RIDE Rhode Island Department of Education

RICAS Testing with Third-Party Assistive Technology

2025 RICAS Test Administration

Important Contact Information and Resources

Contact:	**RICAS Service Center**

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

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

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

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I. RICAS Student Kiosk and Assistive Technology

The RICAS Student Kiosk includes a variety of commonly accepted accessibility and accommodations features within the student testing interface. Accessibility features are available to all students. Accommodations are only available for students that meet the eligibility guidelines described in the RICAS Accessibility and Accommodation Manual. Although many assistive technology programs are embedded within the RICAS Student Kiosk, such as text-to-speech, speech-to-text, and word prediction, other external third-party assistive technologies are also compatible with the RICAS Student Kiosk. The following guidelines will help Technology Coordinators and Test Coordinators determine which Assistive Technology applications may be used for computer-based testing and whether an external third-party application will be necessary for students with accommodations.

A. Embedded Accessibility Features and Tools

The following list includes the embedded universal tools and accessibility features that can be used by any student taking a computer-based test. Some of the accessibility features and accommodations will need to be selected in advance using the Student Registration Student Accommodation Profile process or by manually adding them to a student in the RICAS Portal; these features and accommodations are listed below under **Embedded Accommodations selected in Advance** section.

Tools and Accessibility Features available to all students:

- Answer Eliminator
- Answer Masking
- Bookmark
- Calculator (for the *calculator session* of the mathematics tests)
- Color Contrast
- General Masking
- Highlighter Tool
- Line Reader
- Notepad
- Reverse Contrast
- Screen Zoom
- Spell Check (for Mathematics)

Embedded Accommodations selected in advance:

- Calculation Device (calculator for non-calculator sessions)
- Compatible Assistive Technology (allows certain external assistive technologies to work with the Windows RICAS Student Kiosk)
- Mouse Pointer (enlarged cursor/mouse size)

- Screen Reader
- Spell Checker (for ELA)
- Speech-to-Text
- Text-To-Speech
- Word Prediction

II. External Third-Party Assistive Technology Compatibility with the RICAS Student Kiosk

The Screen Reader and the Assistive Technology test form permits students to use their own assistive technology program within the RICAS Student Kiosk.

The following accommodations must be selected in advance in the Student Registration Student Accommodation Profile process.

- Screen Reader
    - The screen reader test form is for students using JAWS 2021® and NVDA. Other screen reader programs may not be compatible with the specific screen reader test form.
- Compatible AT Accommodation
    - In the RICAS Student Kiosk, an external Compatible Assistive Technology accommodation is available for students who require Windows-based third-party accessibility software. Note that this accommodation is only available in the Windows® kiosk application. Due to the RICAS Student Kiosk's secure feature and variability among assistive technologies, some assistive technology software may not be compatible with the RICAS Student Kiosk, even with the Compatible Assistive Technology accommodation. Also note that some assistive software, including **many commonly used screen readers, do not require the Compatible Assistive Technology accommodation to be used within the kiosk**. Test Coordinators will follow the guidelines below in this document to determine if the Compatible Assistive Technology accommodation needs to be assigned for the assistive technology to work with RICAS Student Kiosk.

A. Determining Compatibility of Assistive Technology

Some assistive technology can be used with RICAS Student Kiosk with or without the Compatible Assistive Technology accommodation.

Many commonly used Windows-based speech-to-text programs (e.g., Windows dictation and Dragon Professional) can be used with RICAS Student Kiosk without the Compatible Assistive Technology accommodation provided the software is running prior to launching the kiosk. Speech-To-Text (STT) programs can be used for basic dictation but editing commands (i.e., voice commands used to select and edit text that was previously dictated) will not work. If the student closes the STT application during testing, the student must exit the kiosk, restart the STT program,

and then re-log into the kiosk to continue testing with STT (shortcut keys cannot be used to launch the application while the kiosk is open).

Important Note: The Compatible Assistive Technology accommodation reduces kiosk security controls to allow third-party software to operate in conjunction with the kiosk. If the Compatible Assistive Technology accommodation is used, Test Coordinators or Test Administrators should closely monitor students testing with this accommodation to ensure test security is not compromised.

Test Coordinator Responsibilities

Prior to operational testing, test coordinators must utilize the practice test to:

1. Ensure the student's assistive technology will work with RICAS Student Kiosk.
2. Determine whether the student's Compatible Assistive Technology accommodation must be assigned to use assistive technology.
3. Provide the student an opportunity to practice using assistive technology with the RICAS Student Kiosk.

Students should use the RICAS practice tests to become familiar with these tools, accessibility features, and accommodations prior to testing.

If the preferred third-party assistive technology does not work well with the RICAS Student Kiosk Compatible Assistive Technology accommodation, then consider using the third-party software on an external stand-alone device and transcribing the student's answers into RICAS Student Kiosk in accordance with your state's transcription policy.

A. Using the Compatible Assistive Technology Accommodation

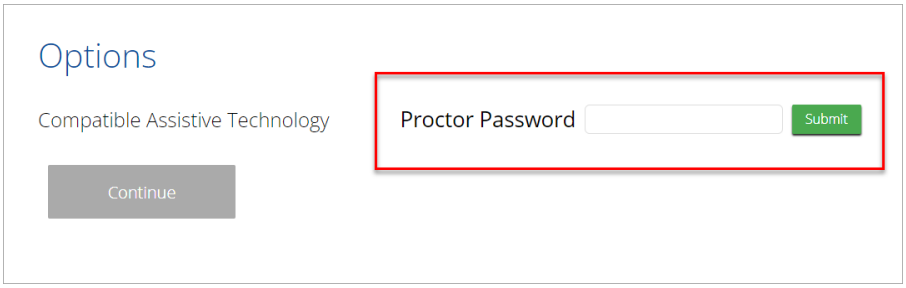
The Compatible Assistive Technology accommodation is located on the Students page under the Accommodations tab in the RICAS Portal.

1. Open the 3rd party accessibility application on the testing device and log in to the application if necessary.
2. Launch the RICAS Student Kiosk.
3. Student enters their Username and Password to log in to the RICAS Student Kiosk.
4. Student selects the session and enters the session access code.

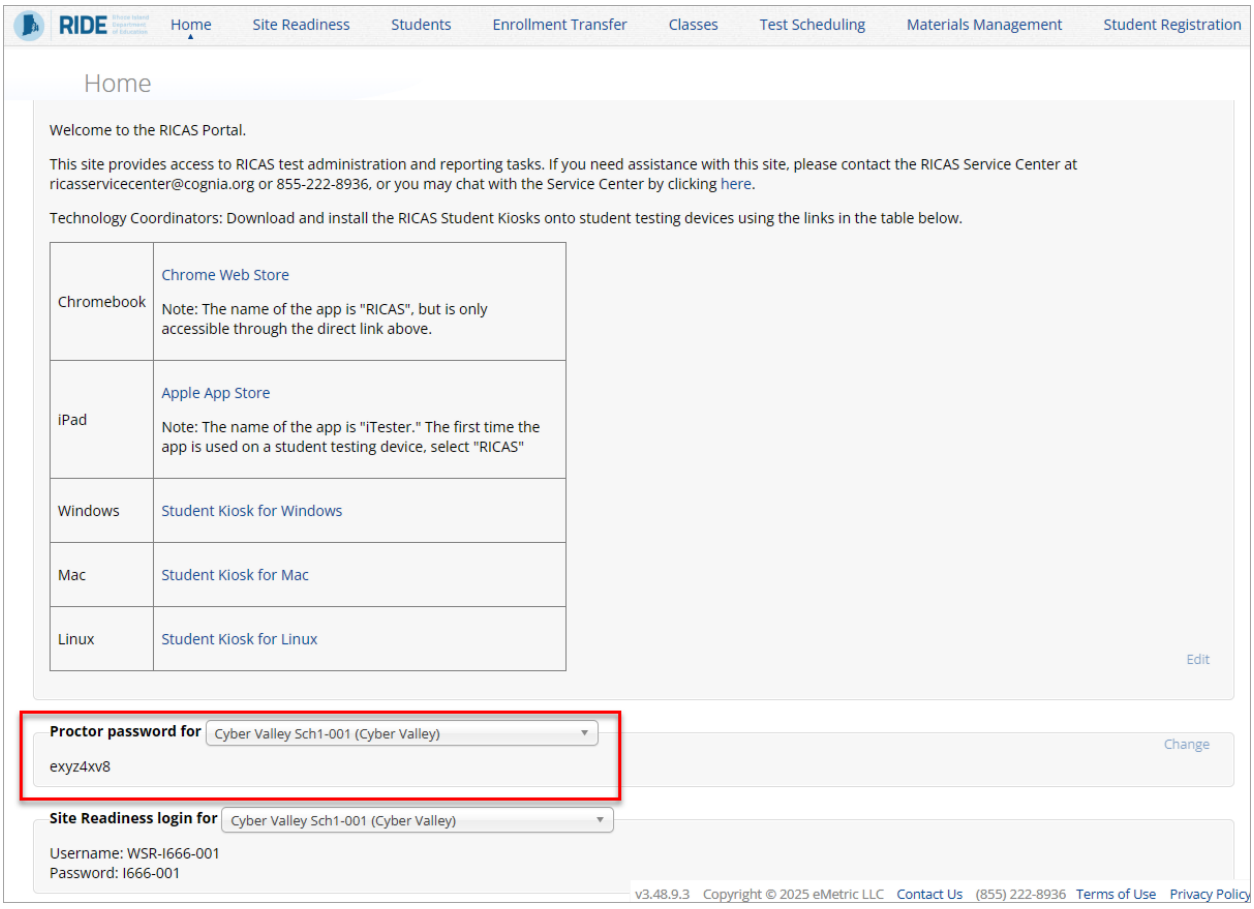
   Ensure the student has a row on the accommodation's Options screen indicating that they received the Compatible Assistive Technology accommodation with an input for the proctor to enter the proctor password.

Note: The student will only see the option if they are running in a **kiosk mode** on **Windows**. If they are in a non-kiosk mode (i.e. browser) or other operating system kiosk, this accommodation is not available.

5. The proctor will enter the proctor password.



Note: The proctor password is located on the Administration home page of the RICAS Portal. The student will not be allowed to advance past the accommodations Options screen without the proctor entering the correct proctor password.



6. After the proctor enters the proctor password, the student will be able to successfully utilize desired assistive technology software which displays windows or an interface on top of the kiosk.
7. When the student submits the test session and returns to the profile screen, the Compatible Assistive Technology accommodation will be disabled.