2021 RI State Assessment Program: Training for Test Administrators

Each assessment in the RI State Assessment Program (RISAP) has a different set of requirements in order for test administrators to be prepared or certified to administer that particular assessment. This document contains information essential to ensuring that any district or school staff involved in administering the state assessments is appropriately trained. Test Administrators may not administer any state assessments until they have completed the appropriate training.

All State Assessments

All test administrators are required to be trained each state assessment they will be involved in administering, as well as in test security and general administration policies that apply to every assessment (see the editable presentation posted at www.ride.ri.gov/assessment-training). Test administrators must understand the particulars noted in an assessment's test administrator manual prior to administration (manuals found at www.ride.ri.gov/assessment-manuals) and complete any additional requirements listed below (other helpful resources are also included).

- **RISAP Test Administrator Core Presentation:** This presentation contains the general policies and procedures that affect all state assessments. There are slides for districts and schools to add their specific procedures to ensure that 1) all districts and schools have the required policies in place and 2) that all test administrators are aware of them. You can access the RISAP Test Administrator Core Presentation at: www.ride.ri.gov/assessment-training.

ACCESS for ELLs / Alternate ACCESS for ELLs

- *(Required)* View training tutorials (WIDA Secure Portal) for tasks listed in state checklist (online / paper) and complete the knowledge checks at the end of each tutorial
- *(Required)* Complete the appropriate quizzes (see pages 66 and 67 of the ACCESS TC Training Presentation)
- Recertification is annual for test administrators scoring a Speaking domain (Kindergarten, Paper, Alternate); otherwise every three years or upon adoption of a new tool
- *(Required)* Review the ACCESS for ELLs Test Administrator Manual

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Dynamic Learning Maps (DLM) Alternate Assessment

There are steps that test coordinators must take before test administrators can complete their required training in the Moodle training site. Test Administrators will not be allowed to administer the test or access any testing information until they complete their required training. These steps are detailed in the *Test Coordinator Checklist* and the *RI Guide to Required Training* at www.ride.ri.gov/assessment-manuals.

Materials and websites necessary to prepare for the DLM assessments include:

- Test Coordinator Checklist
- Test Administrator Checklist
- RI Guide to Required Training
- Educator Portal Login
- Moodle Training Site
- Test Administration Manual
- DLM Test Coordinator Training presentation: recording at www.ride.ri.gov/assessment-training.

RI Comprehensive Assessment System (RICAS)

- *(Required)* Review the RICAS Test Administrator Manual: RICAS TAM for CBT / RICAS TAM for PBT
- *(Recommended)* Review modules posted on the RICAS Resource Center – Training Page
- PearsonAccessNext site and PAN page RICAS Resource Center
- Student Tutorial and Practice Tests on the RICAS Resource Center

RI Next Generation Science Assessment (NGSA)

- *(Required)* Review the NGSA Test Administrator Manual
- *(Required)* Test Administrator Certification Course for NGSA Test Delivery System (TDS) (login required)
- RI NGSA Portal (with links to NGSA TIDE, the TDS, and TA Certification Course)
- Practice Test Site

PSAT 10 and SAT School Day with Essay

Training of both test coordinators and test administrators is required for each state assessment administration, regardless of whether the school or district provided the PSAT/NMSQT or Saturday SAT administrations. Proctors (test administrators) must complete the online modules in addition to the RISAP Test Administrator Core Presentation. Materials and websites necessary to prepare for the DLM assessments are listed below can be found at www.ride.ri.gov/assessment-manuals.

- *Test Coordinator Checklist*

- *How to create a College Board Account.* Test administrators will need their own College Board accounts to access the required training modules.
- *How to Access the College Board Training Modules.* Step-by-step instructions for accessing the correct training modules.
- Training modules for test administrators can be accessed at www.collegeboard.org/ptat.