators should contact the Help Desk at 866-757-9437 or rihelpdesk@cambiumassessment.com.

Test Coordinators Required Training

- State Policies and Procedures Training for High Schools or Elementary/Middle Schools**
- NGSA Test Coordinator Training.** There are in-person and webinar options available.
- [Test Administrator Certification Course for NGSA Test Delivery System \(TDS\)](#)

Test Administrator Required Training

- Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-training.
- Test Administrator Certification Course for NGSA Test Delivery System (TDS):** The certification course is required for anyone involved in administering any part of the NGSA tests. Test coordinators are responsible for setting up new test administrators with accounts in the TA Interface.

PSAT 10 and SAT School Day

Training requirements below are given for returning test coordinators, new test coordinators, and test administrators. All training dates, registration links, and presentation recording links can be found on the preceding pages.

Before you begin:

- Test Coordinators and proctors must have their own College Board Accounts. See <http://www.ride.ri.gov/assessment-manuals> for instructions on creating an account if you don't have one.

Test Coordinator Required Training

- State Policies and Procedures Training**
- Introduction to RI SAT and PSAT 10 for School Assessment Teams** (in-person session) *or* the **online test coordinator modules** if a test coordinator did not attend the in-person session.
- Using TIDE and the TDS: Hands-on Session** *or* **TIDE online training modules** if a test coordinator did not attend the in-person session.

Test Administrator (Proctor) Required Training

- Test Administrator Core Training:** This presentation will be given by your school or district test coordinator. It covers the state and school policies that you must know prior to administering any state assessments. Test coordinators can download the presentation from www.ride.ri.gov/assessment-training.
- Proctor online training modules:** www.collegeboard.org/ptat

