RIDE Rhode Island Department of Education

Guide to Installing the RICAS Student Kiosk and Conducting Site Readiness

2025 RICAS Test Administrations

Updated February 18, 2025

Important Contact Information and Resources

Contact:	**RICAS Service Center**

For questions on:	• general test administration support
	• RICAS Portal and RICAS Student Kiosk such as
	  ○ user accounts
	  ○ technology support and readiness
	  ○ student registration process and loading files
	  ○ viewing student data
	  ○ scheduling tests
	• locating resources
	• shipments of materials

Hours:	7:00 a.m.–5:00 p.m., Monday–Friday
Web:	ricas.onlinehelp.cognia.org
Email:	ricasservicecenter@cognia.org
Telephone:	855-222-8936

Contact:	**RIDE Office of Instruction, Assessment, and Curriculum**
For questions on:	Contact RIDE with any questions on policy or accommodations. Questions regarding student registration data should be directed to the district's data manager.
Web:	www.ride.ri.gov/ricas
Email:	assessment@ride.ri.gov
Telephone:	401-222-8478

Table of Contents

I. Introduction

This document is intended for technology staff responsible for setting up the RICAS computer-based testing technology.

Beginning with the spring 2025 administration, RICAS computer-based testing will use the following components:

- the **RICAS Portal**, the test administration and management website for district test coordinators, technology coordinators, principals/school test coordinators, test administrators, and other staff as needed
- the **RICAS Training Site**, where test coordinators, principals, technology coordinators, and test administrators can practice the tasks required in the RICAS Portal
- the **RICAS Student Kiosk**, the student testing platform

This document contains instructions for installing the RICAS Student Kiosk and conducting Site Readiness testing on student devices used for computer-based testing.

For more information on working with the RICAS Portal, see the *Guide to the RICAS Portal*, which will be available in the RICAS Resource Center.

A. Technology Overview

The RICAS Student Kiosk is used by students for secure online testing. The kiosk restricts access to other computer applications during testing and is a cross-platform application. The kiosk runs on Windows®, Mac®, and Linux® operating systems, iPad® tablets, and Chromebook™ notebook computers.

Information on using third-party accessibility or accommodations software with the kiosk can be found in the *Guidelines for using Assistive Technology with RICAS*, which is available in the RICAS Resource Center.

B. Overview of Steps for Technology Coordinators

The RICAS Student Kiosk is installed and set up by a Technology Coordinator (TC). District Test Coordinators (DTC) and School Test Coordinators (STC) can also perform these tasks.

After your DTC or STC has set up your TC account, you will receive your user account information via email. If you have not received your account information with your login credentials, contact your DTC or STC.

Follow the steps below to install and set up the RICAS Student Kiosk for your school. Further information on each step is provided in subsequent sections.

1. Review the *Technology Guidelines for RICAS Computer-Based Testing* available on the RICAS Resource Center, to ensure that you have the correct devices and equipment for student testing.
2. Configure your network to support student testing on the kiosk by following the instructions in section II: Technology Setup.
3. Download and install the appropriate RICAS Student Kiosk to each student testing device by following the instructions in Part III: RICAS Student Kiosk Installation below:
    - ChromeOS application

- iPadOS application
- Linux
- MacOS
- Windows

4. Complete Site Readiness, using the Site Readiness tool, indicating that the school's devices and technology are ready for testing. All schools should complete Site Readiness to confirm that the school's technology infrastructure has been set up correctly and that testing devices meet minimum requirements and have been properly configured.

   Note: To ensure that the school technology setup is ready for RICAS testing, we recommend that you run the Site Readiness tool directly after installing the kiosk on the testing devices, and no later than two weeks prior to testing. When all the configurations that will be used for student testing are ready, certify that the site is ready for student testing.

   Contact the RICAS Service Center with any questions about technology guidelines, downloading the RICAS Student Kiosk, and the Site Readiness tool.

II. Technology Setup

A. Network Connectivity

All student testing devices used for student testing should have access to the internet and be able to access the server using HTTP/HTTPS protocols on ports 80 and 443.

Allow the following sites on ports 80 and 443 in content filtering proxies or other locally used proxy software.

- https://ricas.cognia.org
- https://ricas-training.cognia.org
- https://ricas-practicetest.cognia.org
- fonts.googleapis.com/
- themes.googleusercontent.com/
- googleusercontent.com/
- https://cognito-identity.us-west-2.amazonaws.com
- https://cognito-identity.us-east-1.amazonaws.com
- https://eventsapi.emetric.net/riprod/router
- app.getsentry.com
- dc.services.visualstudio.com
- az416426.vo.msecnd.net

If you are working with sandboxing applications, complete one of the following steps while installing the kiosk, and contact the RICAS Service Center with questions:

- Choose a network folder location for local caching.
- Make sure the default location, such as C:\Users\user\AppData\Local\eMetric (%localappdata%/emetric), and its contents are not deleted by the sandboxing applications.

Note: Student testing data, including encrypted responses, will be saved to the indicated location only if the network connection or internet connection is lost during the test. Students will be able to continue testing without interruption, but their testing data will be saved in the indicated folder.

A note about OneDrive:
OneDrive notifications may interfere with the kiosk and student test taking experience. To prevent this, it is recommended that you use any of the following approaches:

1. If OneDrive is not needed or used on student devices, it is preferable to disable OneDrive during student testing.
2. If OneDrive cannot be disabled using the tools you have, please take necessary steps to prevent any administrative actions that would trigger a OneDrive notification during student testing.

B. Bandwidth

The ability of a school's network to support a given number of online testers is a function of the available bandwidth between the student's test device and the data center serving the test content, the number of students who will be downloading tests, and the size of the test content. The Site Readiness tool's Connection Capacity Test will measure the bandwidth between a student's test device and the data center and determine the number of tests that can be downloaded at the school simultaneously. Use the results of this test to gauge the impact your bandwidth will have on student testing.

Schools with low internet bandwidth (i.e., an internet download speed of less than 1.5 Mbps or an internet upload speed of less than 256 Kbps) should stagger student start times by 1-2 minutes to reduce the likelihood of interruptions.

C. Thin-Client Environments

When using thin-client environments, such as Terminal Services, Citrix, or LTSP, make sure that there is enough memory, CPU, and bandwidth on the server to accommodate multiple student test sessions. The application requires a minimum of 80 MB of memory per client session and performance can vary depending on the size and type of the test. Allowing multiple sessions on an improperly sized thin-client environment will result in poor performance.

Additionally, schools using thin-clients need to be cautious when there is 1 GB or less of physical memory on the student testing device. In this case, a local installation is strongly recommended. As a rule, if you can use the Chrome™ browser to access web-based email or web-based streaming services on all student testing devices simultaneously, then testing should go well.

In thin-client environments, the accounts students use to log in to the student testing devices (not the RICAS test login) must be unique for each student. Also, each account must have its own dedicated user profile.

For assistance, contact the RICAS Service Center at ricasservicecenter@cognia.org or 855-222-8936.

D. Monitor Settings

Ensure that all monitors used for testing are set to the default color settings. If a student will use the zoom in/out tool, review the recommended screen resolutions in Table 1 below:

Table 1. Monitor Settings

Required Zoom Level for Student	Recommended Screen Resolution
100% (No Zoom)	1024 x 768 (or Higher)
150%	1920 x 1080 (or Higher)
200%	1920 x 1080 (or Higher)
300%	1920 x 1080 (or Higher)

Note: These are only recommended screen resolutions. Use the screen resolution the student is most comfortable with. The student or test administrator may set the zoom level within the RICAS Student Kiosk when the student logs in at the time of testing.

III. RICAS Student Kiosk Installation

A. ChromeOS Application Installation

Managed Chromebooks

These instructions are for technology coordinators who have access to the Chromebook device management console to administer and manage their Chromebook devices.

Note: If you do not have a dedicated TC, a DTC or STC can complete all the technology coordinator tasks. Ensure you have the correct administrative rights to make changes to student testing devices.

Step 1: Set up your school technology

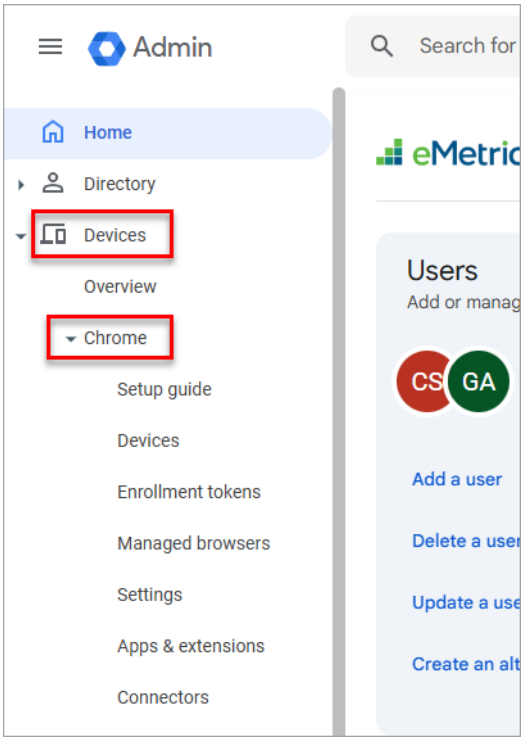
Review section II: Technology Setup in detail.

Step 2: Install the RICAS Chrome app

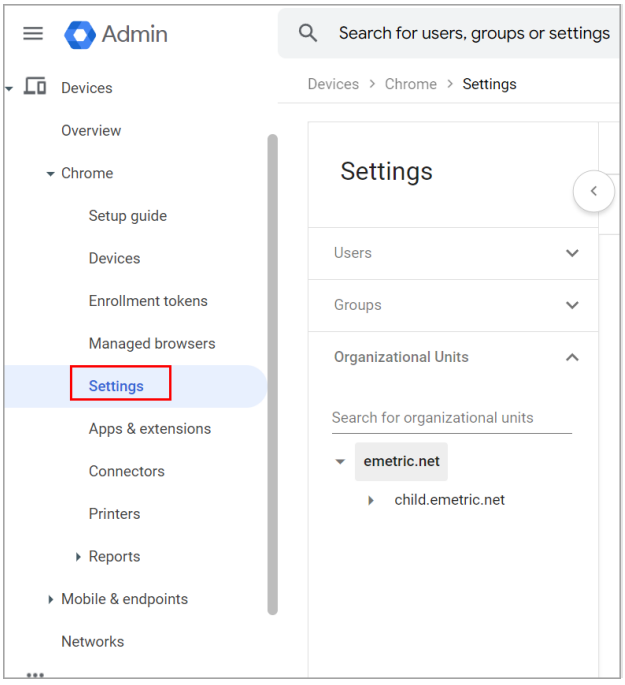
To install the RICAS Chrome app:

1. As the Chromebook administrator, log in to your ChromeOS management console (https://admin.google.com).

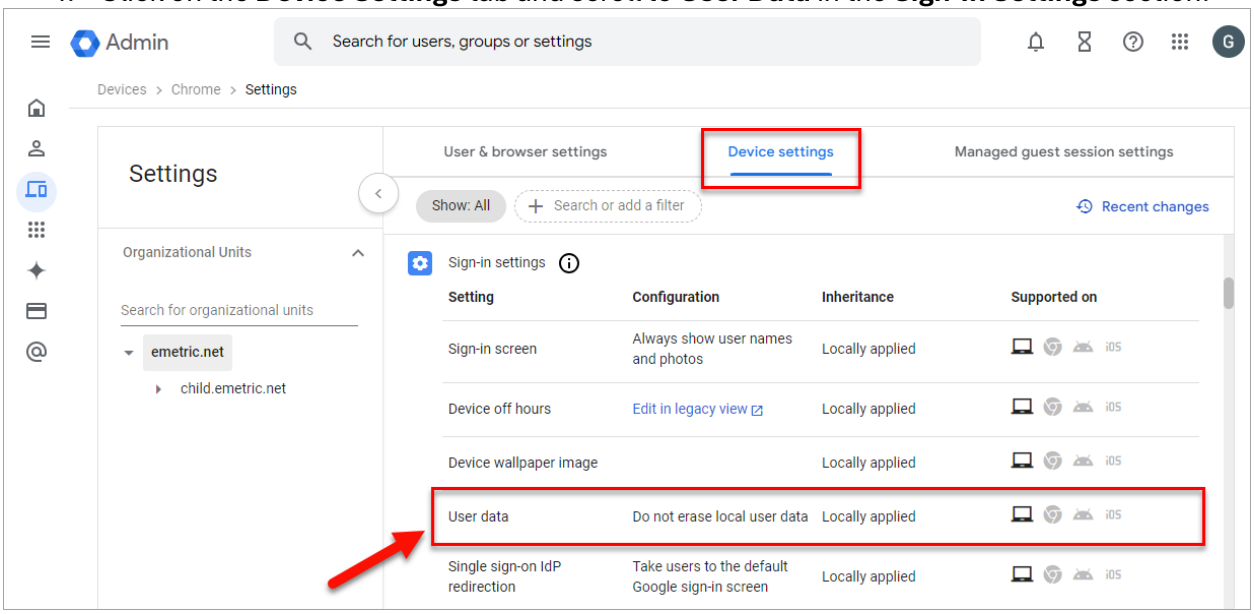
2. Expand the **Devices** menu, and then select **Chrome**.



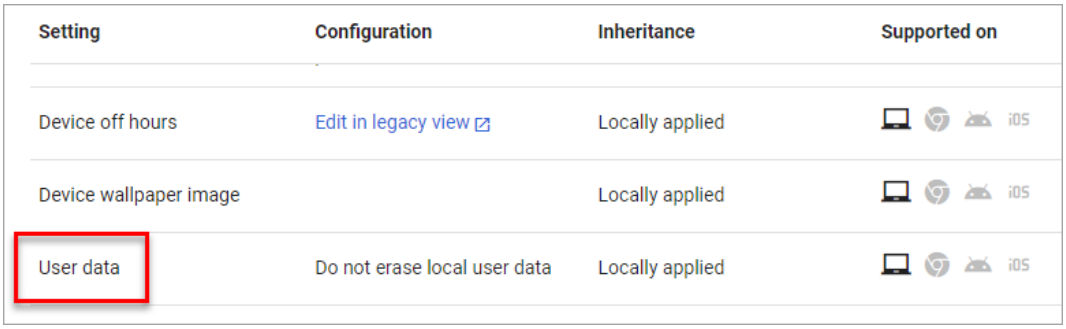
3. Click on **Settings**.

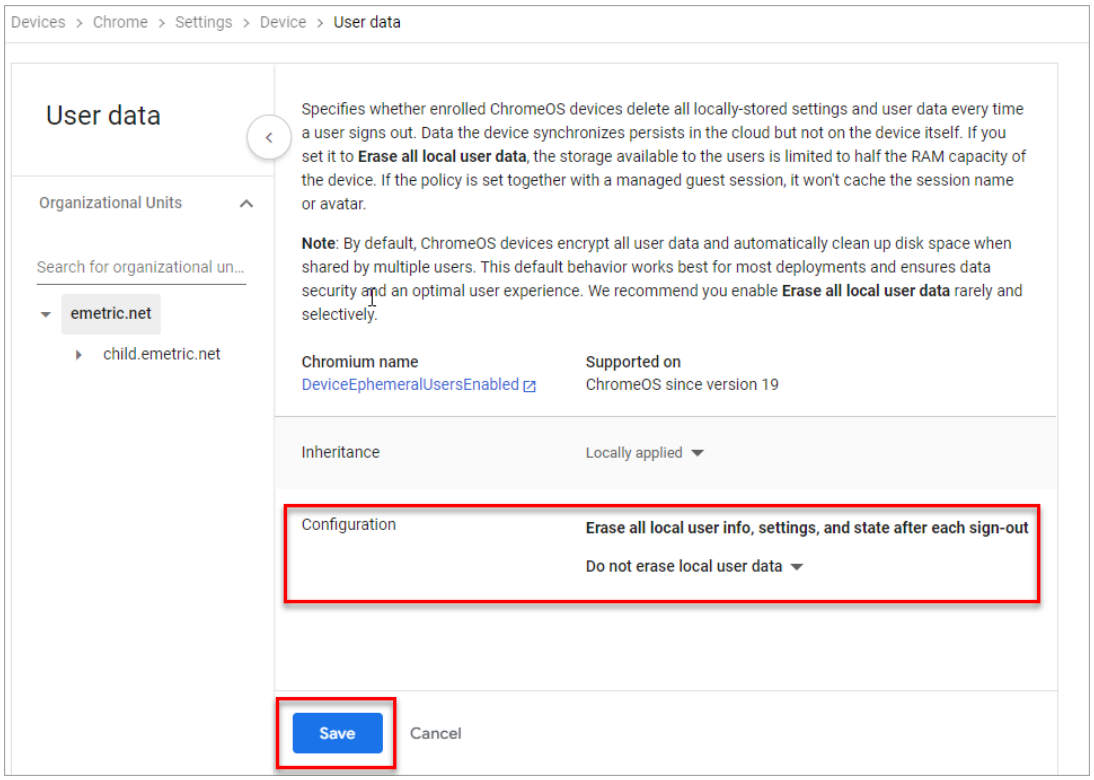


4. Click on the **Device Settings** tab and scroll to **User Data** in the **Sign-In Settings** section.



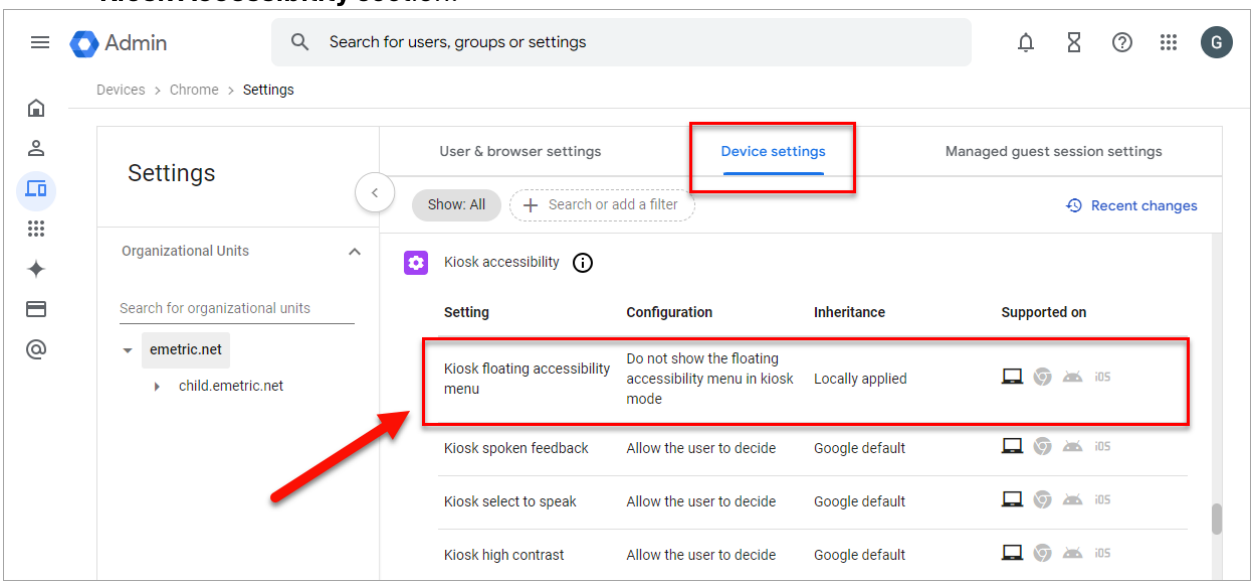
5. Verify that **Do not erase all local data** is set; if not, click on **User Data** to update the setting with the drop-down menu and click **Save**.



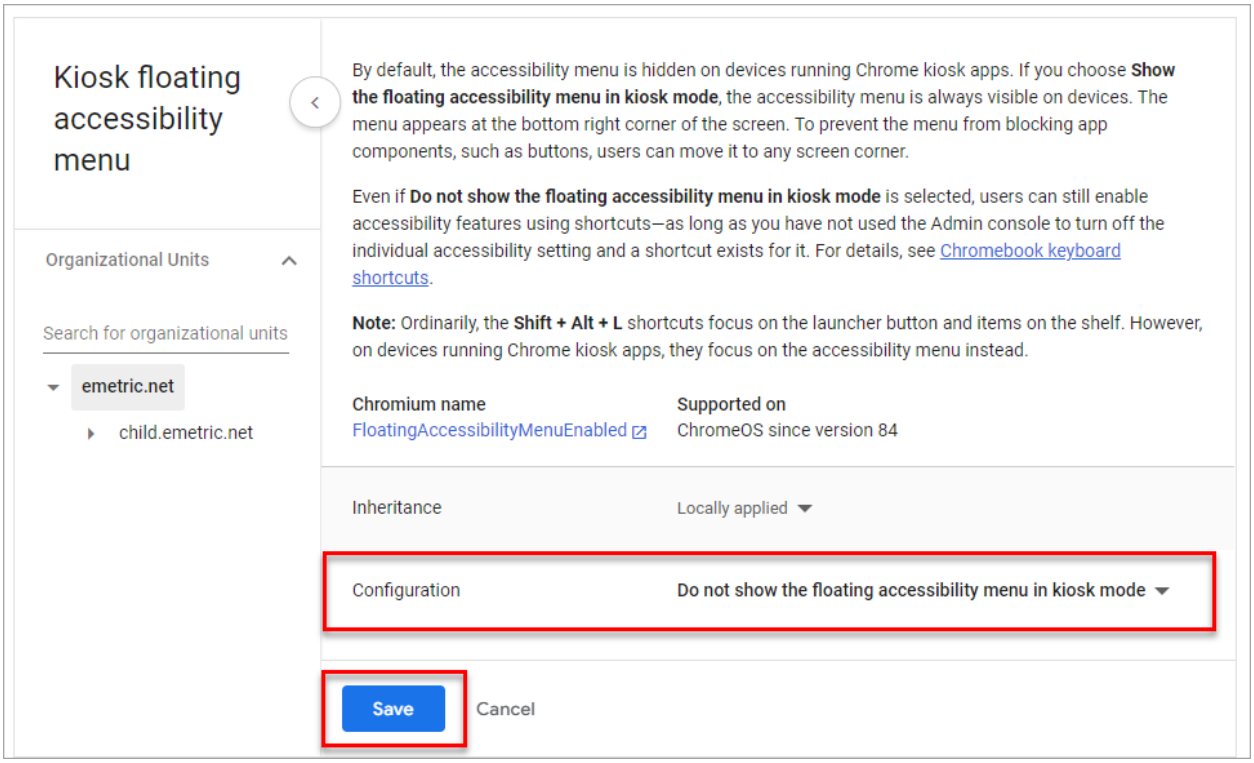


Note: This setting is crucial to allow Chrome local storage to be used to store student responses if network connectivity is lost. If this is not configured, student responses will not be saved to the device in the case of internet disruptions.

6. While still in the Device Settings tab, scroll to the **Kiosk Floating Accessibility Menu** in the **Kiosk Accessibility** section.

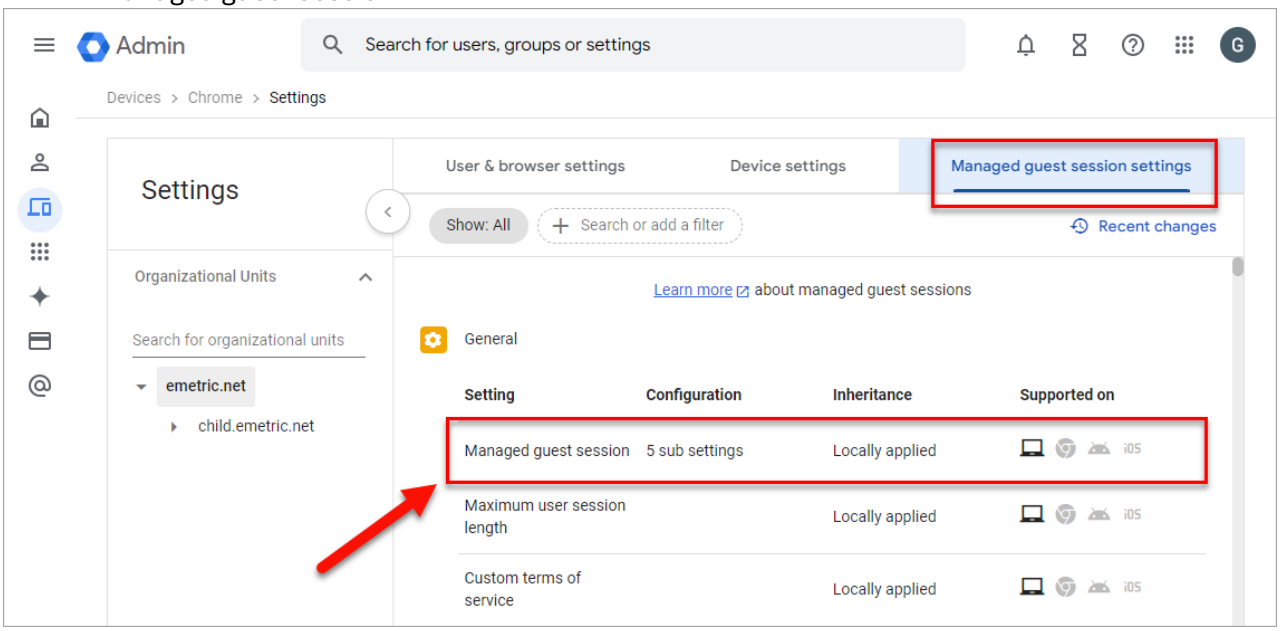


7. Verify that **Do not show the floating accessibility menu in kiosk mode** is set; if not, click on **Kiosk Floating Accessibility Menu** to update the setting with the drop-down menu and click **Save**.

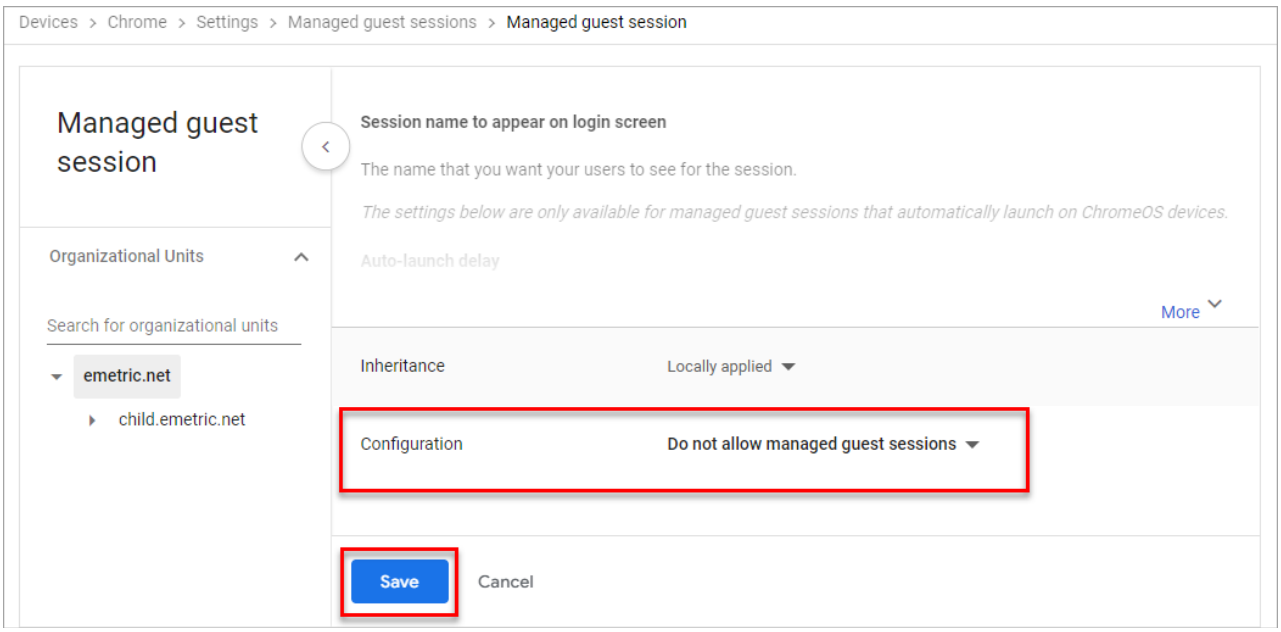


Note: Students with accommodations that are embedded within the RICAS Student Kiosk, including text-to-speech, word prediction, and speech-to-text, will access these accommodations directly through the RICAS Student Kiosk as they are delivered by the test platform. ChromeOS contains native accessibility features that may appear within the kiosk with a floating menu. Technology coordinators should disable the floating accessibility menu in Google Admin before testing occurs to avoid issues.

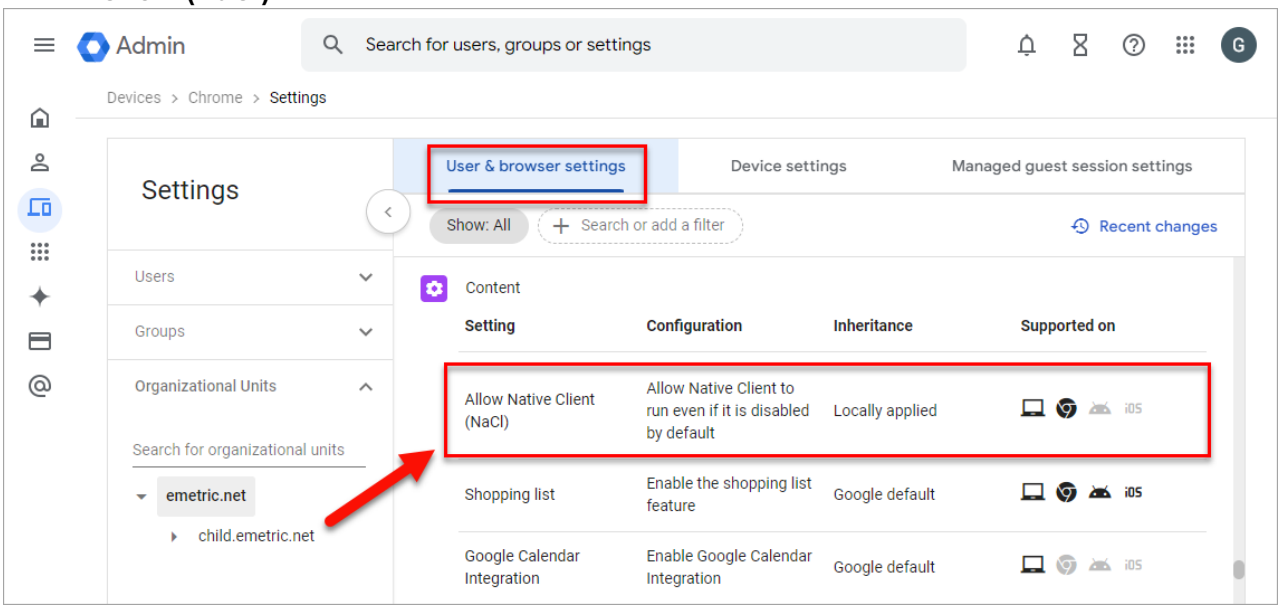
8. On the Settings page, select the **Managed guest session settings** tab and then select Managed guest session:



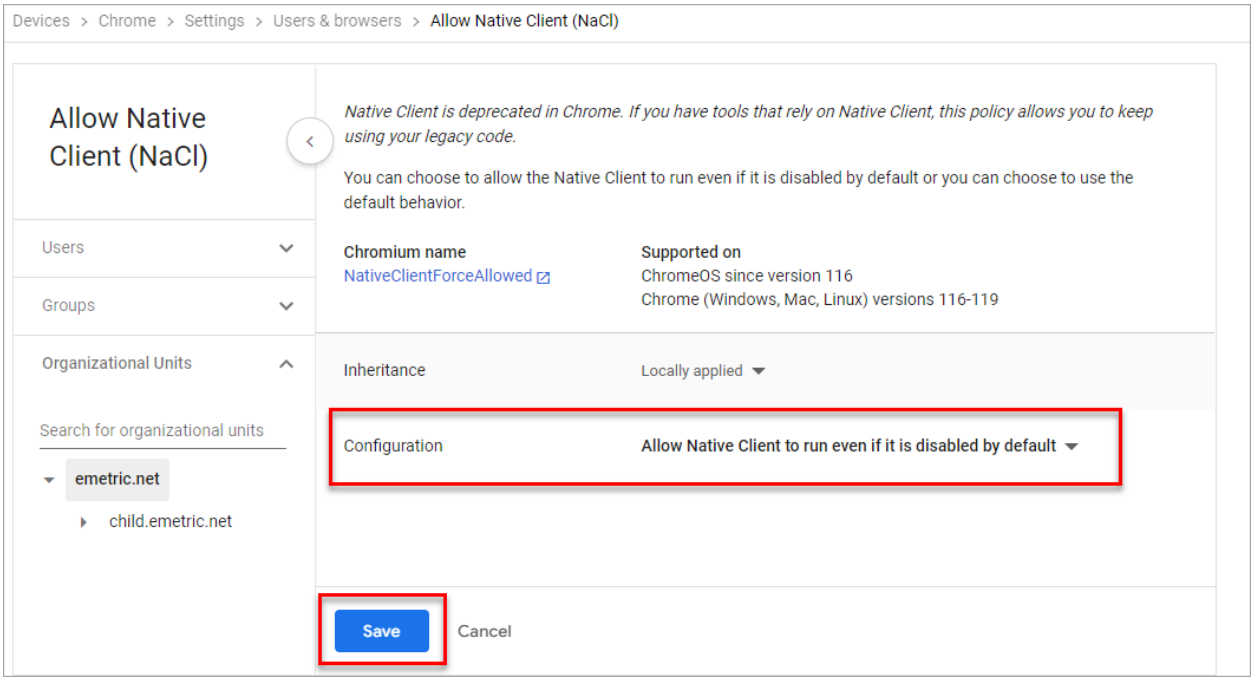
9. Ensure that Managed guest session is set to **Do not allow managed guest sessions** and click **Save.**



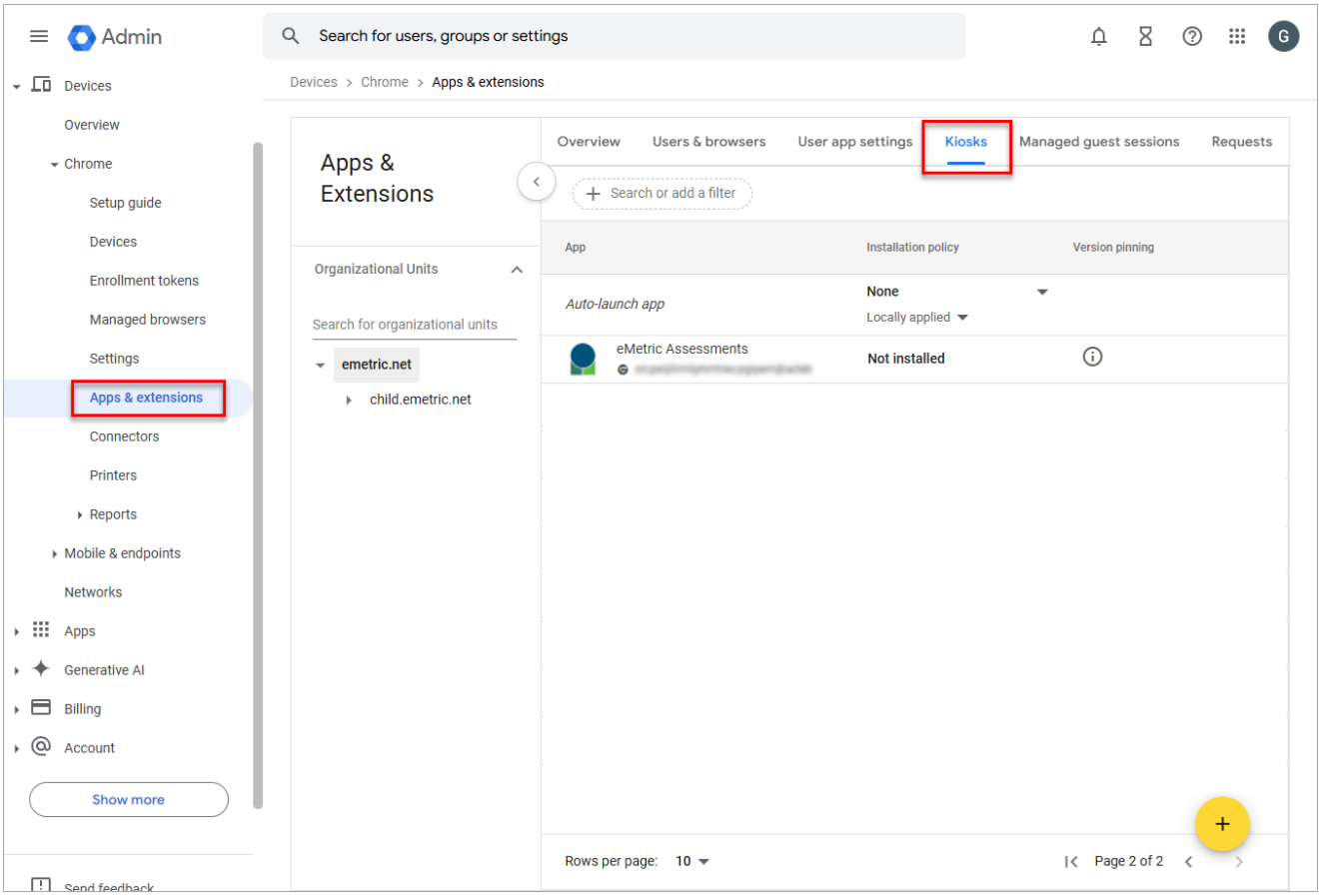
10. On the Settings page, select **User & browser settings** tab and then select **Allow Native Client (NaCl)**.



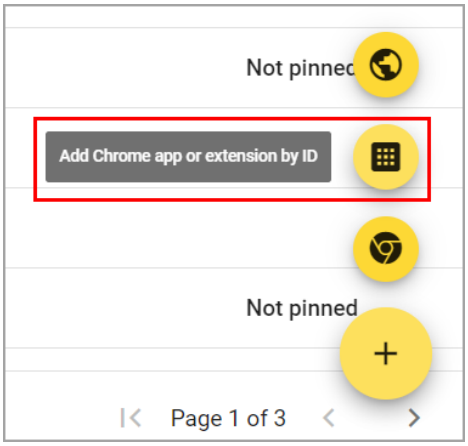
11. Ensure that **Allow Native Client to run even if it is disabled by default** is selected and click **Save.**



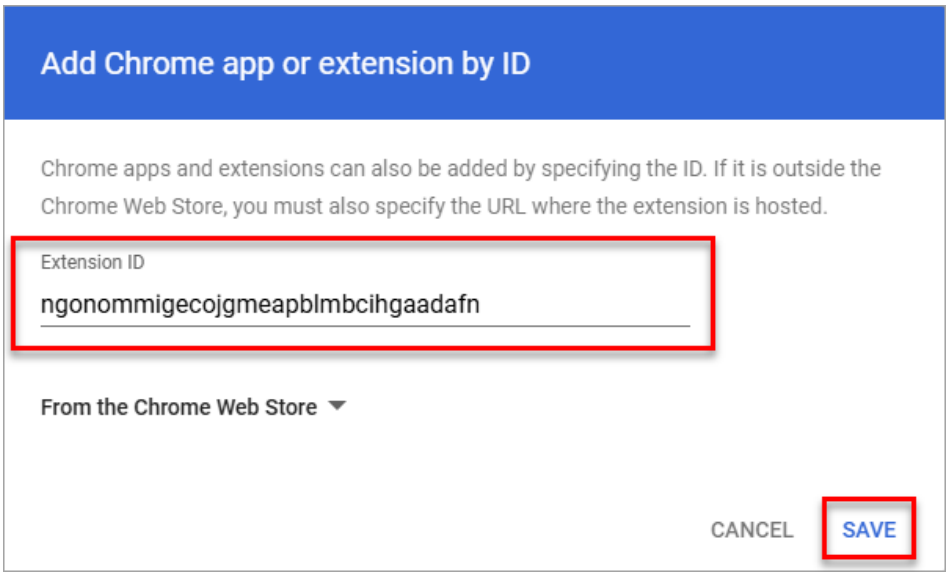
12. Navigate back to the **Chrome** menu on the left side of the screen and select **Apps & Extensions** and then **Kiosks**.



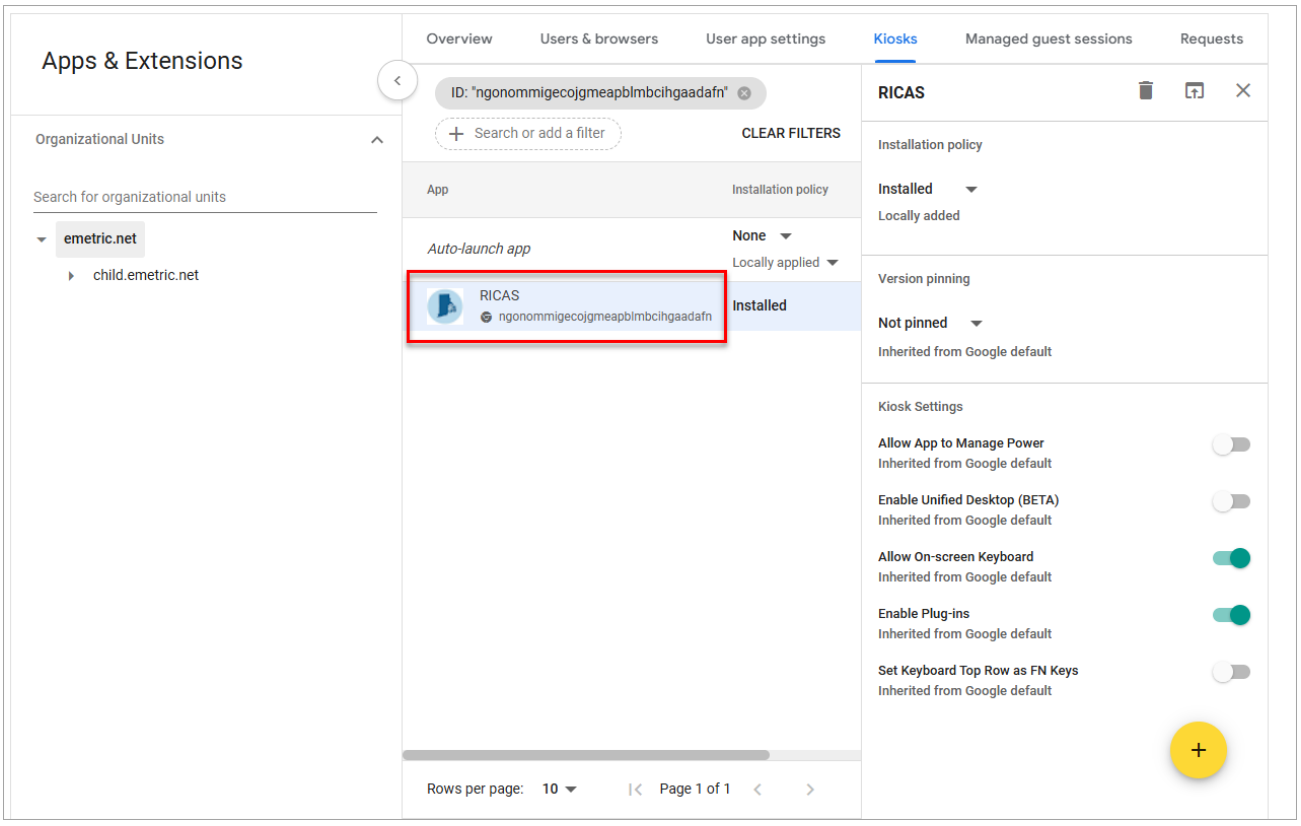
13. Expand the yellow **+** in the bottom-right corner and select **Add Chrome app or extension by ID**.



14. To add the RICAS app, enter the RICAS Chrome app ID **ngonommigecojgmeapblmbcihgaadafn** in the **Extension ID** text box and select **Save**.

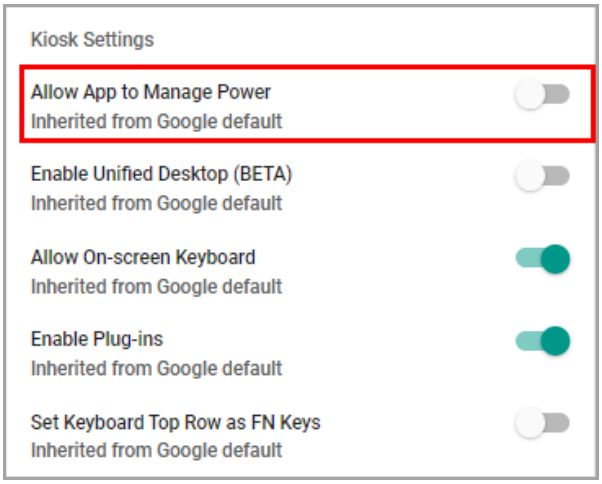


15. **RICAS** appears in the Kiosks list, and the app settings are displayed.

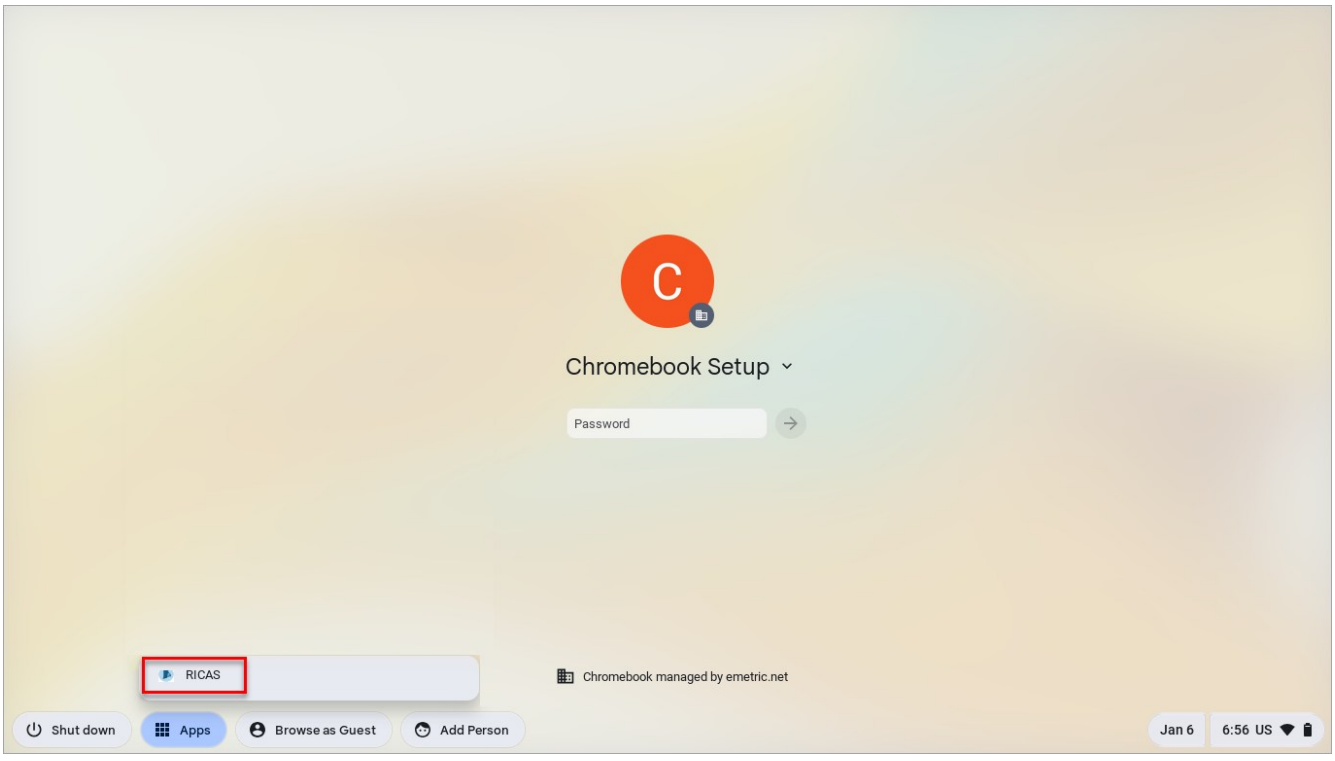


When these steps are completed, the RICAS application will appear on all Chromebook devices that are in your domain.

Important Note: Verify in Kiosk Settings that "Allow App to manage power" is **disabled**. To do this, click on **Devices, Apps & Extensions** and then select **Kiosks**. Click on the **RICAS** app name and check to make sure the setting **Allow app to manage power** is **disabled** (slider is moved to the left and not green).



Important Note: Students should not log in to Chromebooks using their Google accounts to take an operational test. When the Chromebooks are turned on, simply click the **Apps** link in the bottom row and select the **RICAS** app. The kiosk will open in full-screen mode.



For more information, see the following links:

- Use Chromebooks for Student Assessments

Important Note: Read "Scenario 1: School sets up Chromebook™ to run as a Single App Kiosk running the exam app." Do not follow the instructions for Scenarios 2 and 3.

- Manage Device Settings, which provides general information for managed Chromebooks.

16. When you are ready to conduct Site Readiness for this configuration, see section IV: Site Readiness Testing and Site Certification.

B. iPadOS Application Installation

Step 1: Set up your school testing environment

Review section II: Technology Setup in detail.

Step 2: Download the iTester App from the Apple App Store

iTester's iPad application is a Single Instance application. Technology coordinators will select the RICAS during the initial setup of the app.

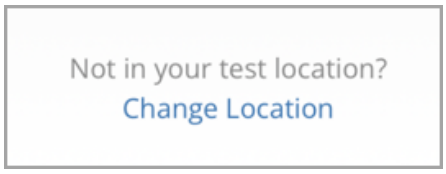
If you do not already have the iTester app on your iPad, download it from the Apple App Store following the steps below.

1. Open the **App Store** on the iPad.

2. Search for **iTester**.
3. When you locate the iTester app, click **Get** to download it to the iPad.

4. Launch the iTester app.
5. Choose **RICAS** from the drop-down menu and then click **Go**. You will be directed to the student sign in screen for the RICAS Student Kiosk.

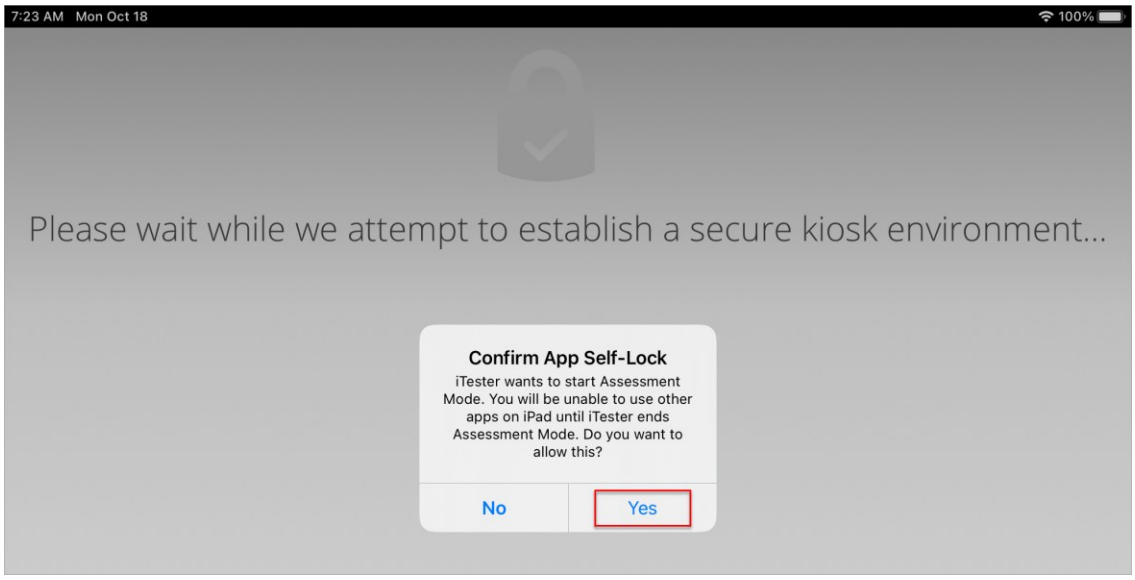
Note: If you select the wrong program in the **Choose your location** drop-down menu, select **Change Location** on the iTester login page.



6. When you are ready to complete Site Readiness for this configuration, see section IV: Site Readiness Testing and Site Certification.

Automatic Assessment Configuration

A feature in iPadOS called Assessment Mode (AM) (formerly known as Automatic Assessment Configuration [AAC]) works with iTester to lock down an iPad for online testing. Technology coordinators do not need to do anything to set up AM. When a student launches the iTester App and logs in to a test, and then logs in to a test session, AM will automatically prompt the user to enter single app mode.



This action disables features such as auto correction, define, spell check, predictive keyboard and some keyboard shortcuts. For a complete list, visit this Apple Support page.

This feature helps ensure a secure test environment without requiring technology coordinators to use Mobile Device Manager Software or manually turn on guided access and change keyboard settings. AM is the preferred method of securing the iTester App and should be used in place of guided access. If guided access is on, it will override AM; therefore, guided access should be turned off to allow AM to function. No additional setup is necessary to enable AM.

C. Linux

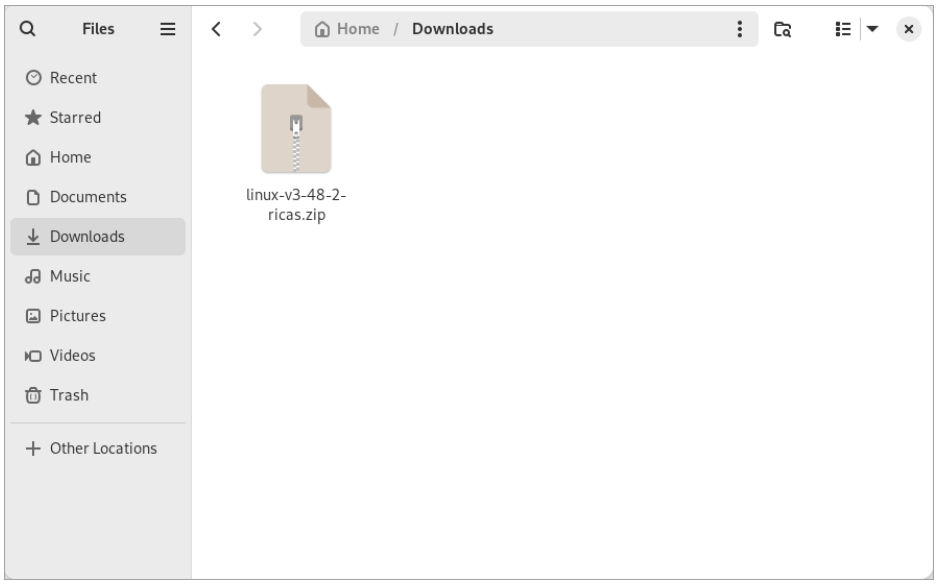
Follow the steps below to install the kiosk on all student testing devices running Linux.

Step 1: Set up your school technology

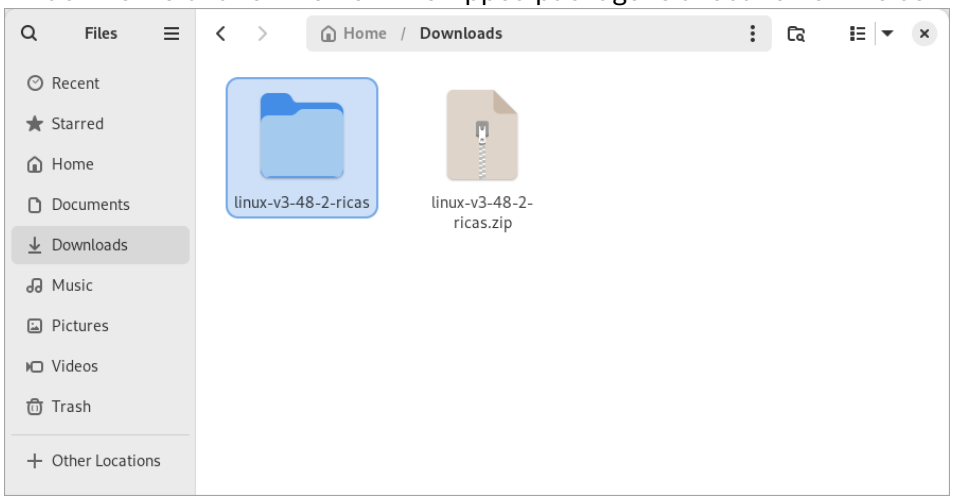
Review section II: Technology Setup in detail.

Step 2: Download the RICAS Student Kiosk

1. Go to the RICAS Portal and log in with your username and password. If you need assistance logging in to the RICAS Portal, contact your school or district test coordinator.
2. On the portal home page, click **Administration.**
3. On the Administration home page, click **Student Kiosk for Linux**. The file will download to the "Downloads" folder.



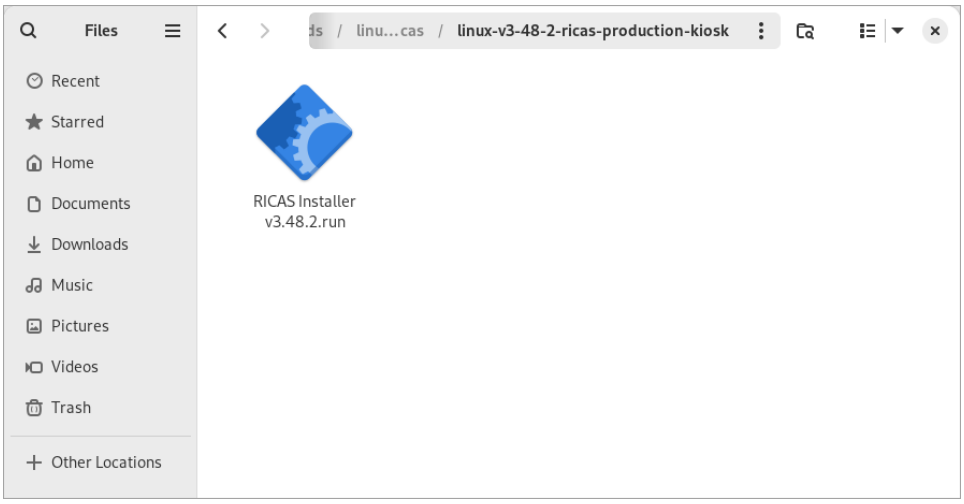
4. Extract the installation file from the zipped package to a location on the computer.



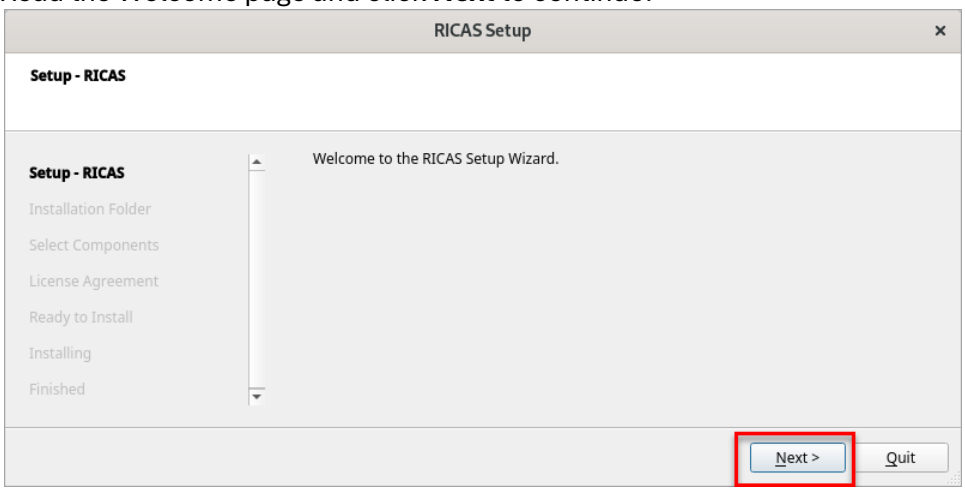
Step 3: Install the downloaded Kiosk

Upon completion of extraction of installation file:

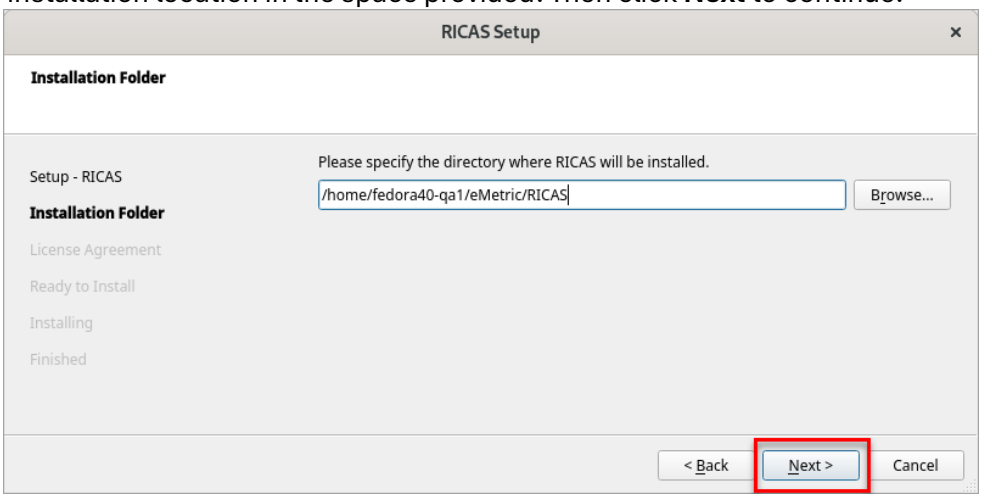
1. Navigate to the kiosk installer file and execute.



2. Read the Welcome page and click **Next** to continue.



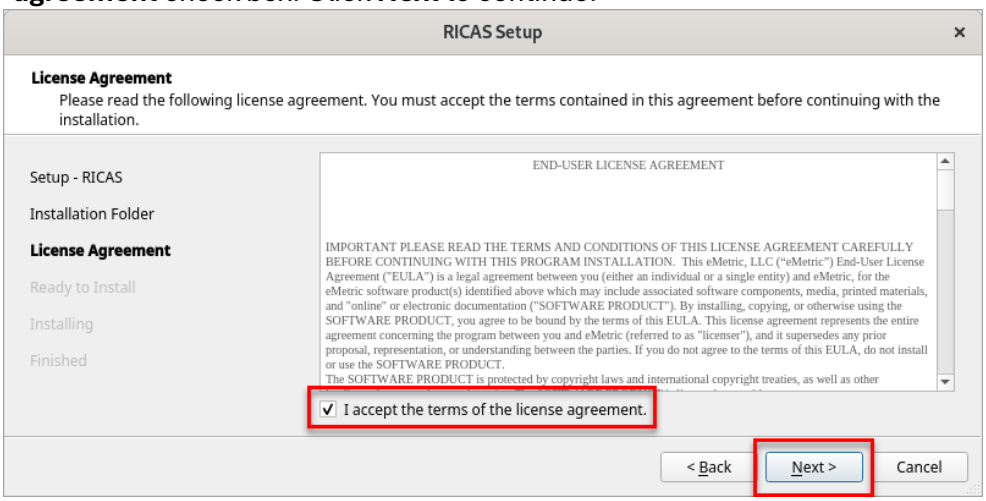
3. Use the default folder location for installation or click **Browse** and type a different installation location in the space provided. Then click **Next** to continue.



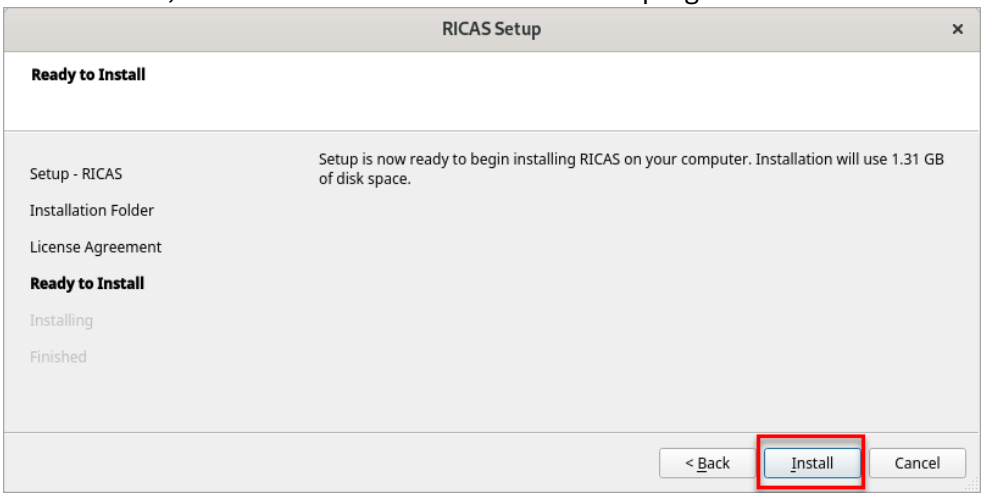
It is recommended that the kiosk is installed on the testing device instead of a network installation to avoid network connection issues (see section II part A, Network Connectivity).

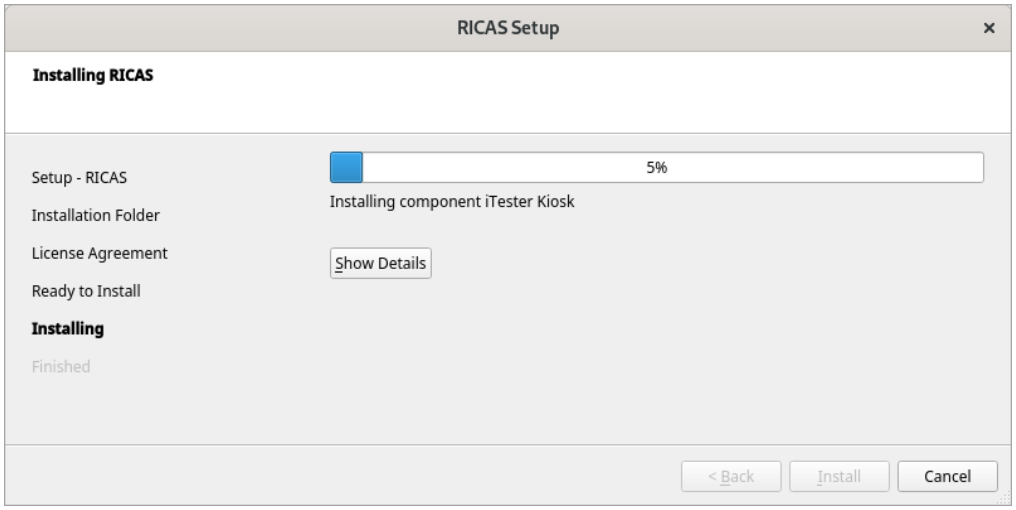
Important: In the event the student loses internet connectivity during testing, responses will be stored to this location. Additionally, this folder must have the appropriate permissions to allow test takers to write data.

4. Read the License Agreement and check the **I accept the terms of the license agreement** check box. Click **Next** to continue.

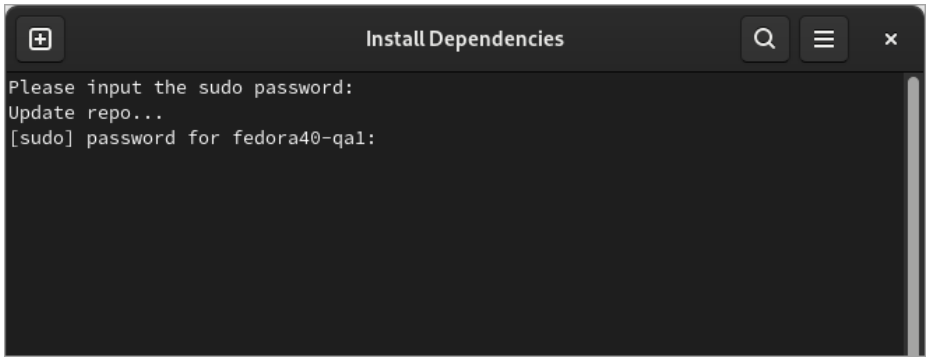


5. Click **Install**, a blue bar will be shown to show the progress as the kiosk is installed.

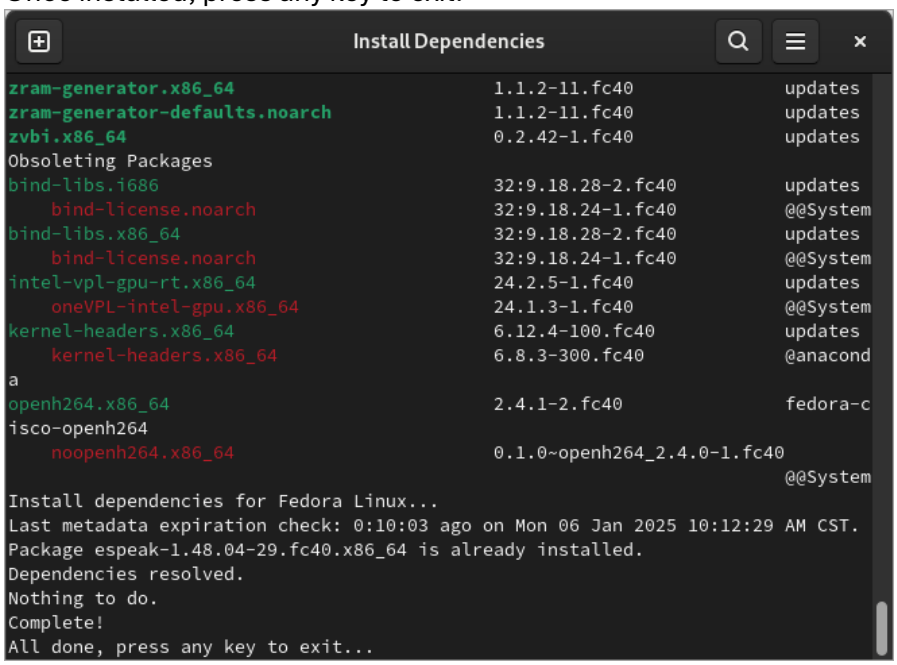




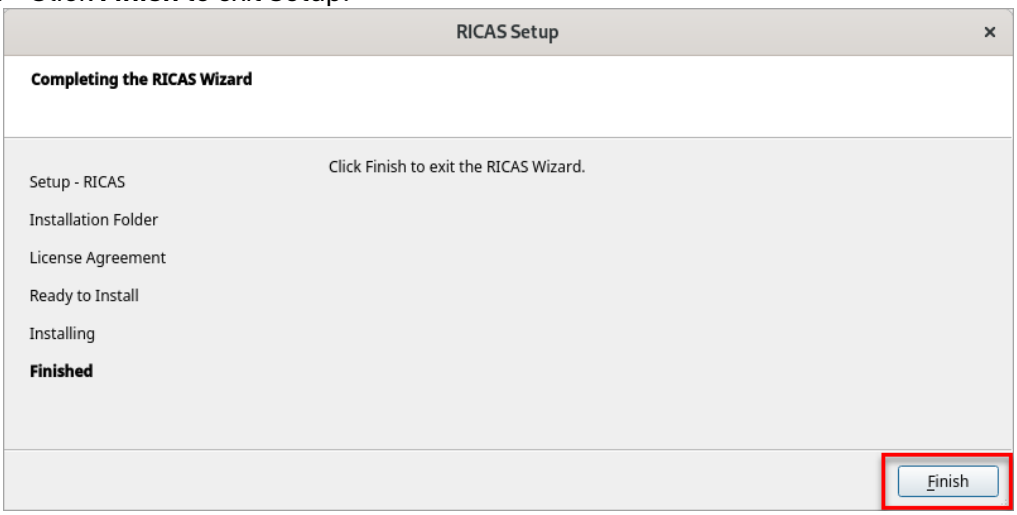
6. Install Dependencies by entering the password for the device and selecting Enter.



7. Once installed, press any key to exit.



8. Click **Finish** to exit Setup.



9. When you are ready to complete Site Readiness for this configuration, see section IV: Site Readiness Testing and Site Certification.

D. Mac OS

Follow the steps below to install the kiosk on all student testing running macOS.

Step 1: Set up your school technology

Review section II: Technology Setup in detail.

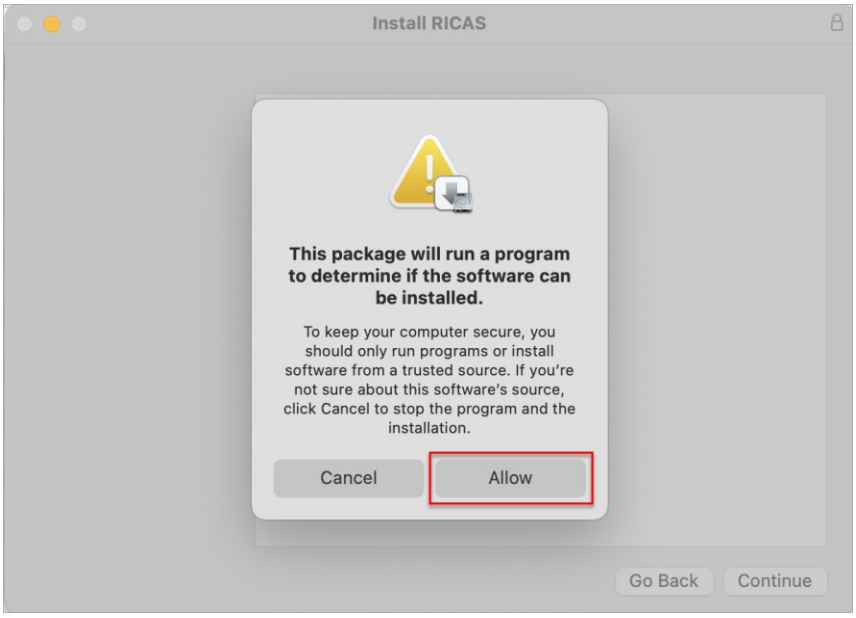
Step 2: Download the RICAS Student Kiosk

1. Go to the RICAS Portal and log in with your username and password. If you need assistance logging in to the RICAS Portal, contact your school or district test coordinator.
2. On the portal home page, click **Administration**.
3. On the Administration home page, click **Student Kiosk for Mac**. The kiosk will download to the device.

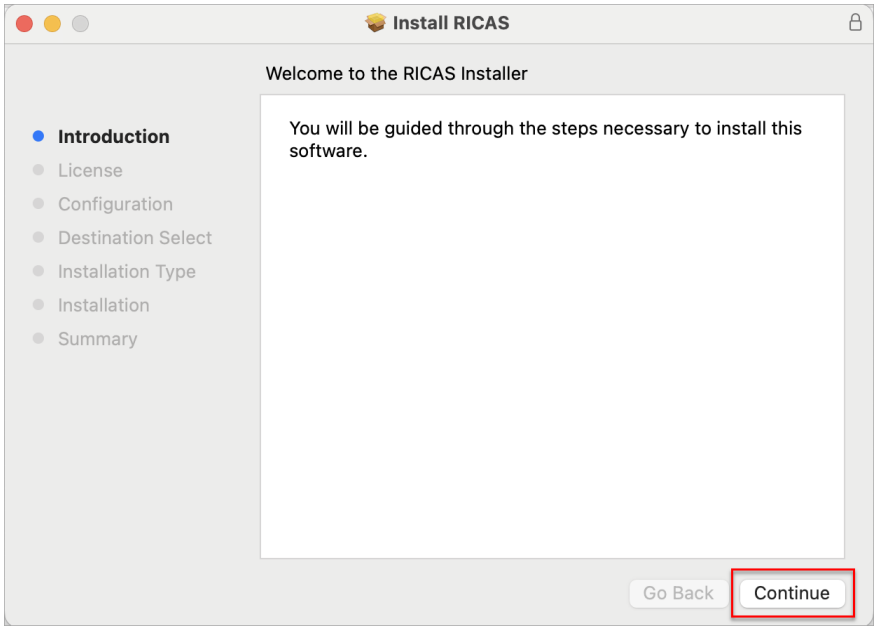
Step 3: Install the downloaded Kiosk

Upon completion of the download process:

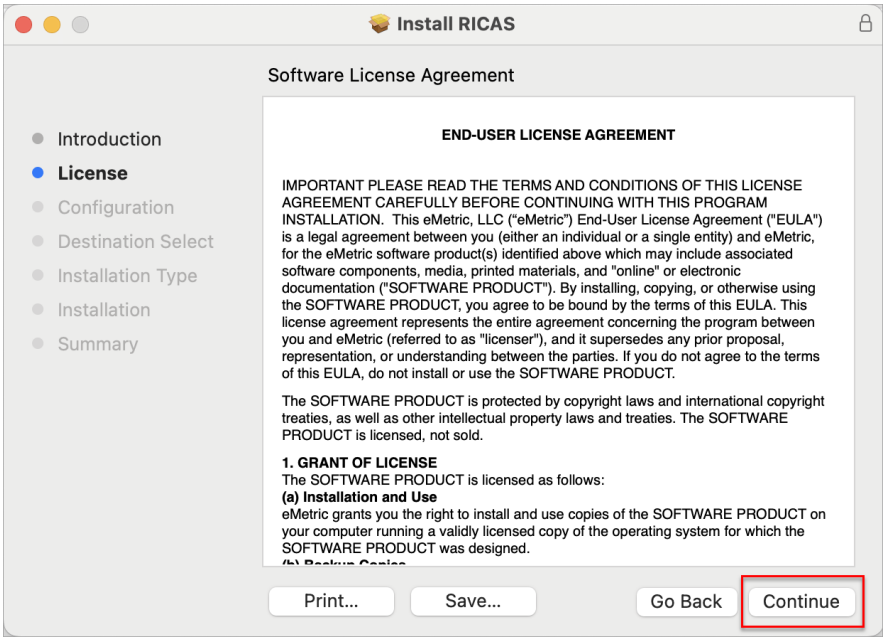
1. Navigate to the file location you specified during the File Save process.
2. The package will run a program to determine if the software can be installed. Click **Allow**.

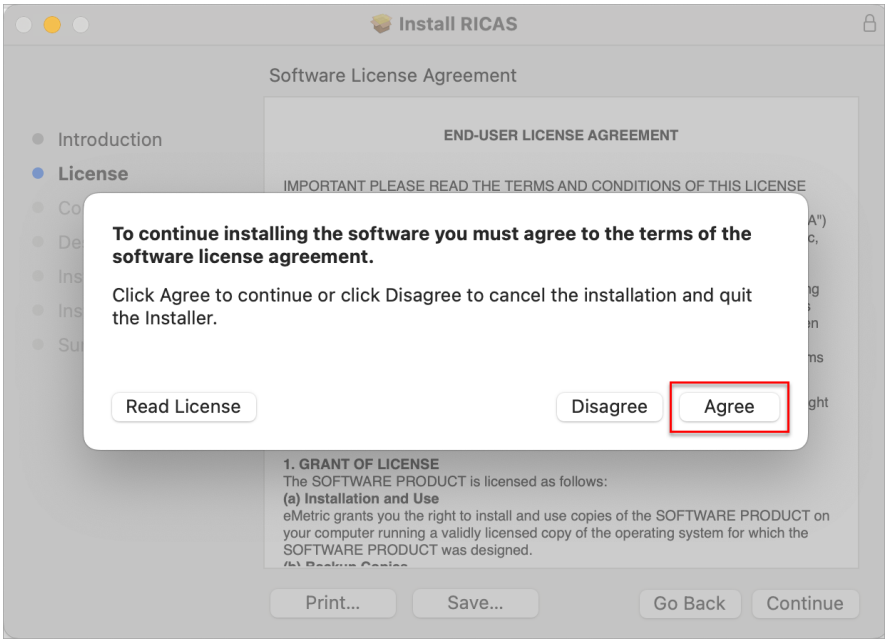


3. Read the instructions and click **Continue**.



4. Read the Software License Agreement and then click **Continue** and then **Agree**.





5. Indicate where you would like to store student responses.

   Important: In the event the student loses internet connectivity during testing, responses will be stored to this location. Additionally, this folder must have the appropriate read/write permissions to allow test takers to write data to this location.

   Choose from the following two options:

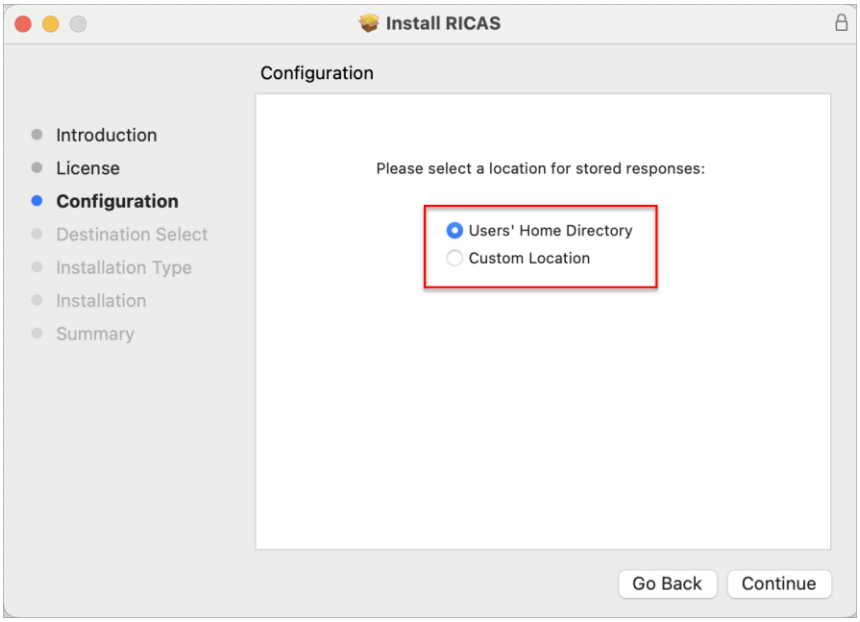
   - **User's Home Directory:**

During kiosk installation, if you choose the default option to store the stored response files in the user profile, these files will have names similar to the format below:

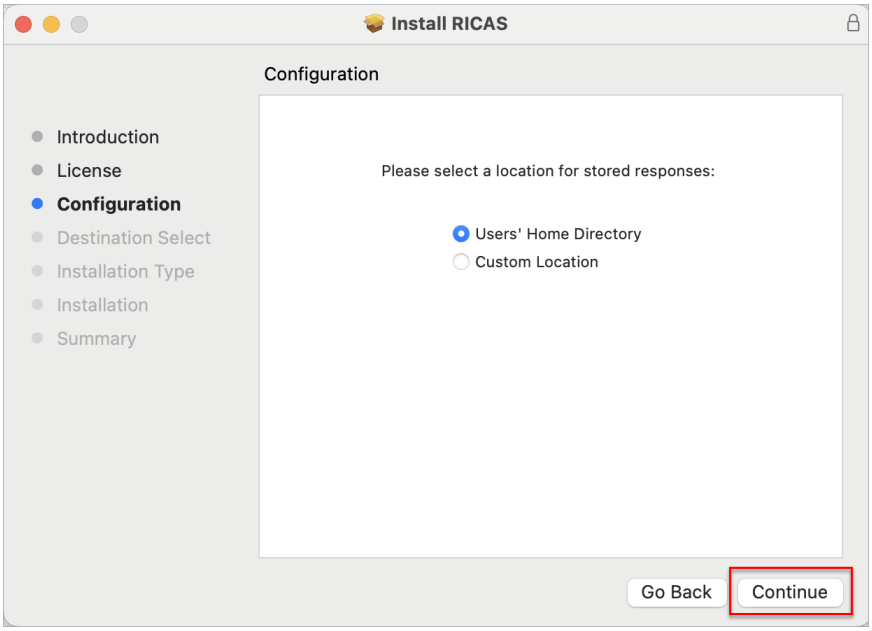
~ /Library/Application Support/eMetric/RICAS/Storage/iTesterSync_AD849G-DA56-19F3-73K39823DJS3

- **Custom location:**
  If you select **Save in the following directory**, you must manually enter the alternate path.

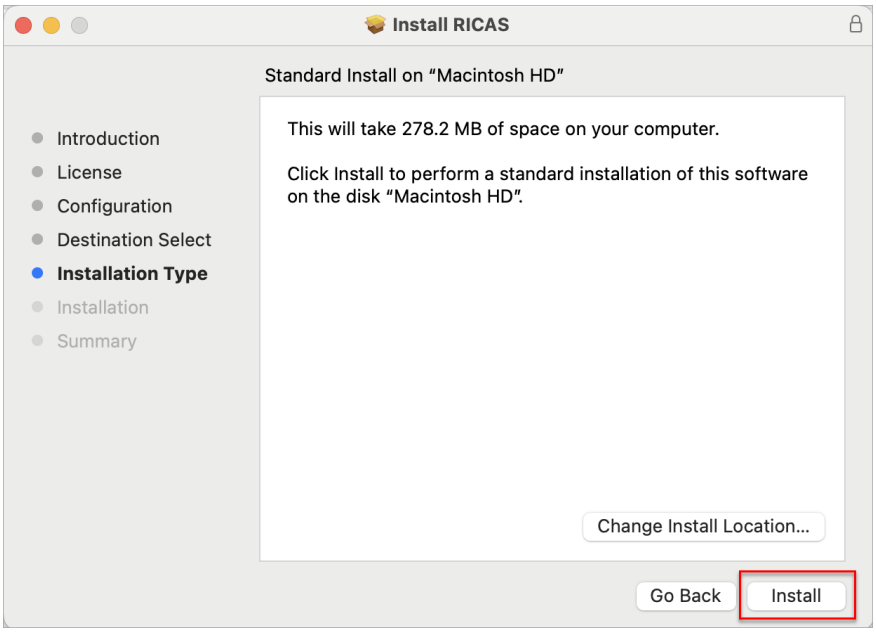
For more information, contact the RICAS Service Center at ricasservicecenter@cognia.org or 855-222-8936.



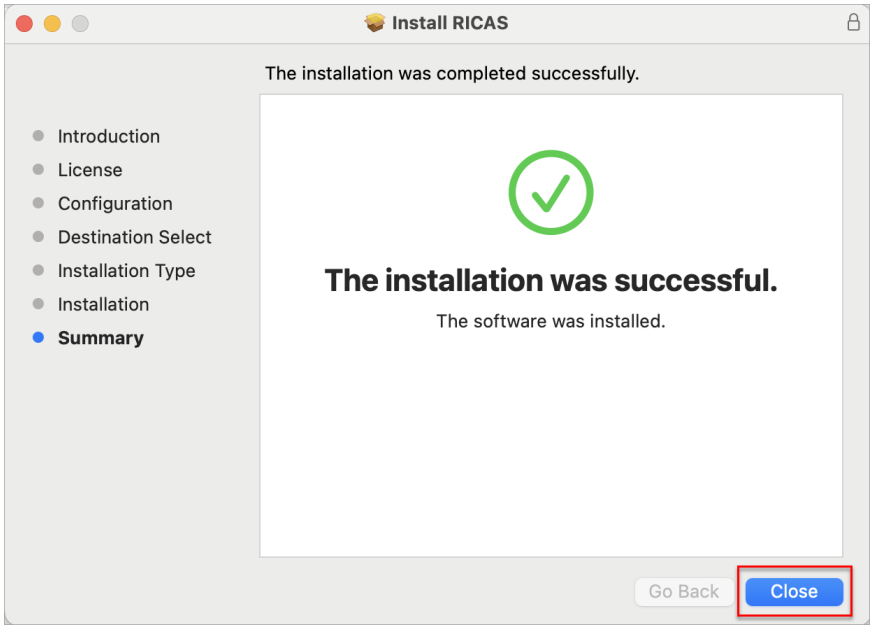
6. Then click **Continue**.



7. Verify installation type and click **Install**. You may be required to enter your admin password.

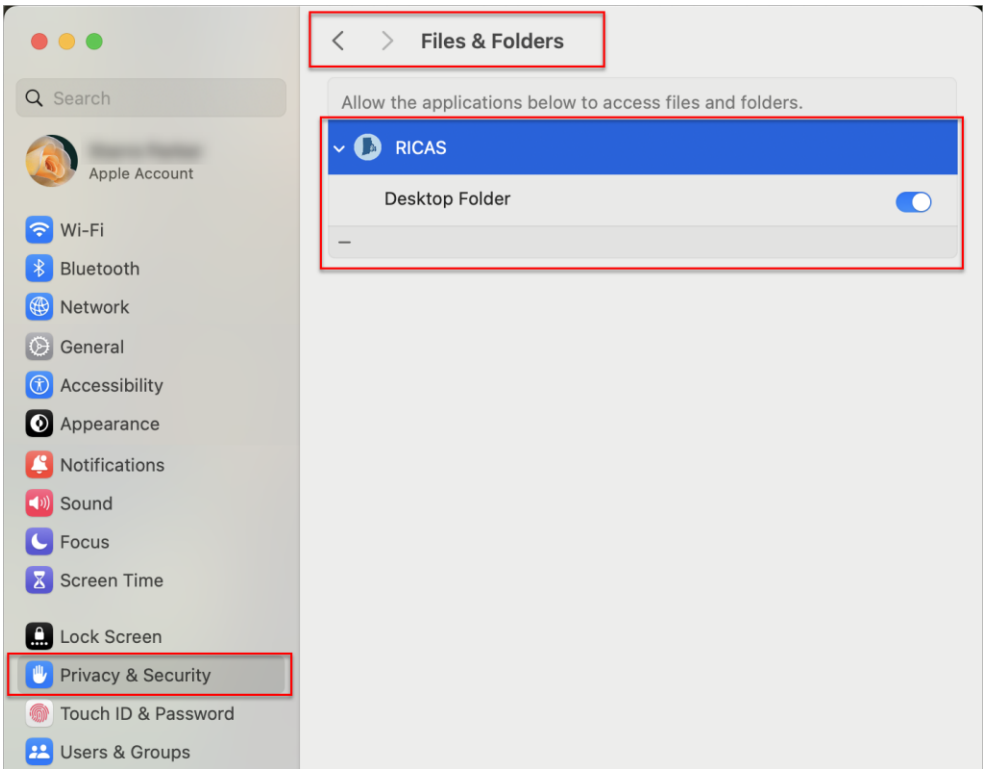


8. When the installation is complete, click **Close**.



9. For enhanced security measures, grant the testing application access to **Desktop Folder**. To grant access follow the path below:

   Click **System Settings > Privacy and Security > Files and Folder > RICAS > Desktop Folder (Turn on Toggle)**.



10. If you are using a newer system running MacOS 15.0 or greater with an M2 processor chip you will need to install Rosetta. This can be accomplished by launching the RICAS Student Kiosk for the first time.

    After launching the RICAS Student Kiosk you will be prompted:

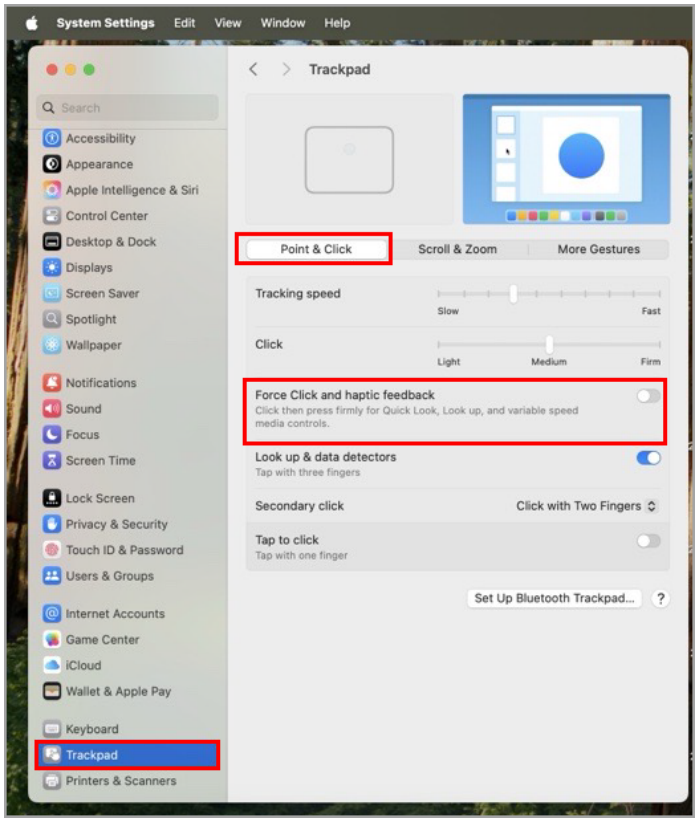
    To open "RICAS," you need to install Rosetta. Do you want to install it now?

    Select **Install**.

    Note: Rosetta enables Intel-based features to run on Apple silicon Macs. Reopening applications after installation is required to start using Rosetta.

11. Force Click will need to be disabled for MacBooks with Force Touch trackpads. By disabling Force Click, the trackpad will function as normal and will only disable the secondary press features, not disable the trackpad itself. To disable, follow the path below:

    Click **System Settings > Trackpad > Point & Click > Force Click and haptic feedback (Turn off Toggle).**



    Note: This setting will only be available if the MacBook has a Force Touch trackpad.

12. When you are ready to complete Site Readiness for this configuration, see section IV: Site Readiness Testing and Site Certification.

E. Windows OS

Follow the steps below to install the kiosk on all student testing devices running Windows.

Step 1: Set up your school technology

Review section II: Technology Setup in detail.

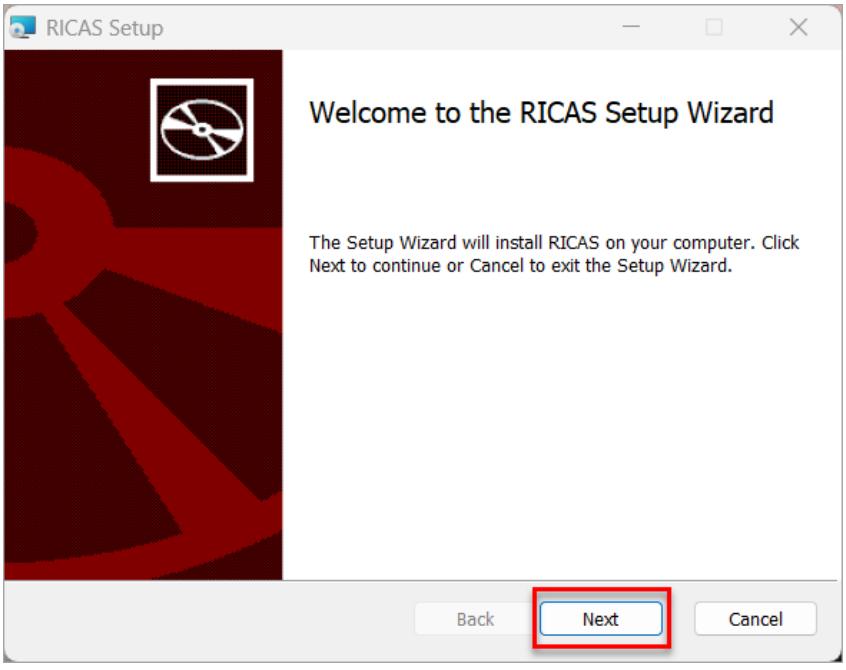
Step 2: Download the RICAS Student Kiosk

1. Go to the RICAS Portal and log in with your username and password. If you need assistance logging in to the RICAS Portal, contact your school or district test coordinator.
2. On the portal home page, click **Administration**.
3. Click **Student Kiosk for Windows** to download the RICAS Student Kiosk to the device.

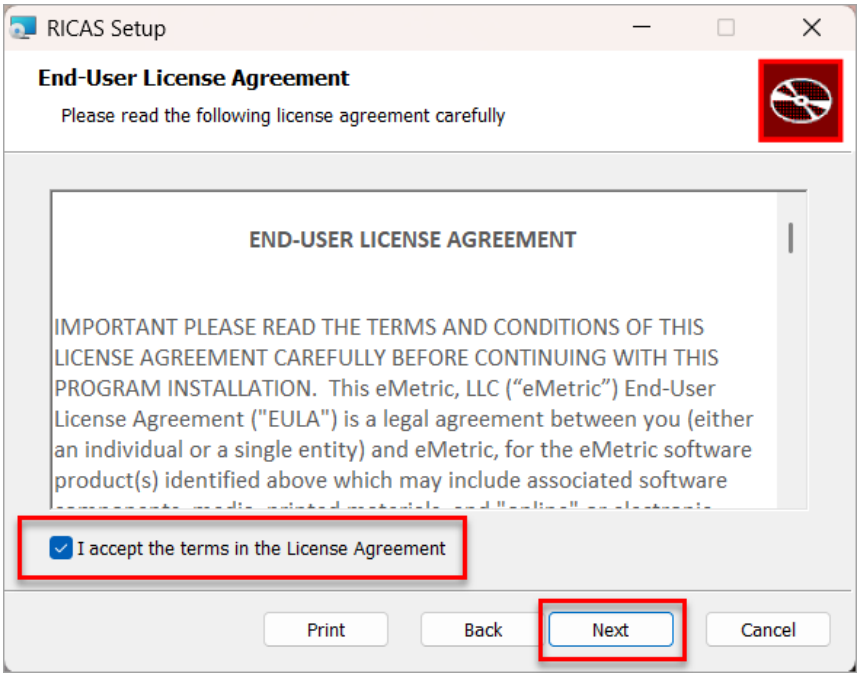
Step 3: Install the downloaded Kiosk

The RICAS Student Kiosk for Windows can be installed on the school network or on each individual student testing device. It is recommended that the kiosk is installed on each individual device to avoid network connection issues. For installing on each individual student testing device follow the steps below, or follow the steps for Windows MSI Package Scripted Installation, or follow the steps for Windows MSI Package Installation Via Group Policy.

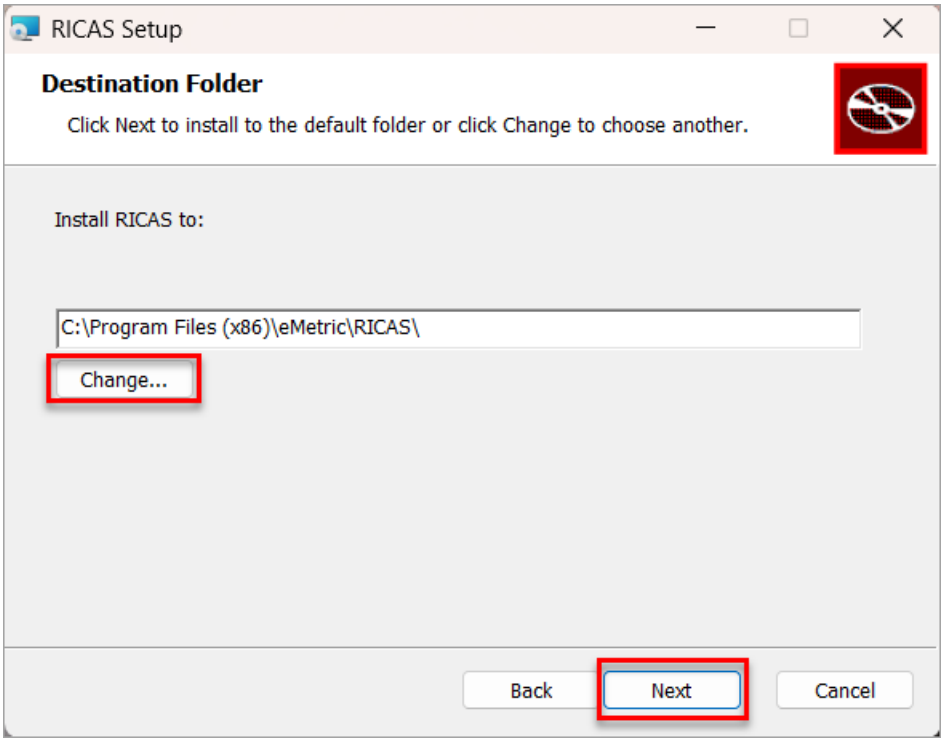
1. Click the installation file in the **Downloads** folder on the device. The **Setup Wizard** will open. Read the instructions and then click **Next** to continue.



2. Read the End-User License Agreement and check the **I accept the terms in the License Agreement** check box. Click **Next** to continue.



3. Use the default folder location for installation or click **Change** and type a different installation location in the space provided. Then click **Next** to continue.



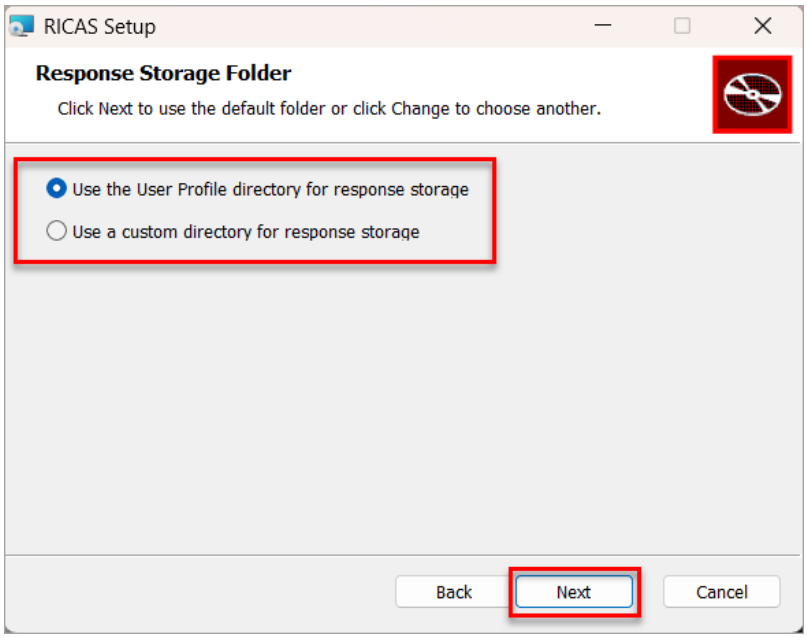
Note: You can choose to install the kiosk in a shared network folder or a local folder on the student testing device. It is recommended that the kiosk is installed on the individual

student testing device instead of a network installation to avoid network connection issues (see section II, part A: Network Connectivity).

4. Select the directory to store student responses.

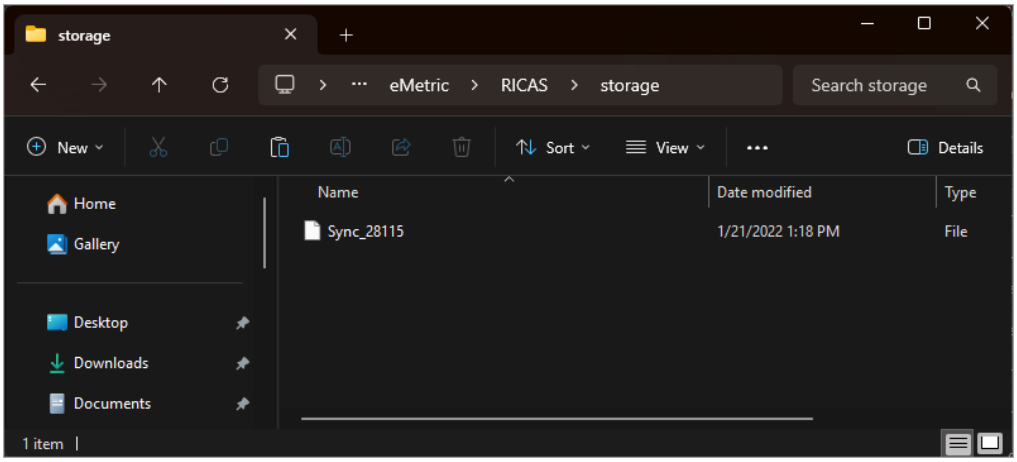
   Important: In the event the student loses internet connectivity during testing, responses will be stored to this location. Additionally, this folder must have the appropriate permissions to allow test takers to write data.

   Choose from the following two options, then click **Next**:



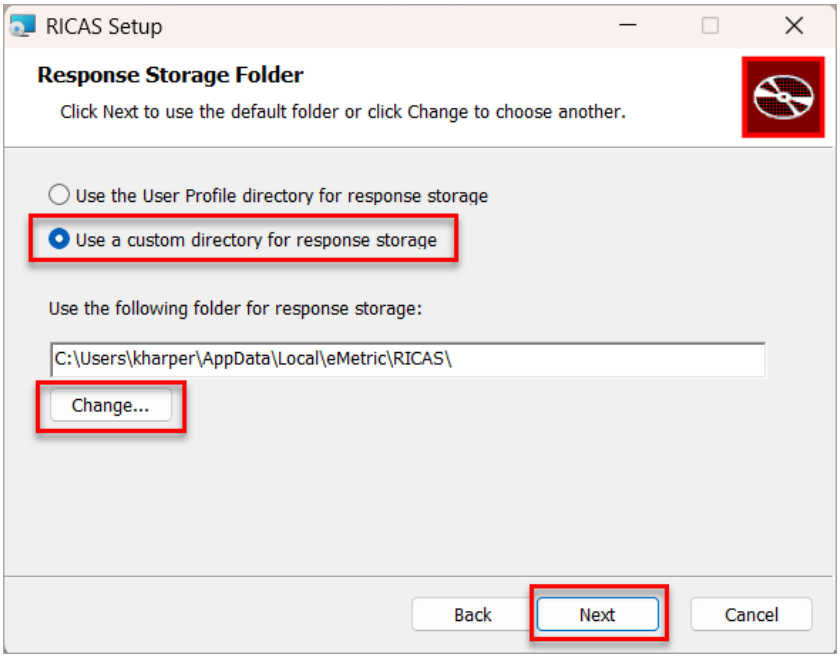
- **Use the User Profile directory for response storage:**

  During kiosk installation, if you choose the default option to store the stored response files in the user profile, these files will have names like this format:

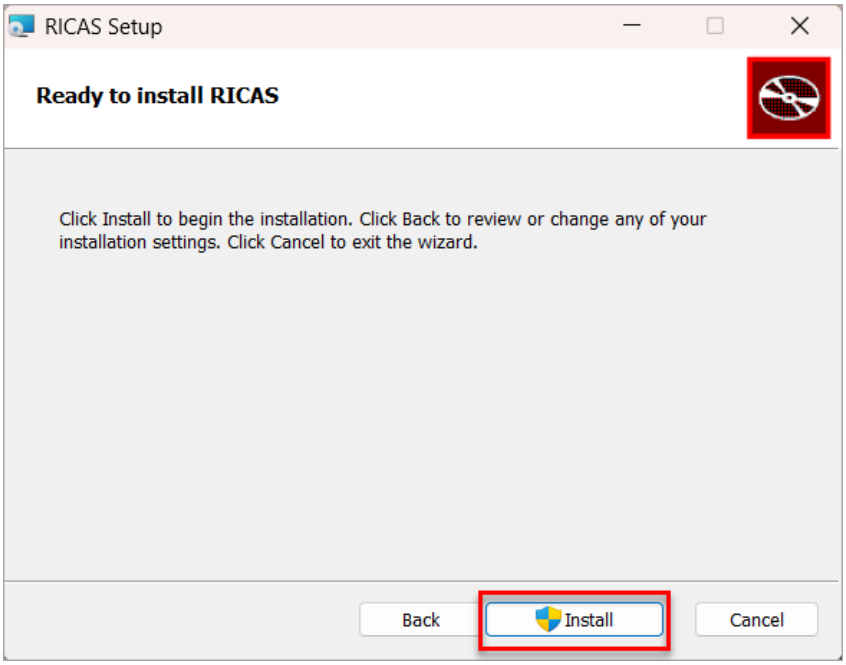


- **Use a custom directory for response storage:**

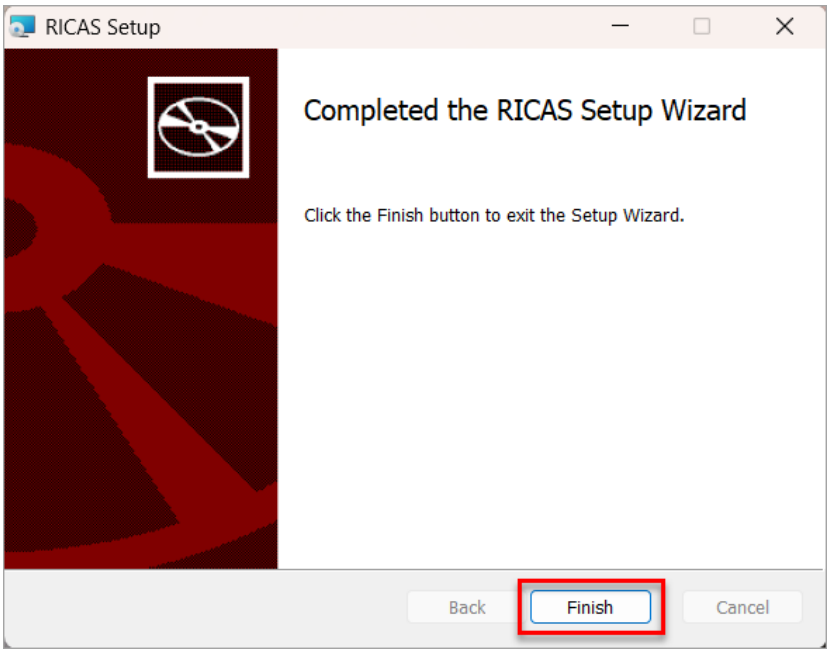
  If you select **Save in the following directory**, you must manually enter the alternate path.



5. After verifying the storage response location, click **Install**.



6. Click **Finish** to complete the installation.



7. When you are ready to complete Site Readiness for this configuration, see section IV: Site Readiness Testing and Site Certification.

Windows MSI Package Scripted Installation

Network administrators can install the RICAS Student Kiosk via an installation script to be executed by an Admin account on the machine. The script can be written to run without any human interaction (quiet switch) and to install in the default directory (C:\Program Files) or any target directory of choice. Uninstalling the client can also be scripted.

Below are generic scripts that can be used for installation and uninstallation.

Script Examples

<Source> = Complete path to the RICAS Student Kiosk MSI installation file, including .msi installation file name. Example: C:\Downloads\RICAS.msi

<Target> = Complete path to the location where kiosk should be installed other than the default location (C:\Program Files). Example: C:\ RICAS\Installation_Dir

<APPDATALOCATION> = Complete path to the location for storing the cache and encrypted student responses created due to network interruptions. Example: D:\Cache.

Note: Ensure that this location is excluded from system restore software.

Installation Script

msiexec /I "<Source>" /quiet INSTALLDIR="<Target>" ITESTERAPPDATALOCATION="<APPDATALOCATION>" INSTALLLEVEL=2

Example: msiexec /I "C:\Downloads\RICAS.msi" /quiet INSTALLDIR="C:\ RICAS" ITESTERAPPDATALOCATION="D:\Cache" INSTALLLEVEL=2

Warning: If you do not specify ITESTERAPPDATALOCATION, then the Local Application Data folder located in the User Profile of the actively logged-in user will be used by default. If you do not specify INSTALLLEVEL=2, then the configuration required for setting the <APPDATALOCATION> will not be created.

Uninstallation Script

msiexec /X "<Source>" /quiet

Example: msiexec /X "C:\Downloads\RICAS.msi" /quiet

Windows MSI Package Installation Via Group Policy

Network administrators can use Microsoft Active Directory Group Policy to distribute the RICAS Student Kiosk MSI package to all client computers.

Follow the step-by-step instructions described in Microsoft's Knowledge Base article.

Note: Default installation locations will be used when using Group Policy to distribute the RICAS Student Kiosk. This option will also not allow systematically specifying a network location for caching and storing encrypted student responses created due to network interruptions. The local Application Data folder located in the User Profile of the actively logged-in user will be used by default.

Windows Network Kiosk Installation

To install the RICAS Student Kiosk on a school network:

1. Complete the local kiosk installation listed above on the machine that will host the application.
2. Configure the stored response location to network share or leave as default during installation.
3. On the student testing devices, create a shortcut to the application on the network. The shortcut created should point to RICAS.exe.
4. Ensure that users have read/write/modify access to stored response directory configured in Step 2.

IV. Site Readiness Testing and Site Certification

A. Purpose

The RICAS Portal includes a Site Readiness tool for schools and districts to assess their readiness for online testing via the RICAS Student Kiosk and to identify any potential technology-related issues before testing begins to ensure a smooth testing experience. The Site Readiness tool is used to verify that testing devices meet the minimum requirements and have been properly configured.

The Site Readiness tool includes the **System Set-Up Test** and the **Student Interface Test**.

- The **System Set-Up Test** tests bandwidth, connectivity, screen resolution, and the text-to-speech function.
- The **Student Interface Test** provides sample test questions to determine whether the device is capable of correctly displaying and navigating test content in the RICAS Student

Kiosk. The Student Interface Test also allows technology coordinators to test the student tools, including the Line Reader, Answer Eliminator, Text Highlighter, and Notepad, to confirm they are functioning properly.

To administer the Site Readiness test, the technology coordinator launches the RICAS Student Kiosk on each device configuration (i.e., device type and operating system) being used for testing at that site and then uses the Site Readiness login for the assigned school to run the test. Then, the technology coordinator certifies the site (school) in the RICAS Portal to indicate to the school and district test coordinators that the site's technology is ready for testing.

Note: The Site Readiness test must be conducted using the secure RICAS Student Kiosk. The test does not need to be conducted on the browsers used for practice tests.

B. Using the Site Readiness Tool

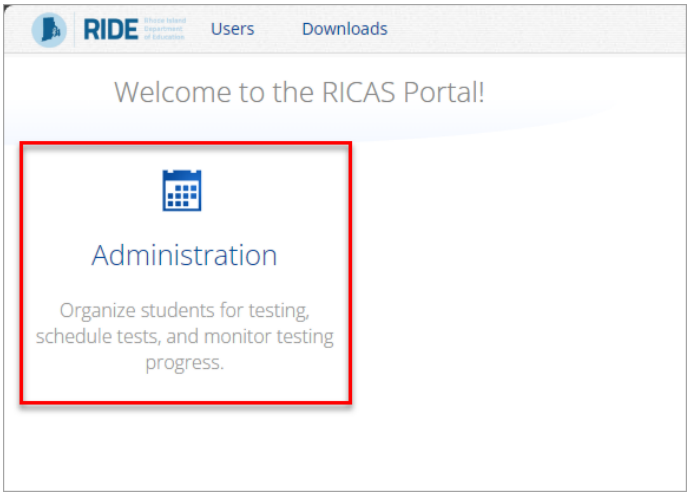
It is crucial that the Site Readiness tool is run on **every** device type or device configuration that will be used for testing. The results for each device tested will be captured and displayed on the Site Readiness Details page within the RICAS Portal.

Note: Starting with iPadOS 13, Apple made a change with the user agent for iPadOS. Due to this change, iPads do not populate in the Site Readiness tab of the RICAS Portal. If you are an iPad school or district, we recommend running the Site Readiness tool on a few iPads to ensure they pass the System Set-Up and Student Interface tests without issues and recommend an alternative method of communicating this information to test coordinators.

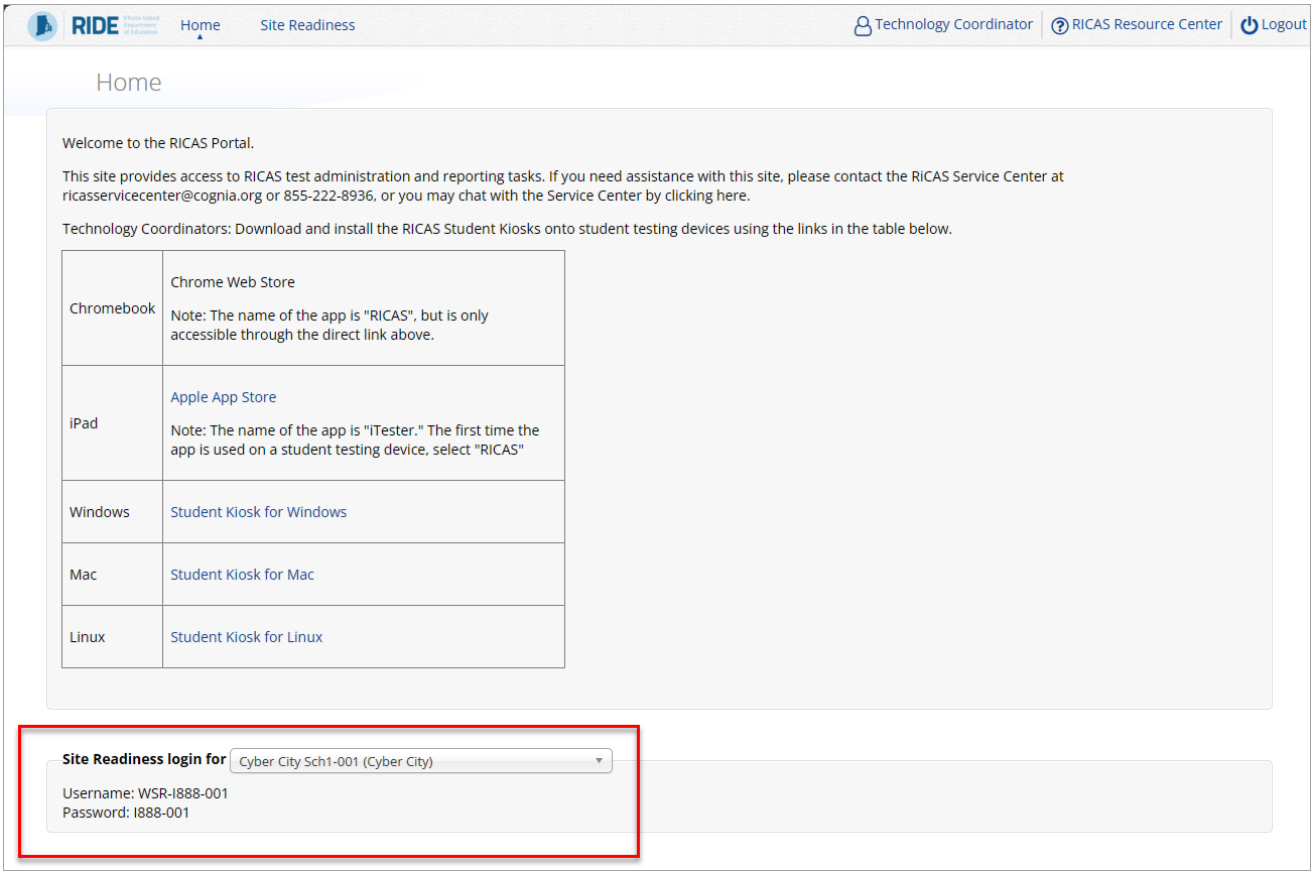
After reviewing the Technology Guidelines and installing the RICAS Student Kiosk, follow the instructions below.

Step 1: Locate the Site Readiness credentials in the RICAS Portal

1. Log in to the RICAS Portal with your username and password.
2. On the Portal home page, click **Administration**.



3. The Site Readiness account information appears at the bottom of the Administration home page.

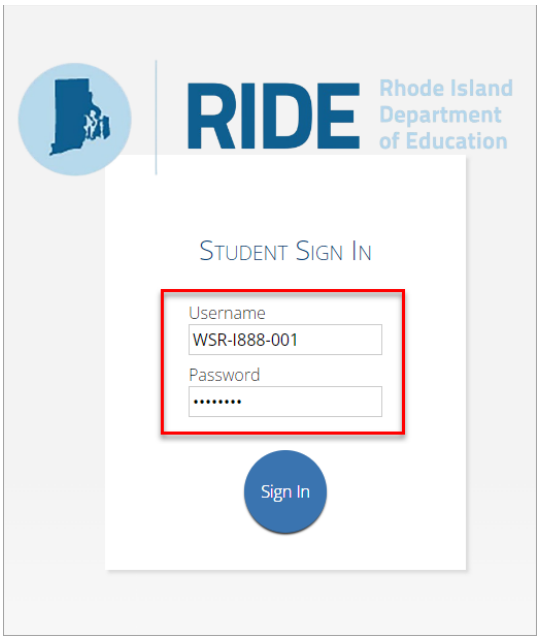


4. Make a note of the username and password for the school, which you will use to log in to the RICAS Student Kiosk.

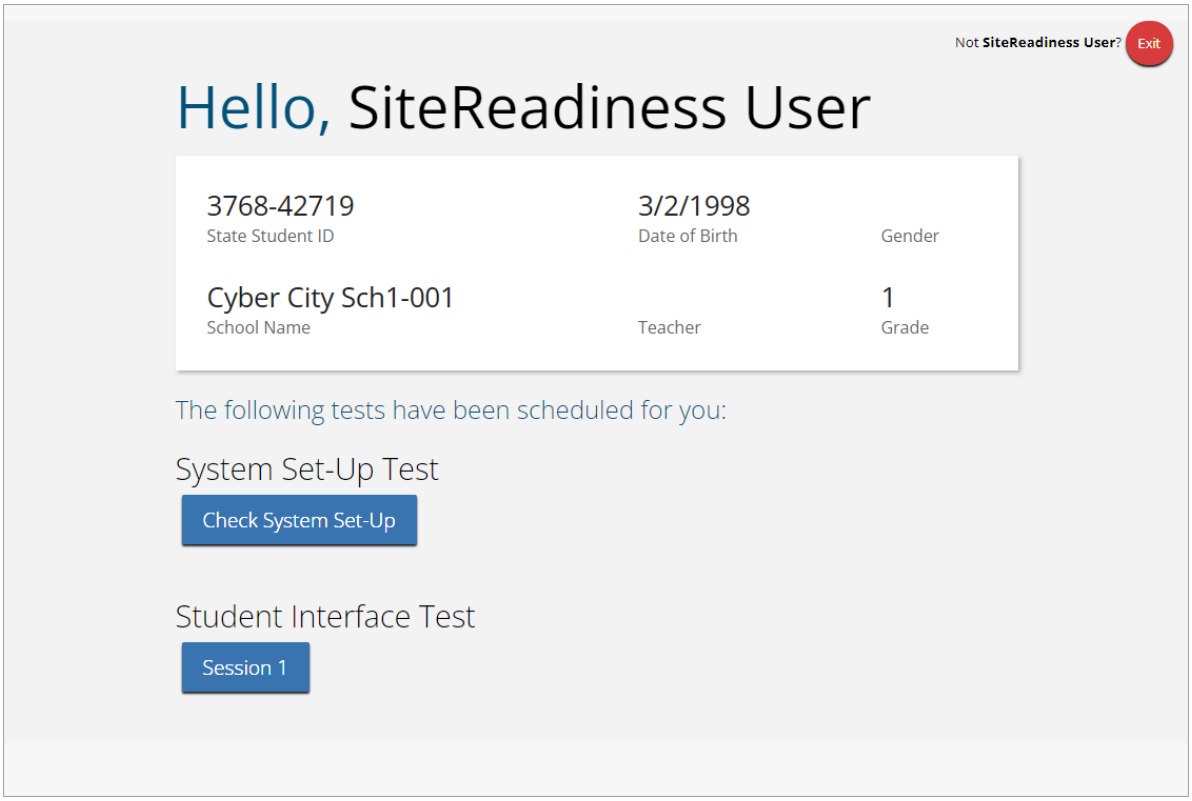
Step 2: Conduct Site Readiness on every device configuration

1. Launch the RICAS Student Kiosk on the device.
2. Log in to the RICAS Student Kiosk with the Site Readiness username and password provided for the school (shown above).

Important Note: Use the Site Readiness login credentials exclusively for the school only, and do not use the credentials for any other purposes. Do not use the Site Readiness credentials for any other school.

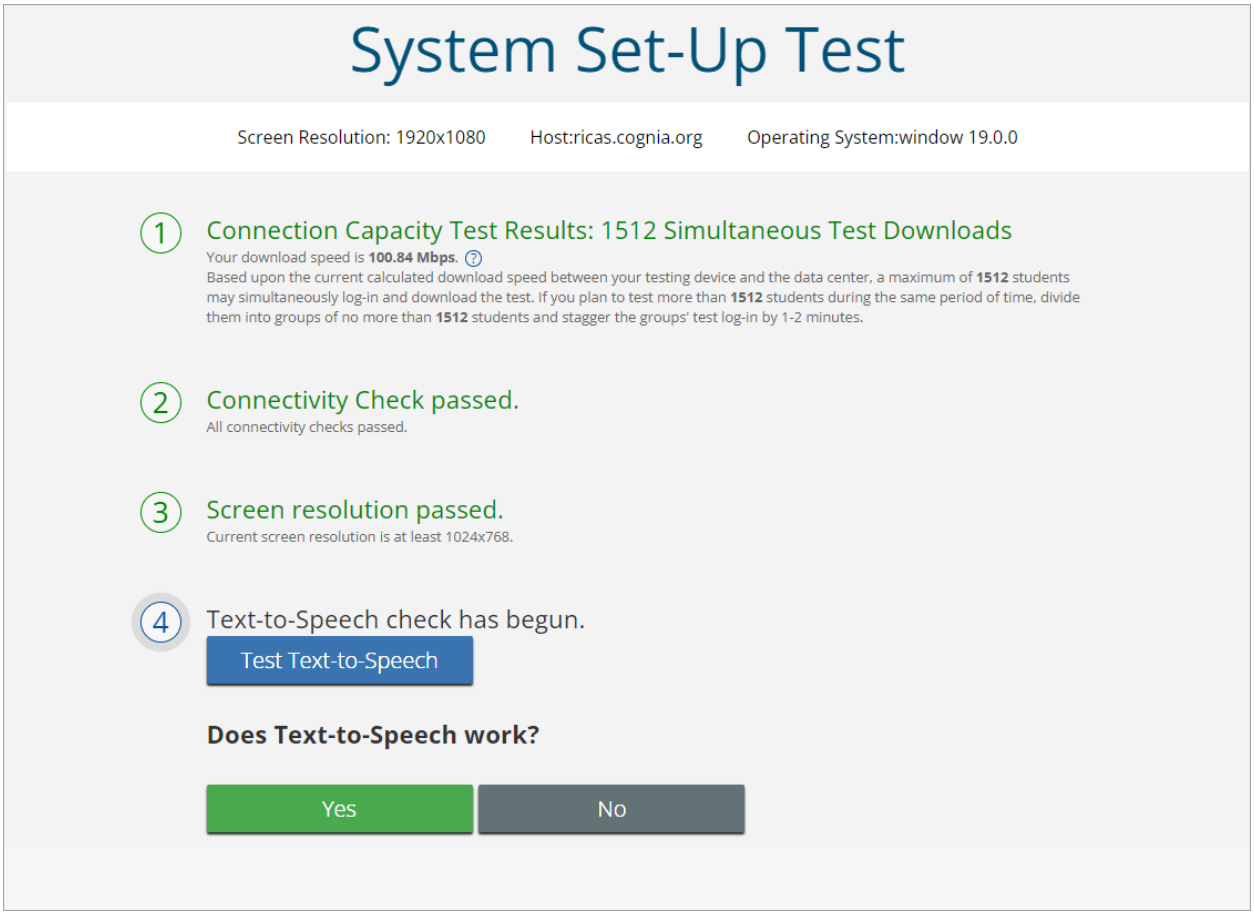


3. Verify your school's name at the top of the page. Under **System Set-Up Test**, click **Check System Set-Up** to begin the test.



The screen resolution, host URL (RICAS.cognia.org), and operating system for the device are listed at the top of the System Set-Up Test page. The System Set-Up Test consists of four parts:

the Connection Capacity Test, the Connectivity Check, the Screen resolution check, and the Text-to-Speech check. The results of each test appear as soon as it is completed.



4. The **Connection Capacity Test** evaluates your site's capacity for simultaneous test downloads. It provides the current download speed between the testing device and the testing servers (data center), and, based on that speed, it provides the maximum number of students that may simultaneously log in and download a test session.

   If you plan to test more students concurrently than the recommended number of simultaneous test downloads, it is recommended that you divide the students into groups no greater than the number of recommended simultaneous test downloads and stagger each group's test log in by 1–2 minutes. This will reduce the likelihood of interruption during sign in.

5. The **Connectivity Check** is designed to ensure the testing device has access to both the kiosk's local storage folder, where student responses will be saved if the test device loses internet connectivity, and the testing servers.

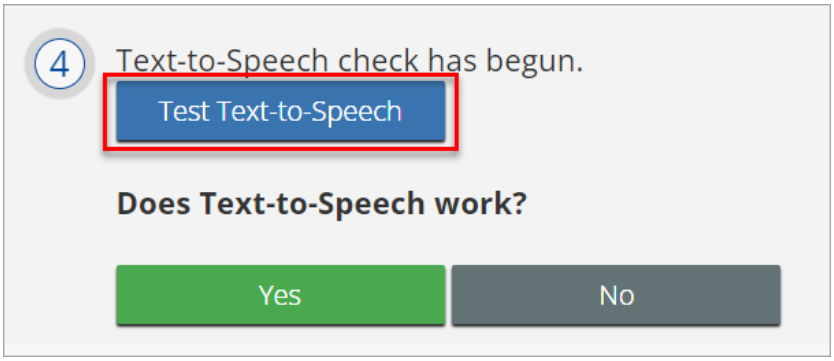
   - If the Connectivity Check fails with the following message:

     "The connectivity check failed. Please check your read and write permissions to the storage folders and try again or contact Support for further assistance. Error Code: 6004 – StorageWriteFail"

This means that the RICAS Student Kiosk does not have the proper permissions for the storage folder. The kiosk requires read, write, and modify permissions on Windows and Read & Write on Mac.

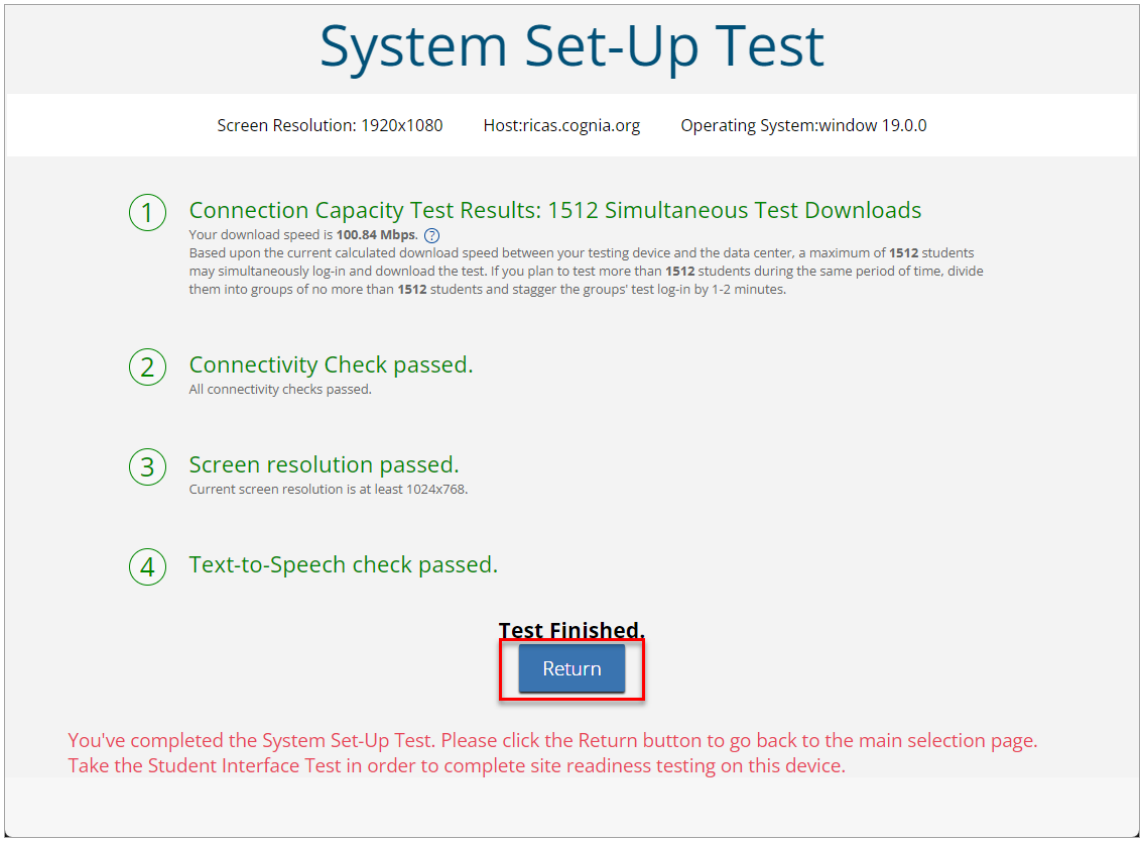
- If the test fails for any reason other than "Error Code:6004 - StorageWriteFail," contact the RICAS Service Center.

6. The **Screen resolution test** will ensure that the testing device meets the required screen size and resolution for an optimal testing experience. If this test fails, adjust the screen resolution of the device.
7. The **Text-to-Speech test** will ensure that this accommodation is operating as expected for students who have this accommodation. In the Text-to-Speech field, click **Test Text-to-Speech** to play a voice sample.



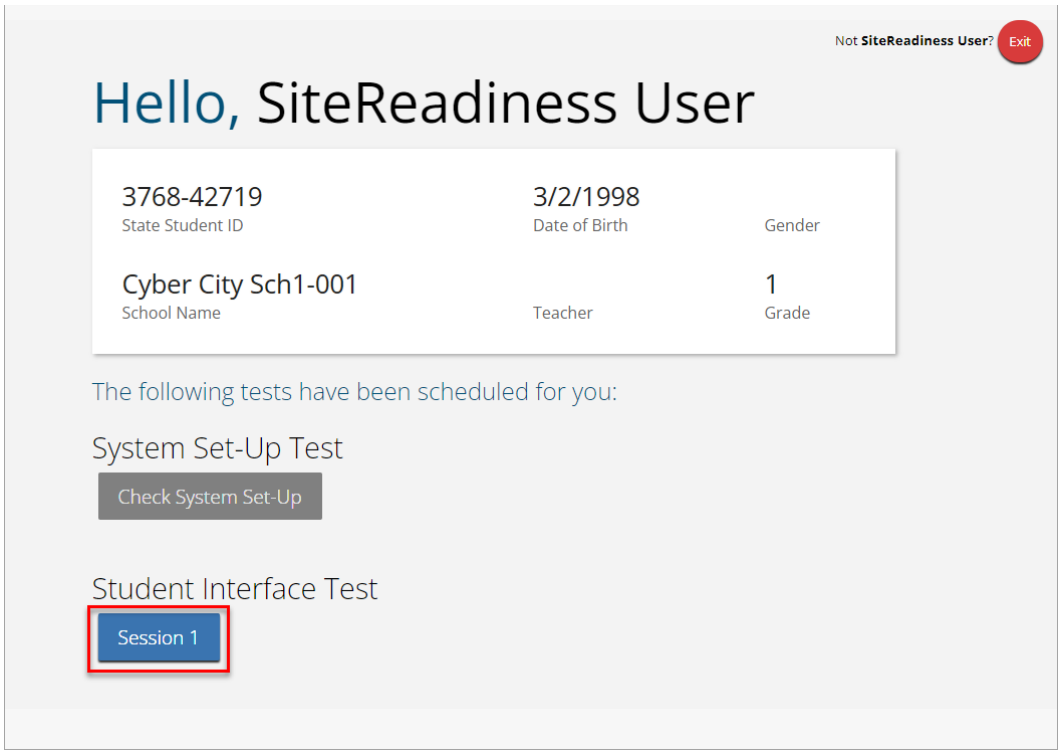
- If you can hear the voice sample, click **Yes**.
- If you cannot hear the voice sample, click **No**, and fix your audio connection. You will need to verify that there is a voice package installed on your machine, that there is an audio playback device connected to the testing device (e.g., internal speakers, external speakers, headphones), the volume is not muted and is audible, and that the desired audio playback device is set as the default device.

8. When you are done, click **Return** to return to the Site Readiness page.

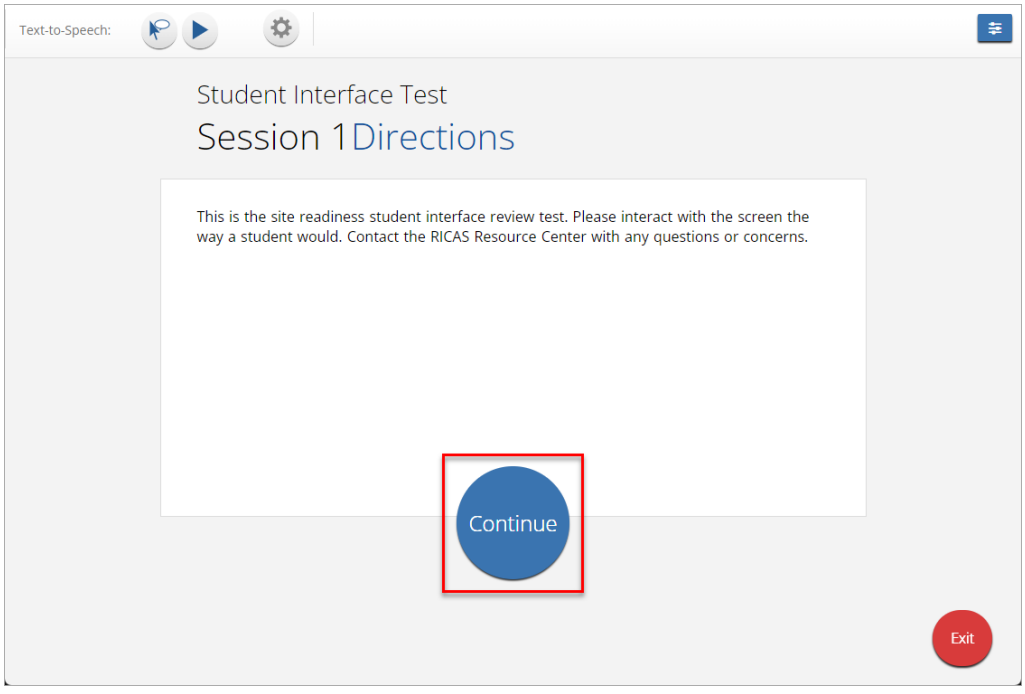


- If all the system checks are successful, you are ready to begin the next Site Readiness test.
- If one or more system checks fail, adjust your configuration as needed and re-run the System Set-Up test.

9. When the System Set-Up test is completed, click the blue **Session 1** button under **Check Student Interface**.

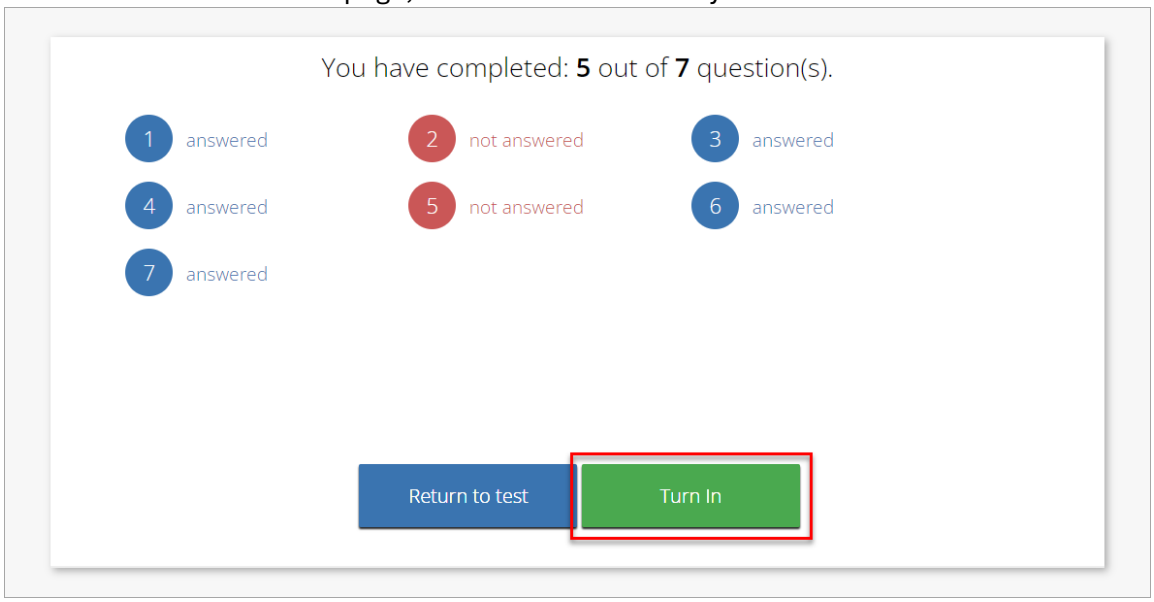


10. Read the instructions on the page and then click **Continue**.

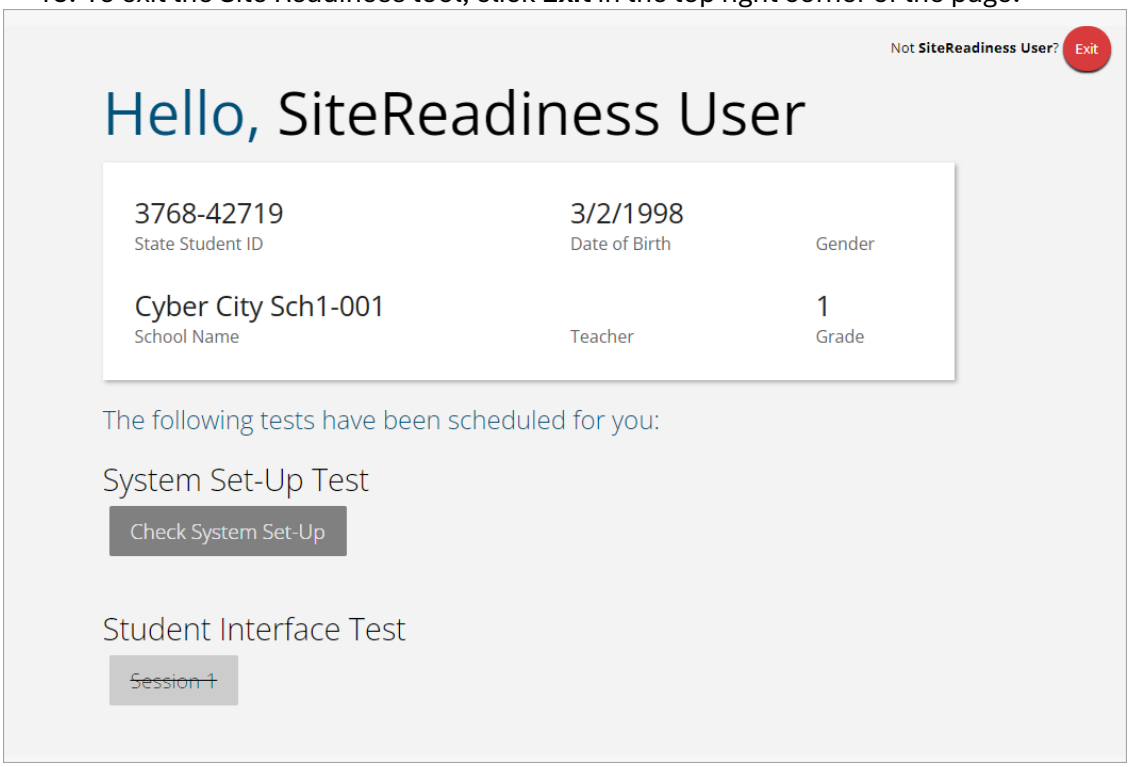


11. Confirm that you can effectively respond to a few questions. Click on and try out a few student tools, such as the Notepad and Line Reader, to make sure you can use them. To activate a tool, click on the tool in the tool bar and use it in the test interface. On the constructed response question, ensure you can type in the response box.

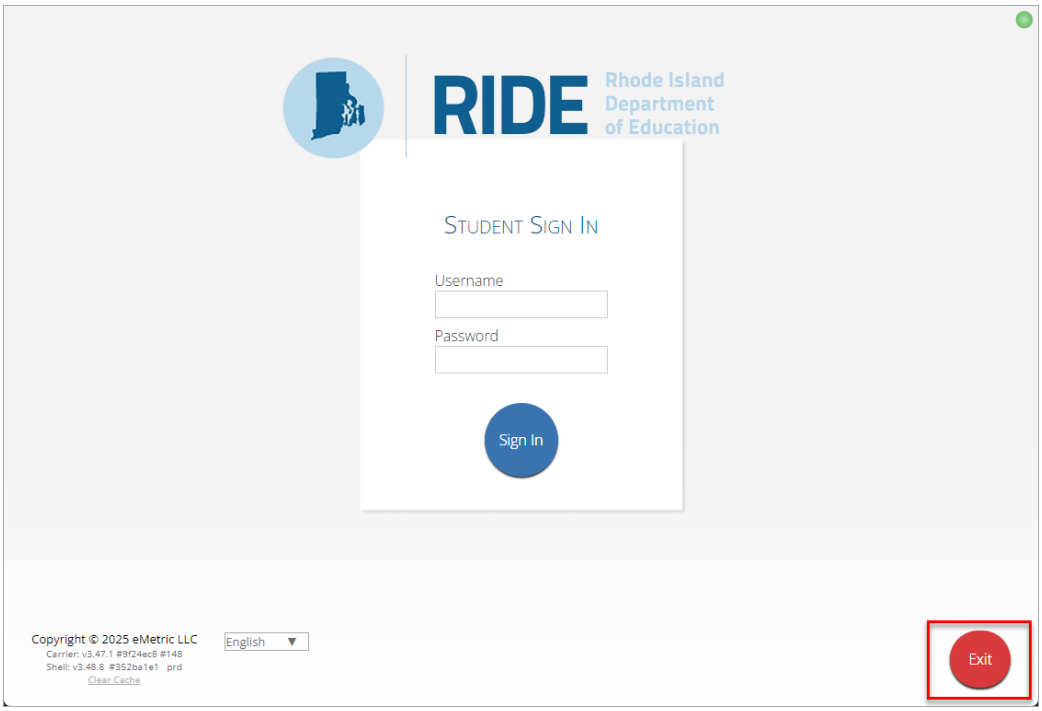
12. On the last test question page, click **Finish**.
13. On the Test Review page, click **Turn In** to submit your test.



14. To confirm, click **Turn In** again. You should return to the Site Readiness page where the test session is grayed out.
15. To exit the Site Readiness tool, click **Exit** in the top right corner of the page.



16. To close the RICAS Student Kiosk, click **Exit** at the bottom right corner of the student sign-in page.

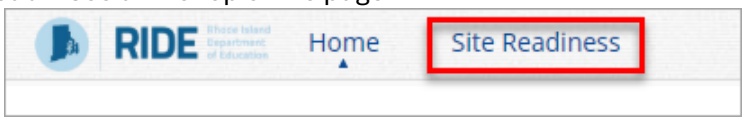


If you have questions about the Site Readiness tool, contact the RICAS Service Center.

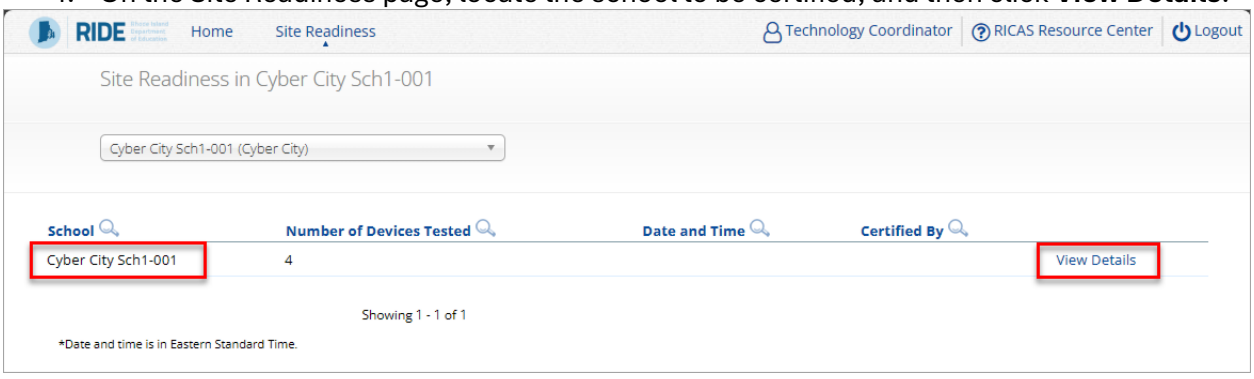
C. Site Certification

After all device configurations for your school have successfully completed Site Readiness, the technology coordinator will certify the site for testing.

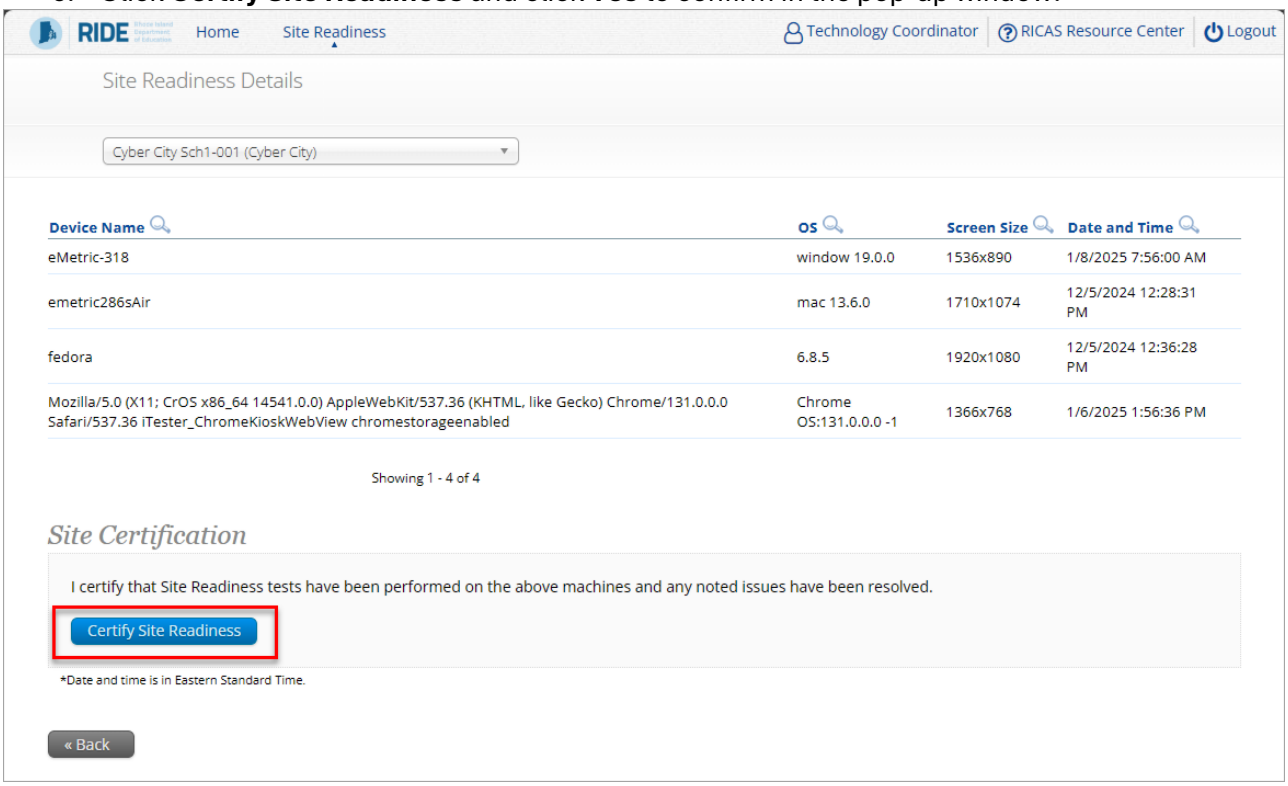
1. Log in to the RICAS Portal with your username and password.
2. Click Administration.
3. Click **Site Readiness** at the top of the page.



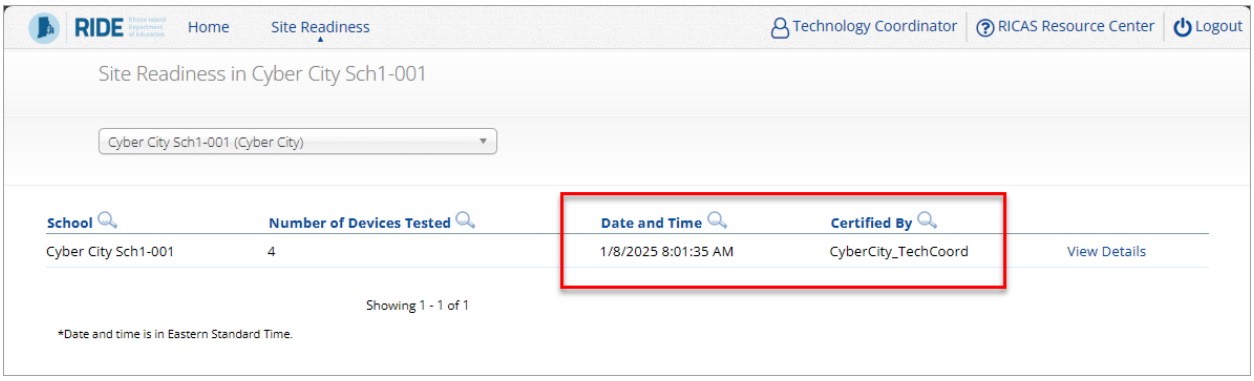
4. On the Site Readiness page, locate the school to be certified, and then click **View Details**.



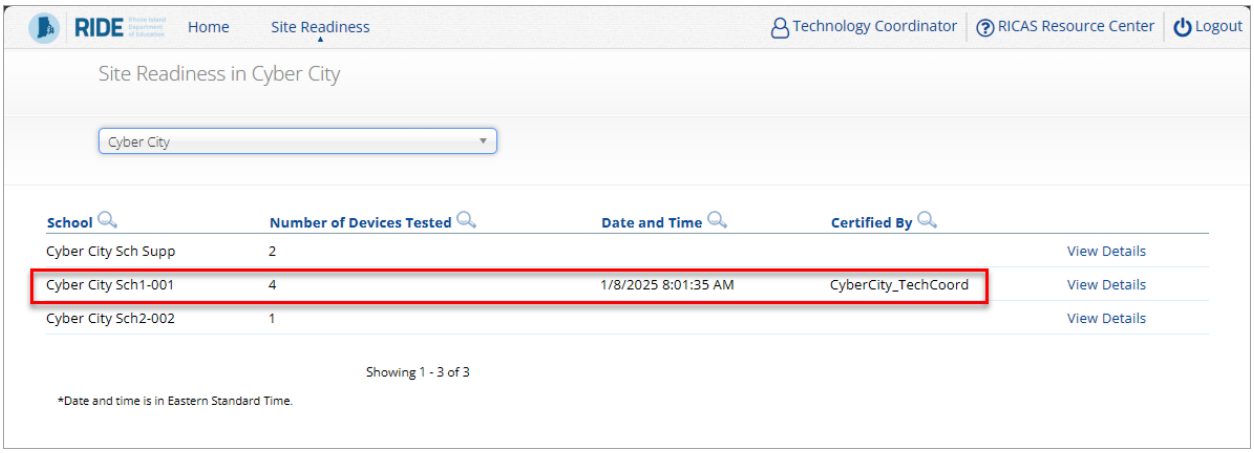
5. On the Site Readiness Details page, verify that all the devices or device configurations for this location have successfully run the Site Readiness tool and meet the technology requirements.
6. Click **Certify Site Readiness** and click **Yes** to confirm in the pop-up window.



The **Site Certification** section updates with the date and time when the site was certified and the username of the user who certified the site for testing.



District and school test coordinators can also view when the site was certified and who certified the site on the Site Readiness tab without having to click into the Site Readiness Details.



This certification indicates to the district or school test coordinator that the technology coordinator has tested the devices at the site and ensured they are operating as expected and meet the technology requirements, acknowledging that the site is ready for testing. Once complete, technology coordinators should inform their school test coordinators.