RI Next Generation Science Assessment (RI NGSA)

Test Coordinator Webinar
March 2020
Webinar Agenda

1. Tasks to Complete *Before* Testing
2. Tasks to Complete *During* Testing
3. Tasks to Complete *After* Testing
4. RI NGSA Support Resources
<table>
<thead>
<tr>
<th>Step Number</th>
<th>Task Overview</th>
<th>Completed?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Distribute manuals / test security requirements.</td>
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</tr>
<tr>
<td>2</td>
<td>Train all school personnel authorized to have access to secure test materials in test security requirements.</td>
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<tr>
<td>3</td>
<td>Print out extra copies of the Administering the R.I. NGSA section of the TAM (and any updates to the script) to have on hand if needed.</td>
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<tr>
<td>4</td>
<td>Ask your district data manager to update eRIDE if students were added or removed from your school’s enrollment list between the testing windows.</td>
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<tr>
<td>5</td>
<td>Prepare to provide accessibility features and accommodations for testing. Confirm that test administrators understand the specific accommodations they will be providing.</td>
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**Tasks to Complete One or Two Days Before Testing at Your School**

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Task Overview</th>
<th>Completed?</th>
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<tbody>
<tr>
<td>1</td>
<td>Verify that test administrators have covered or removed prohibited materials from the walls of all testing rooms.</td>
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<tr>
<td>2</td>
<td>Confirm with the technology coordinator that all devices have been prepared for testing and that all technology set-up and assignments have been completed.</td>
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<tr>
<td>3</td>
<td>Prepare materials for testing: student testing tickets, scratch paper and #2 pencils, accommodations materials (as needed), “Do not disturb” signs for testing room doors, (grades 8 and 11 only) approved periodic table reference sheets.</td>
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<tr>
<td>4</td>
<td>Review the Administering the R.I. NGSA section of the TAM if test administrators have questions.</td>
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**Tasks to Complete DURING Test Administration**

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Task Overview</th>
<th>Completed?</th>
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<tbody>
<tr>
<td>1</td>
<td>Using your document tracking system, distribute materials needed for testing.</td>
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<td>2</td>
<td>Monitor test administration.</td>
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<td>3</td>
<td>Manage situations that may occur during testing.</td>
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<tr>
<td>4</td>
<td>Securely store materials for testing.</td>
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<tr>
<td>5</td>
<td>Maintain/update the record of test administrators and their students for each test session.</td>
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<tr>
<td>6</td>
<td>Collect lists of students who were absent/not tested from test administrators and schedule students for make-up testing. Confirm that all students participated.</td>
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<tr>
<td>7</td>
<td>When test sessions are completed, verify that all secure materials have been returned.</td>
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**Tasks to Complete AFTER Test Administration**

<table>
<thead>
<tr>
<th>Step Number</th>
<th>Task Overview</th>
<th>Completed?</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Ask the district data manager to update eRIDE if students were added to or removed from the school’s enrollment list.</td>
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RI Next Generation Science Assessment

Tasks to Complete *Before* Testing
Tasks to Complete Before Testing

- **Plan your schedule**
  - Test schedule and sessions
  - Student participation
- **Student registration**
  - Ensure enrollment information is up to date
  - Enter accessibility features and accommodations
- **Assemble and train your team**
  - Roles and responsibilities
  - Test administration, training, and test security

- **Prepare technology**
- **Inventory materials**
- **Prepare students for testing**
- **One week before testing**
  - Verify student accommodations assignments
  - Gather and organize testing materials
  - Print testing tickets
  - Check testing environments meet requirements
NGSA Schedule & Sessions

- Grades 5, 8, and 11
- RI NGSA is comprised of two separate sessions: Session 1 should be administered before Session 2
- Assessment window: April 27 – May 29, 2020
  - Schedule testing time within the window to allow time for regular testing and make-up testing
  - Test sessions must be scheduled so all students taking the same test in the same school are tested at the same time or as close together as possible in order to maintain test security.
  - Testing occurs during regular school days. No test session may extend beyond the end of the regular school day, and any individual test session must be completed on the same day in which it begins.
- Students should be provided a minimum of 60 minutes for each session to complete the items
  - The test is untimed. This is a minimum recommendation for testing time.
  - Students may continue testing beyond the testing time as long as they are working productively.
- Schools are advised to administer the sessions on two separate days in case students need extended time – but may choose to administer tests on the same day. Schedule tests to avoid conflicts with recess or lunch.
- Consider space and staffing for students testing with accommodations or designated accessibility features such as separate location, small group, or specific time of day.
Student Participation in RI NGSA

• All eligible students in grades 5, 8, and 11 are expected to participate in RI NGSA testing:
  • All students will take their grade-specific test, both sessions
  • Students with assessment accommodations in an IEP or 504 plan may use those accommodations on RI NGSA
  • Students participating in the Dynamic Learning Maps (DLM) alternate assessment do not participate in RI NGSA
  • Student exemptions for medical condition or injury that prevents instruction and assessment must be approved by RIDE. The medical exemption process must be completed by June 5, 2020.
  • Public school students outplaced by RI districts are expected to take RI NGSA (including at out of state schools).
Medical Exemptions

• Students who experience a medical emergency or crisis during testing may be eligible for an exemption. There are two criteria:
  1. The student’s situation is so severe the student cannot receive instruction in any setting (such as home, school, or outplacement facility) and
  2. The student cannot participate in any assessments, even with adjustments or accommodations.

• Districts initiate the process (described below and in RISAP TCH)
• Outplacement schools work with sending LEAs to process exemption requests for students in their schools.

OVERVIEW OF THE PROCESS FOR SUBMITTING A MEDICAL EXEMPTION

There are five steps for submitting an exemption to RIDE:

1. **District:** Complete Form 1 (District Assurances Form) and fax to 401-222-3605. Incomplete forms and forms submitted after the deadline will not be accepted.
2. **School:** Complete Forms 2 and 3 and retained by the District.
3. **District:** Submit request through the eRIDE Medical Exemption System.
4. **RIDE:** reviews Form 1 and verifies that the request has been logged through the eRIDE system. If needed, RIDE will contact the principal or the superintendent for clarification if the information submitted is insufficient.
5. **RIDE:** emails final decision to the superintendent.
Tasks to Complete Before Testing

- Plan your schedule
  - Test schedule and sessions
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- Student registration
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- Assemble and train your team
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  - Test administration, training, and test security
- Prepare technology
- Inventory materials
- Prepare students for testing
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  - Verify student accommodations assignments
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  - Print testing tickets
  - Check testing environments meet requirements
Student Registration

• Student demographic information is updated in NGSA TIDE via a nightly upload by the state.

• Changes made in the state eRIDE registration system will be reflected in NGSA TIDE the following day.

• Public schools must ensure that students in outplacement schools are properly coded in eRIDE enrollment census and the Special Education census in order for them to be tested.
  • Note: Homeschool students participating in RI NGSA must have a SASID in order to be registered, participate, and receive results. Please also ensure they are properly coded in the enrollment census.
NGSA TIDE System

• All user accounts were rolled over and passwords reset on September 17, 2019.
  • If you did not receive a password reset email, check your spam folder or use the “Request a new one for this school year” link on the TIDE log in page.

• If you log in on a new device or browser (or clear the cache on a previously-used browser) you must enter an emailed code after passing the initial login screen. This step does not occur when you activate your account.

• NGSA uses a Single Sign On System. This means that your user name and password for TIDE will also be used for all other systems (e.g., AIRWays, DEI).

• More information about NGSA TIDE functionality and step by step guidance can be found in the NGSA TIDE User Guide on the RI NGSA Portal:
  https://ri.portal.airast.org/resources/user-guides-and-manuals/
RI Next Generation Science Assessment

Accommodations and Accessibility Features
Planning for Accessibility

• You need these documents:
  1. *RISAP Accommodations and Accessibility Features Manual* and Excel sheet
  2. NGSA TIDE User Guide
  3. RI NGSA Assistive Technology Manual
  4. Bilingual Dictionaries and Glossaries for EL Students
State policy and guidelines for selecting accommodations

• Only students with a 504 Plan or IEP
• Any accommodation must be included in the 504 or IEP
• Test supports for EL students should be formally documented.
• Accommodations must address the diagnosed disability(ies) of the student
• Educators should be able to provide a rationale and evidence as to why the accommodations were selected and what challenges the accommodation is expected to address.
• Accommodations should be used during routine classroom instruction but not be selected as an attempt to replicate instructional practices/strategies.
# Types of Accommodations and Who Receives Them

<table>
<thead>
<tr>
<th></th>
<th>Accessibility Features</th>
<th>Accommodations</th>
<th>EL Supports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student with an IEP or 504 Plan</td>
<td>Yes</td>
<td>Yes</td>
<td><em>if also EL</em></td>
</tr>
<tr>
<td>EL Student</td>
<td>Yes</td>
<td><em>if also IEP or 504</em></td>
<td>Yes</td>
</tr>
<tr>
<td>Any student</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>
Accessibility Features

• **Embedded and Non-Embedded Accessibility Features** are supports and tools that are made available to *all* students.
  
  • **Embedded:**
    - Answer Masking
    - Color Contrast
    - Magnification
    - Mouse Pointer
    - Streamline Mode
  
  • **Non-embedded:**
    - Amplification/Audio Aids
    - Color Overlay
    - Magnification
    - Human read aloud (or sign) **selected words** on the science test, as requested by student
    - Test Administrator repeats/clarifies test directions
    - Test Administrator redirects student’s attention to test
Accommodations

- **Embedded Accommodations** are supports and tools that are included in the test delivery engine and need to be designated in TIDE prior to testing.
  - Braille Edition
  - Print-on-Demand
  - Spanish Edition
  - Permissive Mode (used for Assistive Technology devices compatible with the test delivery platform)
  - Text-to-Speech (available in English and Spanish)

- **NOTES:**
  - Available only to students with an IEP or 504 Plan who have a diagnosed disability that impacts their reading.
  - The embedded test-to-speech software may (or may not) read the answer options in the drop-down boxes. Test Administrators need to monitor students closely to ensure the entire test is read aloud.
Accommodations: Non-Embedded/External

Non-Embedded/external accommodations are provided outside the test delivery engine, usually by the test administrator or external device.

<table>
<thead>
<tr>
<th>AT/AAC Devices (set Permissive Mode)</th>
<th>Human Read Aloud in English</th>
</tr>
</thead>
<tbody>
<tr>
<td>Braille Edition</td>
<td>Word Prediction*</td>
</tr>
<tr>
<td>Large Print Edition</td>
<td>Speech-to-Text*</td>
</tr>
<tr>
<td>Scribe</td>
<td>Sign Language Interpretation</td>
</tr>
<tr>
<td>Simplified Test Directions</td>
<td>Extended Time</td>
</tr>
</tbody>
</table>

**Accommodations for English Learners**

<table>
<thead>
<tr>
<th>Bilingual Word-to-Word Dictionary or Glossary</th>
<th>Extended Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Human Read Aloud in English</td>
<td></td>
</tr>
<tr>
<td>Human Read Aloud in Spanish</td>
<td></td>
</tr>
</tbody>
</table>

*The NGSA is a multiple-choice (or multiple-select) test. There are no open-ended, short answer, or essay questions so students may not require these accommodations during the science test.*
TIDE: Accommodation Settings

• In order to receive any embedded or non-embedded accommodation, the IDEA Indicator or 504 Plan field must be set to **YES**.

• This information is transferred to TIDE in the nightly upload. Make sure eRIDE is up to date.

• All paper tests will need to be entered into the system through the Data Entry Interface (DEI) after testing is completed.
TIDE: Ordering Paper Materials

• Braille, Large Print, and Standard paper tests available
  • Reminder: confirm that the student has the non-embedded accommodation set properly in NGSA TIDE

• Users can search for orders by District or School

• Enter the quantity needed for each of the materials needed.

• District administrators (DA role in NGSA TIDE) can check (and edit) shipping information for their district, and schools within their district.
Paper Test Accommodations

• When will regular paper test materials be shipped?
  • Paper tests should be shipped to participating districts by April 15, 2020.
  • District or school test coordinators are responsible for distributing them to the appropriate school.
  • Note: emergency paper materials are printed by the test coordinator

• When do paper test materials need to be returned?
  • Paper tests should be returned to Measurement Incorporated (MI) no later than June 6, 2020 (three business days after testing is complete).
  • The Test Coordinator is responsible for arranging the test materials pickup with FedEx and should keep the receipt tabs for reference.
  • Student responses for all paper tests need to be input into the DEI before paper test materials are returned
Emergency Accommodations: Paper Test Requests

If a student becomes injured and cannot take the test on the computer (concussion, for example) you can request a paper test.

1. Contact RIDE (Kamlyn Keith or Heather Heineke) as soon as you know you will need an emergency accommodation paper test form.

2. Once you have confirmed with RIDE, please place an order for the paper test booklet in NGSA TIDE and contact the RI NGSA Help Desk.

3. The RI NGSA Help Desk will work with the RI Program Team to set the non-embedded paper test accommodation for the student in NGSA TIDE.
   • This setting can only be done by the Help Desk if the student does not have an IEP/504 Plan.
   • The student must have the non-embedded paper test accommodation set in NGSA TIDE in order to be eligible for the paper test and to have responses entered into the Data Entry Interface (DEI).

*Note: All student responses will need to be entered into the DEI by school staff prior to the end of testing.
Tasks to Complete Before Testing

- **Plan your schedule**
  - Test schedule and sessions
  - Student participation

- **Student registration**
  - Ensure enrollment information is up to date
  - Enter accessibility features and accommodations

- **Assemble and train your team**
  - Roles and responsibilities
  - Test administration, training, and test security

- **Prepare technology**

- **Prepare students for testing**

- **One week before testing**
  - Verify student accommodations assignments
  - Gather and organize testing materials
  - Print testing tickets
  - Check testing environments meet requirements
Test Coordinator: Roles and Responsibilities

A Test Coordinator is an individual who is responsible for the overall coordination of test administration. All Test Coordinators must be a certified education professional (e.g. principal, teacher, counselor).

Responsibilities include:

• Developing a test schedule
  - Remember: Timing guidance, test window dates, and make-up testing

• Developing a security plan
  - Remember: Materials distribution, tracking, collection, and storage after each day of testing; How will students who need extra time transition; Policies for breaks, bathroom

• Developing a logistics plan
  - Remember: Reserve computer lab for testing; Ensure all testing devices are properly configured; Complete infrastructure trial prior to first day of testing

• Developing a training plan
  - Remember: Thoroughly train test administrators/teachers on test administration, test security, and key functions in NGSA TIDE and the Test Administrator Interface of the TDS; Ensure students are comfortable with the Student Interface of the TDS

• Providing guidance and support during testing
Test Administrator: Roles and Responsibilities

Test Administrators are responsible for administering the assessment according to the policies and procedures for that assessment. All Test Administrators must be a certified education professional employed by the local education agency – can be a long-term substitute or certified staff such as social worker, counselor, librarian.

Responsibilities include:
• Completing training necessary to understand RI NGSA policies and procedures
• Preparing testing room before testing (e.g. remove/cover up materials/resources that may unfairly help student answer a test item)
• Starting test sessions and resuming student tests
• Helping students log in to the Student Interface of the TDS
• Focusing full attention on students and testing environment during testing
• Following chain-of-custody procedures for all test materials, including scratch paper and reference sheets (if applicable)
• Administering accommodations (if applicable) appropriately
• Following all security policies and test administration protocols
Proctor: Roles and Responsibilities

Proctors assist a Test Administrator in monitoring the test session. Proctors do not need to be a certified education professional; however, proctors do need to be a school employee.

Specifics include:

- Must only be allowed to monitor a testing session under the supervision of a Test Administrator
- Cannot be in a testing space without a test administrator while students are testing
- Can be a student teacher
Technology Coordinator: Roles and Responsibilities

A **Technology Coordinator** sets up devices for computer-based testing. The Test Coordinator must designate someone who will be on-site to serve as the Technology Coordinator during testing.

Responsibilities include:

- Ensuring testing devices meet technical requirements
- Installing the secure browser
- Removing (or disabling) any software that would allow secure test material on testing devices to be viewed on another device during testing
- Providing technical support during testing
Test Administration Materials

- [www.ride.ri.gov/Assessment-Training](www.ride.ri.gov/Assessment-Training): Test Administrator Core Training Presentation
  - Editable presentation that test coordinators can use to supplement assessment-specific information
  - Add in additional slides, as well as school-specific information
- [www.ride.ri.gov/Assessment-Manuals](www.ride.ri.gov/Assessment-Manuals): test security information and test administration policies and procedures
  - Test Administrator tab: Test Administrator Manual
  - Test Coordinator tab: Test Coordinator Manual
- RI NGSA Portal: online systems for preparing and delivering testing
  - Additional reference materials (including the NGSA TIDE User Guide and the Student Interface Guide to the TDS)
  - Test Administrator Certification Course
  - Test Delivery System (TDS) / Secure Browser
  - NGSA TIDE
Test Administrator Certification Course

- The Test Administrator Certification Course is a 30-minute online course that walks users through:
  - Navigating the TA Interface
  - Approving students to test
  - Pausing and stopping a test session
  - Logging into the test as a student
  - Other functionality
- The TA Certification Course is one part of test administrator training:
  - This course is strictly for the TDS only – it does not comprise all aspects of test administrator training as detailed in the Test Coordinator Manual and Test Administrator Manual.
  - Test administrators must be trained on test administration, test security, and accommodations (see the TCM and TAM for topics).
- All Test Administrators (TAs) must complete this course before administering a test.
Sample Training Materials

• All individuals involved in test administration must participate in training and sign-in to acknowledge training participation, receipt of Test Administration Manual if applicable, and agreement to the Test Security Agreement.

• This is a sample form from the TCM that combines all agreements. Test Coordinators may also create their own forms.

<table>
<thead>
<tr>
<th>Date of Training</th>
<th>Time</th>
<th>Printed Name of Individual</th>
<th>Individual's Role (e.g., Test Administrator, Test Coordinator, Hallway Monitor)</th>
<th>Signature of Individual</th>
</tr>
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<tbody>
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Test Irregularities and Security Breaches

Non-standard test administration that can compromise test security or score validity.

• If a test irregularity occurs:
  • Correct and contain the incident at the school/district level
  • Enter into the Appeals module of TIDE (if appropriate)
  • District Test Coordinator must notify RIDE

• Examples of test irregularities which may need an appeal in the NGSA TIDE system (see the NGSA TIDE User Guide): hardware malfunction, incorrect or missing accommodation, incorrectly submitted test

• Examples of security breaches from last year:
  • Using a cell phone or other prohibited device while secure test materials are distributed, while students are testing, or during a break. *Exception: test coordinators, technology coordinators, and test administrators are permitted to use a cell phone in the testing environment only in cases of emergency and in no way that compromises test security.*
  • Coaching students during testing, including giving students verbal or nonverbal cues to reconsider answers
  • Leaving students unattended for any period of time while testing or allowing students to talk with each other during testing – regardless of whether the students have submitted their tests
  • Losing a student testing ticket, test booklet, or answer document, or any secure materials
  • Students using unapproved reference materials
Tasks to Complete Before Testing

- Plan your schedule
  - Test schedule and sessions
  - Student participation
- Student registration
  - Ensure enrollment information is up to date
  - Enter accessibility features and accommodations
- Assemble and train your team
  - Roles and responsibilities
  - Test administration, training, and test security

- Prepare technology
- Inventory materials
- Prepare students for testing
- One week before testing
  - Verify student accommodations assignments
  - Gather and organize testing materials
  - Print testing tickets
  - Check testing environments meet requirements
RI NGSA Portal

- Access point for all online systems
  - NGSA TIDE
  - TDS Secure Browser
  - Practice Test
  - TA Certification Course
  - AIRWays Reporting

- Find testing resources, help desk information, testing announcements, and FAQs
Secure Browser Information

• Designed to ensure test security by prohibiting students from accessing any other programs or websites during testing

• Download the latest secure browser from the portal to all devices that will be used for testing
  • The secure browser from 2018-19 RI NGSA administration will no longer work.
  • Before taking the test, all applications must be closed or the browser will not launch.

• Students must use the secure browser to log in to the Student Interface of the TDS
Tasks to Complete Before Testing

- Plan your schedule
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Storage and Tracking of Secure Test Materials

As soon as you receive any paper-based testing materials, inventory them and store them in a secure locked location.

• Secure Test materials include:
  • Test content and student responses
    • Content on-screen for computer-based testing (CBT)
    • Test & answer booklets for paper-based testing (PBT) for students with those accommodations
  • Student testing tickets for computer-based testing (CBT)
  • Any reference sheets with student writing
  • Used scratch paper

• Secure materials should be stored in a secure, locked central location each day.
  • Materials must be tracked using internal tracking forms and independent counts of testing materials.
  • Should not be left unattended while not in the secure, locked storage location.
Tasks to Complete Before Testing

- Plan your schedule
  - Test schedule and sessions
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NGSA Practice Tests

- Allows administrators, students, and guest users to become familiar with the online testing environment.
- Provides a preview of question types that may appear on the operational assessment.
- Refreshed this year to include a new item type that will be field tested (“external copy interaction”).
- Provides students with the opportunity to test accessibility tools and assistive technology devices with the Test Delivery System (TDS).

*Note: Practice Tests can be accessed using a Guest User and/or a Guest Session through the NGSA Portal (screenshots on this page).*
Test Delivery System (TDS) Overview

• The Test Delivery System (TDS) can only be accessed through the secure browser

• TDS has two interfaces:
  • Test Administrator
  • Student

• Accessible through two sites:
  • Practice Test
  • Operational

• For more information and screenshots:
  • Test Administrator TDS, see Appendix B of the TAM
  • Student TDS, see the Student Interface User Guide
Tasks to Complete Before Testing

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Verify Student Accommodations Assignments

• Login to NGSA TIDE and double-check that all students with 504 or IEPs are assigned the correct accommodations
  • Test format
  • Embedded or non-embedded accommodations
  • Embedded or non-embedded accessibility features

• Make sure that students are not assigned incorrect accommodations or that students without 504 or IEPs are not assigned accommodations

• Ensure that any non-embedded accommodations or accessibility features are ready to provide to the students for whom those are assigned

• Student accommodations for online testing should be set in TIDE a minimum of three days prior to testing to ensure accuracy in the nightly file process
Gather and Organize Testing Materials

- Ensure all Test Administrators and any school personnel (e.g., proctors) who will have access to secure material have:
  - Participated in Test Administrator Training for RI NGSA
  - Received the TAM (or test security requirements packet, as applicable), and
  - Completed the TA Certification Course (required for access to the TDS)

- If grade 8 or grade 11 students will be using the printed periodic table from the RI NGSA Portal, download and print those sheets

- Ensure sufficient scratch paper and writing instruments (see list in TAM)

  - Optional: print rosters for your test administrators as an additional reference when beginning or completing testing

  - Print student testing tickets (see NGSA TIDE User Guide)

- Check that all testing environments meet test security requirements
RI Next Generation Science Assessment

Tasks to Complete *During* Testing
Tasks to Complete *During* Testing

- Track all secure materials
- Monitor test administration
- Maintain a list of students requiring make-up tests and schedule their make-up tests
- Be available to test administrators and proctors
- Continue to check and update students’ information
- Investigate security breaches and testing irregularities
Track All Secure Materials

- Track the following secure materials using the form in the TCM:
  - testing materials received for paper-based administration
  - emergency printing of paper-based tests
  - student testing tickets
- Make sure that all used scratch paper is accounted for and securely destroyed (e.g., shredded) at the end of testing
- Securely destroy (e.g., shredding) any manuals or pages from manuals on which secure information (e.g., logins, student information) was written
Monitor Test Administration

• Enforce test security requirements.
• Ensure that your school’s document tracking system is used each time secure test materials are moved.
• Update user roles for test administrators throughout the testing window as needed.
• Manage situations that may occur during testing (e.g., technology issues, testing irregularities and security breaches, make-up testing).
• Manage Appeals through NGSA TIDE (if needed).
• Generate and review Participation Reports and other reports through NGSA TIDE (see the NGSA TIDE User Guide for screenshots and more information).
Process for Reporting Irregularities

This process and the form can be found in the RI State Assessment Program Test Coordinator Handbook at www.ride.ri.gov/TC

Follow these steps to report a test irregularity:

1. All test irregularities must be reported by the test administrator to the school test coordinator.
2. The school test coordinator must collect any information and/or documentation and inform the LEA or district test coordinator.
3. The LEA or district test coordinator must contact RIDE.
4. The Office of Instruction, Assessment, and Curriculum will inform the local LEA/district if it is required to submit a formal investigation report of the irregularity to RIDE.
State Monitoring Visits

Information about this process can be found in the RI State Assessment Program Test Coordinator Handbook at www.ride.ri.gov/TC

RIDE conducts test administration monitoring visits to ensure that testing procedures are followed and to obtain feedback for improvement.

• Selection can be based on:
  • Random selection
  • Prior year irregularities
  • LEA or school requests

• Preparation for the visit includes a conference call using the questions in the handbook.

• Visit includes at least two regular classrooms and one accommodation session, if possible.

• Concludes with debrief with principal and/or test coordinator.
RI Next Generation Science Assessment

Tasks to Complete After Testing
Tasks to Complete After Testing

- After each day of testing:
  - Collect and document all secure materials
  - Ensure all test sessions have been stopped and devices logged out and powered down
  - Schedule make-up sessions as needed

- After all testing is completed:
  - Update eRIDE enrollment census if students were added to or removed from your school’s enrollment during the testing window
  - Destroy/shred secure computer-based testing materials (used scratch paper, reference sheets, student testing tickets)
  - Recycle unused non-secure test materials
  - Enter student responses from paper-based tests into the DEI
  - Schedule materials pick-up for any paper-based tests
  - Complete the PCPA found in Appendix A of the TCM within two weeks
  - Keep all records on file for 3 years
What is the Data Entry Interface (DEI)?

- Accessed through the RI NGSA Portal
- For students completing paper assessments, the teacher must enter the student responses into the DEI.
- 3 forms of paper tests will be available:
  - UEB Braille
  - Large Print
  - Standard Print
- This applies to paper tests ordered directly through NGSA TIDE and for emergency paper tests.
- Note: if a student does not have the paper accommodation set in NGSA TIDE, they will not be able to have their responses submitted through the DEI.
If you need support...

<table>
<thead>
<tr>
<th>Contact your LEA Test Coordinator or RIDE with questions about:</th>
<th>Contact the RI NGSA Help Desk with questions about:</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Testing schedule</td>
<td>• NGSA TIDE</td>
</tr>
<tr>
<td>• Testing accommodations</td>
<td>• Secure Browser</td>
</tr>
<tr>
<td>• Questions about general testing policies or protocols</td>
<td>• TDS – Student Interface or TA Interface</td>
</tr>
<tr>
<td>• School emergencies that affect testing</td>
<td>• Setting up rosters</td>
</tr>
<tr>
<td>• Unusual circumstances on test days</td>
<td>• Managing student data</td>
</tr>
<tr>
<td>• Violations of test security</td>
<td>• Managing user accounts and passwords</td>
</tr>
<tr>
<td>• Reporting irregularities</td>
<td>• Submitting additional materials orders</td>
</tr>
<tr>
<td>• Anytime a test will be voided</td>
<td></td>
</tr>
</tbody>
</table>
Contact Information

Help Desk Contact Information can be found in Appendix D of both the TCM and the TAM.

- RI NGSA Portal: https://ri.portal.airast.org/
- RI NGSA Help Desk: 1.866.757.9437 or rihelpdesk@air.org

- RIDE:
  - General questions: assessment@ride.ri.gov
  - State policy, administration questions: Kamlyn.Keith@ride.ri.gov or 401-222-8413
  - Accommodations questions: Heather.Heineke@ride.ri.gov or 401-222-8493
  - Content questions: Erin.Escher@ride.ri.gov or 401-222-8168

Register for email updates through the RI NGSA Portal and make sure you are on RIDE’s Test Coordinator Listserv to receive Test Coordinator Memos – www.ride.ri.gov/TC
RI Next Generation Science Assessment

Thank you!