



RIDE Rhode Island
Department
of Education

Rhode Island Comprehensive Assessment System

TEST ADMINISTRATOR'S MANUAL



Computer-Based Tests

Grades 3–8
ELA and Mathematics

SPRING 2025



RIDE Rhode Island
Department
of Education

Rhode Island Department of Education
255 Westminster Street
Providence, RI 02903
Phone: 401-222-4600
www.ride.ri.gov

Important Contact Information and Resources

RICAS Test Administration Information, Technology Support, and CBT Troubleshooting	
RICAS Service Center	
Hours	7:00 a.m.–5:00 p.m., Monday–Friday
Web	ricas.onlinehelp.cognia.org Use this website to access training modules and other materials to support test administration, including a link to the RICAS Service Center website (ricas.onlinehelp.cognia.org/service-center) where schools will access the PCPA and order additional materials.
Email	ricasservicecenter@cognia.org
Telephone	855-222-8936

RICAS Policy Information	
Rhode Island Department of Education: Office of Instruction, Assessment, and Curriculum	
Web	www.ride.ri.gov/RICAS
Email	assessment@ride.ri.gov
Telephone	401-222-8478



Spring 2025 RICAS Testing Schedule and Administration Deadlines

Spring 2025 RICAS Tests for Elementary and Middle Schools

Grades 3–8 ELA and Mathematics

Schools are expected to administer all the grades 3–8 tests online. (Exceptions are made for students who require a PBT edition as an accommodation.) The prescribed administration sequence as follows: ELA, followed by Mathematics.

RICAS Subject Area Test	Allowable Administration Dates	Recommended Testing Times
Grades 3–8 ELA	Primary Testing: March 24–April 11, 2025	2 to 2½ hours per session
	Make-up Testing: April 14–25, 2025 (Note: ELA testing ends before the Mathematics window opens.)	
Grades 3–8 Mathematics	Primary Testing: April 28–May 9, 2025	1½ hours per session
	Make-up Testing: May 12–23, 2025	

Notes:


- › Each subject area test has two sessions. Schools may plan for one short, supervised break per session (3–5 minutes) to be given at the test administrator’s discretion. Test security must be maintained during the break.
- › The  icon is used in this manual to indicate information related to accessibility, accommodations, students with disabilities, and MLL students.

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Part I



RICAS Test Security Requirements

RICAS Test Security Requirements

The purpose of the Rhode Island Comprehensive Assessment System (RICAS) is to elicit valid results showing what students know and can do in the tested subjects. The purpose of the RICAS Test Security Requirements is to protect the validity of those results.

Principals and school staff members must follow the requirements listed below and may not participate in, direct, assist in, encourage, or fail to report any testing irregularity or act of misconduct.

Principals are responsible for ensuring that all test administrators and school staff members authorized to have access to secure materials and test content are trained in and comply with the requirements and instructions contained in this part of the *Test Coordinator’s Manual (TCM)* and in the *Test Administrator’s Manuals (TAMs)*.

Please note the following definitions for the purposes of this section and this manual:

- **“Secure”** content and materials include the following:
 - › test questions not publicly released
 - › any onscreen test content (e.g., ELA passages)
 - › student responses to test questions
 - › student logins
 - › used scratch paper

The following secure testing materials must be tracked using internal tracking forms:

- › student logins
- › used scratch paper (Scratch paper must be accounted for on tracking forms but individual sheets do not need to be counted.)
- **“Access”** refers to handling secure testing materials, but does not include viewing test content, which is prohibited (except when administering certain accommodations; see the *Accommodations and Accessibility Features Manual* at www.ride.ri.gov/Accommodations). Students may never transport secure testing materials, including from their initial testing room to a test completion room.

Note: Student testing devices are not considered secure unless they are actively signed in to the RICAS Student Kiosk. Students may transport testing devices as long as the devices are signed out of the RICAS Student Kiosk.
- **“Locked storage area”** refers to the central locked area that must be used to store all secure RICAS testing materials when they are not in use. Test coordinators must restrict access to the locked storage area to only those school staff members authorized by the test coordinator to handle secure materials. For example, custodial or cleaning staff may not enter or access the locked area where the test coordinator stores secure materials.

Each principal must complete the Principal’s Certification of Proper Test Administration (PCPA) to certify that the school has followed proper RICAS test security requirements and test administration protocols. See Appendix A of the TCM for the certification statements to which the principal must attest.

A Responsibilities of the Principal and Test Coordinator

1. **Authorize specific staff members to serve as test administrators, and train them to properly administer RICAS tests. Designate other staff members for specific roles, as needed (e.g., staff members permitted to access secure test materials, serve as hallway or restroom monitors, technology coordinators) and train them in RICAS security requirements.**
 - Before the training session, distribute
 - › a copy of the appropriate TAM to every test administrator, and
 - › a copy of the test security requirements to all school staff members who have access to secure materials.
 - Document that all test administrators have received TAMs and that school staff members who have access to secure materials have received the test security requirements.
 - Train test administrators prior to the spring test administration. See Part III, section B, for more information about training.
 - For test administrators who provide accommodations to students with disabilities or multilingual learners (MLL students), provide training in the use of accommodations in accordance with the *Accommodations and Accessibility Features Manual* (available at www.ride.ri.gov/Accommodations).
2. **Instruct students in RICAS test security requirements.**
3. **Develop local policies and procedures to ensure proper test security at all times.**
 - Schedule tests to avoid conflicts with recess or lunch (see Part II, section D for more information about scheduling test sessions).
 - Ensure that tests are administered during the prescribed administration window and in the prescribed order.
 - Ensure that hallways are properly monitored during testing so that students are supervised at all times when they leave testing rooms (e.g., to use the restroom or transition to a test completion room).
 - Ensure that test administrators administer tests according to section C on the following pages.
4. **Keep secure RICAS testing materials in locked central storage when RICAS tests are not being administered.**
 - Account for all secure testing materials at the end of each test session and keep them in the locked storage area when not in use.
 - Restrict access to the locked storage area to only those school staff members authorized to have access to secure materials.
5. **Monitor printing, distribution, and collection of testing materials.**
 - Student logins must be printed, securely distributed before testing, and collected after testing.
 - Used scratch paper must be accounted for and tracked during testing.

RICAS Test Security Requirements

6. Securely destroy secure materials after testing.

- Student logins and used scratch paper (i.e., written on by students) must be securely destroyed (e.g., shredded) following testing.
- Used scratch paper must be stored securely until it is shredded. It may not be viewed by school staff members.

B Shared Responsibilities of Test Coordinators, Test Administrators, Technology Staff, and Other School Staff Members Authorized to Have Access to Secure Materials

1. Receive training in test security requirements and test administration protocols.

- Test Coordinators are expected to participate in one of RIDE’s training sessions on RICAS test security and test administration protocols for the spring 2025 administration. Session information will be posted in January 2025 at ride.ri.gov/assessment-manuals.
- Test administrators, test coordinators, and other school staff members authorized to have access to secure test materials must attend a school training session. A sample form that test coordinators may use to document participation can be found in Appendix A of the TCM.

2. Document the location of secure materials at all times according to instructions in Part II, section B.

- Track secure materials using the sample Test Materials Internal Tracking Form found in Appendix A of the TCM or a similar document (test coordinators keep these forms on file for three years). See Part II for more information about requirements for internal tracking forms.
- The test coordinator and each test administrator must independently count student logins and sign the tracking forms before transferring custody of the student logins.
- Do not leave student logins or other secure RICAS materials unattended at any time unless they are locked in the secure storage area.
- Testing materials should be returned to the test coordinator immediately following the end of the test session.

3. Ensure the security of testing rooms (see Part III, section C, for more information).

- Do not allow unauthorized persons to enter the testing room. This includes parents, researchers, reporters, students not scheduled to be testing at the time, and any school staff members (including teachers) not assigned to the room as test administrators.
- School administrators, district staff, and RIDE observers may enter testing rooms to monitor and observe testing procedures.
- Technology staff may enter testing rooms to troubleshoot problems with computer-based testing, but are not permitted to photograph or otherwise duplicate secure test content on-screen.

4. Ensure the security of test content.

- Do not discuss or in any way reveal the contents of test questions or student responses to test questions before, during, or after test administration (see TAMs for exceptions). Because RICAS test questions are secure and confidential until released publicly, school staff members should not discuss or review test questions with students or adults even after testing has been completed.

- Do not duplicate any secure test content, including but not limited to audiotaping, videotaping, photographing, photocopying, typing, or copying by hand.
- Do not remove testing materials from the school.
- Do not allow scratch paper to be retained, discarded, or otherwise removed by students.
- Be sure that student logins and used scratch paper have been given to the test coordinator to be destroyed after testing.
- Do not allow students access to secure test questions prior to testing.
- Do not read or view any secure test content or student responses except when administering certain accommodations.
- Do not change any student responses.

C Responsibilities of Test Administrators

1. Receive training from the test coordinator in administering RICAS tests properly and securely.

- Review the TAMs and all relevant test security requirements before administering test sessions.
- Attend the training session led by the test coordinator before each test administration. A sample form that test coordinators may use to document participation in training and receipt of TAMs can be found in Appendix A of the TCM.
- Understand and follow the protocols related to administering tests to students with disabilities and MLL students and protocols related to administering accessibility features.

2. Administer all tests according to appropriate protocols.

- Administer tests during the prescribed testing window.
- Follow the directions and read the scripts in the TAMs (and in any subsequent updates provided to test coordinators by RIDE) verbatim to students.
- Remove or cover any classroom displays that provide information related to the content being assessed or to test-taking strategies (see page 22).
- Provide students with all required test materials as listed in the TAMs.
- Prevent the use of prohibited materials (see Part II for lists of required/permitted and prohibited materials). Note that results may be invalidated for students who use cell phones or other electronic devices during a test session, including after they submit their individual test materials, during a break, and during the transition to a test completion area.
- Return all testing materials to the secure central storage area immediately following each test session.
- A test administrator may view students' tests on-screen only for the purpose of reading aloud selected words during the Mathematics tests as part of that accessibility feature, or in order to assist a student who is having difficulty with the computer interface. See Part II, section E, task 4 of the TCM for more information about assisting students with the computer interface.
- Students must work only on the test session being administered, and test administrators may not unlock a test session in the RICAS Portal other than the one being administered. (A student cannot review a prior test session or go ahead to the next test session without the test session being unlocked by a test administrator.)

RICAS Test Security Requirements

3. Focus full attention on the testing environment at all times.

- Monitor the testing process by circulating around the room frequently. When not circulating around the room, test administrators should maintain a clear view of the students and keep their attention focused on students.
- Ensure that students are not left unsupervised during testing, including during breaks and during transitions to test completion locations.

4. Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.

- Students must not
 - › copy answers from anyone else
 - › use notes, books, extra reference sheets, or any kind of class materials
 - › talk to or communicate with other students
 - › provide help or answers to any other student
 - › ask for or receive help from anyone else in answering the questions
 - › access cell phones or other electronic devices during testing (other than their testing device)
- Ensure that students do not access the internet outside of the RICAS Student Kiosk application (the student testing online platform) during testing.
 - › A student who tries to access certain applications may see an error message that reads, "the RICAS Student Kiosk has detected a blacklist process '<processname>' running in the background that prevents you from taking this test. Please contact the administrator to stop the blacklisted process running in the background and resume testing." Make sure that any student who receives this message is not trying to access other applications.

5. Do not give students any assistance or make suggestions for responding to any test question.

- Test administrators must not coach students during testing or alter or interfere with students' responses in any way. Examples of coaching include
 - › providing answers to a student
 - › indicating that a student has answered a question incorrectly or left a question blank
 - › indicating that a student has bookmarked or skipped questions
 - › defining words or providing synonyms
 - › spelling words
 - › influencing a student's responses by offering hints, cues, gestures, facial expressions, nods, or changes in voice inflection or body language
 - › monitoring or evaluating whether students are using their scratch paper or using specific testing strategies
 - › altering, explaining, simplifying, or paraphrasing any test question, reading passage, writing prompt, or multiple-choice answer option
 - › providing any manner of assistance that could impact a student's answers, including testing strategies
 - › suggesting that a student write more on a question, check previous work, or review or reconsider a question

- At any time during a test session, a test administrator may repeat a portion of the TAM script if necessary for clarification.
- Test administrators may remind the entire class to check their work before submitting their tests (the scripts contain language instructing students to do this).
- Statements of encouragement such as “Just do your best” or “Answer it as well as you can” are permitted.

6. Do not read, view, or change student responses.

7. Follow proper procedures for administering accommodations to students with disabilities and MLL students.



- Ensure that students are only provided accommodations that are listed specifically for use during RICAS testing in an approved IEP or a 504 plan, or that were specifically chosen as accommodations for MLL students.
- Follow guidelines on proper provision of RICAS accommodations as prescribed in the *Accommodations and Accessibility Features Manual*.

D Testing Irregularities

Testing irregularities are incidents that represent a deviation from prescribed testing procedures. Testing irregularities may include student impropriety, errors in providing accommodations, educator misconduct, or the mishandling of secure test materials.

1. School Observations

In order to ensure the security and proper administration of the RICAS program, RIDE conducts announced monitoring visits to schools to observe the procedures followed during test administration. At least two regular classrooms should be visited by RIDE staff and at least one accommodation session, if possible. Additional information about school selection and visit procedures are available in the *2024–2025 Test Coordinator Handbook* on the RIDE website at www.ride.ri.gov/TC.

RIDE observers will confirm that all test security requirements in Part I of the TCM are being met, including the following:

- Materials are stored properly.
- Staff have been trained.
- Test administrators are administering tests appropriately.
- The testing environment is secure.

2. Mandatory Reporting of Irregularities by All Staff Members

All test irregularities must be reported by the test administrator to the school test coordinator. The school test coordinator must collect any information and/or documentation and inform the Local Education Agency (LEA) or district test coordinator. The LEA or district test coordinator must create a report using the Rhode Island State Assessment Test Irregularities application found on the RIDE Portal. If any school or district employee with knowledge of a test irregularity has questions about his or her reporting obligations, RIDE can be consulted.

It is recommended that parents/guardians be informed when a student-specific irregularity is reported to RIDE.

RICAS Test Security Requirements

Before reporting an irregularity to RIDE, gather the following information:

- a description of the incident and the date it occurred (be sure to speak with any students and test administrators involved)
- the name(s) of the individual(s) involved in the incident
- the specific test(s) and specific session(s) affected
- copies of documents if needed (e.g., notes that were passed, unauthorized reference materials)
- any accommodations used by the students
- in student-specific reports: the student’s name, date of birth, grade, and State-Assigned Student Identifier (SASID)

Part II



RICAS Test Administration Protocols

RICAS Test Administration Protocols

A Supervising Test Administration

It is the test administrator’s responsibility, once authorized by the test coordinator to serve in this role, to oversee the assigned test sessions. This responsibility includes the following:

- understanding and enforcing the test security requirements and test administration protocols
- following the test administration schedule established by the test coordinator
- reading the scripts contained in this manual verbatim to students
- following all other instructions contained in this manual and provided by the test coordinator
- administering tests to students with disabilities using accommodations according to their IEPs or 504 plans and administering tests to MLL students using any designated accommodations.

B Accounting for and Distributing Secure Materials

It is the responsibility of the test administrator to account for secure materials and to document the following on the Secure Materials Internal Tracking Forms:

- the receipt from the test coordinator of a specific number of student logins
- the return to the test coordinator of a specific number of student logins
- the return to the test coordinator of all used scratch paper

Test administrators must independently count student logins and sign the tracking forms before receiving and returning secure materials. All secure materials assigned to a test administrator must be returned to the test coordinator immediately following each test session.

C Materials Required, Permitted, and Prohibited during Testing

1. Materials for Test Administrators

- computers for test administrators

Test administrators will need computers to complete tasks in the RICAS Portal during test sessions (separate from the student testing devices). Test administrators administering the Human Read-Aloud or Human Signer accommodations will read from the student’s computer.

- cell phones (permitted)

Cell phones may be used by test administrators for test administration-related purposes such as communicating with the test coordinator or school administration. At no time should test administrators be using cell phones for any purpose unrelated to testing, or in any way that distracts them from focusing their full attention on the testing room.



2. Materials REQUIRED for Student Use

The following materials **must be provided for student use** during testing:

- devices for testing that meet technical specifications (ricas.onlinehelp.cognia.org/tech-setup)
Note: Newer iPads can run the iTester application (which is how RICAS is accessed on iPads). RIDE strongly recommends using wired external keyboards for tablets, whenever possible, to ensure equitable access to test content on the screen, particularly if they are used during instruction and essay response.
- scratch paper
 - › Test administrators must supply at least one sheet of unused scratch paper (blank, lined, or graph) for each student for each test session.
 - › Students can request more scratch paper if needed. Test administrators may provide up to three pages at one time. If students need additional pages beyond three, they will need to turn in used scratch paper. Upon request, students may view the pages they have already turned in, as long as they only have three pages at one time.
 - › Test administrators are responsible for collecting all used scratch paper to be securely destroyed (e.g., shredded) after test administration by the test coordinator.
 - › Schools may reuse scratch paper if the paper is completely blank.
 - › Scratch paper that has been written on during Session 1 may not be used in Session 2; students will need new paper.
- writing instruments for use on the scratch paper
- student logins
 - › Student logins contain the sign-in information that students need for each test session. There is a separate student login for each subject (e.g., one student login for English Language Arts and a separate student login for Mathematics). The same student login is used for both sessions of a test. **If a child has a preferred name that has been entered into student registration, their preferred name will now appear on the student login and testing screen.** Please check student logins in advance for accuracy before distributing to students. If an error is discovered on the student login, please contact your school test coordinator before distributing to the student.
 - › A sample student login is shown below:

Demo, Student
DOB: 5/30/20XX
Demo Test

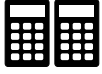





Username: 9999955555

Password: x22jk77u
 - › Because student logins provide access to secure test content, they must be tracked and accounted for like secure test booklets for paper-based testing.
 - › At the start of each test session, as indicated in the TAM, test administrators will distribute student logins to students. Because it is recommended that schools use an identifier for student testing devices in case of technology issues, there is a line on the student login for students to write in the testing device ID at the start of each test session. Test administrators are responsible to collect all student logins by the end of each session and track them using the internal tracking forms to ensure all are accounted for and kept secure.

































RICAS Test Administration Protocols

3. Tools Embedded in the Computer-Based Test for Students

Tools for Mathematics tests are available in the RICAS Student Kiosk as described below:

Icon in the Following Tables	Description
 basic/scientific  scientific/TI/ Desmos	Students will have access to grade-appropriate calculators as follows: <ul style="list-style-type: none"> • Mathematics Session 2 <ul style="list-style-type: none"> > grade 7: a basic calculator and a scientific calculator > grade 8: a scientific calculator, a TI graphing calculator, and a Desmos graphing calculator
	Calculators are not permitted for grades 3–6 Mathematics (both sessions) or for Session 1 of grades 7–8 Mathematics.
	For grades 5–8 Mathematics, students can access a reference sheet by clicking on the icon at the bottom of the screen (shown at right). Note that the Mathematics reference sheet is grade-specific. Students may also use printed reference sheets (see page 13 for more information). 
	Students will have access to two rulers (a centimeter ruler and an eighth-inch ruler) for the following tests: <ul style="list-style-type: none"> • grades 3–8 Mathematics

Tools Available for Mathematics by Session

Grade	Tools Available for Session 1	Tools Available for Session 2
3	  centimeter ruler and eighth-inch ruler	  centimeter ruler and eighth-inch ruler
4	  centimeter ruler and eighth-inch ruler	  centimeter ruler and eighth-inch ruler
5	  reference sheet  centimeter ruler and eighth-inch ruler	  reference sheet  centimeter ruler and eighth-inch ruler
6	  reference sheet  centimeter ruler and eighth-inch ruler	  reference sheet  centimeter ruler and eighth-inch ruler
7	  reference sheet  centimeter ruler and eighth-inch ruler	 basic/scientific  reference sheet  centimeter ruler and eighth-inch ruler
8	  reference sheet  centimeter ruler and eighth-inch ruler	 scientific/TI/Desmos  reference sheet  centimeter ruler and eighth-inch ruler

4. Materials PERMITTED for Student Use

- pens, pencils, highlighters, and colored pencils for use on scratch paper
- handheld calculators for the specific tests/sessions listed in the previous section for students who prefer them to the online calculator
 - › When using a handheld calculator, each student must have sole access to the calculator, and test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers).
 - › RIDE recommends that handheld calculators be equivalent to the ones embedded in the grade-specific online testing platform (see the tables in the previous section). At a minimum, schools should provide basic calculators for students taking grades 7 and 8 Mathematics. The RIDE calculator policy can be found here: www.ride.ri.gov/RICAS.
- printed reference sheets for the tests listed above
 - › RIDE recommends providing printed reference sheets for students to use in addition to the one that appears in the RICAS Student Kiosk.
 - Reference sheets are available at ride.ri.gov/instruction-assessment/assessment/ricas-assessments for schools to print (printed copies cannot be ordered).
 - › Students may reuse printed reference sheets only if there is no writing on the paper. If there is any writing or marks on the reference sheet, it must be recycled/discarded and a new reference sheet must be printed for the student.
- equation editor guides and symbol keys for Mathematics tests
 - › Schools may want to print out the equation editor guide for students taking Mathematics tests. The symbol keys are for students using tablets.
 - › These sheets are available at ricas.onlinehelp.cognia.org/practice-tests for schools to print (printed copies cannot be ordered).
- computer mice
- styluses for touch-screen devices, if used in regular instruction
- headphones for students with disabilities using the Text-to-Speech or Screen Reader accommodation
- printed copies of authorized bilingual word-to-word dictionaries and glossaries for both current and former MLL students



5. Materials PROHIBITED during Testing

Prohibited materials include, but are not limited to, materials that must be covered or removed from the testing space (see page 22) as well as the materials listed below. Materials listed in section a below are not permitted at any time during test sessions, and materials listed in section b may only be provided to an individual student after the student has finished testing and turned in test materials. None of the materials in sections a or b are permitted while a student is testing and has test materials.

a. Materials PROHIBITED at Any Time during a Test Session

Materials listed in this section **are NOT permitted at any time during test sessions**, including after a student finishes testing and turns in test materials, during a break, or during the transition to a test completion area.

- cell phones (see below for more information)

RICAS Test Administration Protocols

- other electronic devices
 - › smartwatches
 - › e-book readers or electronic dictionaries
 - › music players for one student’s personal use or that of the whole class, earphones, ear buds, or headphones (other than noise blocking headphones; see the Adaptive or Specialized Furniture accessibility feature in the *Accommodations and Accessibility Features Manual*)
 - › any device capable of taking photographs
 - › game consoles
 - › electronic translators
 - › calculators (see page 12 for exceptions); the RIDE calculator policy can be found at www.ride.ri.gov/RICAS
 - › computers or electronic tablets other than the one being used for testing
 - › any device that provides access to the internet other than the one being used for testing (such as certain calculators and fitness trackers)
 - › editing devices (e.g., spelling or grammar checkers)
- English-language dictionaries or thesauruses
- any reference or notes sheets prepared or created prior to the current testing session, other than the approved printed reference sheets listed under Permitted Materials or approved materials for students with disabilities using certain accommodations
- accommodation materials unless specified by a student’s approved IEP or 504 plan (e.g., graphic organizers)

b. Materials PROHIBITED until after Students Have Completed Testing

Materials listed in this section may be provided to individual students **only AFTER** they have completed testing (i.e., test submitted), and at the test coordinator’s discretion.

- books
- textbooks for subjects other than the one being tested
- notebooks or other notes, as well as flags or sticky notes, for subjects other than the one being tested
- handheld rulers

Cell Phones and Other Electronic Devices

It is the responsibility of the test coordinator and test administrators to ensure that students do not have access to cell phones or other electronic devices during testing. **Results may be invalidated for students who use cell phones or other electronic devices at any time during a test session**, including after they submit their tests and turn in test materials, during a break, or during the transition to a test completion area.

During the Test Administrators’ Training, the test coordinator will inform test administrators either to read the script in this manual instructing students before each test session to turn off their cell phones and other electronic devices and place them in their backpacks, or to follow another procedure to ensure that students do not have access to cell phones or other electronic devices. See Part III, section B for more information about the Test Administrators’ Training.

D Scheduling Test Sessions

Your test coordinator will provide you with the schedule for administering tests based on the state testing schedule. Below is information that will be useful to you as you prepare for administration.

1. Testing Times and Information on Test Sessions

While RICAS test sessions will remain untimed in spring 2025, RIDE suggests that schools schedule the following amounts of time for RICAS testing:

Grade(s)	RICAS Subject Area Test	Number of Sessions	Recommended Testing Times
Grades 3–8	ELA	2 sessions	2 to 2½ hours per session
Grades 3–8	Mathematics	2 sessions	1½ hours per session

RICAS tests are untimed, however schools should plan for one short, supervised break per session (3–5 minutes) to be given at each test administrator’s discretion for all subject area tests. Schools may also consider providing designated accessibility features (DFs), which are available to all students, particularly for younger students.

It is important for all testing to occur during regular school days and to begin at the start of the regular school day, to ensure equivalent testing conditions in schools across the state and to ensure that all students, including students with disabilities and MLL students, are afforded an equal opportunity to benefit from untimed tests.

2. Test Completion

Students who require time beyond the regularly scheduled test session may take it, as long as they are working productively. To that end, test administrators read scripts to guide students through the test session and inform them of the time available. Students may be moved to another location to finish testing but must be supervised at all times during the transition.

For schools that choose to administer more than one test session on the same day, any students who have not completed the first test session by the time that the class begins the next test session must finish working in the first test session before beginning the next one. The next test session can be administered in a separate setting from the regularly administered one.

3. Same-Day Requirement

No test session may extend beyond the end of the regular school day, and any individual test session must be completed on the same day on which it begins, with the following exception: if a student becomes ill during a test session and cannot continue testing, the student should be scheduled for a make-up session (see section 5 on the following page).

The scripts in the TAMs that are read aloud throughout the session will help remind students how much time they have, so extra time should not generally be needed beyond the end of a regular school day. However, a test coordinator may provide students with a **maximum** of 15 additional minutes to review and complete his or her work, provided that

- the students request the additional time themselves;
- transportation is arranged if necessary (e.g., the school bus is held for the student, the student’s parent/guardian is contacted); and
- a test administrator stays with the students until the end of the allotted time.

RICAS Test Administration Protocols

If testing must occur on an “early release” day, arrangements must be made for test administrators to stay with students who have not finished their work until the time at which school would end on a regular school day.

4. Breaks and Lunch

Extended breaks, including recess, may not be scheduled in the middle of a test session. RIDE recommends that students be provided snacks, drinks, and the opportunity to use the restroom before the beginning of the test session. However, students are permitted to use the restroom one student at a time during the test session. **Students must be supervised at all times between the testing room and the restroom, as well as any other time they are out of the testing room.**

Test coordinators should try to create schedules that avoid conflicts with lunch; however, if a lunch break is required during testing, test materials must be secured and students must be escorted to the lunchroom, instructed that they may not have conversations and that they still may not access any prohibited materials, **sufficiently monitored to prevent discussion of test questions during the entire lunch period**, and escorted back to the testing location. RIDE recommends signing students out of the RICAS Student Kiosk during a lunch break.

Schools may plan for one short, supervised break (3–5 minutes) to be given at each test administrator’s discretion approximately halfway through each session. Students may continue to work during the break if they wish. Test administrators must maintain security during the break and should follow the instructions in the scripts in this manual.

5. Procedures for Students Who Become Ill During a Test Session

If a student becomes ill during testing and cannot complete the session that day, contact RIDE and submit an irregularity report. The student will be allowed to complete the session on another day. The student should be instructed not to discuss the test with anyone, and the school should provide a closely monitored make-up session, during which the student may complete the test, but may not return to any questions that were previously answered.

Students who are absent on the scheduled testing date for their grade for any reason (including illness or other medical condition) must be scheduled for make-up testing as soon as they return to school. Make-up tests may be administered at any time after the scheduled testing date and before the end of the test administration window (see page ii for dates). Please call RIDE at 401-222-8478 regarding exceptional circumstances related to make-up testing.

If a student is absent for a session of a test, the student should take the remaining session(s) of the test according to the school’s administration schedule and take the missed session during the make-up period.

Instructions for setting up make-up sessions can be found in Appendix B, section D.

6. Test Administration Interruptions, including Technology Failures

Circumstances over which you have no control (e.g., power failures) may interrupt testing. If possible, when such an interruption does occur during testing, students should be instructed to sign out of the RICAS Student Kiosk. In the event of an emergency, be sure to follow your school’s safety instructions. When normal conditions are restored, the test administrator should resume students’ tests in the RICAS Portal so that they can sign back in to the RICAS Student Kiosk and continue testing. Refer to Appendix B for instructions.

No interruption should reduce the total amount of time that students are given to complete the interrupted test session. Any major disruption that affects an entire classroom or more must be reported to the test coordinator.

Test coordinators will provide guidance to test administrators on handling regular interruptions, such as students requesting to use the restroom or to go to the nurse's office. Students may not remove secure materials (such as their scratch paper or student login) from the room.

E Assisting Students with Technology during Testing

Students should be familiar with the RICAS Student Kiosk from the Student Tutorial and practice tests, but test administrators may assist students during testing with technology-related problems. The purpose of this assistance must be limited to helping students accomplish a task in the computer interface that they are struggling to accomplish on their own.

The following are examples of **ALLOWABLE** assistance (after a student tries but cannot accomplish a task):

- helping students sign in to the RICAS Student Kiosk (The test administrator may type in a student's username and password. This is the only situation in which a test administrator may type anything into a student's test.)
- pointing to a tool button that the student is looking for but cannot find (e.g., the calculator or answer eliminator button)
- pointing to the fraction bar in the equation editor for a student trying to enter a fraction
- explaining how to navigate to a test question directly from the Review screen
- showing where to find the References icon

The following are examples of **PROHIBITED** assistance:

- telling a student to use the calculator or a specific tool on a particular question
- indicating to a student which ruler to use
- typing any answers into the test or clicking any answer choices (Students should enter or choose all answers themselves.)

F Administering Accommodations, including for Students with a Recent Injury to their Hand or Arm

Your principal will inform you if your group of students includes one or more students being tested with accommodations, including students with a recent injury to their hand or arm (e.g., broken bone). Many schools give a scribe accommodation (accommodation A10.1; special access accommodation SA3.1), or speech-to-text accommodation (accommodation A10.2; special access accommodation SA3.2) for students with such an injury, and other accommodations may be appropriate as well. Principals must develop a 504 plan for these students; see your principal for details.

RICAS Test Administration Protocols

The table below shows where you can find more information in this manual about specific accommodations. See Appendix C of the TCM for a full description of RICAS accommodations and accessibility features.

Special Edition/Accommodation	Instructions to Follow
Reading the test aloud to students (accommodation A5, special access accommodation SA1.2, and MLL accommodation EL3.2)	Appendix C
Signing the test for a student who is deaf or hard of hearing (accommodation A6.1 and special access accommodation SA2)	Appendix C
Approving bilingual word-to-word dictionaries (multilingual learner accommodation EL2)	Appendix E

Part III



Tasks to Complete Prior to Test Administration

Tasks to Complete Prior to Test Administration

A Receive This Manual and Document Receipt

Test administrators will receive their TAMs to review before the school's training session and should familiarize themselves with test security requirements, protocols, and procedures.

Your principal will ask you to document that you have received your manual.

B Attend Test Administrators' Training

1. Training in Test Security Protocols

Before test administration, the test coordinator must meet with test administrators, technology staff, and other staff members authorized to have access to secure materials to explain the test security protocols and procedures that will be followed at the school.

RIDE has outlined major topics for the test administrator training session in a slide deck presentation posted at ride.ri.gov/assessment-manuals. Test coordinators are expected to cover the topics in the slides.

During the training session, the test coordinator will need to do the following:

- describe the test security requirements and test administrator protocols contained in Part I and Part II of this manual
- describe local procedures for meeting test security and administration protocols
- provide an orientation to the major tasks that will be completed during test administration
- review the schedule for testing, including the scheduled length of test sessions
- emphasize that all test administrators must read and familiarize themselves with the appropriate TAM before administering RICAS tests
- answer any questions that test administrators have about the school's procedures or about RICAS protocols
- inform test administrators about resources they can use to find answers to any questions they have

The TAMs contain optional scripts as described below. Test administrators must be informed at the training session if they will read the scripts or if the school will develop an alternative version.

- whether test administrators will read the recommended script in the "As Students Arrive" sections of the TAMs instructing students to put away cell phones and other electronic devices in their backpacks at the side of the room, or if a locally developed script will be used instead
- whether test administrators will read the scripts for students going to a supervised lunch, students transitioning to a test completion room, and students going to the restroom

Test administrators must also be informed about the decisions that have been made regarding other procedures such as

- whether students who arrive late for testing will be read the scripts quietly in the room, read the scripts outside the room, or scheduled for make-up testing
- whether students will be provided printed reference sheets during Mathematics testing in addition to the versions available in the RICAS Student Kiosk
- how students will be supervised when they are out of the testing room, e.g. for a restroom break (hallway monitors, restroom monitors, escorts, etc.)

Tasks to Complete Prior to Test Administration

- how students who need more time beyond the scheduled test session will be handled (e.g., will they be moved to a test completion room?)
- whether student logins will be collected from students after they sign in to the RICAS Student Kiosk, or students will retain their student logins until the end of the session
- whether students will write down the ID numbers of their testing devices on their student logins
- how to contact the school administration if there are any problems during testing
- whether test administrators are expected to come to the central storage area to pick up testing materials or testing materials will be delivered to them

Test administrators who will administer accommodations to students with disabilities should receive additional training at another time to ensure that accommodations are correctly provided.

2. Training for Test Administrators Who Will Administer Accommodations

Test administrators who will administer accommodations to students with disabilities or MLL students should receive additional training at another time to ensure that accommodations are correctly provided. In addition, these test administrators must also understand the differences between instructional accommodations and testing accommodations, especially regarding the prohibition on coaching and assisting students during testing.

Additional training may include one or more of the following:

- reviewing the online Accessibility and Accommodations module at ricas.onlinehelp.cognia.org/training
- participating in or reviewing the Accessibility and Accommodations webinars. Previously recorded webinars are available at www.ride.ri.gov/Accommodations
- reviewing the RI *Accommodations and Accessibility Features Manual* (available at www.ride.ri.gov/Accommodations)

It is the principal's responsibility to ensure that all test administrators who will be providing accommodations receive adequate training to provide those accommodations correctly.

3. Required Documentation

Schools must document that their test administrators attended a training session and that test administrators received TAMs for the test(s) they will administer. In addition, other school staff members who have access to secure materials must sign an acknowledgment that they received a copy of the test security requirements. A sample form for documenting attendance at training and receipt of the TAM can be found in the RICAS TCM, but schools may develop their own forms instead.

Test coordinators must retain the following in their school files for three years: agendas, sign-in sheets, and any other relevant documentation to demonstrate that test administrators and other school staff members who have access to secure materials were properly trained.

4. Training in Using the RICAS Portal and Basic Technology

Technology resources and troubleshooting FAQs can be found in Appendix B. In addition, the following resources are available so that test administrators can familiarize themselves with the RICAS Portal and the tasks they will perform during testing.

- Training Modules (available at ricas.onlinehelp.cognia.org/training)
 - > Overview of the RICAS Portal

Tasks to Complete Prior to Test Administration

- > Creating & Editing RICAS Portal User Accounts
- > Certifying Site Readiness
- User Guides (ricas.onlinehelp.cognia.org/training)
 - > *Student Registration Guide*
 - > *Class Upload Quick Guide*
 - > *RICAS Portal User Management Guide*

C Prepare the Testing Space

Before each test session, the testing space must be prepared as follows (most of these steps may be done several days in advance):

- Ensure that the room is free from noise or distractions and is adequately lit, ventilated, and furnished so that students can work comfortably and without disruption.
- Ensure that each student will have adequate work space and be sufficiently separated from other students to support a secure test environment.
- Cover or remove from the testing space all materials containing content in the subject area being tested, including any materials that might help students answer test questions. Examples of materials that must be covered or removed include, but are not limited to, posters, maps, charts, graphic organizers, reading and writing strategies, word lists, number lines, multiplication tables, definitions, writing formulas, and mathematical formulas/theorems. It is not necessary to cover or remove calendars, posters displaying the alphabet or consonant blends, or posters displaying the Pledge of Allegiance.
- Prepare a sign that reads “RICAS Testing—Please Do Not Disturb” to be posted on the door(s) to the testing space during each RICAS administration session (one is available in the TCM).

Other Security Considerations

RIDE suggests that schools use the following seating arrangements as strategies to create a secure environment:

- Seat students at least two seats away from each other.
- Seat students in every other row.
- Seat students at opposite ends of a long lab table.

Physical barriers can also be used:

- privacy screens on computer monitors
- tri-fold display boards around testing devices
- cardboard or heavy cardstock placed on desks or taped to the sides of monitors to create a barrier

Regardless of how testing rooms are arranged, students must not have a view of any screen but their own.

Note that using physical barriers to shield students from each other can also shield them from test administrators, making it more difficult to see what students are doing (e.g., using notes or a cell phone). Thus, it is especially important that test administrators circulate frequently throughout the room and monitor what students are doing when physical barriers are used.

Tasks to Complete Prior to Test Administration

Additional Preparations

Ensure all devices to be used for testing by students and by test administrators are charged prior to each test session. Make sure sufficient power cords and power strips are available, as well as extra testing devices if needed. Confirm that accessories, such as external keyboards for tablets and headphones for students using the Text-to-Speech accommodation, are available and in working order prior to testing.

Confirm with the school's technology coordinator that all students' testing devices have the latest version of the RICAS Student Kiosk installed. For details, visit ricas.onlinehelp.cognia.org/tech-setup.

D Prepare to Provide Accessibility Features

Your test coordinator will inform you if any students in your assigned group will be using accessibility features. Some features require changes in test administration (e.g., frequent breaks, specific time of day, alternate test location).



Universal Accessibility Features (UFs)

Universal Accessibility features are tools and supports that are available to **all** students on the RICAS tests and are either built into the RICAS Student Kiosk or provided by a test administrator on either the computer- or paper-based tests. UF2 and UF6 will automatically be available to all students in the RICAS Student Kiosk and will not need to be requested in the SR/SAP prior to testing.

Universal Accessibility Features		
#	Computer-Based Testing	Paper-Based Testing
UF1	Highlighter tool Highlights text in four colors: yellow, pink, purple, and green.	Highlighter/colored pencils Colored pencils and yellow highlighters may be used, but students must use a #2 pencil only to answer all test questions.
UF2	Color contrast Changes the background color and text color during testing.	Colored overlays or tinted lens(es)
UF3	Screen Zoom tool Enlarges screen content from 100% to 150%, 200%, and 300%.	Magnification tool/device or low-vision aid
UF4	Enlarged cursor/Mouse pointer tool Students can select an enlarged and colored cursor.	Enlarged pencil/modified writing instrument
UF5	Line reader tool Masks text so only part of the text can be viewed at one time.	Tracking device , such as a straight edge or similar tool
UF6	Answer masking (available for multiple-choice items) Students can click an icon of an eye to toggle between hiding answer choices and having them reappear.	Mask text or answer(s) using a blank card or cutout.

Tasks to Complete Prior to Test Administration

Universal Accessibility Features <i>continued</i>		
#	Computer-Based Testing	Paper-Based Testing
UF7	Answer eliminator (available for multiple-choice items) Students can mark an “X” through each answer option the student believes is incorrect. (Note: Answer choices cannot be selected while crossed out.)	Use a pencil to eliminate answer choices in test booklet. Note: The student should take care not to eliminate answer bubble options, as stray marks will lead to an incorrect score.
UF8	Item flag/bookmark Students can select the star icon to save a question to come back to later and can select the down arrow to access a review screen to navigate to another test question.	Use a blank place marker to mark a question for later review. (Note: Sticky notes are <i>not</i> allowed.)
UF9	Audio aid (e.g., amplification device) Note: Smartphones may not be used.	
UF10	Notepad Students can use this tool to type in their own notes on each test question.	Scratch paper (required for all students)
UF11	Test administrator reads aloud selected words (or signs selected words, in the case of a student who is Deaf or Hard-of-Hearing) <i>for Mathematics only</i> as requested by the student (this feature is not permitted on the ELA tests). The student may point to a word or phrase and request the word to be read aloud or signed. Test administrator quietly reads aloud or signs the selected word(s) or phrase; test administrator may not explain or define words. Students using this feature may be tested alongside other students in groups of any size.	
UF12	Test administrator redirects student’s attention to the test without coaching or assisting the student to answer any questions (e.g., test administrator reminds student to stay focused; it is not permissible to say, “Add more to your response” or “Make sure to answer all questions”).	
UF13	Test administrator repeats or clarifies general test administration directions from the appropriate Test Administrator’s Manual scripts to the student, as needed.	
UF14	New for 2025: General masking Students can mask certain parts of the test.	Masking Student can use blank paper/index card to mask test content.
UF15	New for 2025: Reverse Contrast Students can invert all colors on screen.	N/A

Part IV



Administering the Student Tutorial and the Practice Tests

Administering the Student Tutorial and the Practice Tests

Student Tutorial

RIDE strongly recommends that students view the student tutorial to familiarize themselves with the tools and features available in the RICAS Student Kiosk. The tutorial will show students how to navigate the RICAS Student Kiosk, work with the tools that are available during testing, and answer technology enhanced test questions. The tutorial covers ELA and Mathematics and is self-directed with no audio. It is expected to take about 20 minutes to complete. **Test administrators are expected to go through the tutorial themselves so that they are familiar with the RICAS Student Kiosk’s features and can answer any questions students have.**

Practice Tests

RIDE strongly recommends that schools administer the practice tests so that students can practice with both the computer interface and the question types. Text-to-speech practice tests are also available if needed. Upon completion of a practice test, a score for selected-response and technology-enhanced test questions is provided for review purposes.

Your principal may ask you to participate in an Infrastructure Trial, which is another way to access a practice test. Note that practice tests accessed through the RICAS Training Site will produce an item summary, providing students and teachers with data on how the student performed.

A Administering the Student Tutorial

To access the student tutorial, students should go to ricas.onlinehelp.cognia.org/training, and select the **Student Tutorial**. Then click **Start** to begin. The tutorial can also be accessed through the **Practice Tests** option in the RICAS Student Kiosk application. The tutorial is self-guided and will take students through the different features of the testing interface.

You may help students during the tutorial if they have any questions or problems.

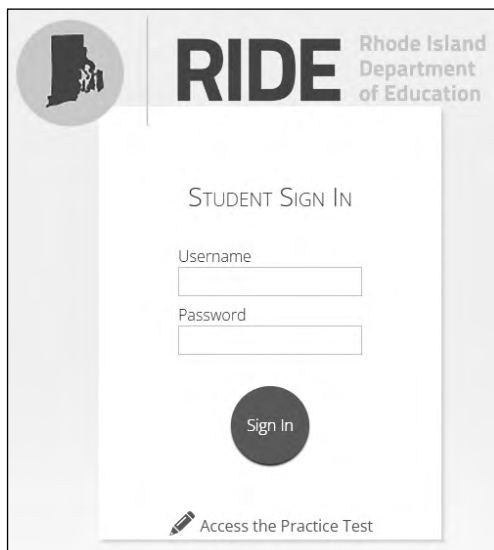
B Administering the Practice Tests

The practice tests can be accessed either with a web browser or with the RICAS Student Kiosk application.

- To access the practice tests through the RICAS Resource Center, go to ricas.onlinehelp.cognia.org/practice-tests. Then select **View English Language Arts Practice Tests** or **View Mathematics Practice Tests**, and select the grade. You will then be able to choose the computer-based practice tests.
- When taking a Training Site test on the RICAS Training Site, students’ scores for machine-scored items will be available afterward in the Reporting section of the RICAS Portal and the constructed response items will be made available in the Scoring section of the Portal for the teacher to review and score. Once the teacher has submitted scores for the constructed-response items, those scores will also appear in Reporting.

Administering the Student Tutorial and the Practice Tests

- To access the practice tests through the RICAS Student Kiosk application, launch the RICAS Student Kiosk. At the bottom of the **Sign In** box, under the **Sign In** button, will be an option for practice tests. Clicking on **Practice Tests** here will take you to the options to select the proper subject and grade.



- When taking a practice test on the RICAS Training Site, students' scores for machine-scored items will be available afterward in the Reporting section of the RICAS Portal, and the constructed-response items will be made available in the Scoring section of the portal for the teacher to review and score. Once the teacher has submitted scores for the constructed-response items, those scores will also appear in Reporting.

(If your school is administering the practice tests as part of the Infrastructure Trial, follow the instructions in the *Infrastructure Trial Guide* instead of the steps below.)

If you are administering the Spanish/English edition of the practice test for Mathematics, turn to page 74 for the Spanish script to read to students.

Follow the instructions below to administer the practice test.

- Once students are seated at their devices and at the correct sign-on screen, say:

“We will now begin a practice test that will help you understand how to answer questions on the RICAS test for _____ (say the name of the subject you are administering).”

The practice test has the same kinds of questions that you will see on the actual test, but your answers to questions on this practice test do not count toward your RICAS score.

Additionally, you will have the opportunity today to practice using the online tools that you will see on the actual test.”

- Then say to all students:

“You may read the directions and begin the practice test.”

Administering the Student Tutorial and the Practice Tests

3. You may assist students during the practice test session. Be sure that students in your group clearly understand how to do the following:
 - move from one question to the next using the arrow buttons
 - answer the different types of computer-based test questions
 - bookmark and unbookmark questions
 - use the following tools for all of the tests: highlighter, answer eliminator, screen zoom, and line reader
 - use the following tools for certain tests: ruler, calculator, equation editor, reference sheet, notepad, expandable panels (see page 12 for lists of which tools are available for which tests)

During this session, you may answer any questions the students have while they are working. During actual RICAS test sessions, assistance is limited to helping with technology issues.

After students have submitted their answers, you can review their scores by looking at the printable reports available on their screen. Each report will indicate the student's answers as well as the maximum score for each multiple-choice or multiple-select question.

Part V



Administering Session 1 of the English Language Arts Tests

Administering Session 1 of the English Language Arts Tests

A Materials Needed for Session 1

1. You will need the following materials available in your testing space prior to testing:
 - “RICAS Testing—Please Do Not Disturb” sign
 - testing devices for students
 - a computer for managing the test session
 - printed copies of authorized bilingual word-to-word dictionaries for current and former MLL students
2. Prior to testing, you will receive the following materials for students assigned to you:
 - this manual
 - the summary page from the RICAS Portal that contains your student roster and the session access codes
 - student logins
 - scratch paper (blank, lined, or graph)
 - pens or pencils for use on scratch paper
 - a form to assist you and your test coordinator in tracking secure materials

Note: English-language dictionaries are not allowed during RICAS testing.

Additional Preparations for Computer-Based Testing

- Ensure all devices to be used for testing are charged prior to each test session.
- Make sure sufficient power cords and power strips are available.
- Confirm that accessories, such as external keyboards for tablets and headphones for students using the Text-to-Speech edition, are available and in working order prior to testing.
- If students will be using laptops: Some configurations prevent laptops from staying signed in to the RICAS Student Kiosk when the lids are closed. If this is the case, and your school intends to cover the screens of laptops during the mid-session break (e.g., with manila folders or something similar) make sure that you have a sufficient quantity on hand for the number of students that are testing.

B Before Students Arrive

1. **Note: RIDE recommends that this step be completed the day before testing.**

On the test administrator device, sign in to the RICAS Portal (ricas.cognia.org) and click **Administration**. Go to **Test Scheduling** and select the scheduled test session from the drop-down menu. Click **View Details/Student Logins** and review the students scheduled to take the test. Make sure the students listed here match those on the summary page you were given with your student logins.

2. Verify that the correct accommodated forms such as Screen Reader, Human Read-Aloud, and Human Signer are assigned to students, if applicable. This can be confirmed on the **View Details/Student Logins** page in the RICAS Portal. Also verify that students’ other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the **Edit Student** page in the RICAS Portal or the summary page you were given with your student logins.

If a student’s accommodations have not been assigned correctly, you can still update the student’s accommodations. See pages 96–97 in Appendix B for the steps to do so.

Administering Session 1 of the English Language Arts Tests

3. Make sure the testing space has been appropriately prepared (see page 22).
4. Post the “RICAS Testing—Please Do Not Disturb” sign on the outside of the door(s) of the testing space.
5. Write on the board the session access code for Session 1. The session access code will be printed on your summary page and can also be found in the RICAS Portal by going to **Administration > Test Scheduling**, selecting the scheduled test session, and choosing **View Details/Student Logins**.

C As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.
2. Based on the guidelines in Appendix E, approve any bilingual dictionaries brought by students who are current or reported as former MLLs.

All other dictionaries are prohibited during this session.

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and their use for any purpose may result in the invalidation of test results.
4. If students will be using tablets or laptops, distribute student testing devices, chargers (recommended), and keyboards (recommended for tablets).
5. Instruct students to open the RICAS Student Kiosk application (this may be done by the test administrator or technology staff, and is recommended particularly for younger students).

If there are testing devices that do not have the latest version of the RICAS Student Kiosk installed or if students’ devices are not working properly, contact your school’s technology staff for assistance.

Note for schools using iPads: Students will need to choose the testing location the first time they use the iTester iPad application for English Language Arts. Instruct them to choose **Rhode Island**. If this is done correctly, students will then see **Rhode Island** above the “Sign In” area. If something else appears on the screen, instruct students to click the button on the top right corner of the screen; then select **Choose a Different Customer**; and then select **Rhode Island**.

If students are using iPads, iTester may prompt the students to allow access to the device’s microphone. Instruct the students to click **OK** even though they will not be using the microphone during testing.

6. Say to the students:
“Before we begin the test, you need to know that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session, even after you submit your test. Results may be invalidated for students with any of these devices during testing or after submitting their tests.”
7. If your test coordinator has instructed you to do so, read the following recommended script:
“If you have a cell phone or other electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You will be able to access it again when I give you permission to do so.”

Pause to make sure that students have turned cell phones and other electronic devices off and have placed them in their backpacks.

Administering Session 1 of the English Language Arts Tests

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession, do so at this time.

Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other electronic devices during testing.

8. Make sure that students' desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for current and former MLL students.
9. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

D Administer Session 1

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your test coordinator has instructed you to do so, you will need to turn to section E on page 38 at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

"We are about to begin the RICAS English Language Arts test. This is the first of two sessions that you will take. You will take Session 2 _____ (announce the date and time for Session 2).

The results of this test will be used to help track your academic performance, and will also be shared with your parents or guardians as well as your teachers. It is important that you try to do your best work during this and every test session."

2. Then say to students:

"I will now hand out scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper."

Distribute one sheet of blank scratch paper to each student.

3. Then say:

"I will now hand out the student logins. Do not sign in until I tell you to do so."

4. Distribute the student logins. Make sure that students receive their assigned student logins.

Note: Students who have a preferred name entered into the enrollment census will see their preferred name on their student login.

5. Then say:

"Look at your student login. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student login."

Provide the correct student login to any student who has an incorrect login. If a student's login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the RICAS Portal under **Test Scheduling**.

Administering Session 1 of the English Language Arts Tests

6. Say to the students:

“Now, on the computer, enter your username. Your username is the 10-digit number shown on your student login. Then enter the password that is shown on your student login.”

Assist any students who need help entering their usernames or passwords.

Then say:

“Now click the button that says ‘Sign In.’”

Walk around the room and make sure that all students have successfully signed in. Assist any students who did not successfully sign in. You may retype usernames and passwords for students if necessary.

7. When all students have successfully signed in, say:

“The screen should now say ‘Hello’ and then your name. If the name you see is not yours, raise your hand.”

8. If any students raise their hands, sign them out of the RICAS Student Kiosk and check their student logins.

9. If your test coordinator has instructed you to

➤ **COLLECT STUDENT LOGINS**, say:

“Now I will collect your student logins.”

Collect students’ logins.

➤ **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:

“Please keep your student login with you and do not use it for scratch paper. I will need to collect it at the end of this test session.”

10. Say to the students:

“Click the blue button on the screen that says ‘Session 1.’ You should now see a prompt for a session access code. I have written the code on the board for you. Please type in the session access code. Now click the green ‘Submit’ button.”

11. Say to the students:

“You will now see the Session 1 Directions screen unless you are taking the test with certain accommodations. If you see the Session 1 Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the ‘Continue’ button to move to the Directions screen.”

Pause to confirm that all students are on the Session 1 Directions screen.

12. Then say to the students:

“Follow along while I read the directions that are on your screen.”

Note that the script below reproduces the directions on the students’ computer screens. There is no need to read the directions from a computer screen.

Administering Session 1 of the English Language Arts Tests

13. Say:

“Read each passage and question carefully. Then answer each question as well as you can.

Some questions will ask you to write a response. Write each response in the box provided on your screen. Your response may be longer than the space you see in the box. If your writing fills the box, a scroll bar will appear and you can keep on typing. You will be able to use the scroll bar to see everything you have written. Click on the References icon for more information on how to use response boxes.

If you do not know the answer to a question, you may bookmark it and go on to the next question. When you are finished, you may review your answers and go back to any questions you bookmarked.

For some questions you can make the right or left side of your screen bigger so that it is easier to read.

Use the right Expand button to make the left side bigger.

Use the left Expand button to make the right side bigger.

Use the same buttons to return to the original view.”

14. Then say:

“Before you turn in your answers at the end of the test session, be sure that you have responded to every question and not left anything blank or unanswered.

For written responses, there is a limit to how long your response may be. For each response, there is a counter at the bottom of the response box. As you type, the number in the box will count down to show how many more characters you can type.

During the session, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, raise your hand. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions.”

15. Say to the students:

“This test session is scheduled to be _____ (state length of test session) long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively.

If you finish answering the questions before the end of the test session, you should review your work for this session.

It is important that RICAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes to, or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may not access the internet or use any application on your testing device other than the testing application that you are using right now. All students are expected to be honest, do their best, and not cheat in any way.”

Administering Session 1 of the English Language Arts Tests

16. Then say to all students:

“You may now click the ‘Continue’ button and begin your test.”

Circulate among the students and verify that all have successfully started Session 1.

17. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, and are not using cell phones or other electronic devices.

18. Monitor student testing status in the RICAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

19. When the time for the test session is half over, say to the students:

“The scheduled session time is half over. Remember to review your progress through the test by clicking the question number in the top left corner of the screen to see which questions you haven’t answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”

20. (Optional) Then say to students:

“You may now have a short break during which you may stand up and stretch. To take the break, click the ‘Pause/Exit’ button at the bottom of your screen and then click ‘Pause Test.’ When I tell you the break is over, enter your password and click ‘Resume’ to start your test again. During the break, you may not have conversations with other students. If you do not want to take a break, you may continue working. The break will be _____ (state the length of the break) minutes long.”

The break may be scheduled for 3–5 minutes, at the test administrator’s discretion. Test security must be maintained by making sure students cannot see each other’s screens. RIDE recommends turning off computer monitors or placing tablets face down on desks. For laptops, RIDE recommends closing or lowering the lids, or placing something (e.g., manila folders) in front of the screens, depending on how your school’s laptops are configured. When the break is completed, say to the students:

“The break is now over. You should begin working again.”

Resume monitoring the testing room.

Administering Session 1 of the English Language Arts Tests

21. Say to **ANY STUDENT WHO FINISHES EARLY**:

“I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.

Remember, once you have turned in your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before turning in your test.

Cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room.”

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 25.

22. At the **END OF THE SESSION, TO ANY STUDENTS STILL WORKING**, say:

“This is the end of the time scheduled for Session 1. I want to remind you that you were supposed to answer all of the questions in this session. At the top left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.

Remember, once you have turned in your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before turning in your test.”

Pause to allow students to check whether they have skipped any questions.

23. Say to the students:

“If you need more time to answer any questions, raise your hand. Do not turn in your final answers at this time.”

Note which students need more time. These students should **not** turn in their final answers.

24. Then say to the students:

“Once you have answered the last question in this section, click the ‘Finish’ button to turn in the test. The ‘Finish’ button only appears on the last question in the section. You will be taken to the Test Review screen. The Test Review screen shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on ‘Return to test’ to go back to the last question in the test. If you are finished, click ‘Turn In’ and then confirm that you want to turn in your test to complete the session.”

25. Circulate among the students to ensure all students have turned in their final answers in the RICAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students’ work before they submit their tests.

26. For students who need more time, if your test coordinator has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

“If you have not yet finished your work in this session, you will be moved to _____ (location) to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.

Your cell phone and any other electronic devices must remain off, and you may not access them until you are dismissed from the test completion room.”

Administering Session 1 of the English Language Arts Tests

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students' testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your test coordinator when completing tracking documents and returning test materials to your test coordinator. When students are ready to begin working in the test completion room, the test administrator will need to resume their tests before they can sign in with their student logins.

Be sure to complete appropriate tracking documents and follow your test coordinator's instructions for maintaining security for students in a test completion room.

27. Collect students' logins (if you did not collect them earlier) and scratch paper. **Verify that you have a student login and scratch paper from each student.** Remind students of when they will take Session 2.
28. Make a list of all students in your assigned group who were not tested. These students will appear in the RICAS Portal in the "Not Started" status for this test session. These students will need to take Session 1 during the make-up period. If all the students assigned to you took Session 1, notify your test coordinator of this. It is important to keep accurate records of who has been tested.
29. Group test materials into the following separate piles:
 - student logins
 - used scratch paper
 - unused scratch paper
30. Complete appropriate tracking documents, as instructed by your test coordinator.
31. Immediately return **all** test materials and the list of students who were not tested to your test coordinator.

Administering Session 1 of the English Language Arts Tests

E Recommended Scripts to Read for a Supervised Lunch or Restroom Break

1. **For students who will be escorted to a SUPERVISED LUNCH**, if your test coordinator has instructed you to do so, read the following recommended script to students:

“It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.

You will be going to _____ (location) after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break.”

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students’ tests are paused for less than 30 minutes they will be able to enter their password and click **Resume** to continue the test. If students’ tests are paused for more than 30 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

If your test coordinator has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

Be sure to complete appropriate tracking documents and follow your test coordinator’s instructions for maintaining the security of test materials for these students.

2. **For students who ask to use the RESTROOM during the test session**, if your test coordinator has instructed you to do so, read or point to this recommended script:

“You may not retrieve or access your cell phone or any prohibited materials while you are out of the room.”

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

If your test coordinator has directed you to follow a different procedure, do so at this time. Make sure that the student’s screen is not visible to anyone else while the student is out of the room.

Part VI



Administering Session 2 of the English Language Arts Tests

Administering Session 2 of the English Language Arts Tests

A Materials Needed for Session 2

1. You will need the following materials available in your testing space prior to testing:
 - “RICAS Testing—Please Do Not Disturb” sign
 - testing devices for students
 - a computer for managing the test session
 - printed copies of authorized bilingual word-to-word dictionaries for current and former MLL students
2. Prior to testing, you will receive the following materials for students assigned to you:
 - this manual
 - the summary page from the RICAS Portal that contains your student roster and the session access codes
 - student logins
 - scratch paper (blank, lined, or graph)
 - pens or pencils for use on scratch paper
 - a form to assist you and your test coordinator in tracking secure materials

Note: English-language dictionaries are not allowed during RICAS testing.

Additional Preparations for Computer-Based Testing

- Ensure all devices to be used for testing are charged prior to each test session.
- Make sure sufficient power cords and power strips are available.
- Confirm that accessories, such as external keyboards for tablets and headphones for students using the Text-to-Speech edition, are available and in working order prior to testing.

B Before Students Arrive

1. **Note: RIDE recommends that this step be completed the day before testing.**

On the test administrator device, sign in to the RICAS Portal (ricas.cognia.org) and click **Administration**. Go to **Test Scheduling** and select the scheduled test session from the drop-down menu. Click **View Details/Student Logins** and review the students scheduled to take the test. Make sure the students listed here match those on the summary page you were given with your student logins.

2. Verify that the correct accommodated forms such as Screen Reader, Human Read-Aloud, and Human Signer are assigned to students, if applicable. This can be confirmed on the **View Details/Student Logins** page in the RICAS Portal. Also verify that students’ other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the **Edit Student** page in the RICAS Portal or the summary page you were given with your student logins.

If a student’s accommodations have not been assigned correctly, you can still update the student’s accommodations. See pages 96–97 in Appendix B for the steps to do so.

3. Make sure the testing space has been appropriately prepared (see page 22).
4. Post the “RICAS Testing—Please Do Not Disturb” sign on the outside of the door(s) of the testing space.

Administering Session 2 of the English Language Arts Tests

5. Write on the board the session access code for Session 2. The session access code will be printed on your summary page and can also be found in the RICAS Portal by going to **Administration > Test Scheduling**, selecting the scheduled test session, and choosing **View Details/Student Logins**.

C As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of Session 2.
2. Based on the guidelines in Appendix E, approve any bilingual dictionaries brought by students who are current or reported as former MLLs.

All other dictionaries are prohibited during this session.

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and their use for any purpose may result in the invalidation of test results.
4. If students will be using tablets or laptops, distribute student testing devices, chargers (recommended), and keyboards (recommended for tablets).
5. Instruct students to open the RICAS Student Kiosk application (this may be done by the test administrator or technology staff and is particularly recommended for younger students).

If there are testing devices that do not have the latest version of the RICAS Student Kiosk installed or if students' devices are not working properly, contact your school's technology staff for assistance.

If students are using iPads, iTester may prompt the students to allow access to the device's microphone. Instruct the students to click **OK** even though they will not be using the microphone during testing.

6. Say to the students:

"Before we begin the test, I want to remind you that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session."

7. If your test coordinator has instructed you to do so, read the following recommended script:

"If you have a cell phone or other electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You will be able to access it again when I give you permission to do so."

Pause to make sure that students have turned cell phones and other electronic devices off and have placed them in their backpacks.

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession, do so at this time.

Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other electronic devices during testing.

8. Make sure that students' desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for current and former MLL students.
9. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

Administering Session 2 of the English Language Arts Tests

D Administer Session 2

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your test coordinator has instructed you to do so, you will need to turn to section E on page 48 at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

“We are about to begin Session 2 of the RICAS English Language Arts test. This is the last of the two sessions you will take for this test.”

2. Then say to students:

“I will now hand out scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper.”

Distribute one sheet of blank scratch paper to each student.

3. Then say:

“I will now hand out the student logins. Do not sign in until I tell you to do so.”

4. Distribute the student logins. Make sure that students receive their assigned student logins.

Note: Students who have a preferred name entered into the enrollment census will see their preferred name on their student login.

5. Then say:

“Look at your student login. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student login.”

Provide the correct student login to any student who has an incorrect login. If a student’s login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the RICAS Portal under **Test Scheduling**.

6. Say to the students:

“Now, on the computer, enter your username. Your username is the 10-digit number shown on your student login. Then enter the password that is shown on your student login.”

Assist any students who need help entering their usernames or passwords.

Then say:

“Now, click the button that says ‘Sign In.’”

Walk around the room and make sure that all students have successfully signed in. Assist any students who did not successfully sign in. You may retype usernames and passwords for students, if necessary.

Administering Session 2 of the English Language Arts Tests

7. When all students have successfully signed in, say:
“The screen should now say ‘Hello’ and then your name. If the name you see is not yours, raise your hand.”
8. If any students raise their hands, sign them out of the RICAS Student Kiosk and check their student logins.
9. If your test coordinator has instructed you to
 - **COLLECT STUDENT LOGINS**, say:
“Now I will collect your student logins.”
Collect students’ logins.
 - **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:
“Please keep your student login with you and do not use it for scratch paper. I will need to collect it at the end of this test session.”
10. Say to the students:
“Click the blue button on the screen that says ‘Session 2.’ You should now see a prompt for a session access code. I have written the code on the board for you. Please type in the session access code. Now click the green ‘Submit’ button.”
11. Say to the students:
“You will now see the Session 2 Directions screen unless you are taking the test with certain accommodations. If you see the Session 2 Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the ‘Continue’ button to move to the Directions screen.”
Pause to confirm that all students are on the Session 2 Directions screen.
12. Then say to the students:
“Follow along while I read the directions that are on your screen.”
Note that the script below reproduces the directions on the students’ computer screens. There is no need to read the directions from a computer screen.
13. Say:
“Read each passage and question carefully. Then answer each question as well as you can.
Some questions will ask you to write a response. Write each response in the box provided on your screen. Your response may be longer than the space you see in the box. If your writing fills the box, a scroll bar will appear and you can keep on typing. You will be able to use the scroll bar to see everything you have written. Click on the References icon for more information on how to use response boxes.
If you do not know the answer to a question, you may bookmark it and go on to the next question. When you are finished, you may review your answers and go back to any questions you bookmarked.

Administering Session 2 of the English Language Arts Tests

For some questions you can make the right or left side of your screen bigger so that it is easier to read.

Use the right Expand button to make the left side bigger.

Use the left Expand button to make the right side bigger.

Use the same buttons to return to the original view.”

14. If everyone in your group took Session 1 on the scheduled day, skip to step 15. If your group includes students who did not take Session 1 (e.g., students who were absent) or if you are administering Session 2 as a make-up session, say:

“Before you turn in your answers at the end of the test session, be sure that you have responded to every question and not left anything blank or unanswered.

For written responses, there is a limit to how long your response may be. For each response, there is a counter at the bottom of the response box. As you type, the number in the box will count down to show how many more characters you can type.

During the session, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, raise your hand. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions.”

15. Say to the students:

“This test session is scheduled to be _____ (state length of session) long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively.

If you finish answering the questions before the end of the test session, you should review your work for this session.

It is important that RICAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes to, or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may not access the internet or use any application on your testing device other than the testing application that you are using right now. All students are expected to be honest, do their best, and not cheat in any way.”

16. Then say to the students:

“You may now click the ‘Continue’ button and begin your test.”

Circulate among the students and verify that all have successfully started Session 2.

17. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, and are not using cell phones or other electronic devices.

Administering Session 2 of the English Language Arts Tests

18. Monitor student testing status in the RICAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”
19. When the time for the test session is half over, say to the students:
- “The scheduled session time is half over. Remember to review your progress through the test by clicking the question number in the top left corner of the screen to see which questions you haven’t answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”**
20. (Optional) Then say to students:
- “You may now have a short break during which you may stand up and stretch. To take the break, click the ‘Pause/Exit’ button at the bottom of your screen and then click ‘Pause Test.’ When I tell you the break is over, enter your password and click ‘Resume’ to start your test again. During the break, you may not have conversations with other students. If you do not want to take a break, you may continue working. The break will be _____ (state the length of the break) minutes long.”**

The break may be scheduled for 3–5 minutes, at the test administrator’s discretion. Test security must be maintained by making sure students cannot see each other’s screens. RIDE recommends turning off computer monitors or placing tablets face down on desks. For laptops, RIDE recommends closing or lowering the lids, or placing something (e.g., manila folders) in front of the screens, depending on how your school’s laptops are configured. When the break is completed, say to the students:

“The break is now over. You should begin working again.”

Resume monitoring the testing room.

21. Say to **ANY STUDENT WHO FINISHES EARLY**:
- “I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions. Remember, once you have turned in your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before turning in your test. Cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room.”**

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 24.

22. At the **END OF THE SESSION, TO ANY STUDENTS STILL WORKING**, say:
- “This is the end of the time scheduled for Session 2. I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question number and make sure you have not skipped any questions.”**

Administering Session 2 of the English Language Arts Tests

Remember, once you have turned in your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before turning in your test."

Pause to allow students to check whether they have skipped any questions.

23. Say to the students:

"If you need more time to answer any questions, raise your hand. Do not turn in your final answers at this time."

Note which students need more time. These students should **not** turn in their final answers.

24. Then say to the students:

"Once you have answered the last question in this section, click the 'Finish' button to turn in the test. The 'Finish' button only appears on the last question in the section. You will be taken to the Test Review screen. The Test Review screen shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on 'Return to test' to go back to the last question in the test. If you are finished, click 'Turn In' and then confirm that you want to turn in your test to complete the session."

25. Circulate among the students to ensure all students have turned in their final answers in the RICAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students' work before they submit their tests.
26. For students who need more time, if your test coordinator has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

"If you have not yet finished your work in this session, you will be moved to _____ (location) to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.

Your cell phone and any other electronic devices must remain off, and you may not access them until you are dismissed from the test completion room."

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students' testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your test coordinator when completing tracking documents and returning test materials to your test coordinator.

Be sure to complete appropriate tracking documents and follow your test coordinator's instructions for maintaining security for students in a test completion room.

27. Collect students' logins (if you did not collect them earlier) and scratch paper. **Verify that you have a student login and scratch paper from each student.**
28. Make a list of all students in your assigned group who were not tested. These students will appear in the RICAS Portal in the "Not Started" status for this test session. These students will need to take Session 2 during the make-up period. If all the students assigned to you took Session 2, notify your test coordinator of this. It is important to keep accurate records of who has been tested.

Administering Session 2 of the English Language Arts Tests

29. Group test materials into the following separate piles:
 - student logins
 - used scratch paper
 - unused scratch paper
30. Complete appropriate tracking documents, as instructed by your test coordinator.
31. Immediately return **all** test materials and the list of students who were not tested to your test coordinator.

Administering Session 2 of the English Language Arts Tests

E Recommended Scripts to Read for a Supervised Lunch or Restroom Break

1. **For students who will be escorted to a SUPERVISED LUNCH**, if your test coordinator has instructed you to do so, read the following recommended script to students:

“It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.

You will be going to _____ (location) after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break.”

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students’ tests are paused for less than 30 minutes they will be able to enter their password and click **Resume** to continue the test. If students’ tests are paused for more than 30 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

If your test coordinator has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

Be sure to complete appropriate tracking documents and follow your test coordinator’s instructions for maintaining the security of test materials for these students.

2. **For students who ask to use the RESTROOM during the test session**, if your test coordinator has instructed you to do so, read or point to this recommended script:

“You may not retrieve or access your cell phone or any prohibited materials while you are out of the room.”

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

If your test coordinator has directed you to follow a different procedure, do so at this time. Make sure that the student’s screen is not visible to anyone else while the student is out of the room.

Part VII



Administering Session 1 of the Mathematics Tests

Administering Session 1 of the Mathematics Tests

A Materials Needed for Session 1

- You will need the following materials available in your testing space prior to testing:
 - “RICAS Testing—Please Do Not Disturb” sign
 - testing devices for students
 - a computer for managing the test session
 - printed copies of authorized bilingual word-to-word dictionaries for current and former MLL students
- Prior to testing, you will receive the following materials for students assigned to you:
 - this manual
 - the summary page from the RICAS Portal that contains your student roster and the session access codes
 - student logins
 - scratch paper (blank, lined, or graph)
 - pens or pencils for use on scratch paper
 - a form to assist you and your test coordinator in tracking secure materials
 - for the Mathematics tests**
 - > **for grades 5–8**, printed Mathematics reference sheets, if students will be using printed ones in addition to the ones available in the toolbar at the bottom of the screen in the RICAS Student Kiosk. **Note:** do NOT confuse this printed “Standard Mathematics Reference Sheet” with the sheet used for the accommodation “Supplemental Approved Math Reference Sheet” for students with disabilities.
 - > equation editor guides and symbol keys printed from ricas.onlinehelp.cognia.org/practice-tests (optional)



Note: Calculators are not allowed during Mathematics Session 1.

Additional Preparations for Computer-Based Testing

- Ensure all devices to be used for testing are charged prior to each test session.
- Make sure sufficient power cords and power strips are available.
- Confirm that accessories, such as external keyboards for tablets and headphones for students using the Text-to-Speech edition, are available and in working order prior to testing.

B Before Students Arrive

- Note: RIDE recommends that this step be completed the day before testing.**

On the test administrator device, sign in to the RICAS Portal (ricas.cognia.org) and click **Administration**. Go to **Test Scheduling** and select the scheduled test session from the drop-down menu. Click **View Details/Student Logins** and review the students scheduled to take the test. Make sure the students listed here match those on the summary page you were given with your student logins.

Administering Session 1 of the Mathematics Tests

2. Verify that the correct accommodated forms such as Screen Reader, Human Read-Aloud, and Human Signer are assigned to students, if applicable. This can be confirmed on the **View Details/Student Logins** page in the RICAS Portal. Also verify that students' other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the **Edit Student** page in the RICAS Portal or the summary page you were given with your student logins.
If a student's accommodations have not been assigned correctly, you can still update the student's accommodations. See pages 96–97 in Appendix B for the steps to do so.
3. Make sure the testing space has been appropriately prepared (see page 22).
4. Post the "RICAS Testing—Please Do Not Disturb" sign on the outside of the door(s) of the testing space.
5. Write on the board the session access code for Session 1. The session access code will be printed on your summary page and can also be found in the RICAS Portal by going to **Administration > Test Scheduling**, selecting the scheduled test session, and choosing **View Details/Student Logins**.

C As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.
2. Based on the guidelines in Appendix E, approve any bilingual dictionaries brought by students who are current or reported as former MLLs.

All other dictionaries are prohibited during this session.

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and the use of cell phones for any purpose may result in the invalidation of test results.
4. If students will be using tablets or laptops, distribute student testing devices, chargers (recommended), and keyboards (recommended for tablets).
5. Instruct students to open the RICAS Student Kiosk application (this may be done by the test administrator or technology staff, and is recommended particularly for younger students).

If there are testing devices that do not have the latest version of the RICAS Student Kiosk installed or if students' devices are not working properly, contact your school's technology staff for assistance.

Note for schools using iPads: Students will need to choose the testing location the first time they use the iTester iPad application for Mathematics. Instruct them to choose **Rhode Island**. If this is done correctly, students will then see **Rhode Island** above the "Sign In" area. If something else appears on the screen, instruct students to click the button on the top right corner of the screen; then select **Choose a Different Customer**; and then select **Rhode Island**.

If students are using iPads, iTester may prompt the students to allow access to the device's microphone. Instruct the students to click **OK** even though they will not be using the microphone during testing.

6. If you are administering the Spanish/English edition of the Mathematics test, turn to page 75 for the Spanish script to read to students.

Administering Session 1 of the Mathematics Tests

7. Say to the students:

“Before we begin the test, you need to know that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session, even after you submit your test. Results may be invalidated for students with any of these devices during testing or after submitting their tests.”
8. If your test coordinator has instructed you to do so, read the following recommended script:

“If you have a cell phone or other electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You will be able to access it again when I give you permission to do so.”

Pause to make sure that students have turned cell phones and other electronic devices off and have placed them in their backpacks.

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other electronic devices during testing.**
9. Make sure that students’ desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for current and former MLL students.
10. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else’s screen.

D Administer Session 1

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your test coordinator has instructed you to do so, you will need to turn to section E on page 59 at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

“We are about to begin the RICAS _____ (say the grade and name of the test) test. This is the first of two sessions that you will take. You will take Session 2 _____ (announce the date and time for Session 2).”

Answer any questions that students have. Then say:

“The results of this test will be used to help track your academic performance, and will also be shared with your parents or guardians as well as your teachers. It is important that you try to do your best work during this and all test sessions.”
2. Then say to students:

“I will now hand out scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper.”

Distribute one sheet of blank scratch paper to each student.

Administering Session 1 of the Mathematics Tests

3. Then say:

“I will now hand out the student logins. Do not sign in until I tell you to do so.”

4. Distribute the student logins. Make sure that students receive their assigned student logins.

Note: Students who have a preferred name entered into the enrollment census will see their preferred name on their student login.

5. Then say:

“Look at your student login. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student login.”

Provide the correct student login to any student who has an incorrect login. If a student’s login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the RICAS Portal under **Test Scheduling**.

6. Say to the students:

“Now, on the computer, enter your username. Your username is the 10-digit number shown on your student login. Then enter the password that is shown on your student login.”

Assist any students who need help entering their usernames or passwords.

Then say:

“Now, click the button that says ‘Sign In.’”

Walk around the room and make sure that all students have successfully signed in. Assist any students who did not successfully sign in. You may retype usernames and passwords for students, if necessary.

7. When all students have successfully signed in, say:

“The screen should now say ‘Hello’ and then your name. If the name you see is not yours, raise your hand!”

8. If any students raise their hands, sign them out of the RICAS Student Kiosk and check their student logins.

9. If your test coordinator has instructed you to

➤ **COLLECT STUDENT LOGINS**, say:

“Now I will collect your student logins.”

Collect students’ logins.

➤ **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:

“Please keep your student login with you and do not use it for scratch paper. I will need to collect it at the end of this test session.”

10. Say to the students:

“Click the blue button on the screen that says ‘Session 1.’ You should now see a prompt for a session access code. I have written the code on the board for you. Please type in the session access code. Now click the green ‘Submit’ button.”

Administering Session 1 of the Mathematics Tests

11. Say to the students:

“You will now see the Session 1 Directions screen unless you are taking the test with certain accommodations. If you see the Session 1 Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the ‘Continue’ button to move to the Directions screen.”

Pause to confirm that all students are on the Session 1 Directions screen.

12. Then say to the students:

“Follow along while I read the directions that are on your screen.”

Note that the script below reproduces the directions on the students’ computer screens. There is no need to read the directions from a computer screen.

13. Then say:

“Read each question carefully and then answer it as well as you can.

If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.

If you do not know the answer to a question, you may bookmark it and go on to the next question. When you are finished, you may review your answers and go back to any questions you bookmarked.

For some questions you can make the right or left side of your screen bigger so that it is easier to read.

Use the right Expand button to make the left side bigger.

Use the left Expand button to make the right side bigger.

Use the same buttons to return to the original view.”

14. Say to the students:

“Before you turn in your answers at the end of the test session, be sure that you have responded to every question and not left anything blank or unanswered.

This test session is scheduled to be _____ (state length of test session) long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively.

If you finish answering the questions before the end of the test session, you should review your work.”

15. If you are administering



MATHEMATICS GRADES 3 OR 4, say to the students:

“You may use either of the RICAS rulers included in your computer-based test to help you answer questions at any time during this session.

You may NOT use a calculator at any time during this session. All calculators are prohibited during Session 1 of the Mathematics test.”

Administering Session 1 of the Mathematics Tests



MATHEMATICS GRADES 5–8, say to the students:

“You may use either of the RICAS rulers and the Mathematics reference sheet included in your computer-based test to help you answer questions at any time during this session.

The reference sheet can be found by clicking the References icon on the bottom of the screen.

You may NOT use a calculator at any time during this session. All calculators are prohibited during Session 1 of the Mathematics test.”

16. Then say:

“During the session, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, raise your hand and I will assist you. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions.

Also, you may raise your hand if you would like me to read a word from the test to you. You will need to point to the word, and I will read it quietly to you and repeat it if necessary. But, I will not be able to tell you what the word means, or help you answer the question. Please raise your hand if you have any questions about this.”

Pause and answer any questions that students have.

17. If you are administering **MATHEMATICS GRADES 5–8**, and the principal or test coordinator has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one available when you click on the References icon in the RICAS Student Kiosk, say:

“I will now hand out a printed reference sheet for you to use, in addition to the one that is available by clicking on the References icon at the bottom of your screen during the test. Do not write on your reference sheet. Instead, use your scratch paper for any figuring you need to do during the test. You may not use any reference sheets other than what I give you.”

Distribute printed reference sheets to the students. Make sure they do not have any other reference material at their desks.

18. Then say to the students:

“It is important that RICAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes to, or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may not access the internet or use any application on your testing device other than the testing application that you are using right now. All students are expected to be honest, do their best, and not cheat in any way.”

19. Then say to all students:

“You may now click the ‘Continue’ button and begin your test.”

Circulate among the students and verify that all have successfully started Session 1.

Administering Session 1 of the Mathematics Tests

20. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, and are not using cell phones or other electronic devices.

21. Monitor student testing status in the RICAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

22. When the time for the test session is half over, say to the students:

“The scheduled session time is half over. Remember to review your progress through the test by clicking the question number in the top left corner of the screen to see which questions you haven’t answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”

23. (Optional) Then say to students:

“You may now have a short break during which you may stand up and stretch. To take the break, click the ‘Pause/Exit’ button at the bottom of your screen and then click ‘Pause Test.’ When I tell you the break is over, enter your password and click ‘Resume’ to start your test again. During the break, you may not have conversations with other students. If you do not want to take a break, you may continue working. The break will be _____ (state the length of the break) minutes long.”

The break may be scheduled for 3–5 minutes, at the test administrator’s discretion. Test security must be maintained by making sure students cannot see each other’s screens. RIDE recommends turning off computer monitors or placing tablets face down on desks. For laptops, RIDE recommends closing or lowering the lids, or placing something (e.g., manila folders) in front of the screens, depending on how your school’s laptops are configured. When the break is completed, say to the students:

“The break is now over. You should begin working again.”

Resume monitoring the testing room.

24. Say to **ANY STUDENT WHO FINISHES EARLY**:

“I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.

Remember, once you have turned in your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before turning in your test.

Cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room.”

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 27.

Administering Session 1 of the Mathematics Tests

25. At the **END OF THE SESSION, TO ANY STUDENTS STILL WORKING**, say:

“This is the end of the time scheduled for this session. I want to remind you that you were supposed to answer all of the questions in this session. At the top left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.

Remember, once you have turned in your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before turning in your test.”

Pause to allow students to check whether they have skipped any questions.

26. Say to the students:

“If you need more time to answer any questions, raise your hand. Do not turn in your final answers at this time.”

Note which students need more time. These students should **not** turn in their final answers.

27. Then say to the students:

“Once you have answered the last question in this section, click the ‘Finish’ button to turn in the test. The ‘Finish’ button only appears on the last question in the section. You will be taken to the Test Review screen. The Test Review screen shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on ‘Return to test’ to go back to the last question in the test. If you are finished, click ‘Turn In’ and then confirm that you want to turn in your test to complete the session.”

28. Circulate among the students to ensure all students have turned in their final answers in the RICAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students’ work before they submit their tests.

29. For students who need more time, if your test coordinator has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

“If you have not yet finished your work in this session, you will be moved to _____ (location) to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.

Your cell phone and any other electronic devices must remain off, and you may not access them until you are dismissed from the test completion room.”

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students’ testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your test coordinator when completing tracking documents and returning test materials to your test coordinator.

Be sure to complete appropriate tracking documents and follow your test coordinator’s instructions for maintaining security for students in a test completion room.

Administering Session 1 of the Mathematics Tests

30. Collect students' logins (if you did not collect them earlier), reference sheets (if printed reference sheets were used), and scratch paper. **Verify that you have a student login and scratch paper from each student.** Remind students of when they will take Session 2.
31. Make a list of all students in your assigned group who were not tested. These students will appear in the RICAS Portal in the "Not Started" status for this test session. These students will need to take this session during the make-up period. If all the students assigned to you took the session, notify your test coordinator of this. It is important to keep accurate records of who has been tested.
32. Group test materials into the following separate piles:
 - student logins
 - printed Mathematics reference sheets for grades 5–8, if applicable
 - used scratch paper
 - unused scratch paper
33. Complete appropriate tracking documents, as instructed by your test coordinator.
34. Immediately return **all** test materials and the list of students who were not tested to your test coordinator.

E Recommended Scripts to Read for a Supervised Lunch or Restroom Break

1. **For students who will be escorted to a SUPERVISED LUNCH**, if your test coordinator has instructed you to do so, read the following recommended script to students:

“It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.

You will be going to _____ (location) after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break.”

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students’ tests are paused for less than 30 minutes they will be able to enter their password and click **Resume** to continue the test. If students’ tests are paused for more than 30 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

If your test coordinator has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

Be sure to complete appropriate tracking documents and follow your test coordinator’s instructions for maintaining the security of test materials for these students.

2. **For students who ask to use the RESTROOM during the test session**, if your test coordinator has instructed you to do so, read or point to this recommended script:

“You may not retrieve or access your cell phone or any prohibited materials while you are out of the room.”

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

If your test coordinator has directed you to follow a different procedure, do so at this time. Make sure that the student’s screen is not visible to anyone else while the student is out of the room.

Part VIII



Administering Session 2 of the Mathematics Tests

Administering Session 2 of the Mathematics Tests

A Materials Needed for Session 2

1. You will need the following materials available in your testing space prior to testing:
 - “RICAS Testing—Please Do Not Disturb” sign
 - testing devices for students
 - a computer for managing the test session
 - printed copies of authorized bilingual word-to-word dictionaries for current or former MLL students
2. Prior to testing, you will receive the following materials for students assigned to you:
 - this manual
 - the summary page from the RICAS Portal that contains your student roster and the session access codes
 - student logins
 - scratch paper (blank, lined, or graph)
 - pens or pencils for use on scratch paper
 - **calculators, for grades 7–8 only as follows**

Note: Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers). Calculators that access the internet are not allowed.

> **for grade 7**, handheld calculators for students who wish to use them (a basic calculator at minimum, although a scientific or graphing calculator is permitted). Students may also use their own handheld calculator. A basic calculator and a scientific calculator are available in the RICAS Student Kiosk.

> **for grade 8**, handheld calculators for students who wish to use them (a basic calculator at minimum, although a scientific or graphing calculator is preferred). Students may also use their own handheld calculator. A scientific calculator, a TI graphing calculator, and a Desmos graphing calculator are available in the RICAS Student Kiosk.

- **for grades 5–8**, printed Mathematics reference sheets, if students will be using printed ones in addition to the ones available in the RICAS Student Kiosk. **Note:** do NOT confuse this printed “Standard Mathematics Reference Sheet” with the sheet used for the accommodation Supplemental Approved Math Reference Sheet” for students with disabilities.
- equation editor guides and symbol keys printed from ricas.onlinehelp.cognia.org/practice-tests (optional)
- a form to assist you and your test coordinator in tracking secure materials

Note: Calculators are not allowed during Mathematics Session 2 for grades 3, 4, 5, and 6.

Additional Preparations for Computer-Based Testing

- Ensure all devices to be used for testing are charged prior to each test session.
- Make sure sufficient power cords and power strips are available.
- Confirm that accessories, such as external keyboards for tablets and headphones for students using the Text-to-Speech edition, are available and in working order prior to testing.



Administering Session 2 of the Mathematics Tests

B Before Students Arrive

1. **Note: RIDE recommends that this step be completed the day before testing.**

On the test administrator device, sign in to the RICAS Portal (ricas.cognia.org) and click **Administration**. Go to **Test Scheduling** and select the scheduled test session from the drop-down menu. Click **View Details/Student Logins** and review the students scheduled to take the test. Make sure the students listed here match those on the summary page you were given with your student logins.

2. Verify that the correct accommodated forms such as Screen Reader, Human Read-Aloud, and Human Signer are assigned to students, if applicable. This can be confirmed on the **View Details/Student Logins** page in the RICAS Portal. Also verify that students' other accommodations such as Text-to-Speech are listed, if applicable. This can be confirmed on the **Edit Student** page in the RICAS Portal or the summary page you were given with your student logins.

If a student's accommodations have not been assigned correctly, you can still update the student's accommodations. See pages 96–97 in Appendix B for the steps to do so.

3. Make sure the testing space has been appropriately prepared (see page 22).
4. Post the "RICAS Testing—Please Do Not Disturb" sign on the outside of the door(s) of the testing space.
5. Write on the board the session access code for Session 2. The session access code will be printed on your summary page and can also be found in the RICAS Portal by going to **Administration > Test Scheduling**, selecting the scheduled test session, and choosing **View Details/Student Logins**.

C As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.
2. Based on the guidelines in Appendix E, approve any bilingual dictionaries brought by students who are current or reported as former MLLs.

All other dictionaries are prohibited during this session.

3. Make sure that students do not have access to cell phones or other electronic devices during testing. These devices are **prohibited**, and the use of cell phones for any purpose may result in the invalidation of test results.
4. If students will be using tablets or laptops, distribute student testing devices, chargers (recommended), and keyboards (recommended for tablets).
5. Instruct students to open the RICAS Student Kiosk application (this may be done by the test administrator or technology staff and is particularly recommended for younger students).

If there are testing devices that do not have the latest version of the RICAS Student Kiosk installed or if students' devices are not working properly, contact your school's technology staff for assistance.

If students are using iPads, iTester may prompt the students to allow access to the device's microphone. Instruct the students to click **OK** even though they will not be using the microphone during testing.

Administering Session 2 of the Mathematics Tests

6. If you are administering the Spanish/English edition of the Mathematics test, turn to page 82 for the Spanish script to read to students.

7. Say to the students:

“Before we begin the test, I want to remind you that cell phones, smartwatches, ear buds, and other electronic devices are not allowed for any reason during this session.”

8. If your test coordinator has instructed you to do so, read the following recommended script:

“If you have a cell phone or other electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You will be able to access it again when I give you permission to do so.”

Pause to make sure that students have turned cell phones and other electronic devices off and have placed them in their backpacks.

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession, do so at this time.

Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other electronic devices during testing.

9. Make sure that students’ desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for current and former MLL students.

10. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else’s screen.

D Administer Session 2



Grades 3, 4, 5, and 6



Grades 7 and 8

To ensure that students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your test coordinator has instructed you to do so, you will need to turn to section E on page 71 at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

“We are about to begin Session 2 of the RICAS _____ (say the name of the test) test. This is the last of the two sessions you will take for this test.”

2. Then say to students:

“I will now hand out scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper.”

Distribute one sheet of blank scratch paper to each student.

Administering Session 2 of the Mathematics Tests

3. Then say:

“I will now hand out the student logins. Do not sign in until I tell you to do so.”

4. Distribute the student logins. Make sure that students receive their assigned student logins.

Note: Students who have a preferred name entered into the enrollment census will see their preferred name on their student login.

5. Then say:

“Look at your student login. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student login.”

Provide the correct student login to any student who has an incorrect login. If a student’s login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the RICAS Portal under **Test Scheduling**.

6. Say to the students:

“Now, on the computer, enter your username. Your username is the 10-digit number shown on your student login. Then enter the password that is shown on your student login.”

Assist any students who need help entering their usernames or passwords.

Then say:

“Now, click the button that says ‘Sign In.’”

Walk around the room and make sure that all students have successfully signed in. Assist any students who did not successfully sign in. You may retype usernames and passwords for students, if necessary.

7. When all students have successfully signed in, say:

“The screen should now say ‘Hello’ and then your name. If the name you see is not yours, raise your hand!”

8. If any students raise their hands, sign them out of the RICAS Student Kiosk and check their student logins.

9. If your test coordinator has instructed you to

➤ **COLLECT STUDENT LOGINS**, say:

“Now I will collect your student logins.”

Collect students’ logins.

➤ **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:

“Please keep your student login with you and do not use it for scratch paper. I will need to collect it at the end of this test session.”

10. Say to the students:

“Click the blue button on the screen that says ‘Session 2.’ You should now see a prompt for a session access code. I have written the code on the board for you. Please type in the session access code. Now click the green ‘Submit’ button.”

Administering Session 2 of the Mathematics Tests

11. Say to the students:

“You will now see the Session 2 Directions screen unless you are taking the test with certain accommodations. If you see the Session 2 Directions screen, you are on the correct screen. If you see the Options screen listing the accommodations you have been assigned, click the ‘Continue’ button to move to the Directions screen.”

Pause to confirm that all students are on the Session 2 Directions screen.

12. Then say to the students:

“Follow along while I read the directions that are on your screen.”

Note that the script below reproduces the directions on the students’ computer screens. There is no need to read the directions from a computer screen.

13. Then say:

“Read each question carefully and then answer it as well as you can.

If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.

If you do not know the answer to a question, you may bookmark it and go on to the next question. When you are finished, you may review your answers and go back to any questions you bookmarked.

For some questions you can make the right or left side of your screen bigger so that it is easier to read.

Use the right Expand button to make the left side bigger.

Use the left Expand button to make the right side bigger.

Use the same buttons to return to the original view.”

14. Say to the students:

“Before you turn in your answers at the end of the test session, be sure that you have responded to every question and not left anything blank or unanswered.

This test session is scheduled to be _____ (state length of test session) long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively.

If you finish answering the questions before the end of the test session, you should review your work.”

15. If you are administering

MATHEMATICS GRADES 3 OR 4, say to the students:

“You may use either of the RICAS rulers included in your computer-based test to help you answer questions at any time during this session.

You may NOT use a calculator at any time during this session. All calculators are prohibited during Session 2 of the Mathematics test.”



Administering Session 2 of the Mathematics Tests

MATHEMATICS GRADES 5 OR 6, say to the students:

“You may use either of the RICAS rulers and the Mathematics reference sheet included in your computer-based test to help you answer questions at any time during this session.

The reference sheet can be found by clicking the References icon on the bottom of the screen.

You may NOT use a calculator at any time during this session. All calculators are prohibited during Session 2 of the Mathematics test.”



MATHEMATICS GRADES 7 OR 8, say to the students:

“You may use either of the RICAS rulers and the Mathematics reference sheet included in your computer-based test to help you answer questions at any time during this session.

The reference sheet can be found by clicking the References icon on the bottom of the screen.

You may also use the calculators included in your computer-based test, or a handheld calculator.”



Distribute handheld calculators to any students taking the grade 7 or 8 Mathematics test who would like to use one but did not bring their own.

16. If everyone in your group took Session 1 on the scheduled day, skip to step 18. If your group includes students who did not take Session 1 (e.g., students who were absent) or if you are administering Session 2 as a make-up session, say:

“During the session, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, raise your hand and I will assist you. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions.

Also, you may raise your hand if you would like me to read a word from the test to you. You will need to point to the word, and I will read it quietly to you and repeat it if necessary. But, I will not be able to tell you what the word means, or help you answer the question. Please raise your hand if you have any questions about this.”

Pause and answer any questions that students have.

17. If you are administering **MATHEMATICS GRADES 5–8**, and the principal or test coordinator has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one available when you click on the References icon in the RICAS Student Kiosk, say:

“I will now hand out a printed reference sheet for you to use, in addition to the one that is available by clicking on the References icon at the bottom of your screen during the test. Do not write on your reference sheet. Instead, use your scratch paper for any figuring you need to do during the test. You may not use any reference sheets other than what I give you.”

Distribute printed reference sheets to the students. Make sure they do not have any other reference material at their desks.

Administering Session 2 of the Mathematics Tests

18. Say to the students:

“It is important that RICAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes to, or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may not access the internet or use any application on your testing device other than the testing application that you are using right now. All students are expected to be honest, do their best, and not cheat in any way.”

19. Then say to all students:

“You may now click the ‘Continue’ button and begin your test.”

Circulate among the students and verify that all have successfully started Session 2.

20. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, and are not using cell phones or other electronic devices.

21. Monitor student testing status in the RICAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

22. When the time for the test session is half over, say to the students:

“The scheduled session time is half over. Remember to review your progress through the test by clicking the question number in the top left corner of the screen to see which questions you haven’t answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”

23. (Optional) Then say to students:

“You may now have a short break during which you may stand up and stretch. To take the break, click the ‘Pause/Exit’ button at the bottom of your screen and then click ‘Pause Test.’ When I tell you the break is over, enter your password and click ‘Resume’ to start your test again. During the break, you may not have conversations with other students. If you do not want to take a break, you may continue working. The break will be _____ (state the length of the break) minutes long.”

Administering Session 2 of the Mathematics Tests

The break may be scheduled for 3–5 minutes, at the test administrator’s discretion. Test security must be maintained by making sure students cannot see each other’s screens. RIDE recommends turning off computer monitors or placing tablets face down on desks. For laptops, RIDE recommends closing or lowering the lids, or placing something (e.g., manila folders) in front of the screens, depending on how your school’s laptops are configured. When the break is completed, say to the students:

“The break is now over. You should begin working again.”

Resume monitoring the testing room.

24. Say to **ANY STUDENT WHO FINISHES EARLY**:

“I want to remind you that you were supposed to answer all the questions in this session. At the top left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.

Remember, once you have turned in your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before turning in your test.

Cell phones, smartwatches, ear buds, and other electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room.”

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 27.

25. At the **END OF THE SESSION**, say to the students:

“This is the end of the time scheduled for Session 2. I want to remind you that you were supposed to answer all of the questions in this session. At the top left of the screen, click the question number to go to the Test Review screen and make sure you have not skipped any questions.

Remember, once you have turned in your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before turning in your test.”

Pause to allow students to check whether they have skipped any questions.

26. Say to the students:

“If you need more time to answer any questions, raise your hand. Do not turn in your final answers at this time.”

Note which students need more time. These students should **not** turn in their final answers.

27. Then say to the students:

“Once you have answered the last question in this section, click the ‘Finish’ button to turn in the test. The ‘Finish’ button only appears on the last question in the section. You will be taken to the Test Review screen. The Test Review screen shows the number of completed questions, unanswered questions, and bookmarked questions. You may click on any question to return directly to that specific question or click on ‘Return to test’ to go back to the last question in the test. If you are finished, click ‘Turn In’ and then confirm that you want to turn in your test to complete the session.”

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28. Circulate among the students to ensure all students have turned in their final answers in the RICAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students' work before they submit their tests.
29. For students who need more time, if your test coordinator has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

“If you have not yet finished your work in this session, you will be moved to _____ (location) to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.

Your cell phone and any other electronic devices must remain off, and you may not access them until you are dismissed from the test completion room.”

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students' testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your test coordinator when completing tracking documents and returning test materials to your test coordinator.

Be sure to complete appropriate tracking documents and follow your test coordinator's instructions for maintaining security for students in a test completion room.

30. Collect students' logins (if you did not collect them earlier), reference sheets (if printed reference sheets were used), and scratch paper. **Verify that you have a student login and scratch paper from each student.**
31. Make a list of all students in your assigned group who were not tested. These students will appear in the RICAS Portal in the “Not Started” status for this test session. These students will need to take Session 2 during the make-up period. If all the students assigned to you took Session 2, notify your test coordinator of this. It is important to keep accurate records of who has been tested.
32. Group test materials into the following separate piles:
 - student logins
 - printed Mathematics reference sheets for grades 5–8, if applicable
 - used scratch paper
 - unused scratch paper
33. Complete appropriate tracking documents, as instructed by your test coordinator.
34. Immediately return **all** test materials and the list of students who were not tested to your test coordinator. Also return this manual to your test coordinator.

E Recommended Scripts to Read for a Supervised Lunch or Restroom Break

1. **For students who will be escorted to a SUPERVISED LUNCH**, if your test coordinator has instructed you to do so, read the following recommended script to students:

“It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.

You will be going to _____ (location) after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone and other electronic devices must remain off during lunch, and you may not access them until you are dismissed from the test completion room. Also, you may not have conversations during your lunch break.”

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students’ tests are paused for less than 30 minutes they will be able to enter their password and click **Resume** to continue the test. If students’ tests are paused for more than 30 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

If your test coordinator has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

Be sure to complete appropriate tracking documents and follow your test coordinator’s instructions for maintaining the security of test materials for these students.

2. **For students who ask to use the RESTROOM during the test session**, if your test coordinator has instructed you to do so, read or point to this recommended script:

“You may not retrieve or access your cell phone or any prohibited materials while you are out of the room.”

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

If your test coordinator has directed you to follow a different procedure, do so at this time. Make sure that the student’s screen is not visible to anyone else while the student is out of the room.

Appendix A



Administering the Spanish/English Edition of the Mathematics Tests

Appendix A—Administering the Spanish/English Edition of the Mathematics Tests

A Administering the Practice Test

The practice tests can be accessed either with a web browser or with the RICAS Student Kiosk application.

- When taking a practice test on the RICAS Training Site, students' scores for machine-scored items will be available afterward in the Reporting section of the RICAS Portal, and the constructed-response items will be made available in the Scoring section of the portal for the teacher to review and score. Once the teacher has submitted scores for the constructed-response items, those scores will also appear in Reporting.
- To access the practice tests through the RICAS Kiosk application, launch the RICAS Kiosk. At the bottom of the **Sign In** box, under the **Sign In** button, will be an option for practice tests. Clicking on **Practice Tests** here will take you to the same options as above.

Follow the instructions below to administer the practice test.

1. Once students are seated at their devices and at the correct sign-on screen, say:

“Ahora comenzaremos una prueba de práctica que les ayudará a comprender cómo y dónde responder las preguntas de la prueba RICAS de _____ (say the name of the subject you are administering).”

La prueba de práctica tiene el mismo tipo de preguntas que encontrarán en la verdadera prueba, pero las respuestas a las preguntas en esta prueba de práctica no cuentan para su puntuación de RICAS.

Además, esta prueba de práctica les dará la oportunidad de practicar el uso de las herramientas en línea que verán en la prueba verdadera. Por favor, ingresen su nombre en el recuadro y presionen el botón ‘Empezar’.”

2. Then say to all students:

“Pueden leer las instrucciones y comenzar la prueba de práctica.”

3. You may assist students during the practice test session. Be sure that students in your group clearly understand how to do the following:
 - move from one question to the next using the arrow buttons
 - answer the different types of computer-based test questions
 - bookmark and unbookmark questions
 - use the following tools for all of the tests: highlighter, answer eliminator, screen zoom, and line reader
 - use the following for Mathematics: ruler, calculator, equation editor, and the reference sheet (which is in the References icon)

During this session, you may answer any questions the students have while they are working. During actual RICAS test sessions, assistance is limited to helping with technology issues. Because the toolbars and menus in the RICAS Student Kiosk are not translated, a document is available at ricas.onlinehelp.cognia.org/practice-tests that provides those translations to students using the Spanish/English edition. Please provide this document to any student who would benefit from it.

After students have submitted their answers, you can review their scores by looking at the printable reports available on their screens. Each report will indicate the student's answers as well as the maximum score for each multiple-choice or multiple-select question.

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B As Students Arrive for Session 1

1. Say to the students:

“Antes de comenzar la prueba, deben saber que no está permitido el uso de teléfonos celulares, relojes inteligentes, auriculares y otros dispositivos electrónicos por ningún motivo durante esta sesión, aún después de haber entregado su prueba. Se podrán anular los resultados de los estudiantes que tengan cualquiera de estos dispositivos durante la prueba o después de entregar la misma”.

2. If your test coordinator has instructed you to do so, read the following recommended script:

“Si tienen un teléfono celular u otro dispositivo electrónico, asegúrense de que ahora esté apagado, guárdenlo en su mochila y déjenlo a un lado de la habitación. Volverán a tener acceso a ellos una vez que se retiren del salón de pruebas”.

Pause to make sure that students have turned cell phones and other prohibited electronic devices off and have placed them in their backpacks.

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other prohibited electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other electronic devices during testing.**

3. Make sure that students' desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for current and former MLL students.
4. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

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C Administer Session 1

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your test coordinator has instructed you to do so, you will need to turn to section F on page 90 at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

“Estamos a punto de comenzar la prueba de RICAS _____ (say the name of the test). Esta es la primera de dos sesiones que tendrán. La Sesión 2 tendrá lugar _____ (announce the date and time for Session 2).

Los resultados de esta prueba se utilizarán para ayudar a realizar un seguimiento de su progreso académico y también se compartirán con sus padres o tutores, así como con sus profesores. Es importante que intenten hacer su mejor trabajo durante esta sesión y en cada una de las sesiones de la prueba”.

2. Then say to students:

“Ahora yo distribuiré papel borrador que pueden usar durante esta sesión. Si en cualquier momento necesitan más, levanten la mano y les daré otra hoja de papel. Pueden tener hasta tres hojas de papel borrador por vez. Si necesitan más de tres hojas, tendrán que devolver papel borrador usado”.

Distribute one sheet of blank scratch paper to each student.

3. Then say:

“Ahora yo distribuiré los inicios de sesión para estudiantes . No ingresen hasta que yo les indique que lo hagan”.

4. Distribute the student logins. Make sure that students receive their assigned student logins.

Note: Students who have a preferred name entered into the enrollment census will see their preferred name on their student login.

5. Then say:

“Observen sus credenciales para iniciar sesión. Asegúrense de que contengan sus nombres y fechas de nacimiento. Levanten la mano si no tienen las credenciales correctas”.

Provide the correct student login to any student who has an incorrect login. If a student’s login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the RICAS Portal under **Test Scheduling**.

6. Say to the students:

“Usted tiene la opción de cambiar el idioma en el RICAS Student Kiosk de inglés a español si lo desea. En la parte inferior izquierda de su pantalla hay un menú desplegable que actualmente dice ‘Inglés’. Si haces clic en él, puedes elegir ‘Español’ en su lugar”.

Assist any students who need help changing the language of the kiosk from English to Spanish.

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7. Say to the students:

“Ahora ingresen su usuario en la computadora. Su usuario es el número de 10 dígitos que se encuentra en las credenciales para iniciar sesión. Luego, ingresen la contraseña otorgada en sus credenciales para iniciar sesión”.

Assist any students who need help entering their usernames or passwords.

Then say:

“Ahora hagan clic en el botón que dice ‘Iniciar sesión’”.

Walk around the room and make sure that all students have successfully signed in. Assist any students who did not successfully sign in. You may retype usernames and passwords for students, if necessary.

8. When all students have successfully signed in, say:

“La pantalla de sus computadoras debería decir ahora ‘Hola’ y a continuación sus nombres. Si el nombre que visualizan no es el suyo, levanten la mano”.

9. If any students raise their hands, sign them out of the RICAS Student Kiosk and check their student logins.

10. If your test coordinator has instructed you to

➤ **COLLECT STUDENT LOGINS**, say:

“Ahora recogeré sus credenciales para iniciar sesión”.

Collect students’ logins.

➤ **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:

“Por favor, tengan las credenciales para iniciar sesión con ustedes y no las utilicen como hoja borrador. Deberé recogerlas una vez que se haya terminado la sesión de la prueba”.

11. Say to the students:

“Hagan clic en el botón azul de la pantalla que dice ‘Sesión 1’. Deberían visualizar una ventana emergente para ingresar el código de acceso a la sesión. Escribí el código en la pizarra. Por favor, ingresen el código de acceso para la sesión. Luego, hagan clic en el botón verde ‘Continúe’”.

12. Say to the students:

“Ahora verán la pantalla con las instrucciones para la Sesión 1 a menos que estén realizando la prueba con ciertas adaptaciones. Si ven la pantalla con las instrucciones para la Sesión 1, están en la pantalla correcta. Si ven la pantalla de Opciones con las adaptaciones que se les han asignado, hagan clic en el botón ‘Continuar’ para ir a la pantalla con las instrucciones”.

Pause to confirm that all students are on the Session 1 Directions screen.

13. Then say to all students:

“Lean las instrucciones en su pantalla mientras yo las leo en voz alta”.

Note that the script below reproduces the directions on the students’ computer screens. There is no need to read the directions from a computer screen.

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14. Then say:

“Lea cada pregunta detenidamente y luego respóndala lo mejor posible.

Si en alguna pregunta se le pide que demuestre o explique su trabajo, debe hacerlo para recibir el crédito completo. Ingrese su respuesta en el recuadro proporcionado en la pantalla. Se calificarán únicamente las respuestas que se ingresen en el recuadro para respuestas.

Si no sabe la respuesta a una pregunta, puede marcarla y pasar a la siguiente pregunta. Cuando termine, puedes revisar las respuestas y retomar las preguntas que marcaste.

Para responder algunas preguntas, puedes agrandar el lado izquierdo o derecho de la pantalla, para que sea más fácil de leer.

Usa el botón Ampliar a la derecha para agrandar el lado izquierdo.

Usa el botón Ampliar a la izquierda para agrandar el lado derecho.

Utiliza el mismo botón para volver a la vista original”.

15. Then say:

“Antes de entregar sus respuestas al final de la sesión de prueba, asegúrense de que hayan respondido a todas las preguntas y que no hayan dejado nada en blanco o sin responder.

Esta sesión de la prueba durará _____ (state length of test session). Si al finalizar la sesión no han terminado de responder a las preguntas, se les dará más tiempo para terminar. Como máximo, tendrán hasta el final del día escolar mientras que sigan trabajando de una manera productiva.

Si terminan de responder las preguntas antes de que termine la sesión de la prueba, deberán revisar sus respuestas”.

16. If you are administering

MATHEMATICS GRADES 3 OR 4, say to the students:

“Pueden utilizar cualquiera de las reglas RICAS incluidas en su prueba por computadora para ayudarlos a responder a las preguntas en cualquier momento de esta sesión.

NO pueden utilizar calculadoras en ningún momento de esta sesión. Se prohíben todas las calculadoras durante la Sesión 1 de la prueba de Matemáticas”.

MATHEMATICS GRADES 5–8, say to the students:

“Pueden utilizar cualquiera de las reglas RICAS y la hoja de referencia de Matemáticas incluidas en su prueba por computadora para ayudarlos a responder a las preguntas en cualquier momento de esta sesión.

Pueden encontrar la hoja de referencia si hacen clic en el ícono de Referencias en la parte inferior de su pantalla.

NO pueden utilizar calculadoras en ningún momento de esta sesión. Se prohíben todas las calculadoras durante la Sesión 1 de la prueba de Matemáticas”.



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17. Then say:

“Si tienen problemas para encontrar o utilizar alguna de las herramientas en la pantalla de la computadora durante esta sesión, o tienen alguna dificultad con sus computadoras, levanten la mano y los ayudaré. Sin embargo, no podré ayudarlos con el contenido de la prueba o ayudarlos a responder a las preguntas de la prueba.

También pueden levantar la mano si desean que yo les lea una palabra de la prueba. Deberán señalarme la palabra, se las leeré en voz baja y se las repetiré si es necesario. No obstante, no podré decirles el significado de la palabra y no podré darles otro apoyo o ayuda durante esta sesión. Levanten la mano si tienen una pregunta sobre esto”.

Pause and answer any questions that students have.

18. If you are administering **MATHEMATICS GRADES 5–8**, and the principal or test coordinator has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one available when you click on the References icon in the RICAS Student Kiosk, say:

“Ahora entregaré una hoja de referencia impresa para que utilicen, además de la que tienen disponible si hacen clic en el ícono de Referencias en la parte inferior de su pantalla durante la prueba. No escriban en su hoja de referencia. En su lugar, utilicen sus hojas borrador para cualquier anotación que necesiten hacer durante la prueba. No pueden utilizar hojas de referencia que no sean las que yo les”.

Distribute printed reference sheets to the students. Make sure they do not have any other reference material at their desks.

19. Then say to the students:

“Es muy importante que las pruebas RICAS sean justas para todos los estudiantes. Por lo tanto, las siguientes cosas no están permitidas: copiar las respuestas de otra persona; utilizar apuntes, libros, hojas de referencia adicionales, o cualquier tipo de material de clase; escribir notas o hablar a otros estudiantes; y proporcionar respuestas o ayuda a cualquier otro estudiante. No deben pedir ni recibir ayuda de nadie más cuando respondan a las preguntas. Además, no tendrán su teléfono celular ni ningún otro dispositivo electrónico con ustedes más que su dispositivo para hacer la prueba. No deberán acceder a Internet ni utilizar ninguna otra aplicación en su dispositivo para hacer la prueba que no sea la aplicación que está utilizando en este momento. Se espera que todos los estudiantes sean honestos, hagan lo mejor posible y que no hagan trampas de ninguna forma”.

20. Then say to all students:

“Pueden ahora hacer clic en el botón ‘Continuar’ y comenzar con la prueba”.

Circulate among the students and verify that all have successfully started Session 1.

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21. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, and are not using cell phones or other electronic devices.

22. Monitor student testing status in the RICAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

23. When the time for the test session is half over, say to the students:

“Ya ha pasado la mitad del tiempo programado para la sesión. Recuerden revisar su progreso en la prueba con un clic en el número de pregunta de la esquina superior izquierda de la pantalla para ver qué preguntas no han contestado o cuáles han marcado. Asegúrense de responder a todas las preguntas de esta sesión de la prueba. Asegúrense de revisar su trabajo cuidadosamente. Recuerden que si aún están trabajando al terminar el tiempo programado para la sesión, se les otorgará más tiempo para terminar la prueba”.

24. (Optional) Then say to students:

“Ahora pueden tomarse un pequeño descanso durante el cual pueden levantarse y estirar. Para tomarse el descanso, hagan clic en el botón ‘Pausar/Salir’ en la parte inferior de la pantalla y luego hagan clic en ‘Pausar la Prueba’. Cuando se les indique que ha terminado el descanso, ingresen su contraseña y hagan clic en ‘Reanudar’ para comenzar la prueba nuevamente. No pueden hablar con otros estudiantes durante el descanso. Si no quieren tomarse el descanso, pueden continuar con la prueba. El descanso durará _____ (state the length of the break) minutos”.

The break may be scheduled for 3–5 minutes, at the test administrator’s discretion. Test security must be maintained by making sure students cannot see each other’s screens. RIDE recommends turning off computer monitors or placing tablets face down on desks. For laptops, RIDE recommends closing or lowering the lids, or placing something (e.g., manila folders) in front of the screens, depending on how your school’s laptops are configured. When the break is completed, say to the students:

“Se ha terminado el descanso. Deben comenzar a trabajar nuevamente”.

Resume monitoring the testing room.

25. Say to **ANY STUDENT WHO FINISHES EARLY**:

“Quiero recordarles que deben responder a todas las preguntas de esta sesión. En la parte superior izquierda de la pantalla, hagan clic en el número de pregunta para ir a la pantalla de Revisión de Prueba y asegúrense de no haberse saltado ninguna pregunta.

Recuerden que, una vez que hayan entregado sus respuestas, no se les permitirá volver a la Sesión 1. Asegúrense de verificar el trabajo con atención antes de entregar la prueba.

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Los teléfonos celulares, relojes inteligentes, auriculares y otros dispositivos electrónico siguen sin poder usarse durante el resto de esta sesión hasta que se retiren de la sala de pruebas”.

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 28.

26. At the **END OF THE SESSION, TO ANY STUDENTS STILL WORKING**, say:

“Se ha terminado el tiempo programado para la Sesión 1. Quiero recordarles que deben responder a todas las preguntas de esta sesión. En la parte superior izquierda de la pantalla, hagan clic en el número de pregunta para ir a la pantalla de Revisión de Prueba y asegúrense de no haberse saltado ninguna pregunta.

Recuerden que, una vez que hayan entregado sus respuestas, no se les permitirá volver a la Sesión 1. Asegúrense de verificar el trabajo con atención antes de entregar la prueba”.

Pause to allow students to check whether they have skipped any questions.

27. Say to the students:

“Si necesitan más tiempo para contestar cualquier pregunta, levanten la mano. No entreguen sus respuestas finales en este momento”.

Note which students need more time. These students should **not** turn in their final answers.

28. Then say to the students:

“Una vez que hayan contestado la última pregunta de esta sección, hagan clic en el botón ‘Terminar’ para entregar la prueba. El botón ‘Terminar’ solo se encuentra disponible en la última pregunta de la sección. Serán redirigidos a la pantalla de Revisar Prueba. La pantalla de Revisar Prueba muestra el número de respuestas completadas, las preguntas no contestadas y las preguntas marcadas. Pueden hacer clic en cualquier pregunta para regresar directamente a esa pregunta específica o hacer clic en ‘Regresar a la prueba’ para volver a la última pregunta de la prueba. Si han terminado, hagan clic en ‘Entregar’ y luego confirmen que quieren entregar la prueba para completar la sesión”.

29. Circulate among the students to ensure all students have turned in their final answers in the RICAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students’ work before they submit their tests.

30. For students who need more time, if your test coordinator has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

“Si todavía no han terminado de trabajar en esta sesión, se los llevará a _____ (location) para completar la prueba. Tendrán hasta el final de la jornada escolar, siempre que estén trabajando de forma productiva.

Sus teléfonos celulares y otros dispositivos electrónicos deben permanecer apagados y no pueden acceder a ellos hasta que se retiren del salón de pruebas”.

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

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Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students' testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your test coordinator when completing tracking documents and returning test materials to your test coordinator.

Be sure to complete appropriate tracking documents and follow your test coordinator's instructions for maintaining security for students in a test completion room.

31. Collect students' logins (if you did not collect them earlier), reference sheets (if printed reference sheets were used), and scratch paper. Verify that you have a student login and scratch paper from each student. Remind students of when they will take Session 2.
32. Make a list of all students in your assigned group who were not tested. These students will appear in the RICAS Portal in the "Not Started" status for this test session. These students will need to take this session during the make-up period. If all the students assigned to you took the session, notify your principal of this. It is important to keep accurate records of who has been tested.
33. Group test materials into the following separate piles:
 - student logins
 - printed Mathematics reference sheets for grades 5–8, if applicable
 - used scratch paper
 - unused scratch paper
34. Complete appropriate tracking documents, as instructed by your test coordinator.
35. Immediately return **all** test materials and the list of students who were not tested to your test coordinator.

D As Students Arrive for Session 2

1. Say to the students:

“Antes de comenzar la prueba, quiero recordarles que no está permitido el uso de teléfonos celulares, relojes inteligentes, auriculares y otros dispositivos electrónicos por ningún motivo durante esta sesión”.
2. If your test coordinator has instructed you to do so, read the following recommended script:



“Si tienen un teléfono celular u otro dispositivo electrónico, asegúrense de que ahora esté apagado, guárdenlo en su mochila y déjenlo a un lado de la habitación. Volverán a tener acceso a ellos una vez que se retiren del salón de pruebas”.

Pause to make sure that students have turned cell phones and other electronic devices off and have placed them in their backpacks.

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other electronic devices during testing.**
3. Make sure that students' desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for current and former MLL students.
4. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

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E Administer Session 2

 Grades 3, 4, 5, and 6	 Grades 7 and 8
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To ensure that students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your test coordinator has instructed you to do so, you will need to turn to section F on page 90 at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

“Estamos a punto de empezar la Sesión 2 de la prueba de RICAS _____ (say the name of the test). Esta es la última de dos sesiones de prueba”.

2. Then say to students:

“Ahora yo distribuiré papel borrador que pueden usar durante esta sesión. Si en cualquier momento necesitan más, levanten la mano y les daré otra hoja de papel. Pueden tener hasta tres hojas de papel borrador por vez. Si necesitan más de tres hojas, tendrán que devolver papel borrador usado”.

Distribute one sheet of blank scratch paper to each student.

3. Then say:

“Ahora yo distribuiré los los inicios de sesión para estudiantes. No ingresen hasta que yo les diga que lo hagan”.

4. Distribute the student logins. Make sure that students receive their assigned student logins.

Note: Students who have a preferred name entered into the enrollment census will see their preferred name on their student login.

5. Then say:

“Observen sus credenciales para iniciar sesión. Asegúrense de que contengan sus nombres y fechas de nacimiento. Levanten la mano si no tienen las credenciales correctas”.

Provide the correct student login to any student who has an incorrect login. If a student’s login needs to be printed out, you can find it on the **View Details/Student Logins** screen in the RICAS Portal under **Test Scheduling**.

6. Say to the students:

“Usted tiene la opción de cambiar el idioma en el RICAS Student Kiosk de inglés a español si lo desea. En la parte inferior izquierda de su pantalla hay un menú desplegable que actualmente dice ‘Inglés’. Si haces clic en él, puedes elegir ‘Español’ en su lugar”.

Assist any students who need help changing the language of the kiosk from English to Spanish.

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7. Say to the students:

“Ahora ingresen su usuario en la computadora. Su usuario es el número de 10 dígitos que se encuentra en las credenciales para iniciar sesión. Luego, ingresen la contraseña otorgada en sus credenciales para iniciar sesión”.

Assist any students who need help entering their usernames or passwords.

Then say:

“Ahora hagan clic en el botón que dice ‘Iniciar sesión’”.

Walk around the room and make sure that all students have successfully signed in. Assist any students who did not successfully sign in. You may retype usernames and passwords for students, if necessary.

8. When all students have successfully signed in, say:

“La pantalla de sus computadoras debería decir ahora ‘Hola’ y a continuación sus nombres. Si el nombre que visualizan no es el suyo, levanten la mano”.

9. If any students raise their hands, sign them out of the RICAS Student Kiosk and check their student logins.

10. If your test coordinator has instructed you to

➤ **COLLECT STUDENT LOGINS**, say:

“Ahora recogeré sus credenciales para iniciar sesión”.

Collect students’ logins.

➤ **LET STUDENTS KEEP THEIR STUDENT LOGINS** during the test, say:

“Por favor, tengan las credenciales para iniciar sesión con ustedes y no las utilicen como hoja borrador. Deberé recogerlas una vez que se haya terminado la sesión de la prueba”.

11. Say to the students:

“Hagan clic en el botón azul de la pantalla que dice ‘Sesión 2’. Deberían visualizar una ventana emergente para ingresar el código de acceso a la sesión. Escribí el código en la pizarra. Por favor, ingresen el código de acceso para la sesión. Luego, hagan clic en el botón verde ‘Continúe’”.

12. Say to the students:

“Ahora verán la pantalla con las instrucciones para la Sesión 2 a menos que estén realizando la prueba con ciertas adaptaciones. Si ven la pantalla con las instrucciones para la Sesión 2, están en la pantalla correcta. Si ven la pantalla de Opciones con las adaptaciones que se les han asignado, hagan clic en el botón ‘Continuar’ para ir a la pantalla con las instrucciones”.

Pause to confirm that all students are on the Session 2 Directions screen.

13. Then say to all students:

“Lean las instrucciones en su pantalla mientras yo las leo en voz alta”.

Note that the script below reproduces the directions on the students’ computer screens. There is no need to read the directions from a computer screen.

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14. Then say:

“Lea cada pregunta detenidamente y luego respóndala lo mejor posible.

Si en alguna pregunta se le pide que demuestre o explique su trabajo, debe hacerlo para recibir el crédito completo. Ingrese su respuesta en el recuadro proporcionado en la pantalla. Se calificarán únicamente las respuestas que se ingresen en el recuadro para respuestas.

Si no sabe la respuesta a una pregunta, puede marcarla y pasar a la siguiente pregunta. Cuando termines, puedes revisar las respuestas y retomar las preguntas que marcaste.

Para responder algunas preguntas, puedes agrandar el lado izquierdo o derecho de la pantalla, para que sea más fácil de leer.

Usa el botón Ampliar a la derecha para agrandar el lado izquierdo.

Usa el botón Ampliar a la izquierda para agrandar el lado derecho.

Utiliza el mismo botón para volver a la vista original”.

15. Say to the students:

“Antes de entregar sus respuestas al final de la sesión de prueba, asegúrense de que hayan respondido a todas las preguntas y que no hayan dejado nada en blanco o sin responder.

Esta sesión de la prueba durará _____ (state length of test session). Si al finalizar la sesión no han terminado de responder a las preguntas, se les dará más tiempo para terminar. Como máximo, tendrán hasta el final del día escolar mientras que sigan trabajando de una manera productiva.

Si terminan de responder las preguntas antes de que termine la sesión de la prueba, deberán revisar sus respuestas”.

16. If you are administering

MATHEMATICS GRADES 3 OR 4 say to the students:

“Pueden utilizar cualquiera de las reglas RICAS incluidas en su prueba por computadora para ayudarlos a responder a las preguntas en cualquier momento de esta sesión.

NO pueden utilizar calculadoras en ningún momento de esta sesión. Se prohíben todas las calculadoras durante la Sesión 2 de la prueba de Matemáticas”.



MATHEMATICS GRADES 5 OR 6 say to the students:

“Pueden utilizar cualquiera de las reglas RICAS y la hoja de referencia de Matemáticas incluidas en su prueba por computadora para ayudarlos a responder a las preguntas en cualquier momento de esta sesión.

Pueden encontrar la hoja de referencia si hacen clic en el ícono de Referencias en la parte inferior de su pantalla.

NO pueden utilizar calculadoras en ningún momento de esta sesión. Se prohíben todas las calculadoras durante la Sesión 2 de la prueba de Matemáticas”.



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MATHEMATICS GRADES 7 OR 8, say to the students:

“Pueden utilizar cualquiera de las reglas RICAS y la hoja de referencia de Matemáticas incluidas en su prueba por computadora para ayudarlos a responder a las preguntas en cualquier momento de esta sesión.

Pueden encontrar la hoja de referencia si hacen clic en el ícono de Referencias en la parte inferior de su pantalla.

Pueden también utilizar las calculadoras incluidas en su prueba por computadora, o una calculadora de mano”.



Distribute handheld calculators to any students taking the grade 7 or 8 Mathematics test who would like to use one but did not bring their own.

17. If everyone in your group took Session 1 on the scheduled day, skip to step 19. If your group includes students who did not take Session 1 (e.g., students who were absent) or if you are administering Session 2 as a make-up session, say: :

“Si tienen problemas para encontrar o utilizar alguna de las herramientas en la pantalla de la computadora durante esta sesión, o tienen alguna dificultad con sus computadoras, levanten la mano y los ayudaré. Sin embargo, no podré ayudarlos con el contenido de la prueba o a responder a las preguntas de la prueba.

Además, pueden levantar la mano si necesitan que les lea una palabra de la prueba para ustedes. Tendrán que señalar la palabra y se las leeré en voz baja y lo repetiré si es necesario. Pero no podré decirles el significado de la palabra o ayudarlos a responder a las preguntas. Levanten la mano si tienen alguna duda con respecto a esto”.

Pause and answer any questions that students have.

18. If you are administering **MATHEMATICS GRADES 5–8**, and the principal or test coordinator has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one available when you click on the References icon in the RICAS Student Kiosk, say:

“Ahora entregaré una hoja de referencia impresa para que utilicen, además de la que tienen disponible si hacen clic en el ícono de Referencias en la parte inferior de su pantalla durante la prueba. No escriban en su hoja de referencia. En su lugar, utilicen sus hojas borrador para cualquier anotación que necesiten hacer durante la prueba. No pueden utilizar hojas de referencia que no sean las que yo les”.

Distribute printed reference sheets to the students. Make sure they do not have any other reference material at their desks.

19. Say to the students:

“Es muy importante que las pruebas RICAS sean justas para todos los estudiantes. Por lo tanto, las siguientes cosas no están permitidas: copiar las respuestas de otra persona; utilizar apuntes, libros, hojas de referencia adicionales, o cualquier tipo de material de clase; escribir notas o hablar a otros estudiantes; y proporcionar respuestas o ayuda a cualquier otro estudiante. No deben pedir ni recibir ayuda de nadie más cuando respondan a las preguntas. Además, no tendrán su teléfono celular ni ningún otro dispositivo electrónico con ustedes más que su dispositivo

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para hacer la prueba. No deberán acceder a Internet ni utilizar ninguna otra aplicación en su dispositivo para hacer la prueba que no sea la aplicación que está utilizando en este momento. Se espera que todos los estudiantes sean honestos, hagan lo mejor posible y que no hagan trampas de ninguna forma”.

20. Then say to all students:

“Pueden ahora hacer clic en el botón ‘Continuar’ y comenzar con la prueba”.

Circulate among the students and verify that all have successfully started Session 2.

21. It is your responsibility to ensure a secure testing environment.

Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.

Circulate among the students while they take the test to see that they are working steadily, and are not using cell phones or other electronic devices.

22. Monitor student testing status in the RICAS Portal. After starting their tests, all students will be in an “In Progress” status. As students complete their tests and turn in their answers, their status will change to “Finished.”

23. When the time for the test session is half over, say to the students:

“Ya ha pasado la mitad del tiempo programado para la sesión. Recuerden revisar su progreso en la prueba con un clic en el número de pregunta de la esquina superior izquierda de la pantalla para ver qué preguntas no han contestado o cuáles han marcado. Asegúrense de responder a todas las preguntas de esta sesión de la prueba. Asegúrense de revisar su trabajo cuidadosamente. Recuerden que si aún están trabajando al terminar el tiempo programado para la sesión, se les otorgará más tiempo para terminar la prueba”.

24. (Optional) Then say to students:

“Ahora pueden tomarse un pequeño descanso durante el cual pueden levantarse y estirar. Para tomarse el descanso, hagan clic en el botón ‘Pausar/Salir’ en la parte inferior de la pantalla y luego hagan clic en ‘Pausar la Prueba’. Cuando se les indique que ha terminado el descanso, ingresen su contraseña y hagan clic en ‘Reanudar’ para comenzar la prueba nuevamente. No pueden hablar con otros estudiantes durante el descanso. Si no quieren tomarse el descanso, pueden continuar con la prueba. El descanso durará _____ (state the length of the break) minutos”.

The break may be scheduled for 3–5 minutes, at the test administrator’s discretion. Test security must be maintained by making sure students cannot see each other’s screens. RIDE recommends turning off computer monitors or placing tablets face down on desks. For laptops, RIDE recommends closing or lowering the lids, or placing something (e.g., manila folders) in front of the screens, depending on how your school’s laptops are configured. When the break is completed, say to the students:

“Se ha terminado el descanso. Deben comenzar a trabajar nuevamente”.

Resume monitoring the testing room.

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25. Say to **ANY STUDENT WHO FINISHES EARLY**:

“Quiero recordarles que deben responder a todas las preguntas de esta sesión. En la parte superior izquierda de la pantalla, hagan clic en el número de pregunta para ir a la pantalla de Revisión de Prueba y asegúrense de no haberse saltado ninguna pregunta.

Recuerden que, una vez que hayan entregado sus respuestas, no se les permitirá volver a la Sesión 2. Asegúrense de verificar el trabajo con atención antes de entregar la prueba.

Los teléfonos celulares, relojes inteligentes, auriculares y otros dispositivos electrónico siguen sin poder usarse durante el resto de esta sesión hasta que se retiren de la sala de pruebas”.

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 28.

26. At the **END OF THE SESSION**, say to the students:

“Se ha terminado el tiempo programado para la Sesión 2. Quiero recordarles que deben responder a todas las preguntas de esta sesión. En la parte superior izquierda de la pantalla, hagan clic en el número de pregunta para ir a la pantalla de Revisión de Prueba y asegúrense de no haberse saltado ninguna pregunta.

Recuerden que, una vez que hayan entregado sus respuestas, no se les permitirá volver a la Sesión 2. Asegúrense de verificar el trabajo con atención antes de entregar la prueba”.

Pause to allow students to check whether they have skipped any questions.

27. Say to the students:

“Si necesitan más tiempo para contestar cualquier pregunta, levanten la mano. No entreguen sus respuestas finales en este momento”.

Note which students need more time. These students should **not** turn in their final answers.

28. Then say to the students:

“Una vez que hayan contestado la última pregunta de esta sección, hagan clic en el botón ‘Terminar’ para entregar la prueba. El botón ‘Terminar’ solo se encuentra disponible en la última pregunta de la sección. Serán redirigidos a la pantalla de Revisar Prueba. La pantalla de Revisar Prueba muestra el número de respuestas completadas, las preguntas no contestadas y las preguntas marcadas. Pueden hacer clic en cualquier pregunta para regresar directamente a esa pregunta específica o hacer clic en ‘Regresar a la prueba’ para volver a la última pregunta de la prueba. Si han terminado, hagan clic en ‘Entregar’ y luego confirmen que quieren entregar la prueba para completar la sesión”.

29. Circulate among the students to ensure all students have turned in their final answers in the RICAS Student Kiosk (with the exception of students who need more time). You are not permitted to check students’ work before they submit their tests.

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30. For students who need more time, if your test coordinator has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

“Si todavía no han terminado de trabajar en esta sesión, se los llevará a _____ (location) para completar la prueba. Tendrán hasta el final de la jornada escolar, siempre que estén trabajando de forma productiva.

Sus teléfonos celulares y otros dispositivos electrónicos deben permanecer apagados y no pueden acceder a ellos hasta que se retiren del salón de pruebas”.

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

Students moving to a test completion room should be instructed to pause the test by clicking the **Pause/Exit** button and then clicking **Pause Test**. Then the students’ testing devices should be transported along with the student logins. Students may transport their own testing devices as long as they have paused the test. Be sure to inform your test coordinator when completing tracking documents and returning test materials to your test coordinator.

Be sure to complete appropriate tracking documents and follow your test coordinator’s instructions for maintaining security for students in a test completion room.

31. Collect students’ logins (if you did not collect them earlier), reference sheets (if printed reference sheets were used), and scratch paper. **Verify that you have a student login and scratch paper from each student.**
32. Make a list of all students in your assigned group who were not tested. These students will appear in the RICAS Portal in the “Not Started” status for this test session. These students will need to take Session 2 during the make-up period. If all the students assigned to you took Session 2, notify your test coordinator of this. It is important to keep accurate records of who has been tested.
33. Group test materials into the following separate piles:
- student logins
 - printed Mathematics reference sheets for grades 5–8, if applicable
 - used scratch paper
 - unused scratch paper
34. Complete appropriate tracking documents, as instructed by your test coordinator.
35. Immediately return **all** test materials and the list of students who were not tested to your test coordinator. Also return this manual to your test coordinator.

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F Recommended Scripts to Read for a Supervised Lunch or Restroom Break

1. **For students who will be escorted to a SUPERVISED LUNCH**, if your test coordinator has instructed you to do so, read the following recommended script to students:

“Es la hora del almuerzo. Podrán continuar con la prueba luego del almuerzo, y tendrán hasta el final de la jornada escolar para terminar su trabajo, siempre que estén trabajando de forma productiva.

Después del almuerzo supervisado, irán a _____ (location) para terminar la prueba, y sus materiales para la prueba serán llevados hasta allí para ustedes. Sus teléfonos celulares y otros dispositivos electrónicos deben permanecer apagados y no pueden acceder a ellos hasta que se retiren del salón de pruebas. Además, no podrán conversar durante el descanso para almorzar”.

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. If students’ tests are paused for less than 30 minutes they will be able to enter their password and click **Resume** to continue the test. If students’ tests are paused for more than 30 minutes, they will need to enter their usernames and passwords, the session access code, and the proctor password.

If your test coordinator has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

Be sure to complete appropriate tracking documents and follow your test coordinator’s instructions for maintaining the security of test materials for these students.

2. **For students who ask to use the RESTROOM during the test session**, if your test coordinator has instructed you to do so, read or point to this recommended script:

“No pueden recuperar o acceder a sus teléfonos celulares o a cualquier material prohibido mientras están fuera del salón”.

Have students pause their tests by clicking the **Pause/Exit** button at the bottom of the screen, then clicking **Pause Test**. They will need to enter their passwords and click **Resume** to resume testing.

If your test coordinator has directed you to follow a different procedure, do so at this time. Make sure that the student’s screen is not visible to anyone else while the student is out of the room.

Appendix B



Additional Instructions for Computer-Based Testing

Appendix B—Additional CBT Instructions

A Background and Overview

Principals, test coordinators, and technology coordinators should become familiar with the terminology describing the components of computer-based testing:

- **The RICAS Portal** is the online management system. Note that users will be signed out of the RICAS Portal after 60 minutes of inactivity.
- **The RICAS Student Kiosk** is the online testing platform for students. Note that students will be signed out of the RICAS Kiosk after 60 minutes of inactivity.
- **Infrastructure Trials:** An Infrastructure Trial is an opportunity for schools to prepare for computer-based testing by simulating test-day network use. The purpose is to identify any school or district logistical issues, and to confirm all testing devices are properly configured and ready for computer-based testing.

Steps that apply to any technology problems that may occur during testing:

- Resume testing on the same device, if possible.
- Do not turn off the device.
- Make a note of which testing device the student was using.
- If the error persists, move the student to a new device.
- If there is a situation in which a student is waiting for more than 15 minutes, then schedule the student to complete testing at a later time.

In the rare occurrence that the RICAS Student Kiosk or the RICAS Portal experiences an outage, the RICAS Service Center will email a notification to principals, test coordinators, and technology coordinators. A second email will be sent to schools and districts when service is restored.

B How to Use the “View Details/Student Logins” Screen

Test administrators should use the **View Details/Student Logins** screen to print student logins, including the summary pages used as a roster, and confirm testing status at the end of each session.

Filter by Session										
Choose a Session		Export Logins for Selected Students			Unlock					
<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	StudentEight	DemoEight	8888888888	jp6uvnys	February High School Physics	12/12/2024 6:27:14 PM	+	Session 1 :Finished (Reactivate)	12/17/2024 1:47:46 PM	12/17/2024 1:49:15 PM
								Session 2 :Not Started		
<input type="checkbox"/>	StudentEleven	DemoEleven	1111111113	ymnpchv	February High School Biology	12/12/2024 6:27:14 PM	+	Session 1 :In Progress	12/13/2024 8:59:54 AM	
								Session 2 :Not Started		

Appendix B—Additional CBT Instructions

The table below shows the different statuses in the RICAS Portal and a description for each. If a student’s status does not appear in the RICAS Portal as expected, click **Refresh**.

Student Status Key	
Status	Description
Not Started (shown in gray)	The student has not signed in to the test session yet, but is ready to sign in.
In Progress (green)	The student has signed in to the test and begun testing. If the student exits a test session without submitting, the test session will show as In Progress and will still be accessible to the student. The status “In Progress” is used if the student has (1) logged in to the test and started that session and (2) has not clicked the Finish button OR has completed testing offline and the saved responses have not been synced yet.
Finished (orange)	The student has completed the test session and successfully turned in responses.

C Using the Proctor Password

The school’s proctor password can be found on the home page of the Administration component of the RICAS Portal. It can be viewed by district test coordinators, school test coordinators, technology coordinators, and test administrators.

The screenshot shows the RICAS Portal Administration Home page. At the top, there is a navigation bar with links for Home, Site Readiness, Students, Enrollment Transfer, Classes, Test Sessions, Materials Management, and Student Registration. The user is logged in as Kristin Salinas. The main content area is titled "Home" and includes a dropdown menu for "Information for" set to "District Test Coordina...". Below this, there is a welcome message and a table of links for downloading RICAS Student Kiosks for Chromebook, iPad, Windows, Mac, and Linux. At the bottom, there is a "Proctor password for" section with a dropdown menu set to "Cyber City Sch1-001 (Cyber City)" and a password field containing "h52ty8gw". There is also a "Site Readiness login for" section with a dropdown menu set to "Cyber City Sch1-001 (Cyber City)" and fields for "Username: WSR-1888-001" and "Password: 1888-001".

Appendix B—Additional CBT Instructions

A proctor password is required to be entered in the RICAS Student Kiosk if one of the four following conditions is met:

1. A student is idle in the test for more than 60 minutes. A student is “idle” if they do not interact in any way with the kiosk. This includes the use of any accommodation or tool, navigating through the test, or interacting with any of the onscreen widgets and answer choices.
2. A student pauses or exits the test and attempts to sign back in to the test after more than 30 minutes have passed.
3. The RICAS Student Kiosk has experienced an abrupt closure, such as a loss of power, or the device is turned off while testing.
4. The proctor password will always be required on the Options page for students with the accommodation “Compatible Assistive Technology.”

If individuals or a small group of students need to enter the proctor password, the test administrator should type it in for each student. If a larger group (such as a whole class) needs to enter the proctor password, then it can be read aloud or written on the board. If the proctor password is given to a large group of students, it should subsequently be changed in the RICAS Portal by the principal or test coordinator.

Changing the Proctor Password

The proctor password changes automatically every night. If it is necessary to change the proctor password manually (because it has been read to or put on the board for a large group of students as described above), this can be done by anyone with the school test coordinator or district test coordinator role in the RICAS Portal.

Clicking the **Change** link to the right of the proctor password (see screenshot on previous page) will bring up a dialog box where a new password can be entered.

D Instructions for Make-Up Testing

1. A Student Becomes Ill During a Session

If a student becomes ill during a session and cannot continue testing,

1. Have the student exit the RICAS Student Kiosk by clicking the **Pause/Exit** button in the lower right corner. Then have the student click **Exit Test**. The student’s answers will automatically be saved.

When they are able to make up the session,

1. Have the student sign back in to the RICAS Student Kiosk.
2. After the student has signed in with their username, password, and session access code, the RICAS Student Kiosk will ask for a proctor password. Enter the proctor password (instructions for using the proctor password can be found on page 93).
3. Follow the normal procedures for having the student(s) submit their answers in the RICAS Student Kiosk, and then verify their **Finished** test status on the **View Details/Student Logins** screen.

Remember that the student is not permitted to return to any questions that were previously answered.

2. A Student Was Absent on the Day of Testing and Will Be Kept in the Same Class for Make-Up Testing

If a student was absent for one or more days of testing, and the principal or test coordinator has decided to keep the student in the original class,

1. Have the student sign in to the RICAS Student Kiosk using their original assigned credentials. This will change their status on the **View Details/Student Logins** screen from **Not Started** to **In Progress**.
2. Follow the normal procedures for having the student(s) turn in their answers in the RICAS Student Kiosk, and then verify their **Finished** test status on the **View Details/Student Logins** screen.

3. A Student Was Absent on the Day of Testing and Will Be Placed in a New Class for Make-Up Testing

If a student was absent for one or more days of testing, and the principal or test coordinator has decided to remove the student from the original class and create a new class for make-up testing with other students, the principal or test coordinator will need to take the following steps:

1. Remove the student from the class. Go to **Administration > Classes**, locate the student's class, and then click **Edit > student name > Remove > Save**.
2. Create a new class or add the student to an existing class. To create a new class, go to **Classes > Create Grade Level Class >** enter the information for the new class, and add the student to the class. To add the student to an existing class, go to **Classes >** locate the class to move the student to, and click **Edit**. Add the student to the class and click **Save**.
3. Schedule the class to take the test. Go to **Test Scheduling >** select the correct options in the drop-down menus and click **Schedule New Test Session**.
4. Follow the normal procedures before test day. Print a new student login for the student.
5. On test day, have the student sign in to the RICAS Student Kiosk using the new sign-in credentials for the new class (available from the **View Details/Student Logins** screen).
6. Follow the normal procedures for having the student(s) turn in their answers in the RICAS Student Kiosk, and then verify their **Finished** test status.

E Troubleshooting Situations that Can Occur in Test Sessions

1. SITUATION: A student needs to change devices (e.g., a student has to move to a test completion room but is using a desktop computer).

RESOLUTION: RIDE strongly recommends that students use only one computer per test session whenever possible. However, if students need to change devices during the same test session, they need to pause the test and exit the RICAS Student Kiosk on the first device. Click **Pause/Exit** and click **Exit the test**. Once students are fully signed out, they can be resumed on the new device.

Note for Chromebook users: Do not power the first device off until the student has been successfully resumed on the second device.

Appendix B—Additional CBT Instructions

2. **SITUATION: A student exits the RICAS Student Kiosk before completing a test session or before turning in final answers.**

RESOLUTION:

1. Verify that the RICAS Student Kiosk is shut down for the student.
2. Relaunch the RICAS Student Kiosk. The student will need to log in with their username and password and re-enter the session access code.
3. The proctor will then need to enter the proctor password in order for the student to resume testing.

Technology coordinators should contact the RICAS Service Center immediately if there is an issue that cannot be resolved. It is acceptable to contact the Service Center using a cell phone, but it is not permissible to photograph students' testing devices (e.g., to show an error message). Be prepared to provide logs from the testing devices if the Service Center requests them.

F Resolving Situations that Involve Accommodations

1. **SITUATION: A student has the wrong accommodation assigned and the student has not signed in to the RICAS Student Kiosk yet (is still in "Not Started" status).**

RESOLUTION: If the student is in a class that has not been scheduled to take the test, the principal or test coordinator can update the accommodation by following these steps:

1. In the RICAS Portal, go to **Administration > Students**.
2. Search for the student and click **Edit**.
3. Update the Accommodation and click **Save** (repeat if more than one test needs to be updated).

If the student is in a class that has been scheduled to take the test, the student's test login may need to be updated in the session if one of the following accommodations is being used: Screen Reader, Assistive Technology, Human Read-Aloud, Human Signer, and ASL. The principal or test coordinator can follow these steps:

1. In the RICAS Portal, go to **Administration > Students**.
2. Search for the student and click **Edit**.
3. Update the Accommodation and click **Save**.
4. Go to **Test Scheduling** and locate the student's original session.
5. If the form assignment must be updated, a green button will appear called **Add or Update Students**. Click this button and print out the new student login.

2. **SITUATION: Students' Human Read-Aloud, Human Signer, or Text-to-Speech accommodations are not appearing correctly (for a large number of students):**

RESOLUTION: Update the Student Registration Import:

1. In the RICAS Portal, go to **Administration > Student Registration** and click **Export Students**.
2. In the .CSV file, identify all students who have both Text-to-Speech and Human Reader or Human Signer selected. Delete all other students from the file.
3. Remove either the Text-to-Speech flag, or the Human Reader or Human Signer flag for those students.

4. Save the file as a .CSV file.

Follow the steps in the *RICAS Student Registration Guide* to import the updated file.

3. **SITUATION: A student has signed in to the test without the correct accommodation (all accommodations except Screen Reader, Assistive Technology, ASL, Spanish/English, Human Read-Aloud, and Human Signer).**

Note: A test irregularity report must be submitted to RIDE before steps 1–4 are taken.

RESOLUTION: The principal or test coordinator can update the accommodation by following these steps:

1. In the RICAS Portal, go to **Administration > Students**.
2. Search for the student and click **Edit**.
3. Update the Accommodation and click **Save**.
4. Instruct the student to sign out of the test and then sign back in.

4. **SITUATION: A student has logged in to the test without the correct accommodation, for one of the following accommodations: Screen Reader, Assistive Technology, ASL, Spanish/English, Human Read-Aloud, and Human Signer.**

Note: A test irregularity report must be submitted to RIDE before steps 1–6 are taken.

RESOLUTION: The student should be moved to a new class and rescheduled to take the test. The principal or test coordinator can follow these steps:

1. In the RICAS Portal, go to **Administration > Students**.
2. Search for the student and click **Edit**.
3. Update the Accommodation and click **Save**.
4. Go to the student's current class for this test and remove them from the class (**Class > Edit**).
5. Create a new class or add the student to an existing class that is different than the class they were just removed from.
6. Schedule the class to take the test.

Note: Students requiring a Spanish/English accommodation must be assigned to a separate Spanish-only class and scheduled for a Spanish test.

5. **SITUATION: A student has a Spanish/English accommodation and the RICAS Student Kiosk is not displaying in Spanish.**

RESOLUTION: The steps below will need to be followed.

1. The student must log out of the test.
2. On the login screen, the student must change the localization drop-down from English to Español.
3. The student may now log back in to the test and the RICAS Student Kiosk will display in Spanish.

Appendix B—Additional CBT Instructions

G Error Codes and the RICAS Student Kiosk Issues

The table below describes common error messages and the steps to take to resolve the issues. For many of these situations, a test administrator can resolve a situation, and the student can continue testing without further issues. Others are described below in which test administrators will need to escalate the issue to technology staff if needed. Instruct students to raise their hand if an error message appears during testing.

Page	Error Message	Resolution
Launching the RICAS Student Kiosk	No internet connection found.	There is no internet connection on the device and the kiosk cannot launch. Establish an internet connection and click Try again .
	Please exit the kiosk and install the latest version.	An older version of the kiosk is launched. Exit the kiosk and contact your technology coordinator.
	There was a problem while launching the kiosk. Please check your internet connection or your access permissions to the cache folder.	There is no internet connection to the device or the user profile for the device does not have access to the cache folder. Contact your technology coordinator.
	We could not establish a connection to our server, please check your internet connection.	The eMetric servers cannot reach the stored response folder location due to a network connectivity failure. Contact your technology coordinator.
	A newer version of the app is available. Please update.	There was an update to the kiosk that was released while the kiosk was left open or already launched on the student testing device. Click Update .
Sign In page	Invalid username/password	The student is using the incorrect password or username when trying to log in to the RICAS Student Kiosk. Verify the correct username and password in the RICAS Portal and have the student retry.
	We could not establish a connection to our server, please check your internet connection.	Internet connectivity was lost after the student entered their username and password. The RICAS Student Kiosk detected the loss of internet connectivity and will not allow the student to log in until internet connectivity is reestablished. Contact your technology coordinator.

Appendix B—Additional CBT Instructions

Page	Error Message	Resolution
Hello, Student page	Incorrect session access code. Please try again.	The student is using the incorrect session access code for the session selected or typing in the session access code incorrectly. Verify the correct session access code in RICAS Portal and have the student retry.
	Invalid Password	The proctor password that was entered is incorrect. Verify the correct proctor password in the RICAS Portal. Proctor passwords are case sensitive. District test coordinators, school test coordinators, and test administrators all have access to the proctor password.
	We were unable to get your Test Session. Please check your internet connection and try again.	Internet connectivity was lost after the student logged in. The RICAS Student Kiosk detected the loss of internet connectivity and will not load the test sessions until a connection to the internet is reestablished. Click Retry . If internet connectivity is established, then the student will be directed to the test session. If internet connection is not detected, contact your technology coordinator.
Directions page	An error occurred while loading the test! Click here to retry, or contact an administrator.	Internet connectivity was lost before the test session completely loaded. The RICAS Student Kiosk detected the loss of internet connectivity and will not load the test session until a connection to the internet is reestablished. Select Click here to load the test. If internet connectivity is established, the student will be directed to the test session. If internet connectivity could not be established, the student will be redirected to the Directions page. If this occurs, contact your technology coordinator.
	An error occurred while loading the test!	Internet connectivity was lost after the student clicked Continue on the Directions page. The kiosk detected the loss of internet connectivity and will not load the test sessions until a connection to the internet is reestablished. Click Retry Now . If an internet connection is not detected, contact your technology coordinator.
Item page (during the test)	Please raise your hand; your test session has timed out.	The student has timed out of their test session, meaning they have been inactive in the test for 60 minutes. Click Exit and you will be brought back to the student testing interface sign in page. When the student is ready to continue testing, they will log back in to the student testing interface and select the session they wish to continue. They will resume testing where they left off.
	There is a problem because somebody else has logged in to your test session. You have been logged out for security reasons.	The student has logged in to their test session on two separate devices or someone else has logged in to the RICAS Student Kiosk with the same credentials. The second log in causes the first session (student) to be logged out. Click Exit and have the student log back in to the test session. Verify the student's test resumes where they were exited.

Appendix B—Additional CBT Instructions

Page	Error Message	Resolution
Item page (during the test) <i>continued</i>	The necessary support for audio playback is not detected on this device.	This error will appear when students have the Text-to-Speech accommodation and there is not a playback device (headphones, speakers, or internal speakers) set as default or connected to the device. Connect headphones or speakers to the machine and set them as the default playback device. Verify that sound is coming from the playback device.
	Your response is not able to be stored. To avoid losing your response, your test cannot be continued until connection to the storage location is reestablished.	Access to the storage location was lost after the student began testing due to loss of network connectivity. The RICAS Student Kiosk will not allow the student to continue testing until access to the storage location is restored. Click Retry Now . If you continue to see this message, contact your technology coordinator.
	A connection to the network could not be established. Your test has been saved offline.	Internet connectivity was lost after the student began testing and was not restored by the time the student completed the test. The student completed the test session and clicked Turn in Test . The student's responses will be saved to the local folder configured when the RICAS Student Kiosk was initially installed. Enter the proctor password to acknowledge the message. Note the student's device ID. Contact your technology coordinator to establish internet connection. Relaunch the RICAS Student Kiosk on the student's device.

Appendix C



Procedures for Reading the Test Aloud and Signing the Test to Students

Appendix C—Procedures for Reading the Test Aloud and Signing the Test to Students

A Procedures for Administering the Human Read-Aloud Accommodation

Use the instructions below when administering the computer-based test to a student with a disability whose IEP or 504 plan indicates that the student will participate in RICAS testing using the Human Read-Aloud accommodation for the Mathematics tests, and special access accommodation for the English Language Arts test. Trained school staff administering the Human Read-Aloud accommodation will read the text from the student’s computer screen. These instructions must also be used for students identified as multilingual learners (MLLs) who will receive the read-aloud accommodation for Mathematics tests.

- The test must be read word-for-word, exactly as it appears. The test administrator may not provide assistance to the student regarding the meanings of words, intent of any test question, or responses to test questions. The test administrator should read with emphasis only when indicated by bold or italicized text.
- The test must be administered in a separate setting either **individually** or to a **small group**.
- No more than five students may be grouped together for Human Read-Aloud, since students typically proceed through the test at different rates.

Please reference the *Accommodations and Accessibility Features Manual* posted at www.ride.ri.gov/assessment-accommodations for specific information about these accommodations.

B Procedures for Administering the Human Signer Accommodation

Use the instructions below when administering the computer-based test to a student with a disability whose IEP or 504 plan indicates that the student will participate in RICAS testing using a Human Signer, as an accommodation for the Mathematics tests or **special access accommodation** for the English Language Arts test. Trained school staff administering the Human Signer accommodation will read the text from the student’s computer screen.

- All passages and test questions must be signed exactly as written, except in cases when doing so would reveal an answer to a question. If a sign visually defines the concept being tested, it must be finger-spelled. Interpreters may not provide assistance to the student regarding the meaning of words, intent of any test questions, or responses to test questions.
- The test must be administered in a separate setting either **individually** or to a **small group**.
- No more than five students may be grouped together for signing the tests, since students typically proceed through the test at different rates.
- Under secure conditions supervised by the principal or test coordinator, interpreters may review the test content up to **four days** prior to test administration for the purpose of preparing to sign the test.

Please reference the *Accommodations and Accessibility Features Manual* posted at www.ride.ri.gov/assessment-accommodations for specific information about these accommodations.

Appendix D



Procedures for Scribing and Transcribing Student Responses

Appendix D—Procedures for Scribing and Transcribing Student Responses

Procedures Used for Scribing and Transcribing Student Responses

Human scribe and speech-to-text are accommodations that allow students to provide their responses orally to a test administrator who will type the responses directly onscreen. Students who receive this accommodation may respond to test questions through one of the methods below:

- verbal dictation to a human scribe
- a speech-to-text device or other augmentative/assistive communication device (e.g., picture/word board)
- signing (e.g., American Sign Language, signed English, Cued Speech)
- gesturing or pointing
- eye-gazing

Guidelines for Administering the Human Scribe Accommodation

- A scribe may administer this accommodation only to **one student at a time** during a test session. The student must be tested in a separate setting.
- For computer-based tests, the scribe will type directly into the student’s computer-based test.
- The scribe must transcribe the student’s responses verbatim and may not prompt, correct, or question the student regarding the content of the responses.
- The scribe may request that the student restate (or sign) words, phrases, or sentences, as needed. The scribe may not edit or alter the student’s dictated response in any way.
- A student using a scribe must be given the same opportunities as other students to plan and draft a written response. The scribe may write an outline, plan, or draft as directed by the student, and must record the draft response or outline exactly as dictated.

Additional guidance for scribing ELA tests:

- When scribing, the scribe may assume that each sentence begins with an upper-case letter and ends with a period. All other capitalization, punctuation, and paragraph breaks are the responsibility of the student.
- The scribe should spell words correctly if the student also has a spell check accommodation.
- After the student has finished dictating the response(s), the scribe must:
 - › ask the student to review the draft and make any necessary edits, including capitalization, punctuation, spelling, and paragraph breaks.
 - › either allow the student to make edits independently or allow the student to direct the scribe to make any desired edits.
 - › not assist the student in making decisions during the editing process.

Appendix D—Procedures for Scribing and Transcribing Student Responses

Guidelines for Transcribing Student Responses

Circumstances may occur during test administration that may require a test administrator to **transcribe** a student’s responses onscreen. Transcribing responses by a test administrator may occur at any time until the end of the test window under secure conditions supervised by the principal (or test coordinator). These situations may include:

- a student recorded answers in the wrong test (e.g., another student’s test) or the wrong section of a test.
- a student took the test using a special test format requiring that answers be transcribed; e.g., Braille (Braille responses must be transcribed by a person fluent in Braille).
- a student uses speech-to-text software, or augmentative communication, or an Assistive Technology device and prints responses for transcription by a test administrator.
- as an accommodation, a student recorded answers on blank paper instead of in the computer-based test.

In cases where a student’s responses must be transcribed *after* test administration is completed, the following steps must be followed:

- At least two individuals must be present during any transcription of a student’s responses. At least one of the individuals must be an authorized test administrator; the other must be a principal or designee.
- The student’s response must be transcribed verbatim into the computer-based test.
- The student’s original printed responses must be securely shredded.

Please reference the *Accommodations and Accessibility Features Manual* posted at www.ride.ri.gov/assessment-accommodations for specific information about scribing and transcribing student responses.

Appendix E



Procedures for Approving Bilingual Word-to-Word Dictionaries

Appendix E—Procedures for Approving Bilingual Word-to-Word Dictionaries

Any MLL student, including a student who has ever been reported as MLL in the past, may use an authorized bilingual word-to-word dictionary and glossary on the RICAS tests.

Bilingual dictionary and glossary use for RICAS tests is limited to those that provide word-to-word translations. Dictionaries and glossaries that include definitions, synonyms, antonyms, phrases, handwritten notes, and other information are prohibited.

More information on approved bilingual dictionaries and glossaries is available on RIDE’s website at www.ride.ri.gov/Accommodations. To discuss the authorization of a word-to-word dictionary not included in the list, please ask the test coordinator to contact RIDE.

Test administrators should review printed copies of authorized bilingual word-to-word dictionaries and glossaries to confirm that they are free of any handwritten notes or other prohibited materials.



FPO STATIC BARCODE