



**RI****DE**

Rhode Island  
Department  
of Education

## **Instructions for Unlocking Test Questions in the RICAS Student Kiosk**

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2026 RICAS Test Administrations

## Important Contact Information and Resources

Contact:	<b>RICAS Service Center</b>
For questions on:	<ul style="list-style-type: none"><li>• general test administration support</li><li>• RICAS Portal and RICAS Student Kiosk such as<ul style="list-style-type: none"><li>○ user accounts</li><li>○ technology support and readiness</li><li>○ student registration process and loading files</li><li>○ viewing student data</li><li>○ scheduling tests</li></ul></li><li>• locating resources</li><li>• shipments of materials</li></ul>
Hours:	7:00 a.m.–5:00 p.m., Monday–Friday
Web:	<a href="http://ricas.onlinehelp.cognia.org">ricas.onlinehelp.cognia.org</a>
Email:	<a href="mailto:ricasservicecenter@cognia.org">ricasservicecenter@cognia.org</a>
Telephone:	855-222-8936

Contact:	<b>RIDE Office of Instruction, Assessment, and Curriculum</b>
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:	<a href="http://www.ride.ri.gov/ricas">www.ride.ri.gov/ricas</a>
Email:	<a href="mailto:assessment@ride.ri.gov">assessment@ride.ri.gov</a>
Telephone:	401-222-8478

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## I. Overview

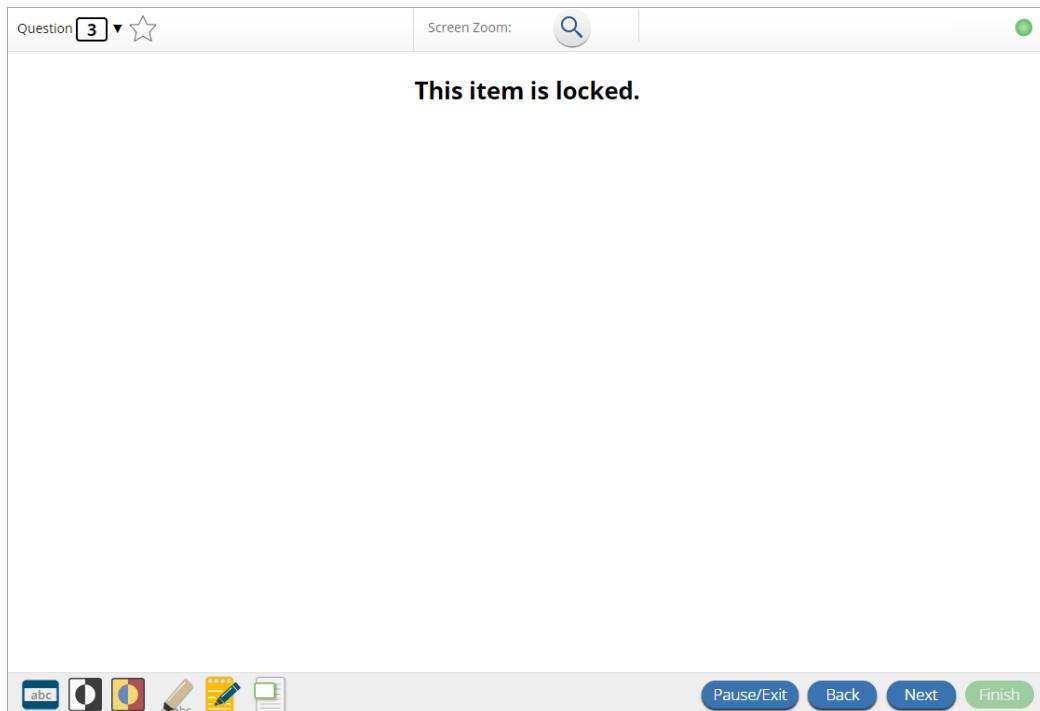
In certain circumstances, a student may need to re-enter a test in the RICAS Student Kiosk. In some cases, questions that a student has previously answered will be automatically locked when the student signs back in. The student will not be able to return to those questions unless they are unlocked by a school or district test coordinator. The table below outlines the following:

- the situations that may require that a student log back in to a test in the RICAS Student Kiosk
- login credentials to re-enter a test
- whether notes they took in the notepad and highlighting they marked will be retained
- whether previously answered questions will be automatically locked

Student Activity in the Test	What is required for logging in?	Will highlighting and notes in the Notepad be retained?	Are previously answered questions automatically locked?
<b>Student pauses a test for less than 45 minutes</b>	• password	Yes	No
<b>Student pauses a test for more than 45 minutes</b>	• username • password • session access code • proctor password	No	Yes
<b>Student exits a test for less than 45 minutes</b>	• username • password • session access code	No	No
<b>Student exits a test and more than 45 minutes pass</b>	• username • password • session access code • proctor password	No	Yes
<b>Student does not interact with the test for 60 minutes or more (inactivity timeout)</b>	• username • password • session access code • proctor password	No	Yes
<b>Abrupt closure (such as loss of power or the device is turned off while testing)</b>	• username • password • session access code • proctor password	No	Yes

The screenshot below shows what a student will view when they log back in to a test where their test questions have been locked due to one of the situations outlined above. If there is not a need

for their previously answered questions to be unlocked, the student should use the test review screen or the **Next** button to navigate to the next unanswered question.



The sections below provide additional information for each of these situations as well as instructions for school or district test coordinators to unlock a student's test questions.

## II. Using the Pause/Exit Options and Inactivity Timeout

### A. Pausing a test

The Pause/Exit button in the RICAS Student Kiosk allows students to securely pause their test and take a break during RICAS testing.

Question 28  Screen Zoom:  Text-to-Speech:   

Read the passage "The Village of Left-Behinds." Then answer the question that follows.

**The Village of Left-Behinds**  
by Ethel Pochocki

1 In a basket in a corner of the laundry room of a large family's house, there lived the village of Left-Behinds, a community of bewildered socks who had lost their mates and their reason for being. For what good was one sock? . . .

2 The mistress of the house had given them their own place where they could wait for the return of their loved ones. Her sock drawer had become so crowded, she could barely close it, but she was too softhearted to throw the odd ones away. It wasn't their fault their mates had vanished suddenly and mysteriously. One moment they were in the washer or dryer or on their way to being folded and put away, and the next, they weren't. It was, she said, one of life's great mysteries.

3 Every now and then, but not very often, one of the missing did return, found in an unlikely place—in a lunchbox, under the couch, crumpled in a pants pocket,

Type a summary of the passage.

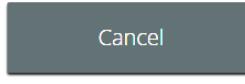
Maximum number of characters: 2500 | Characters remaining: 2500

When a student clicks on the **Pause/Exit** button, they will be given the option to pause their test, exit their test, or cancel and return to their test.

Do you want to pause your test or exit your test?

Pause the test to temporarily log out. Exit the test to log out and close the testing application.

When the student clicks on the **Pause Test** button, their test will be paused and a timer will begin to count down from 45 minutes. The student will have 45 minutes to return to their test before they are automatically exited from the test.

# Your test is **paused**.

To resume testing, enter your password and click the Resume button.

To exit the test and close the testing application, click the Exit button.

When the timer reaches 00:00, your test will exit on its own.

44:42

Password:

**Resume**

**Exit Test**

## B. Exiting the Test

If a student exits the test, they will be logged out of the kiosk. In order to exit the test, a student must click on the **Pause/Exit** button on the lower right corner of the screen.

Question **28** ▾

Screen Zoom:

Text-to-Speech:

Read the passage "The Village of Left-Behinds." Then answer the question that follows.

**The Village of Left-Behinds**  
by Ethel Pochocki

1 In a basket in a corner of the laundry room of a large family's house, there lived the village of Left-Behinds, a community of bewildered socks who had lost their mates and their reason for being. For what good was one sock? . . .

2 The mistress of the house had given them their own place where they could wait for the return of their loved ones. Her sock drawer had become so crowded, she could barely close it, but she was too softhearted to throw the odd ones away. It wasn't their fault their mates had vanished suddenly and mysteriously. One moment they were in the washer or dryer or on their way to being folded and put away, and the next, they weren't. It was, she said, one of life's great mysteries.

3 Every now and then, but not very often, one of the missing did return, found in an unlikely place—in a lunchbox, under the couch, crumpled in a pants pocket,

Type a summary of the passage.

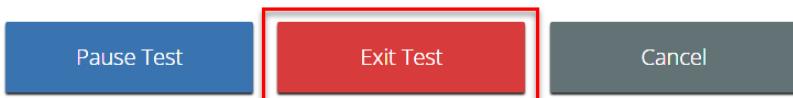
Maximum number of characters: 2500 | Characters remaining: 2500

**Pause/Exit** **Back** **Next** **Finish**

Then, they must select the **Exit Test** button.

Do you want to pause your test or exit your test?

Pause the test to temporarily log out. Exit the test to log out and close the testing application.



### C. Inactivity Timeout

The RICAS Student Kiosk automatically times out after 60 minutes of inactivity. When a student is inactive in a test for 59 minutes, they will receive a warning prompt to let them know that their test will time out due to inactivity in 60 seconds. The student can click Continue in this pop-up window to resume testing.

**Your test will timeout due to inactivity. To stay logged in to your test click Continue.**

You have 57 seconds left.

Continue

When the countdown expires, the test will automatically time out due to inactivity and the student will be logged out of the kiosk. The student will be shown a message on screen, as displayed in the screenshot below, and the only option for the student will be to Exit.

**Please raise your hand; your test session has timed out.**

Exit

## **D. Abrupt Closure**

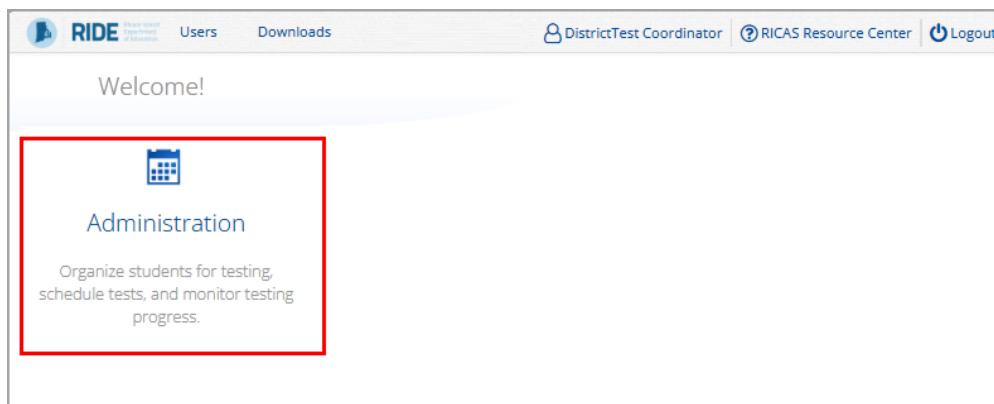
An abrupt closure refers to any time the kiosk closes without the student pausing or exiting; for example, this can occur due to a power outage, a device shutting off, or a hard reset.

## **III. Unlocking Test Questions in a Test Session – Steps for School or District Test Coordinators**

If a student needs access to previously answered questions that are locked in a test from a session that occurred on that same day, district test coordinators can allow the student access to those questions by using the **Unlock** feature on the scheduled test details page. **Note that the Unlock feature unlocks ALL previously unanswered questions in the test session.** The student's original responses will be visible and may be edited by the student. If the school test coordinator and principal are not notified in a timeframe that would allow the test to be unlocked and the student to complete the test session with their peers on that day, a district test coordinator must create an irregularity report in the RIDE Portal and await a response from RIDE on next steps.

To unlock previously answered questions in a test session, follow the steps below:

1. Log into the [RICAS Portal](#) with your username and password.
2. On the RICAS Portal homepage, click **Administration**.



3. From the top menu bar of the Administration homepage, click **Test Scheduling**.

4. Select the **Organization, Program, Subject, and Test**.

5. Locate the scheduled test in the scheduled tests table and click **View Details/Student Logins**.

Displaying test sessions for ELA03 in Cyber City				
School	Class	Testing Status	Created Date	Created By
Cyber City Sch1-001	ELAThree-(Grade -03)	In Progress	1/27/2025 11:48:05 AM	Demo DTC
<a href="#">View Details/Student Logins</a>				

6. In the scheduled tests details table, click on the search icon next to the First Name, Last Name, or Username to search for the student.

7. Click the **Unlock** link to unlock all the questions in the test session.

Session Sequence	Session Name	Access Code
1	Session 1	7638746828
2	Session 2	6002555420

Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed	Actions
Student	Demo	9999910011	MKBTS56Z	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 1:In Progress	9/15/2025 10:09:10 AM		<a href="#">Session Report Codes</a>
Student	Demo	9999910010	MFMSARDZ	ELA03 Demo Form 2	08/21/2025 3:15:13 PM	+	Session 2:Not Started			<a href="#">Session Report Codes</a>
							Session 1:In Progress	9/15/2025 10:11:21 AM	<a href="#">Unlock</a>	<a href="#">Session Report Codes</a>
							Session 2:Not Started			<a href="#">Session Report Codes</a>
							Session 1:Not Started			<a href="#">Session Report Codes</a>

The student will be able to log into the RICAS Student Kiosk and view the questions that were automatically locked.

**Note:** The test must be unlocked **BEFORE** the student attempts to log back in to the test session. If a student attempts to log back in before the session has been unlocked, or if the session is unlocked while the student is logged in, the items will remain locked.