

**Procedures for Paper-Based Testing
(Appendix C, excerpted from the spring 2026 TCM)**

Appendix C



Procedures for Paper-Based Testing (PBT Accommodation)

Appendix C—Procedures for Paper-Based Testing (PBT Accommodation)

This appendix contains information relating solely to paper-based test administration.

The sections of this appendix are intended to supplement the information in the full manual and not be construed as a stand-alone document.

- PART I: PBT RICAS Test Security Requirements
- PART II: PBT Tasks to Complete Before Test Administration
- PART III: PBT Tasks to Complete During Test Administration
- PART IV: PBT Tasks to Complete After Test Administration
- PART V: Sample PBT Administration Forms and Materials for Testing

PART I: PBT RICAS TEST SECURITY REQUIREMENTS

The contents of this section are intended to supplement the information found in Part I of this manual, and only apply to paper-based test administration.

Additional definitions

- **“Secure”** materials include the following:
 - › Test & answer booklets for grades 3–8 testing
- **“Access”** refers to handling paper-based test materials such as booklets, but does not include viewing test content or student responses in booklets. Students may never transport secure booklets, including from their initial testing room to a test completion room.

A Responsibilities of the Test Coordinator

Monitor the receipt and return of all paper-based test materials.

- Inventory paper-based materials immediately upon receipt and investigate any discrepancies in counts of materials.
- Return all paper-based materials to the testing contractor according to the prescribed packing instructions and the deadlines in this manual.

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

Ensure the security of test questions, test & answer booklets, and other secure materials.

- Do not remove test materials from the school. For example, do not share booklets with another school or program housed in your building.
- Do not view the contents of booklets before, during, or after a test administration (see TAMs for exceptions).

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- Do not discuss or in any way reveal the contents of RICAS booklets 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, with the exception of reporting a student’s concern about a test question to RIDE.
- Do not duplicate any portion of booklets, including but not limited to audiotaping, videotaping, photographing, photocopying, typing, or copying by hand. The only exceptions are for test administrators who must transcribe student responses into answer booklets for students with disabilities receiving certain accommodations or for students who did some or all of their work in damaged, defective, or void booklets.
- Do not allow any portion of booklets to be retained, discarded, recycled, removed, or destroyed. The only exception is for test materials that have become contaminated; see “Accounting for Contaminated Test Materials” on page 84 for procedures.

C Responsibilities of Test Administrators

Focus full attention on the testing environment at all times.

- For paper-based testing, a test administrator may view students’ booklets only for the purpose of confirming that students are working in the correct test session, or in order to read aloud selected words during the Mathematics tests as part of that accessibility feature.
- Students must work only on the test session being administered. If a test administrator observes a student working in the incorrect test session of a booklet or reviewing the incorrect test session, this is a testing irregularity that must be reported immediately to the principal. The principal must then report the irregularity to RIDE.

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PART II: PBT TASKS TO COMPLETE BEFORE TEST ADMINISTRATION

This section only applies to administration of paper form testing and supplements the main task checklists. Aside from assignment in the RICAS Portal of “paper form” (standard, large print, or Braille) for students with this accommodation documented in their IEPs or 504 plans (which takes place during the SAP initial window), tasks specific to preparing for paper-based testing begin in early spring 2026.

Overview of This Section and Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities when preparing for paper-based RICAS testing during suggested timeframes. Some of the tasks in the checklist are described in other documents (noted accordingly), but most are described in the Tasks section that follows. You may use the “Completed?” column to check off when each task has been completed; you may also want to use the column to write in the names of staff who will be helping with each of the tasks.

A. Tasks to Complete BEFORE Test Administration – Early Spring 2026

Task	Page	Task Overview	Completed?
1	83	Meet with students to provide information about testing.	
2	83	Administer the student tutorial and practice tests. Familiarize students with additional resources.	

B. Tasks to Complete Two to Three Weeks BEFORE Test Administration

Task	Page	Task Overview	Completed?
1	83	Establish a chain of custody for test materials.	
2	84	Verify receipt of test materials immediately upon their delivery to your school.	
3	84	Using your Materials Summary, inventory test materials immediately upon receipt.	
4	85	Store test materials in the secure, locked storage area that you previously designated. Retain all original shipping cartons for the return of materials following testing.	
5	85	Order additional test materials or manuals if necessary.	
6	85	 Train and confirm that test administrators, technology staff, and other school staff members with access to secure materials understand the policies and procedures for paper-based testing.	

C. Tasks to Complete One or Two Days BEFORE Test Administration

Task	Page	Task Overview	Completed?
1	86	Apply student ID labels to front covers of booklets if school staff members will be applying labels before testing.	
2	86	Gather school-supplied testing materials for test administrators and students. Review the types of materials required, permitted, and prohibited during testing.	
3	86	Using your school’s document tracking system, organize test materials for distribution.	

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A Tasks to Complete BEFORE Test Administration – Early Spring 2026

1. Meet with students to provide information about paper-based testing.

In addition to general information about RICAS, during the meeting also provide students with the following information about paper-based testing.

Their test results may be invalidated if they engage in any of the following activities during a test session (including after turning in their test materials, during a break, or during the transition to a test completion area):

- duplicating any portion of the test & answer booklet
- looking at any other student’s test & answer booklet
- working in a test session other than the one being administered, looking at questions or test pages beyond the stop sign, or going back to a previous test session
- damaging their test materials or removing any part of them from the testing room

2. Administer the student tutorial and practice tests. Familiarize students with additional resources.

Paper-based practice tests are available at the RICAS Resource Center and can be downloaded at ricas.onlinehelp.cognia.org/practice-tests.

To assist students in becoming familiar with answering gridded response questions on paper-based tests, schools can download the Gridded Response Guidelines from the RICAS Resource Center at ricas.onlinehelp.cognia.org/practice-tests.

B Tasks to Complete Two to Three Weeks BEFORE Test Administration

1. Establish a chain of custody for test materials.

It is the responsibility of the test coordinator to account for secure test materials through test administration. This means inventorying materials immediately upon receipt, tracking the location of materials throughout test administration, and ensuring that all materials are returned to the testing contractor.

RIDE recommends that test coordinators account for secure materials using the identification numbers listed on the packing slips and document the identification numbers on internal tracking forms. RIDE also recommends having more than one person present to count materials upon receipt and when preparing for their return. The school and district are responsible for any secure materials that were received at the school but not returned.

Please note: Combined test & answer booklets, which contain test questions and answer spaces, are used for grades 3–8 (English only).

The test coordinator must use the forms listed below to account for and maintain the security of test materials.

a. Materials Summary

The Materials Summary is used to inventory materials immediately upon receipt and to reconcile secure materials being returned at the end of testing. The school receives one combined Materials Summary for all the subjects being tested for each grade in the shipment of materials. The information recorded on the Materials Summary will help test coordinators when they complete the online PCPA. A sample form is provided on page 97 at the end of this appendix.

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The Materials Summary is also used when ordering additional materials, including manuals. Schools need to use the Ship Code printed on the form when placing an additional materials order.

After testing is completed, test coordinators must maintain the Materials Summary in school files (these materials should not be returned to the vendor). The Materials Summary lists only the materials shipped to each school. Complete lists of test materials available for each grade are posted online at ride.ri.gov/assessment-manuals in the Test Coordinator tab under **RICAS**.

b. Packing Slips

A packing slip is included in each carton of test materials. Each packing slip provides the identification number of any secure materials shipped in the carton. Test coordinators who discover a discrepancy between the number of secure materials listed as shipped and the number received at the school can use the identification numbers to determine the specific material(s) missing.

c. Reporting Discrepancies in Shipments

Contact the RICAS Service Center if there are any discrepancies in your materials shipment.

i. Accounting for Contaminated Test Materials

If a booklet or other secure test material becomes contaminated with bodily fluids, the test coordinator or designee must contact the RICAS Service Center immediately for instructions. Procedures for these materials should follow district and school guidelines based on appropriate protocol for universal precautions issued by the Rhode Island Department of Health.

2. Verify receipt of test materials immediately upon their delivery to your school.

Materials will arrive by the date for each administration listed on page iv. Call the RICAS Service Center if you do not receive materials by this date.

Schools will receive two shipments of materials:

- All manuals will be included in the ELA delivery on March 11, 2026. Schools will need to retain TAMs for the later Mathematics administration.
- Schools will receive secure test materials for PBT two weeks prior to the start of each administration window.

3. Using your Materials Summary, inventory test materials immediately upon receipt.

To inventory test materials, complete the “Qty Received” column of the Materials Summary for each grade according to the “Before Testing” directions on the form.

Shrink-wrapped materials must remain unopened until the time specified either in this manual or in the TAMs. Therefore, to inventory your materials, count the spines of the booklets in each shrink-wrapped package.

RIDE recommends two independent counts of test materials to verify that all materials have been received by your school.

Retain the Materials Summary to assist in accounting for materials after testing.

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4. Store materials in the secure, locked storage area that you previously designated. Retain all original shipping cartons for the return of materials following testing.

All materials will be returned in your original shipping cartons.

5. Order additional materials.

- If necessary, order additional materials, including TAMs, by the dates listed on page iv. Additional materials should be ordered, if necessary, only after a complete inventory, because extra standard test materials are included in the shipment.

Schools will receive a small overage of test materials (please note that if a school has only one student doing PBT, only one extra set of materials will be shipped). Schools should carefully inventory materials by the deadline to confirm that the shipment meets testing needs.

- Locate your Ship Code on the Materials Summary, and have the code available when you go online to order additional materials at ricas.onlinehelp.cognia.org. Follow the onscreen instructions to place your order. Materials ordered online will be shipped for receipt on the following business day if the order is received before 12:00 p.m.; orders received after 12:00 p.m. will be shipped for receipt on the second business day. Packing discrepancies in additional orders must be reported within two business days of receipt of the order.
- It is not necessary to order additional materials to administer tests to students requiring the accommodation for Human Read-Aloud or Human Signer. There will be enough materials shipped in overage to cover these additional tests.

6. Train and confirm that test administrators, technology staff, and other school staff members with access to secure materials understand the policies and procedures for paper-based testing.

When training staff members, describe school policies and procedures regarding the following:

- who to contact in the event that secure test materials become contaminated

Test administrators are required to do the following:

- Review the *RISAP Accommodations and Accessibility Features Manual* (available at ride.ri.gov/Accommodations) for the accommodations they will be providing to ensure they understand proper administration of accommodations or accessibility features.
- Review the paper-based testing *Test Administrator's Manual* (PBT TAM) for proper test administration protocols.
- Closely monitor students during testing to ensure that they do not view one another's booklets or turn back to previously completed test sessions.
- Write their name as well as the school and district name on the board (students will write this information down on the front covers of their booklets).

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C Tasks to Complete One or Two Days BEFORE Test Administration

1. Apply student ID labels to front covers of booklets.

All student ID labels should be applied to booklets in advance of testing by school staff members. Students should not apply labels to their booklets after the booklets have been distributed.

Test coordinators may open the shrink-wrapped packages of booklets prior to testing for the sole purpose of applying student ID labels to front covers.

RIDE strongly recommends that student ID labels be applied to booklets the day of testing, but elementary school test coordinators may open the shrink-wrapped packages of booklets one day prior to testing for this sole purpose. Booklets must then be sealed in envelopes (supplied by the school) and the inventory documented on the envelopes immediately after labels are applied.

Envelopes may not be reopened until immediately before testing. Remember that all test security requirements must be followed.

2. Gather school-supplied testing materials for test administrators and students. Review the types of materials required, permitted, and prohibited during testing.

- Collect #2 pencils to provide to any students who do not bring them.
- Print copies of the Guidelines for Completing Answer Grids (available in the “Mathematics Gridded Responses” drop-down at ricas.onlinehelp.cognia.org/practice-tests) (optional).
- Have printed copies of authorized bilingual word-to-word dictionaries and glossaries available for current and former MLLs.

3. Using your school’s document tracking system, organize test materials for distribution.

Each test administrator should receive extra test materials to replace possible defective booklets. If you did not receive enough materials to distribute extra shrink-wrapped materials to each test administrator, you may open the minimum number of packages necessary to distribute extra materials.

a. Materials for Test Administrators

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.

b. Materials REQUIRED for Student Use

The following materials must be provided for student use during paper-based testing:

- #2 pencils (wooden)
- 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 may 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.

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- › Test administrators are responsible for collecting all used scratch paper to be securely destroyed (e.g., shredded) after test administration by the principal or test coordinator.
- › Schools may reuse scratch paper if the paper is completely blank.
- › Scratch paper that has been written on during Session 1 of a test may not be used in Session 2; students will need new paper.
- reference sheets and rulers for designated tests that are included in shipments of test materials

See more extensive lists of required test materials in Part II of the PBT TAM.

i. Calculators

Calculators are not permitted for grades 3–6 for either session of the mathematics test (for exceptions see “Tools Embedded in the Computer-Based Test for Students” on page 34), or for Session 1 for grades 7–8.

Calculators must be provided for the following tests and sessions only:

- Grade 7 Mathematics, Session 2—a basic calculator (minimum) or a scientific calculator
- Grade 8 Mathematics, Session 2—a basic calculator (minimum), a scientific calculator, a TI graphing calculator, or a Desmos graphing calculator

At a minimum, schools should provide a basic calculator for students in grades 7 and 8 for Mathematics Session 2 only. Students may also use their own handheld calculator, including a graphing calculator. Calculators that access the internet are not allowed.

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).

c. Materials PERMITTED for Student Use

The following materials may be used by students during paper-based testing:

- colored pencils and yellow highlighters
Note: Students may use a colored pencil (e.g., for marking or underlining passages) or a yellow highlighter but must use a #2 pencil only to answer all test questions.
- printed copies of the Guidelines for Completing Answer Grids (available in the “Mathematics Gridded Responses” drop-down at ricas.onlinehelp.cognia.org/practice-tests)

d. Materials PROHIBITED during Testing

Prohibited materials include, but are not limited to, materials that must be covered or removed from the testing space (see “Identify testing spaces and plan how to set up a secure testing environment, and prepare room assignments for students and test administrators.” on page 22) as well as the materials listed on the following page.

Materials listed in *section i* are not permitted at any time during test sessions.

Materials listed in *section ii* 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 i or ii* are permitted while a student is testing and has test materials.

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i. 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 the following page for more information.)
- other electronic devices (See the following page for more information.)
 - › 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)
 - › any device capable of taking photographs
 - › game consoles
 - › electronic translators
 - › calculators (on non-calculator sessions) (For exceptions see “Tools Embedded in the Computer-Based Test for Students” on page 34.)
 - › computers or electronic tablets other than the one being used for testing
 - › any device that provides access to the internet (such as certain calculators and fitness trackers) other than the ones being used for testing
 - › editing devices (e.g., spelling or grammar checkers)
- English-language dictionaries or thesauruses
- rulers other than those distributed at the start of testing for certain tests (see “Tools for Mathematics tests are available in the RICAS Student Kiosk as described below.” on page 35 for tables of which tests use rulers)
- accommodation materials unless specified by a student’s approved IEP or 504 plan (e.g., graphic organizers)
- handheld rulers (The only rulers that students need are included in the student testing platform.)
- 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

ii. Materials PROHIBITED until after Students Have Completed Testing

Materials listed in this section are prohibited while a student is still testing or has test materials. These materials **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
- handheld rulers
- pens

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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. Prohibited use includes a student using a cell phone to listen to music, podcasts, etc., once that student has finished testing but while other student(s) in the room are still testing.

During the Test Administrators' Training, the test coordinator will inform test administrators either to read the script in the TAM instructing students before each test session to follow the procedure to ensure that students do not have access to cell phones or other electronic devices. See "Distribute manuals/security requirements." on page 38 of this manual for more information about the Test Administrators' Training.

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PART III: PBT TASKS TO COMPLETE DURING TEST ADMINISTRATION

A Overview of This Section and Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities during RICAS paper-based testing. Some of the tasks in the checklist are described in other documents, but most are described in the Tasks section that follows. You may use the “Completed?” column to check off when each task has been completed; you may also want to use the column to write in the names of staff who will be helping with each of the tasks.

Tasks to Complete DURING Test Administration

Task	Page	Task Overview	Completed?
1	90	Distribute lists of SASIDs to test administrators if they will be entering SASIDs on booklets.	
2	90	Monitor your school’s test administration and manage situations that may occur during testing.	
3	91	Maintain, and if necessary, update the record of test administrators and their students for each test session, including make-up and test completion sessions.	
4	91	After each test session, verify that ALL test materials have been returned to you.	
5	91	If any test materials have become contaminated, call the RICAS Service Center for instructions.	
6	91	If any booklets have become damaged or defective during testing, follow these steps.	
7	91	If your school administered tests to students using the following accommodations, verify that these responses have been transcribed completely and accurately into standard booklets.	
8	91	If your school administered tests to students using typed responses, follow these steps.	

B Tasks to Complete DURING Test Administration

1. Distribute lists of SASIDs to test administrators if the school does not have student ID labels for any students who are testing that day.

These students will need to fill in additional information (including their SASIDs) on the front covers of their booklets.

2. Monitor your school’s test administration and manage situations that may occur during testing.

In addition to the tasks for monitoring computer-based testing, test coordinators may decide to have gridded response guides available during Mathematics testing (optional).

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Test coordinators are responsible for managing situations (e.g., testing irregularities) that may occur during testing using the relevant communications and documentation protocols as noted for computer-based testing.

Check testing rooms to ensure that materials are covered on the walls and that the rooms are set up to support a secure testing environment.

3. Maintain, and if necessary, update the record of test administrators and their students for each test session, including make-up and test completion sessions.

It is important to keep accurate records of who has been tested. It is not permissible to look through booklets to check whether students have completed testing.

4. After each test session, verify that ALL test materials have been returned to you.

If necessary, investigate any discrepancies in amounts of materials distributed to test administrators and the amount returned to you. **Schools are responsible for returning all secure materials that were shipped to them.**

5. If any test materials have become contaminated, call the RICAS Service Center for instructions.

6. If any booklets have become damaged or defective during testing, follow these steps.

- Make sure the “void booklet” circle is filled in on the back cover of each affected booklet, and that “VOID” is written in large letters across the front cover.
- If a student completed any work in an answer booklet that was later deemed void, the work must be transcribed verbatim (multiple-choice responses as well as constructed responses) into a replacement answer booklet so that the student receives credit.
- The process of transcribing a student’s responses may occur any time during the testing window, but must be monitored and supervised by the principal, test coordinator, or another test administrator to ensure accuracy.
- Since there will be no student ID label to affix to the front cover of the replacement booklet, all the information on the front cover will need to be completed.

7. If your school administered tests to students using the following accommodations, verify that these responses have been transcribed completely and accurately into standard booklets.

- students taking the Braille edition who did not also use the typed response accommodation
- students taking the large-print edition
- students who recorded their answers directly in their booklets

8. If your school administered tests to students using typed responses, follow these steps.

- Verify that test administrators have returned the typed responses to you properly and that each response has the required header information. A student’s response to any single question must be submitted using only one method (i.e., all written or all typed).
- Insert typed responses inside the front cover of students’ answer booklets.
- Once all typed responses are formatted properly and typed responses are prepared for return, instruct test administrators to delete students’ responses from the computers.

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PART IV: PBT TASKS TO COMPLETE AFTER TEST ADMINISTRATION

A Overview of This Section and Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities after RICAS paper-based testing. Some of the tasks in the checklist are described in other documents, but most are described in the Tasks section that follows. You may use the “Completed?” column to check off when each task has been completed; you may also want to use the column to write in the names of staff who will be helping with each of the tasks.

Tasks to Complete AFTER Test Administration

Task	Page	Task Overview	Completed?
1	92	Begin return-related activities.	
2	94	Pack the test materials.	
3	95	Schedule and confirm UPS pickup of all test materials.	
4	96	Plan to retain materials listed in the TCM for three years.	
5	96	Recycle or discard materials listed in the TCM.	
6	96	Securely destroy materials listed in the TCM.	

B Tasks to Complete AFTER Test Administration

Schools are required to schedule testing in the primary testing window in order to leave ample time for completion, and to return materials as soon as testing is completed for any grade and/or subject (see the deadline for UPS pickup for each administration on page iv). If testing is completed earlier than the deadline date, follow the instructions below to schedule a UPS pickup.

In order for students’ results to be included during the early online reporting period, schools must return their Mathematics materials by May 27. Students’ results for ELA will be included in early online reporting if their materials are returned by the pre-scheduled UPS pickup deadline date.

To facilitate the return of materials and to assist test coordinators, an automatic pickup has been prescheduled for all schools doing PBT. A UPS driver will automatically come to the school on the pickup deadline date for each administration (see the schedule on page iv).

1. Begin return-related activities.

- a. **Make sure that you have a used standard booklet⁴ assigned to the following students:**
 - students who participated in one or both test sessions for a subject area test
 - students who were absent with medical documentation (documentation on file at the school) for one or more test sessions and did not make up the session(s), and for whom you have requested or received approval from RIDE for a medical exemption in accordance with the medical exemption criteria and process (ride.ri.gov/assessment-exemptions).

⁴ Used answer booklets are those that have been assigned to a student (front cover completed and/or student ID label affixed) or used by a student during testing. A standard booklet is one that is not large-print or Braille.

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- b. Do NOT submit a booklet assigned to the following students. If booklets have already been assigned to these students, follow the instructions in step 6 in the previous section to mark a booklet as void.**

- students who were absent or refused testing for both the test sessions in the booklet
- students who transferred into or out of your school during the testing window and who did not participate in either test session in that booklet
- students in alternate placement who were removed from your school's enrollment and did not participate in any test sessions in the booklet
- For ELA, first-year MLL students who did not participate, since their participation in ELA testing is optional

- c. Verify that front covers of booklets contain correct student information, and complete confidential student information on back covers.**

- Verify that SASIDs and dates of birth have been entered correctly on answer booklets for all students who do not have student ID labels.
- Complete confidential student information on the back covers of booklets.

- d. Count the number of used standard booklets you are returning, separately for each subject.**

In your counts, make sure to include the following:

- standard booklets containing typed responses
- standard booklets in which responses have been transcribed

As you count, arrange the booklets so that the student name grids on the front covers are facing up (the booklets do not need to be alphabetized). Ensure that used answer booklets are free of extra materials, including rubber bands, paper clips, binder clips, staples, tape, and extraneous paper.

- e. Separately for each subject, count the following materials you are returning:**

- void booklets
- unused booklets

- f. Using your counts from steps 1.d and 1.e, complete the “Qty Returned” column of the Materials Summary for each subject.**

Record on the Materials Summary the quantities of booklets being returned according to the “After Testing” instructions on the form. All booklets, including Braille booklets and large-print booklets, are secure materials and must be returned.

You will need to use the information from your completed Materials Summary when you go online to complete the PCPA.

- g. Go online to complete the PCPA for each subject tested at your school by the dates shown on page v.**

To access the PCPA, the principal must go online to ricas.onlinehelp.cognia.org/service-center (the form may NOT be completed by a designee), select **RICAS** from the menu, and then select **Principal's Certification** from the list of options.

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Follow the onscreen instructions to provide information regarding the number of materials being returned and to certify that your school followed test security requirements. Then provide your “signature.”

Print the confirmation and save it for your records.

h. Place special materials in the Special Handling and Void envelopes, as described below.

- Used and unused large-print materials are shipped together in the Special Handling Envelope.
- Prior to placing the booklets in the envelopes, mark the counts of the materials down for your school files.
- Place the materials listed below in the Special Handling Envelope.
 - > used and unused large-print booklets with corresponding transcribed standard booklets
 - > standard booklets containing typed responses
- Place void booklets in the Void Envelope.
 - > Void booklets will not be scored.

i. Place all other used and unused booklets (except for Braille) in the Return Envelope marked with the corresponding subject.

- Used and unused booklets are shipped together in the Return Envelope.
- Prior to placing the booklets in the Return Envelopes, mark the counts of the materials down for your school files.
- There will be a separate Return Envelope for each grade and subject-area test.

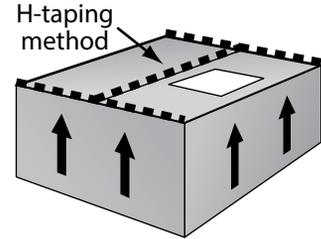
2. Pack the test materials.

- a. Make sure that the envelopes being used (i.e., Void, Special Handling, and Return) are sealed.**
- b. Pack the envelopes and all remaining test materials in your original shipping cartons in the order shown below.**

Packing Order and Checklist	
Top of carton	
<input type="checkbox"/>	Return Envelope(s)
<input type="checkbox"/>	Special Handling Envelope(s)
<input type="checkbox"/>	Void Envelope(s)
<input type="checkbox"/>	Unused UPS labels (Note: Save a label for each carton of materials you are returning.)
<input type="checkbox"/>	Unused Return, Special Handling, and Void Envelopes
<input type="checkbox"/>	Unused student ID labels
<input type="checkbox"/>	Accommodation materials (e.g., templates, checklists, individualized reference sheets, typed response drafts)
<input type="checkbox"/>	Used and unused Braille booklets and Braille Administrator’s Copies
Bottom of carton	

Appendix C—Procedures for Paper-Based Testing (PBT Accommodation)

- c. Fill any empty spaces at the tops of the cartons with crumpled paper to keep items from shifting during shipping. Do not use plastic peanuts or shredded paper.
- d. Before sealing your cartons, verify that all materials have been packed in them.
- e. Use heavy-duty packing tape to seal carton seams using the H-taping method (see diagram).



- f. Affix a Return Shipping (RS) label to the top of each carton.

You may either remove the existing label from the carton or place the new label over it. UPS RS labels were included in your shipment of test materials (see “Sample UPS Return Service Label” on page 103).

If you need more labels, call the RICAS Service Center. UPS RS labels may not be photocopied.

- g. Record the UPS tracking numbers from the labels on the cartons you are returning, and retain the list in your school files. In case of any questions later, it is important that schools retain the tracking numbers used.
- h. Note: *New for 2026*, the shipping address for returning materials has changed. It is important that schools do not reuse old shipping labels.

New

3. Schedule and confirm UPS pickup of all test materials.

- a. (Optional/encouraged) If your school will be returning material before the shipping deadline/automatic pickup, schedule your school’s UPS pickup appointment.

- Do not take test materials to UPS yourself or otherwise remove materials from your school.
- Do not schedule a separate pickup for each carton.
- Schedule your pickup appointment online at ricas.onlinehelp.cognia.org/service-center. To request a pickup, locate a UPS tracking number on one of the RS labels you are using, and have that number available when you go online. Select **RICAS Service Center** from the page, and then select **UPS Pickup Request** from the list of options. Follow the onscreen instructions to complete your request.
- Requests for pickup on the following business day must be placed by 3:00 p.m. Requests for same-day pickup cannot be fulfilled. Requests made two or more days in advance also cannot be fulfilled.
- If you have regularly scheduled UPS service, you may give your cartons to the UPS driver during normal pickup. If you do so, call the RICAS Service Center at 855-222-8936 or email ricasservicecenter@cognia.org to report that the pickup has been made.

- b. Maintain RICAS test materials in the locked storage area until they are given directly to the UPS driver.

- c. Confirm that all test materials are picked up by UPS.

Call the RICAS Service Center immediately at 855-222-8936 if your cartons are not picked up as scheduled. It is also recommended that you use your UPS tracking numbers to confirm delivery of all the cartons for your return shipment to Cognia by calling the RICAS Service Center.

Appendix C—Procedures for Paper-Based Testing (PBT Accommodation)

4. RETAIN the following materials in your school files for three years:

Materials related to the return shipment	<ul style="list-style-type: none"> • packing slips from your school’s shipment • photocopies of Materials Summaries • printout of PCPA confirmation(s) • Test Materials Internal Tracking Forms • UPS tracking numbers used • printout of UPS pickup request
Materials related to accommodations	<ul style="list-style-type: none"> • completed Student Accommodation Refusal forms, if applicable • counts of booklets returned in the Return Envelopes • counts of booklets returned in the Special Handling Envelopes and Void Envelopes, if applicable • accommodations lists/spreadsheets, if applicable
Other local records	<ul style="list-style-type: none"> • agendas, sign-in sheets, and any other relevant documentation from the Test Administrators’ Training and the training session for other authorized school staff members to demonstrate that they have been trained and received TAMs and test security requirements • record of test administrators and their students for each session, including make-up and test completion sessions • documentation for absences due to medical reasons, if applicable • seating charts (optional) • documentation for students who were removed from or added to the school’s enrollment during the testing window

5. RECYCLE OR DISCARD the following materials:

Recycle or discard	<ul style="list-style-type: none"> • <i>Test Administrator’s Manuals</i> • practice tests, including large-print practice tests, if printed • Mathematics reference sheets
Recycle or keep	<ul style="list-style-type: none"> • You may keep RICAS rulers for future classroom use; these materials may not be used for future testing.

6. SECURELY DESTROY (e.g., by shredding) scratch paper and any other materials on which students did work or wrote item-related information and indicate on the internal tracking form that this has been done.

Appendix C—Procedures for Paper-Based Testing (PBT Accommodation)

PART V: SAMPLE PBT ADMINISTRATION FORMS AND MATERIALS FOR TESTING

MATERIALS SUMMARY

Spring 2026 RICAS Grades 3–8 English Language Arts



This form shows the materials included in your school’s shipment (including manuals and secure PBT materials). Use this form to accurately account for all secure materials received and being returned.

Before Testing:

- Record the total count of materials received in the “Qty Received” column. For example, if you received 5 packages of 20 test booklets, write “100” in the “Qty Received” column.
- Compare the “Qty Shipped” column to the “Qty Received” column.
- Any discrepancies between the total count of secure materials in the “Qty Shipped” column and the number actually received must be reported by calling the RICAS Service Center. For deadlines for reporting discrepancies of secure materials, refer to the *Test Coordinator’s Manual (TCM)*.**
- This form shows only those materials included in your school’s shipment. While inventorying your school’s shipment of test materials, if you discover that you need more materials, log on to ricas.onlinehelp.cognia.org/service-center to order additional materials no later than the deadline specified in the TCM.

After Testing:

- Record the total quantity of secure materials packed for return in the corresponding “Qty Returned” column.
- Print and sign your name and date the form.
- Retain this form for your school files if your school received secure materials in this shipment. Do not return it to the testing contractor after testing.

Ship To:

Ship Code:	000000000260713	Date Packed: Month/Day/Year	
Contract: 104803	Contract Name: Spring 2026 RICAS Grades 3–8 English Language Arts	Administration: 2025-2026	
District Code:	District Name:		
School Code:	School Name:	Grade: 03-08	Enrollment:
Total Cartons Shipped:			

Carton Label	Qty Shipped	Qty Received	Qty Returned
Contents:			

Principal’s Name _____ Principal’s Signature _____ Date _____

Ship Code: 00000000007935

Page: 1 of 1

Appendix C—Procedures for Paper-Based Testing (PBT Accommodation)



Sample Blank Form for Paper-Based Testing

Spring 2026 RICAS Administration Test Materials Internal Tracking Form

Test coordinators must account for all RICAS test materials at all times.
Use this form to track the distribution and return of all RICAS materials.

Test Administrator's Name: _____ Room Number: _____

Grade: _____ Subject/Sessions: _____

Materials Moved from Locked Storage Area to Room # _____

Date: _____ Time: _____

	# of Standard Booklets	# and Type of Special Materials
Principal's or Designee's Count		
Test Administrator's Count		

Principal's or Designee's Signature: _____ Test Administrator's Signature: _____

Materials Moved from Room # _____ to Locked Storage Area

Date: _____ Time: _____

	# of Standard Booklets	# and Type of Special Materials	Scratch Paper Used? (no count needed)
Principal's or Designee's Count			<input type="checkbox"/> Yes <input type="checkbox"/> No
Test Administrator's Count			<input type="checkbox"/> Yes <input type="checkbox"/> No

Principal's or Designee's Signature: _____ Test Administrator's Signature: _____

Date: _____

Check this box to confirm that scratch paper has been securely destroyed at the school.

Retain this document in your school files for three years.

Appendix C—Procedures for Paper-Based Testing (PBT Accommodation)



Sample Completed Form for Paper-Based Testing

Spring 2026 RICAS Administration Test Materials Internal Tracking Form

Test coordinators must account for all RICAS test materials at all times.
Use this form to track the distribution and return of all RICAS materials.

Test Administrator's Name: Alexander Smith Room Number: 250

Grade: 3 Subject/Sessions: Mathematics

Materials Moved from Locked Storage Area to Room # 250

Date: 5/1/26 Time: 8:30 a.m.

	# of Standard Booklets	# and Type of Special Materials
Principal's or Designee's Count	15	1 large-print booklet
Test Administrator's Count	15	1 large-print booklet

Principal's or Designee's Signature: Jennifer Brown Test Administrator's Signature: Alexander Smith

Materials Moved from Room # 250 to Locked Storage Area

Date: 5/1/26 Time: 2:00 p.m.

	# of Standard Booklets	# and Type of Special Materials	Scratch Paper Used? (no count needed)
Principal's or Designee's Count	15	1 large-print booklet	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Test Administrator's Count	15	1 large-print booklet	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Principal's or Designee's Signature: Jennifer Brown Test Administrator's Signature: Alexander Smith

Date: 5/1/26

Check this box to confirm that scratch paper has been securely destroyed at the school.

Retain this document in your school files for three years.

Appendix C—Procedures for Paper-Based Testing (PBT Accommodation)

Sample Completed Answer Booklet Front Cover When Student ID Label Is Used

<h1>Math</h1>	RHODE ISLAND COMPREHENSIVE ASSESSMENT SYSTEM Spring 2026 Test & Answer Booklet	<h1>Grade 8</h1>
---------------	--	----------------------

TEST ADMINISTRATOR'S NAME(S): (PLEASE PRINT)

Session 1: _____

Session 2: _____

School Name: Sample School

District Name: Sample District

- MARKING INSTRUCTIONS**
- Use a No. 2 pencil only.
 - Do not use ink, ballpoint, or felt-tip pens.
 - Make solid marks that fill the circles completely.
 - Erase cleanly any marks you wish to change.
 - Do not make any stray marks on this form.
 - Do not fold, tear, or damage this form.

STUDENT NAME GRID

LAST NAME												FIRST NAME												M
W	A	R	D									J	O	H	N								D	
○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○	○		
A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B	B		
C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C		
D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D		
E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E	E		
F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F	F		
G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G	G		
H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H	H		
I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I	I		
J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J	J		
K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K	K		
L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L	L		
M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M	M		
N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N		
O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O	O		
P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		
Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q	Q		
R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R	R		
S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S		
T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T		
U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U	U		
V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V	V		
W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W	W		
X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y		
Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z	Z		

BIRTHDATE

MONTH	DAY	YEAR
JAN	1	
FEB	2	
MAR	3	0 0
APR	4	1 1 1
MAY	5	2 2 2
JUN	6	3 3 3
JUL	7	4 4 4
AUG	8	5 5 5
SEP	9	6 6 6
OCT	10	7 7 7
NOV	11	8 8 8
DEC	12	9 9 9

STATE-ASSIGNED STUDENT IDENTIFIER (SASID)

1	0	0	0				
●	●	●	●	○	○	○	○
	1	1	1	1	1	1	1
	2	2	2	2	2	2	2
	3	3	3	3	3	3	3
	4	4	4	4	4	4	4
	5	5	5	5	5	5	5
	6	6	6	6	6	6	6
	7	7	7	7	7	7	7
	8	8	8	8	8	8	8
	9	9	9	9	9	9	9

Notes: 1. This RICAS test & answer booklet is secure. It may not be duplicated in any way. **This test & answer booklet must be returned as directed.**

2. Results may not be reported correctly if a valid SASID is not provided.

WARD, JOHN D DOB: 11/11/12

10001000

1012345678



Appendix C—Procedures for Paper-Based Testing (PBT Accommodation)

Answer Booklet Sample Back Cover

TO BE COMPLETED BY PRINCIPAL OR DESIGNEE

Refer to the *Test Coordinator’s Manual* for instructions on completing these sections on the back cover of the test & answer booklet.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

This student with a disability has an IEP or 504 plan (or a 504 plan is being developed) and was provided with the accommodations indicated below to complete this test.

- Large-print (Accommodation A2)
- Braille (Accommodation A3.2)
- Typed Response (Accommodation A12)

Please refer to the *Test Coordinator’s Manual* for instructions on the return of materials for students with disabilities using the large-print, Braille, or typed response accommodation.

IMPORTANT: Schools must identify selected accommodations for each student in the Student Accommodations Profile in the RICAS Portal. If accommodations were not uploaded in the initial Student Registration file, schools must correct the data in the RICAS Portal.

RIDE reserves the right to invalidate results for students who use accommodations that are not documented in their IEPs or 504 plans.

MLL STATUS: FIRST YEAR OF ENROLLMENT IN U.S. SCHOOLS

Students’ first-year MLL status is not collected on answer booklets because this information is reported in eRIDE. Please ensure student information is accurate in the MLL Census.

ABSENCE

- This student was absent **with medical documentation** for **one or more** test sessions (documentation on file at the school). LEAs must submit a request for Medical Exemption in eRIDE by June 30, 2026.

Note: There is no need to also indicate the student’s medically documented absence in the RICAS Portal.

Other Absences

A student will be reported as absent if there are no responses in one or more test sessions.

If a student responded to any questions, submit the booklet with other students’ used test & answer booklets in the scorable shipment. Test item analysis results will be reported for these test questions.

If the booklet has been assigned to a student (using a Student ID Label or the student’s information is filled in on the front cover), but the student did not respond to any test questions in this booklet, do **not** submit it with other students’ used test & answer booklets. Instead, mark the booklet as void by filling in the circle below in the “VOID TEST & ANSWER BOOKLET” section, write VOID in large letters across the front cover, and return the booklet in the Void Envelope in the scorable return shipment.

CHANGE OF ENROLLMENT STATUS

Removed from Enrollment

- This student participated in **one but not both** test sessions because the student transferred **out of the school** during the Mathematics testing window.

Added to Enrollment

- This student participated in **one but not both** test sessions because the student transferred **into the school** during the Mathematics testing window.

DESE
Use
ONLY

0	0
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9

VOID TEST & ANSWER BOOKLET

- This is a **VOID** booklet and **WILL NOT** be scored. No student results will be reported from this booklet.



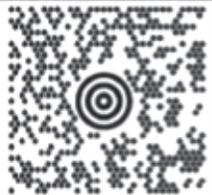
RIDE Rhode Island
Department
of Education

Appendix C—Procedures for Paper-Based Testing (PBT Accommodation)

Sample UPS Return Service Label

Principal
(123) 456-7890
Sample School
123 School Street
Anytown, RI 02901

SHIP
TO: LOGIN MANAGER
(800) 737-5103
COGNIA
100 EILEEN DONDERO FOLEY AVE, SUITE 400
PORTSMOUTH, NH 03801

 NH 011 9-02


UPS Ground
TRACKING #: 1Z 0W8 76A 77 7777 7777

 SAMPLE

BILLING: P/P

REF 1: Contract Code Cxxxxxxx
REF 2: Spring 2026 ELA Test

63.0A 04/2026

Note that each RS label lists the test administration in the line marked as “REF 2:.” Please choose the correct RS label when scheduling the UPS pickup for each administration.

The test administration listed in the “DESC” description line should assist you in preparing materials for return, particularly when trying to distinguish among the school administrations that occur during a brief time span in the spring. Return all leftover, unused labels after the Mathematics test administration.