RIDE Rhode Island Department of Education

Guide to the RICAS Portal Student Accommodation Profile (SAP)

2026 RICAS Test Administration
Posted February 4, 2026

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

Student Registration is a collection of student-level data that includes student demographic data, test registration information and information on accessibility features and/or accommodations that a student will use during testing.

This document provides schools and districts with the information needed for updating student accommodations for RICAS. This document provides instructions for the spring 2026 RICAS test administrations, followed by field definitions to be used as a reference when completing a student's accommodation profile.

The accuracy of Student Registration is important because it provides a record of certain accessibility features and accommodations used by students. In addition, for CBT, Student Registration determines the test form that students will take (e.g., the Human Read-Aloud form); for PBT, it provides the basis for the initial shipment of test materials to schools (e.g., Student ID Labels, test & answer booklets, large-print booklets). The Student Registration process is also the basis for schools' orders for test administration manuals.

The general process for Student Registration is as follows:

1. RIDE will complete the initial student registration import. Nightly feeds from RIDE to the RICAS Portal will keep student registrations current with the enrollment census, LEP census, and special education census student information submitted and maintained by districts.

   Note: Schools/districts will not be able to make updates to student demographic data or enrollment information via import or manually in the RICAS Portal. All demographic or enrollment information updates take place through district transfers to RIDE.

2. Schools/districts will complete a Student Registration export from the RICAS Portal.

3. Schools/districts update the file with students' accommodations and accessibility features and import this file back into to the RICAS Portal (repeating as needed).

Update eRIDE with any Changes to Student Information

Changes to student demographic information must be made in your district's Student Information System (SIS). The student information contained in the SIS is electronically submitted to RIDE either through a file transfer or other type of feed. RIDE will use that information to populate the RICAS Portal. This information will be displayed in columns A-J and columns M-P of the Student Registration File and cannot be changed through the Student Registration import process. These columns and the information in them need to remain in the file as is, or else the records will not transfer into the RICAS Portal and Student Registration/Student Accommodation Profile information will not be recorded.

Student Registration for Students Who Transfer

Students who transfer will be registered in their new school via the nightly feed once their enrollment data has been sent by their new district/school and removed from the prior district/school. Any Student Accommodation Profile settings will not be transferred from the prior school, and so that process will need to be completed for the student in the new school prior to their starting testing, including the ordering of any paper accommodations materials if the transfer occurred after the initial Student Registration window has closed. A testing record for the student will remain in the RICAS Portal with the original school. RIDE recommends that, for any content

area(s) in which the student has not already tested, the student be moved to a new class that hasn't started a scheduled test so all untested transferred students can be easily located.

II. Steps for Completing Student Registration with Accessibility Features and Accommodations

District and school test coordinators have two options for adding and updating student information after the initial Student Registration upload as described in the table below.

Options for updating Student Registration	When would you use this option?
Option 1: Student Registration file export and import	when updating a large number of student records
Option 2: Manually add/edit student accessibility features and accommodations in the RICAS Portal user interface	when updating approximately 10 or fewer student records

The Student Registration page in the RICAS Portal is where district and school test coordinators complete the initial Student Registration upload and where they will come back if they need to add or update student accessibility features and/or accommodations via a file upload.

To access the Student Registration page, select **Student Registration** on the top menu bar of **Administration** homepage.

Table 1 below contains descriptions of the features that are available on the Student Registration page. The numbered icons in Table 1 are shown in the screenshot that follows to indicate the location of the feature.

Table 1. Student Registration Page

Icons	Description
1	The **Organization drop-down menu** allows test coordinators to select the organization for which they will upload files and view processed files.
2	Click **Export Students** to export a Student Registration file. The exported file will contain the current student data as it appears in the portal and will be in the same file format as the Student Registration file template. Exported Student Registration files can be edited and uploaded back into the RICAS Portal to update student records.
3	Click **Download Student Registration Data Definitions file** to download a reference of the required columns and expected values for each field.
4	Click **Download Student Registration Template** to download the Student Registration file template as a .CSV file. A reference is also available on the RICAS Resource Center.

Icons	Description
5	Click **Choose File** to select your file, and then click **Upload** to upload the file.
6	Uploaded files appear in the file table on the Student Registration page. Users can sort the table by clicking on the column headings.
7	The status column will inform users whether their file is pending or has been processed and indicates whether this was done successfully or if there are errors that would require the file to be updated and reimported (see Section C below on resolving errors).

## A. Option 1: Student Registration Export and Upload

To export Student Registration, follow the steps below:

1. Log in to the RICAS Portal with your username and password.

2. On the RICAS Portal homepage, select **Administration**.

3. Select **Student Registration** from the top menu bar.

4. Select the **organization** from the organization drop-down. Student Registration files can be exported at the district level by a district test coordinator or district-level technology coordinator, or at the school level by a district test coordinator, school test coordinator, or technology coordinator.

5. Select **Export Students**. The exported file will be downloaded locally.
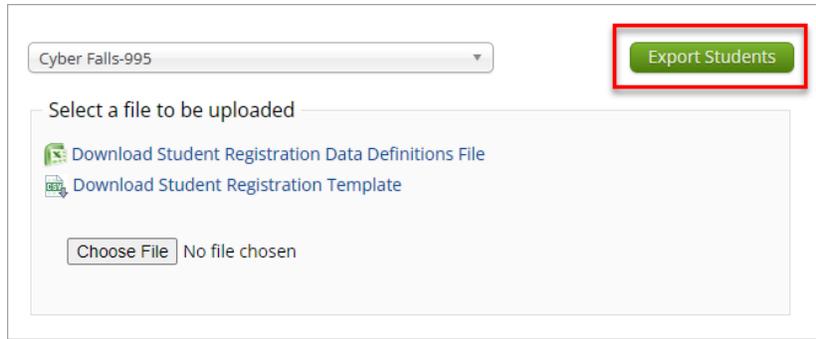
Update Test Mode, Accessibility Features, and Accommodations

1. Using the exported file, change Test Mode to Paper for students testing with a paper accommodation (e.g., standard, large print, braille)

2. Enter accessibility features and/or accommodations in the designated columns. Use the Student Registration Data Definitions File to assist in updating the exported Student Registration file. The Data Definitions File provides information on each column, identifies which columns are required to have a value, and shows the expected values for each column in the file. The data definitions for the Student Registration file are also referenced in Part IV of this document.

3. Test coordinators may use column K (Class_Name) of the Student Registration file to create Classes in the RICAS Portal.

   Note: Class names must be unique. RIDE recommends that class names include the 5-digit school code.

4. Save the file as a .CSV. (Please ensure that your file uses UTF-8 encoding. The RICAS Portal does not accept files with any other encoding). The Student Registration file is now ready for upload into the RICAS Portal.

File encoding: File encoding refers to the way text is represented in a file. To determine the encoding used for a file, follow the steps below.

1. Open the file in Notepad.

2. In the **View** menu at the top of the window, click **Status Bar**.

3. Notepad shows the detected encoding (e.g., UTF-8, ANSI, ASCII) in the status bar located at the bottom of the window.
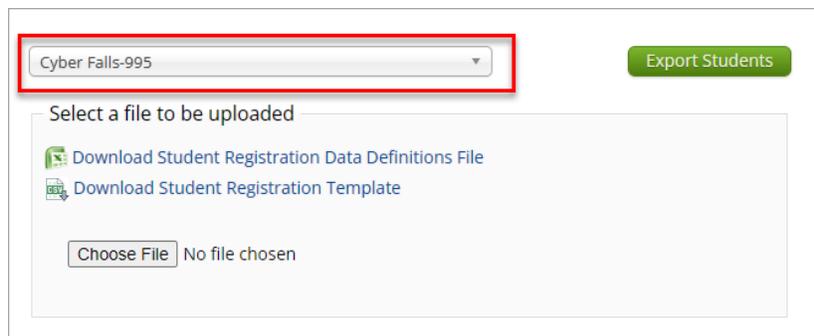
Uploading a Student Registration file into the RICAS Portal

To upload a Student Registration file, follow the steps below:

1. Log in to the RICAS Portal with your username and password.

2. On the RICAS Portal homepage, select **Administration**.

3. Select **Student Registration** from the top menu bar.

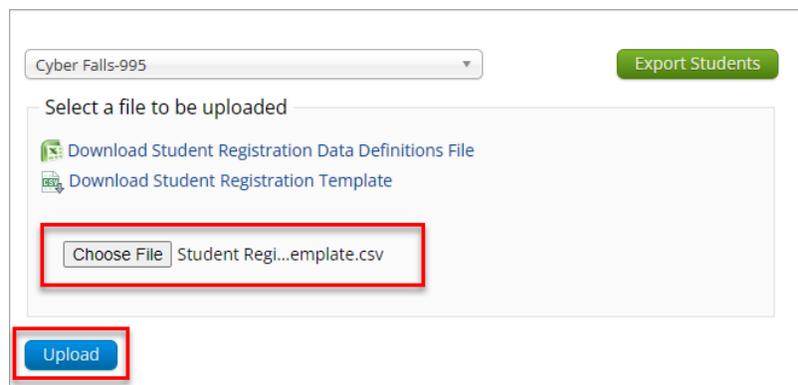| Materials Management	Student Registration	Dashboard

4. Select the **organization** from the organization drop-down. Student Registration files can be uploaded at the district level by a district test coordinator or district-level technology coordinator, or at the school level by a district test coordinator, school test coordinator, or technology coordinator.

Cyber Falls-995

Export Students

Select a file to be uploaded
- Download Student Registration Data Definitions File
- Download Student Registration Template

Choose File   No file chosen

5. Select **Choose File** and select the Student Registration file to upload.

Note: Remember that the file must be saved in .CSV format.

6. Select **Upload**.

Cyber Falls-995

Export Students

Select a file to be uploaded
- Download Student Registration Data Definitions File
- Download Student Registration Template

Choose File   Student Regi...emplate.csv

Upload

7. The Student Registration file will go through an initial validation process upon upload. This validation process ensures that the file is in the correct format, verifies the headers in the file are correct, and that the file is not empty.

8. After the initial validation, the uploaded student registration file will be processed within a few minutes, and the Status column will display one of the following statuses:

Pending: The file has been uploaded successfully and is processing. Processing can take up to ten minutes.

Processed: All records in the file have been uploaded successfully. After the file passes initial validation and has been processed, the Student Registration table will be updated to reflect the status of the **Processed** file, showing the number of student records uploaded.

Note: If the file has been processed, schools will not be able to select "Processed" for a link to the file. Schools can export all uploaded student records by clicking on the Export Students button on the Student Registration page.

Validation Error: At least one student record has a validation error, and the file needs to be updated and reimported. Select **Validation Error** to download an error file. The error file will list the column in the uploaded Student Registration file where the error occurred. Schools should refer to the Student Registration Data Definitions file or Part IV of this document for expected values for each column.

Error: Contact eMetric: Contact the RICAS Service Center for support.

File Name	File Size (Bytes)	Upload Date	Uploaded By	Records with Error	Uploaded Records	Status
Student Registration Validation Errors.csv	997	01/02/2025 3:05:27 PM	DistrictTest Coordinator	0	3	Processed
StudentRegistration_Upload_File 1.csv	5611	01/02/2025 2:27:10 PM	DistrictTest Coordinator	3	50	Validation Error

Resolving Student Registration Validation Errors

When the Student Registration file contains records with validation errors, a Validation Error file is provided in the RICAS Portal on the Student Registration page. The Validation Error file will only include records that have validation errors and were not imported into the RICAS Portal. To view the error file, follow the steps below:

1. Log in to the RICAS Portal with your username and password.

2. On the RICAS Portal homepage, select **Administration**.

3. Select **Student Registration** from the top menu bar.

Materials Management	Student Registration	Dashboard

4. Select the **organization** from the organization drop-down to view the Student Registration file at the district or school that has been processed and the validation errors.

5. Select **Validation Error** to download the file with validation errors that need correcting.

File Name	File Size (Bytes)	Upload Date	Uploaded By	Records with Error	Uploaded Records	Status
StudentRegistration_Upload_File 1.csv	5611	01/02/2025 2:27:10 PM	DistrictTest Coordinator	3	50	Validation Error

6. Open the file and scroll to column header titled **Error Description** (column AP) to view a description of the validation errors for the records that were in the Student Registration file.

Options for making corrections are to update the Student Registration file (correcting the original file), uploading corrected records from the validation error file, or, if there are only a few students with errors, those students can be added to the RICAS Portal manually.

AO	AP
Filler2	ErrorColumnNm
	Class_Name:ERR102|Text_to_Speech_Special:ERR107
	Test_Code:ERR101|Test_Format:ERR101
	School_Code:ERR103|Test_Format:ERR101|Word_Prediction:ERR107

7. Use the Validation Error Table below along with the Student Registration Data Definitions File or reference Part IV in this document to help you correct the records with validation errors.

   In the above screenshot example, in the first row there is an error with the Class Name in the upload file, based on error code ERR102 the class name failed the length check. This indicates that the class name was too long and needs to be shortened. In the same row there is also an error for the column for Text-to-Speech Special, based on error code ERR107 this accommodation is not allowed for the test code. This accommodation will need to be updated. For the next row the Test Code column has an error, the error code ERR101, indicates that the test code listed in the upload file is incorrect or is missing. You would need to correct the Test Code column to a valid value. In that row there is an error with the Test Format column, again ERR101 indicates that the value for this column is missing or incorrect.

   Note: The error **Class Size Exceeded** for a student row indicates that the class has reached maximum class size, and the student was not added to the class or the portal.

8. Save the file as a .CSV.

9. Upload the corrected file on the **Student Registration** page in the RICAS Portal.

Table 2. Validation Error Code Table

Error Code	Error Description	Examples of Errors
ERR101	Invalid data or Missing	Test_Format:ERR101
ERR102	Length check failed	Class_Name:ERR102
ERR103	Invalid Organization	School_Code:ERR103
ERR104	Uploaded record is either not enrolled in the organization and/or is not registered for the Test Code	SASID:ERR104
ERR105	Uploaded State ID is already enrolled in a class for the Test Code	Test_Code:ERR105
ERR106	Duplicate (StateID, District Code, School Code, Test Code should be unique)	SASID:ERR106
ERR107	Accommodation provided is not allowed for the Test Code	Text_to_Speech_Special:ERR107
ERR109	Demographics cannot be different for the same SASID	Last_Name:ERR109

ERR110	Accommodation contradicts with another accommodation	Text_to_Speech_Standard:ERR110
ERR111	Student Grade is invalid for the Test Code	Student_Grade:ERR111
ERR112	Accommodation assignment requires IEP or 504 status	IEP_Status:ERR112
ERR113	Accommodation assignment requires MLL status	MLL_Status:ERR113

B. Option 2: Manually Update Student Records on the Students Page

The Students page in the RICAS Portal is used to manually add and edit student accessibility features and accommodations.

Edit a Student Record in the RICAS Portal

To edit a student's demographic information or update accessibility features and/or accommodations, follow the steps below:

1. Log in to the RICAS Portal with your username and password.
2. On the RICAS Portal homepage, select **Administration**.
3. Select **Students** from the top menu bar.

4. Select the school from the **Organization** drop-down menu
5. Locate the student in the Students table and select **Edit** in the row for the student.

6. The Student Information tab will be shown, the only changes that can be made to this tab is the **Registration Codes**.

7. To update the student's accessibility features and/or accommodations, select **Accommodations,** select the **Test Code** from the Accommodations for Test Code drop-down and then check or uncheck the box next to the accommodation or accessibility feature that needs updating.

8. Once edits have been completed, click **Save**.

III. Glossary of Terms

Class: A group of students who will test at the same time in the same place, grouped by grade level, and session.

RICAS Portal: Test administration and management website for district and school test coordinators, technology coordinators, and test administrators.

RICAS Student Kiosk: Student testing platform.

Student Registration Data Definitions File: The data definitions file shows the data fields in Student Registration as well as the expected value for each column and any validation notes.

Validation Error: An error that occurs during the Student Registration file upload. The RICAS Portal will return a Validation Error file for any Student Registration upload that contains errors.

IV. Student Registration File Data Definitions

The following table shows the Student Registration fields as well as the expected value for each column and any validation notes. Accommodations (beginning with column Q) have been grouped separately for standard and special access accommodations. Note that accommodations fields are ordered differently from previous years.

Note: Information in columns **A-J** and columns **M-P** is updated through the nightly feed process and cannot be changed with an import. These columns and the information in them need to remain in the file as is.

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
A	District_Code	N	6	The Testing District responsible for administering the test to a student		Part of Nightly Feed, do not edit or remove.
B	School_Code	Y	6	The Testing School responsible for administering the test to a student	0-9 A-Z Must match a valid school organization code previously loaded into the system.	Part of Nightly Feed, do not edit or remove.
C	SASID	Y	10	A unique numeric code given to each Rhode Island publicly funded student. If you do not have a student's SASID, contact your district data manager to obtain one.	SASIDs must be 10-digits.	Part of Nightly Feed, do not edit or remove.
D	Student_Grade	Y	2	Student's grade as listed in most recent Enrollment Census	03 = 03 - Grade 3 04 = 04 - Grade 4 05 = 05 - Grade 5 06 = 06 - Grade 6 07 = 07 - Grade 7 08 = 08 - Grade 8	Part of Nightly Feed, do not edit or remove.
E	Last_Name	Y	25	Student's full legal last name as listed in most recent Enrollment Census		Part of Nightly Feed, do not edit or remove.

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
F	First_Name	Y	25	Student's **preferred** first name as listed in most recent Enrollment Census. If preferred first name is not reported, student's full legal first name as listed in most recent Enrollment Census.		Part of Nightly Feed, do not edit or remove.
G	Middle_Initial	N	1	The initial of the full legal middle name as listed in most recent Enrollment Census.		Part of Nightly Feed, do not edit or remove.
H	Gender	N	1	Gender of the student	Blank F = F - Female M = M - Male N = N - Non-Binary	Part of Nightly Feed, do not edit or remove.
I	Date_of_Birth	Y	10	The year, month, and day on which the student was born **Note for Apple users:** .CSV files on a Mac will remove the first two digits on the birth year, and an error message will appear. Use the following steps to update the formatting. 1. Select column I in the file and right-click (secondary click). 2. Select **Format Cells** from the menu. 3. Select the **Custom** option from the list. 4. In the **Type** text box, remove the text and enter "mm/dd/yyyy." 5. Click **OK.**	mm/dd/yyyy	Part of Nightly Feed, do not edit or remove.

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
J	Test_Code	Y	5	Identifier assigned to the test name	Grade 3 ELA = ELA03 Grade 4 ELA = ELA04 Grade 5 ELA = ELA05 Grade 6 ELA = ELA06 Grade 7 ELA = ELA07 Grade 8 ELA = ELA08 Grade 3 Math = MAT03 Grade 4 Math = MAT04 Grade 5 Math = MAT05 Grade 6 Math = MAT06 Grade 7 Math = MAT07 Grade 8 Math = MAT08	Part of Nightly Feed, do not edit or remove.
K	Class_Name	N	50	If this field is populated in the initial import, a class will automatically be created with the name entered in this field in the RICAS Portal. Students who share the same class name will also be automatically placed into that class. When creating classes, RIDE recommends that schools use a naming convention that will help test administrators quickly and easily find the test they are administering. It is suggested that class names include the following: test administrator name, testing location, grade, and subject area test (e.g., MATH SMITH 205) The classes will be created using the following naming format in the system: Test Code-Class Name-District Code-School Code	Can be left blank Classes will not be created when (Test_Format = P OR Class_Name = blank)	A-Z, a-z, 0-9, - (hyphen) . (period) ' (standard apostrophe) embedded spaces Blank
L	Test_Format	Y	1	Format of the test	P = Paper (IEP_Status must be Y or 504_Status must be Y) O = Online	P = Paper O = Online
M	First_Name_Legal	N	25	Student's full legal first name as listed in most recent Enrollment Census.		Part of Nightly Feed, do not edit or remove.

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
N	MLL_Status	N	1	Student's multilingual learner status	Blank Y = Yes 1 = Monitored 1 2 = Monitored 2	Part of Nightly Feed, do not edit or remove.
O	IEP_Status	N	1	Student's IEP status	Blank Y = Yes	Part of Nightly Feed, do not edit or remove.
P	504_Status	N	1	Student's 504 status	Blank Y = Yes	Part of Nightly Feed, do not edit or remove.
Q	Mouse_Pointer	N	1	**For CBT only** Select an enlarged cursor/mouse size with or without a different color.	If expected value = Y then the following criteria must be met or the record will cause an error message to appear: Test Format must be "O"	Y = Yes Blank
R	Graphic_Organizer_ Reference_Sheet	N	1	Select only if using as an accommodation: A pre-approved graphic organizer and/or reference sheet posted to RIDE's website for RICAS ELA and Mathematics An individualized graphic organizer that has previously been submitted to, and approved by RIDE.	• (IEP_Status = Y or 504_Status = Y)	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
S	Text_to_Speech_Standard	N	1	**For CBT only** TTS-enabled version of computer-based test read aloud to student TTS is only available for computer-based tests. TTS is not available for paper-based tests. If using headphones, the student may be tested in a typical-size group; if not using headphones, the student must be tested individually in separate setting.	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Test format must be "O" • Math test only • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • English/Spanish Edition must be left blank	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
T	Human_Read_Aloud_Standard	N	1	**For CBT or PBT** Standard Accommodation Test administrator reads aloud a test to a student with a disability.	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • Math tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
U	Human_Signer_Standard	N	1	**For CBT or PBT** Standard Accommodation Test administrator signs a test (CBT or PBT) to a student who is Deaf or Hard-of- hearing. No more than five students may be tested in a group.	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • (IEP_Status = Y or 504_Status = Y) • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • Math tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
V	Human_Scribe_Standard	N	1	**For CBT or PBT** Standard Accommodation CBT: Scribe must record student's responses verbatim (as dictated by the student) into the RICAS Student Kiosk at the time of testing. PBT: Scribe must record student's responses verbatim (as dictated by the student) into the student's answer booklet at the time of testing. The student must be tested individually in a separate setting. Students with recent arm fractures or severe injuries may be provided with a scribe. This information must be included in a 504 plan (or IEP, if student already has one).	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • (IEP_Status = Y or 504_Status = Y) • Speech-to-Text as a Standard/Special Access Accommodation must be left blank • Human Scribe as a Special Access Accommodation must be left blank • Math tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
W	Speech_to_Text_Standard	N	1	**For CBT or PBT** Standard Accommodation For CBT: Review Assistive Technology Guidelines for RICAS prior to selecting this accommodation. If speech-to-text device is not compatible, test administrators must transcribe student responses verbatim (as dictated by the student) into the student's computer-based test from the student's separate external workstation. If one of the embedded speech-to-text programs (Co:Writer) will be used, then select this accommodation. If a compatible (a district owned software program installed on the student's computer) speech-to-text device or software will be used on the same device as the RICAS Student Kiosk, then Compatible Assistive Technology must also be selected (Column Letter AM currently).	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • (IEP_Status = Y or 504_Status = Y) • Human Scribe as a Standard/Special Access Accommodation must be left blank • Speech-to-Text as a Special Access Accommodation must be left blank • Math tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
X	Word_Prediction_Standard	N	1	**For CBT or PBT** For CBT: Review Assistive Technology Guidelines for RICAS prior to selecting this accommodation. Turns on an embedded word prediction program (Co:Writer). If this embedded program will be used, then select this accommodation. If stand-alone word prediction program is not compatible, a test administrator (or the student) must transcribe student responses verbatim into the student's computer-based test from the student's separate external workstation. Test administrator may assist student to transcribe words from the external device or application into either the student's answer booklet (PBT) or the RICAS Student Kiosk (CBT).	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Word Prediction as a Special Access Accommodation must be left blank • Math tests only • (IEP_Status = Y OR 504_Status = Y)	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
Y	Text_to_Speech_Special	N	1	**For CBT only** Special Access Accommodation TTS-enabled version of computer-based test read aloud to student TTS is only available for computer-based tests. TTS is not available for paper-based tests. If using headphones, the student may be tested in a typical-size group; if not using headphones, the student must be tested individually in separate setting.	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • (IEP_Status = Y or 504_Status = Y) • Test format must be "O" • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Reader as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • English/Spanish Edition must be left blank • ELA tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
Z	Human_Read_Aloud_Special	N	1	**For CBT or PBT** Special Access Accommodation Test administrator reads aloud a test to a student with a disability.	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • (IEP_Status = Y or 504_Status = Y) • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ELA tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AA	Human_Signer_Special	N	1	**For CBT or PBT** Special Access Accommodation Test administrator signs a test (CBT or PBT) to a student who is Deaf or Hard-of-Hearing. No more than five students may be tested in a group.	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • (IEP_Status = Y or 504_Status = Y) • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • ELA tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AB	Human_Scribe_Special	N	1	**For CBT or PBT** Special Access Accommodation CBT: Scribe must record student's responses verbatim (as dictated by the student) into the RICAS Student Kiosk at the time of testing. PBT: Scribe must record student's responses verbatim (as dictated by the student) into the student's answer booklet at the time of testing. Students with recent arm fractures or severe injuries may be provided with a scribe. This information must be included in a 504 plan (or IEP, if student already has one).	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • (IEP_Status = Y or 504_Status = Y) • Speech-to-Text as a Standard/Special Access Accommodation must be left blank • Human Scribe as a Standard Accommodation must be left blank • ELA tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AC	Speech_to_Text_Special	N	1	**For CBT or PBT** Special Access Accommodation For PBT: Test administrators must transcribe student responses verbatim (as dictated by the student) into the student's answer booklet. For CBT: Review Assistive Technology Guidelines for RICAS prior to selecting this accommodation. If speech-to-text device is not compatible, test administrators must transcribe student responses verbatim (as dictated by the student) into the student's computer-based test from the student's separate external workstation. If a compatible (a district owned software program installed on the student's computer) speech-to-text device or software will be used on the same device as the RICAS Student Kiosk, then Compatible Assistive Technology must also be selected (column letter AM).	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • (IEP_Status = Y or 504_Status = Y) • Human Scribe as a Standard/Special Access Accommodation must be left blank • Speech-to-Text as a Standard Accommodation must be left blank • ELA tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AD	Word_Prediction_Special	N	1	**For CBT or PBT** Special Access Accommodation For CBT: Review Assistive Technology Guidelines for RICAS prior to selecting this accommodation. Turns on an embedded word prediction program (Co:Writer). If this embedded program will be used, then select this accommodation. If stand-alone word prediction program is not compatible, a test administrator (or the student) must transcribe student responses verbatim into the student's computer-based test from the student's separate external workstation. Test administrator may assist student to transcribe words from the external device or application into either the student's answer booklet (PBT) or the RICAS (CBT).	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Word_Prediction as a Standard Accommodation must be left blank • ELA tests only • (IEP_Status = Y OR 504_Status = Y)	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AE	Spanish_English	N	1	**For CBT and PBT** **CBT:** Spanish/English appears stacked on the same screen, with Spanish above English. **PBT:** Spanish/English test booklets are published in side-by-side Spanish/English format, with identical test questions presented on opposing pages in two languages: left-facing pages present the questions in Spanish; right-facing pages present the same questions in English.	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • MLL_Status = Y, 1, 2 • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • Math tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AF	Calculation_Device	N	1	**For CBT or PBT** Special Access Accommodation **CBT:** Calculators will be embedded in the RICAS Student Kiosk if selected. **PBT:** Calculator must be provided to the student. Select if student requires a calculator for Mathematics noncalculator sessions. If selected, a calculator will be embedded in the RICAS Student Kiosk for the noncalculator session (i.e., school does not need to provide student with a calculator).	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Math tests only • (IEP_Status = Y or 504_Status = Y)	Y = Yes Blank
AG	Spell_Checker	N	1	**For CBT or PBT** Special Access Accommodation **CBT:** Student uses spell-checker embedded in the RICAS Student Kiosk for ELA. **PBT:** Student uses an external spell- checking device for ELA.	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • (IEP_Status = Y or 504_Status = Y) • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • ELA tests only	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AH	Typed_Responses	N	1	**For PBT only** Student responds to test questions using word processor or similar device. Responses must be printed out, one response per page, and inserted into the student's answer booklet with all required information on each page (see the appendix in the appropriate Test Administrator's Manual). Typed responses should not be transcribed into the student's answer booklet. Responses that have been printed out must be deleted from the student's device.	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Test format must be "P" •(IEP_Status = Y or 504_Status = Y) • Mouse_Pointer must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AI	Large_Print_Test_Edition	N	1	**For PBT only** A large-print combined test and answer booklet is provided with printed text in approximately 18-point font. Responses must be transcribed into the student's standard test & answer booklet.	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Test format must be "P" •(IEP_Status = Y or 504_Status = Y) • Mouse-Pointer must be left blank • Screen Reader edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test edition must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AJ	Braille_Test_Edition	N	1	**For PBT only** A hard-copy UEB Braille test booklet is provided. Responses must be transcribed by test administrator into the student's standard answer booklet.	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • Test format must be "P" • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Compatible Assistive Technology must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • English/Spanish Edition must be left blank • Mouse Pointer must be left blank	Y = Yes Blank
AK	Filler 1	N	1	Blank Field	Not Applicable	Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AL	Screen_Reader_Edition	N	1	**For CBT only** Screen reader-enabled edition of computer-based test for a student who is blind Screen Reader assistive technology application (e.g., Jaws, NVDA) is used for browser navigation and to deliver a computer-based test tagged to support Screen Reader use. Generally used in conjunction with a Refreshable Braille display or hard-copy Braille test Note: "Screen Reader Edition" is different from "Compatible Assistive Technology," "Text-to-Speech," test forms. If Spell-checker accommodation is needed, the student must use a spell- checking program on a second computer. If selecting "Screen Reader Edition," the student will automatically receive a Braille hard-copy test for Mathematics. The student will receive a Braille hard- copy test for ELA only if graphics are included in the test.	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • (IEP_Status = Y or 504_Status = Y) • Test format must be "O" • Large Print Test Edition must be left blank • Compatible Assistive Technology must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • Typed Responses must be left blank • Spell-Checker must be left blank • English/Spanish Edition must be left blank	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AM	Compatible_Assistive_Technology	N	1	**For CBT only** Select Compatible Assistive Technology (AT) to allow activation of external software or hardware that is compatible (e.g., Dragon Naturally Speaking, ZoomText). For more information on how to determine compatibility of software or devices, see the Assistive Technology Guidelines for RICAS.	If expected value equals "Y," then the following criteria must be met, or the record will cause an error message to appear: • (IEP_Status = Y or 504_Status = Y) • Test format must be "O" • Large Print Test Edition must be left blank • Screen Reader Edition must be left blank • Braille Test Edition must be left blank • Human Read-Aloud as a Standard/Special Access Accommodation must be left blank • Human Signer as a Standard/Special Access Accommodation must be left blank • Text-to-Speech as a Standard/Special Access Accommodation must be left blank • Typed Responses must be left blank • Spell-Checker must be left blank • English/Spanish Edition must be left blank	Y = Yes Blank

Column Header	Field Name	Required Y/N	Field Length (Max)	Field Definitions	Field Notes and Validations	Expected Values
AN	Bilingual_Dictionary _and_Glossary	N	1	Approved bilingual dictionary and glossary	MLL_Status = Y,1,2	Y = Yes Blank
AO	Filler2	N	1	Blank Field	Not Applicable	Blank

Appendix A: RICAS Portal Guidance for Form-Dependent Accommodations

A. **Form-Dependent Accommodations**
Test coordinators must verify that all accommodations have been assigned correctly in the RICAS Portal prior to testing. The following accommodations are particularly important to verify prior to testing because **they cannot be changed in the RICAS Portal after a student has signed into a computer-based test.** If a student begins testing and one of these accommodations has been assigned incorrectly, it may result in voiding the student's test.
   - Compatible assistive technology
   - Human Read-Aloud
   - Human Signer
   - Screen Reader edition
   - Spanish/English edition

The following form-dependent accommodations should also be verified for paper-based testing:
   - Braille
   - Large-print
   - Spanish/English

Test administrators should also review and verify the accommodations for the students they will be proctoring one day before testing.

B. **Assigning Students to Spanish/English Classes in the RICAS Portal and Scheduling the Spanish/English Test**
For students receiving a Spanish/English edition for the computer-based test, **in addition** to selecting the appropriate column (column AE) in the Student Registration file as described above, students must **also** be assigned to a Spanish/English class and scheduled for the Spanish/English test prior to testing. **Note that the scheduling tests functionality will not be available in the RICAS Portal until one week prior to test administration.**

To create a Spanish/English class, follow the steps below:

1. On the Classes page in the RICAS Portal, select an **organization** from the organization drop-down list, and then select a **subject** from the subject drop-down list.

2. Select **Create Grade Level Class**.

3. Type the name of the class in the **Class Name** field. It is recommended that the name of the class include an identifier that the class will be scheduled for the Spanish/English test.

4. Select a grade from the **Choose a Grade** drop-down list for the class.

5. Select or deselect the "Show only students that are not assigned to a class" checkbox to activate or deactivate this filter as needed. When the box is checked, only students that are not assigned to the class are shown as available to add to a class.

6. Add students to the class by selecting one or more students from the list on the left and click **Add**. If you need to remove students from the class list, select one or more students from the list on the right and click **Remove**.

7. Select **Save** to create the class.

The scheduling tests functionality in the RICAS Portal will be available one week prior to test administration. To schedule the class for the Spanish/English test, follow the steps below:

1. On the Test Scheduling page in the RICAS Portal, select the organization from the **Organization** drop-down menu.

2. Select the program RICAS Grades 3–8 from the **Program**.

3. Select the subject from the **Subject** drop-down menu.

4. Select the Spanish/English version test from the **Test** drop-down menu.

5. Select the green **Schedule New Test** button.

The **Schedule Tests** page will display a list of classes available to schedule.

6. Select the Spanish classes that need to be assigned the Spanish/English test.

7. Select **Schedule** when you are done to schedule the test. The start date and end date are not editable and are fixed to the first and last day of the testing window.