Checklists of Tasks to Complete for Test Administration (excerpted from the spring 2026 TCM)

Test Preparation

Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities when preparing for 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. Ongoing/Tasks Beginning in Fall 2025

Task Reference	Page	Task Overview	Completed?
1	13	Attend RIDE's Monthly Test Coordinator Webinars and familiarize yourself with RICAS resources, test designs, and assessment components.	
2	13	Provide RIDE with accurate contact information via RIDE Master Directory (LEA and School Profile). Ensure no duplication of entries and that a testing coordinator is designated at LEA and school levels.	
3	13	Ensure accurate student information is sent to RIDE through daily eRIDE collections: enrollment census, special education census, and LEP census.	

B. Tasks to Complete BEFORE Test Administration – Winter 2026

Task Reference	Page	Task Overview	Completed?
1	14	Meet with the technology coordinator and establish a plan to ensure that the appropriate technology preparations are made.	
2	15	Participate in RIDE training on test security and administration protocols.	
3	15	Review the student registrations for your school in the RICAS Portal for accuracy and ensure daily transfers to eRIDE stay up to date.	
4	15	Identify all students who will be participating in each grade's tests.	
5	16	Complete the RICAS SAP process to assign accessibility features and accommodations, particularly for paper-based testing.	

C. Tasks to Complete BEFORE Test Administration – Late Winter/Early Spring 2026

Task Reference	Page	Task Overview	Completed?
1	17	Develop a test security plan.	
2	17	Identify test administrators and other school staff members who will have access to secure materials.	
3	18	Assign and update user roles in the RICAS Portal.	
4	18	Establish the school's testing schedule.	
5	22	Communicate the test schedule and other important information to the school community, including parents/guardians.	
6	22	Identify testing spaces and plan how to set up a secure testing environment and prepare room assignments for students and test administrators.	

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

Task Reference	Page	Task Overview	Completed?
1	23	Collaborate with technology coordinator to conduct an Infrastructure Trial. Students encouraged to use accommodations and assistive technology during the trial to familiarize them with test and supports.	
2	23	Download the RICAS Student Kiosk to testing devices and perform Site Readiness.	
3	24	Verify whether all students have the correct accessibility features and/or accommodations by viewing the Accommodations tab. If the student has accessibility features and/or accommodations that need to be added, select **Accommodations**, select the **Test Code** from the Accommodations for Test Code drop-down, and then check the boxes next to the accommodations. Follow the instructions in the SAP Process Guide to make updates.	
4	25	Meet with students to provide information about testing.	
5	28	Administer the student tutorial and practice tests. Familiarize students with additional resources.	
6	29	Create Classes and assign students to them.	
7	30	Verify form assignment in Classes for form-dependent accommodations.	

PART II—Test Preparation

Test Preparation

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

Task Reference	Page	Task Overview	Completed?
1	30	Verify receipt of test administration manuals. Inventory your school's shipment of manuals and store them.	
2	31	Establish a chain of custody for all testing materials.	
3	31	Order additional manuals if necessary, and/or download materials.	
4	32	Prepare administration materials for test administrators and students. Review the types of materials required, permitted, and prohibited during testing.	
5	38	Distribute manuals/security requirements. Train staff in test security requirements and test administration protocols. Ensure all test administrators know which materials students can use for which content area and session, including the difference between required/permitted materials and accommodations.	
6	40	Prepare to provide accessibility features and accommodations for testing. Train and confirm that test administrators understand the specific accommodations they will be providing.	

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

Task Reference	Page	Task Overview	Completed?
1	41	Verify that test administrators have covered or removed prohibited materials from the walls (shelves, desks, etc.) of testing rooms.	
2	41	Confirm that the technology coordinator has completed necessary preparations for testing.	
3	41	View the Accommodations tab in the RICAS Portal to verify whether all students have the correct accessibility features and/or accommodations. To review and print all accommodations assigned to all students within the school, go to **Student Registration**, click **Export**, and the file will be downloaded to the computer. Follow the instructions in the *Guide to the RICAS Portal Student Accommodation Profile (SAP)* to make updates.	
4	42	Ensure all first-year MLLs who will not be participating in the ELA test are not assigned to an ELA session in the RICAS Portal, or else are in a separate session that will not be started.	
5	42	Review list of secure and non-secure materials by content and grade level. Print and prepare materials for testing.	
6	43	Prepare and start the RICAS Portal Sessions.	