RIDE Rhode Island Department of Education

Infrastructure Trial Guide for 2025 RICAS Computer-Based Testing

Spring 2026

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. Introduction

A. Purpose and General Overview

An Infrastructure Trial is an opportunity for districts, schools, and students to prepare for RICAS computer-based testing (CBT) by simulating test-day network utilization. This "dress rehearsal" will help to confirm that all testing devices are properly configured, that school and district networks can handle online testing, and that staff members are familiar with their role in administering an online test.

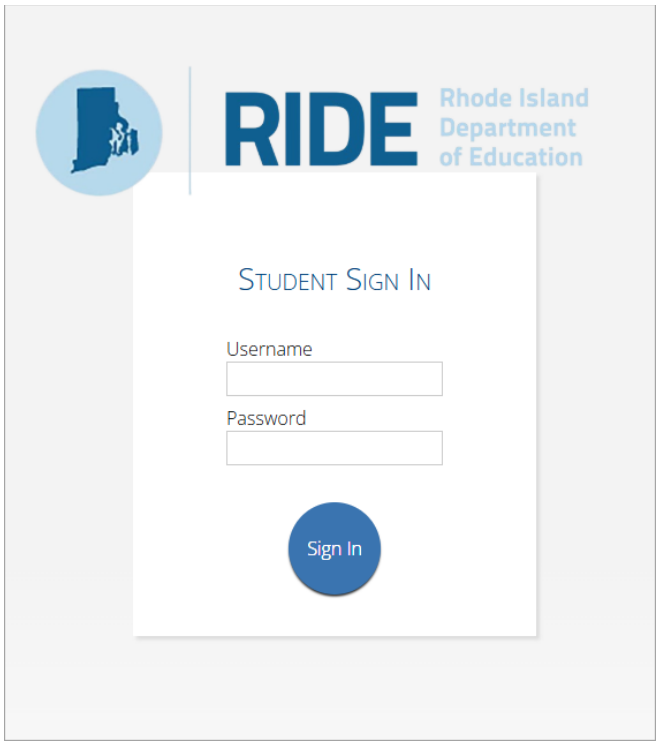
This trial is also an opportunity to introduce students to the RICAS Student Kiosk and practice using the online tools.

Conducting an Infrastructure Trial provides the school with a scheduled opportunity to practice administering a test in a low-stakes environment that can identify possible problems with technology and communication. This process will help avoid delays or issues during operational testing.

The Infrastructure Trial confirms:

- Participating staff know how to monitor and manage a computer-based RICAS test
- Students are familiar with the computer-based tools and format

RICAS Student Kiosk



B. Scheduling the Infrastructure Trial

The Infrastructure Trial should take approximately 60-90 minutes to administer. However, additional time is needed for the following set-up tasks prior to administration: training staff uploading accommodations, creating classes and scheduling practice tests. The time involved will vary depending on the size of the school and the number of students testing at a given time.

Please note the number of sessions available for each practice test for the Infrastructure Trial below:

Grades/Subjects	Sessions shown in RICAS Training Site:	Students will take:
3-8/ELA	1	1
3-8/Math	2	2

C. Individuals to Include in the Infrastructure Trial

Everyone who will be involved in operational testing should be involved in the Infrastructure Trial. This may include the following:

- District test coordinator
- Principal or school test coordinator
- Test administrators
- Technology coordinator
- Students

D. Planning an Infrastructure Trial

Steps for the district test coordinator or principal/school test coordinator:

1. **Create a communication plan for the Infrastructure Trial**

2. **Schedule the Infrastructure Trial**
   Schedule the following activities as part of the Infrastructure Trial:
   - Designate appropriate testing locations.
   - Train all staff involved in the Infrastructure Trial.
   - Identify all students who will participate in the Infrastructure Trial. You may choose to select a certain number of classes and/or grade levels or have the whole school participate.
   - Districts with a district test coordinator should inform their schools whether there will be a district schedule for administering the Infrastructure Trial.

II. Using the RICAS Training Site

Notes on logging onto the RICAS Training Site:

The Infrastructure Trial will take place using the RICAS Training Site, https://ricas-training.cognia.org/.

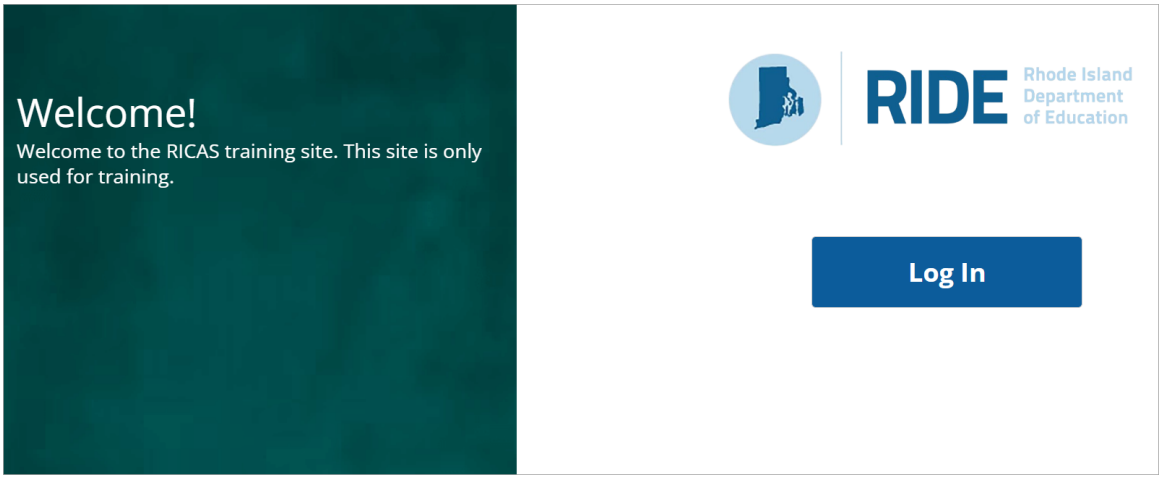
If you already have an account for the RICAS Training Site, you will continue to use it. If it has been 365 days since you have reset your password, you may be prompted to update your password when you login.

Districts are responsible for creating accounts for any other necessary staff members, following instructions in the *RICAS Portal User Management Guide*, available online in the RICAS Resource Center. School test coordinators are responsible for creating accounts for test administrators.

To log in to the training site for the first time you will receive an email:

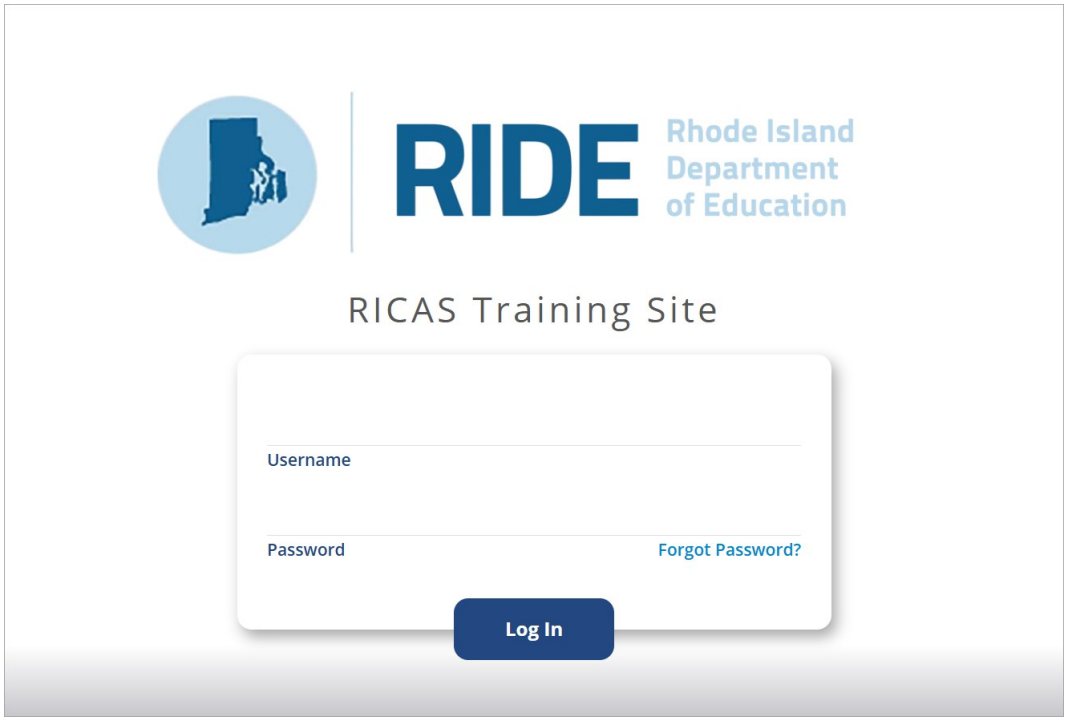
- Obtain your username from the email. (Usernames will be the user's school email)
- Click on the link in the email to create your password. The RICAS training site credentials are separate from the RICAS Portal credentials; however, it is strongly recommended that you use the same password for both the Portal and the Training Site.
- To return to the training site, go to https://ricas-training.cognia.org/
- Select **Login** and enter your username and password.

Note: The training site can be distinguished from the operational site by its welcome message once logged in.



To reset your password (if needed):

If you have forgotten your password, select the Forgot Password? link and enter your username as indicated in the screenshot below. Select the Submit button. The system will send an email to the email address associated with the account providing instructions to reset your password.



Confirm that all staff members participating in the Infrastructure Trial have a user account for the training site and have been assigned their appropriate roles. To find a user in the RICAS Training Site, select **Users:**

A list of current users for your organization will appear. You can also use the search bar at the top right of the screen to search for a specific user. To add a new user, click on Create User to add a user through the user interface, or click on Import Users to begin the user upload process. See the ***RICAS Portal User Management Guide*, available online in the RICAS Resource Center** for more detailed instructions

III. Technology Set-Up

Steps for the technology coordinator before, during, and after the Infrastructure Trial:

1. Review responsibilities for the Infrastructure Trial.
2. Perform the following steps during the Infrastructure Trial:
    a. Monitor network performance for slowdowns or ISP bandwidth usage.
        i. If testing devices are using a wireless connection, monitor the connections and verify that access point placement is sufficient for online testing.
    b. Provide technology support as needed to the principal or school test coordinator and to test administrators.
3. Perform the following steps after the Infrastructure Trial:
    a. Follow up on any issues that were identified.

i. Following the Infrastructure Trial, there may be a need for technical follow-up and resolution prior to the operational test administration.

ii. Feedback from staff and students regarding student browser performance, device connectivity, network performance, and access point placement should be used to conduct follow-up activities with the Infrastructure Trial team.

IV. Administering Accommodated Practice Tests

All of the accommodations and accessibility features are available for the practice tests that are administered as part of the Infrastructure Trial. It is recommended to test third party software and hardware prior to live testing to ensure compatibility with the RICAS Student Kiosk app.

The following SAP-enabled accessibility features are available for practice tests in the Infrastructure Trial:

- **Alternative Background and Font Color**: The Alternative Background and Font Color is available for all of the grades 3–8 practice tests.
- **Answer Masking**: Answer Masking is available for all of the practice tests (listed above).

The following accommodation are available for practice tests in the Infrastructure Trial:

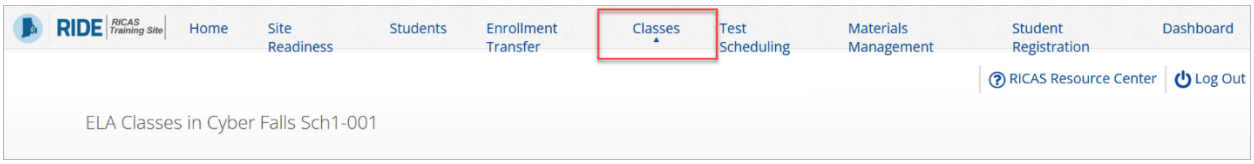
- **Text-to-Speech**: Text-to-Speech is available for all of the practice tests.
- **Compatible Assistive Technology**: The Compatible Assistive Technology accommodated test form is available only for the grade 3 ELA practice test; it is meant to be a sample for school staff to ensure that students' external AT software/hardware function as expected with RICAS Kiosk prior to operational testing.
- **Screen Reader***: The Screen Reader accommodation is available only for the grade 3 Mathematics practice test; it is meant to be a sample for school staff to ensure that students' external Screen Readers (e.g., JAWS) function as expected with RICAS Kiosk prior to operational testing.
- **Speech to Text:** Co:Writer is available for students who have speech-to-text and/or word prediction listed in their IEP or 504 plan. These are available for grades 3-8 ELA and math practice tests. Speech to Text is not available on the equation editor.
- **Human Reader/Human Signer**: Students ***must*** be placed in a separate class marked as a Human Reader/Human Signer class since the students must be in a separate location to receive the Human Read-Aloud or Human Signer accommodation. Human readers and signers will read the text on the student's screen while testing and students will log in and respond using their student testing tickets.) More information on this can be found in the *Guide to the Student Accommodations (SAP) Profile Process*. These accommodations are available for all of the practice tests (listed above).
- **Spell-Checker**: The Spell-Checker accommodation is available for all grades 3–8 practice tests.
- **Word Prediction**: Word Prediction accommodation is available for all grades 3–8 practice tests

For more information about accessibility features and accommodations, refer to the *Guide to the Student Accommodations (SAP) Profile Process*. For information about assistive technology, refer to the *Guidelines for Using Assistive Technology as an RICAS Test Accommodation*.

V. Creating RICAS Training Site Classes

Steps for the district test coordinator or principal/school test coordinator:

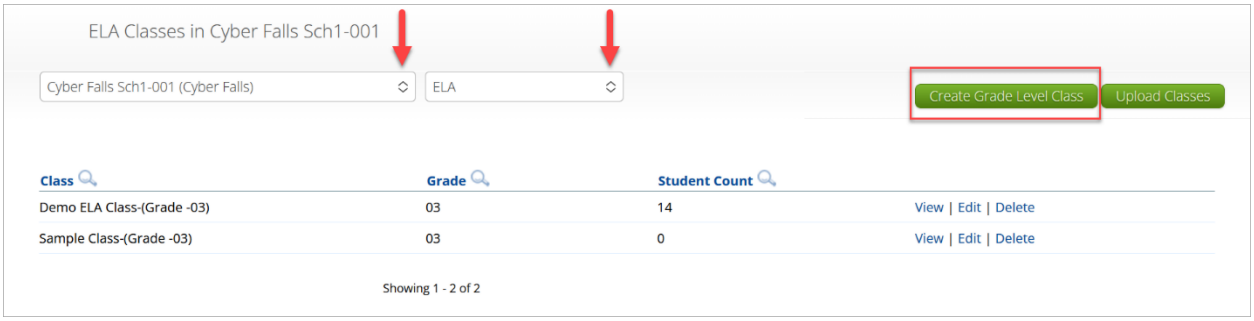
A class in the RICAS Training Site is a group of students that will test in the same place at the same time. The **Classes** page, available to all user roles except Reports Access Only, manages the classes, or groups of students, for testing. Select **Classes** on the top menu bar of the Administration homepage to access classes.



There are three ways to create classes in the RICAS Training Site: by manually creating classes one at a time, by uploading a file to create multiple classes at once, or by entering class names in column K of the Student Registration file.

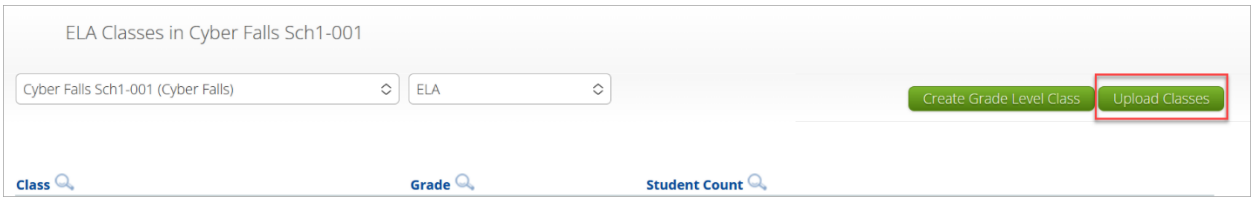
Creating a class manually:

1. **Filter** the Classes table by selecting an organization from the **Organization** drop-down menu.
2. **Filter** the Classes table by selecting a subject from the **Subject** drop-down menu.
3. Select the green **Create Grade Level Class** button to manually create a new class.



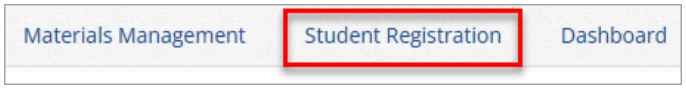
Creating classes through the upload file process:

1. Select **Upload Classes** to create multiple classes within one .CSV file.
2. Sort columns by clicking on a column heading. Select the search icon next to the column heading and type the desired search criteria.
3. To modify an existing class, locate the class in the table and select **View**, **Edit**, or **Delete**.

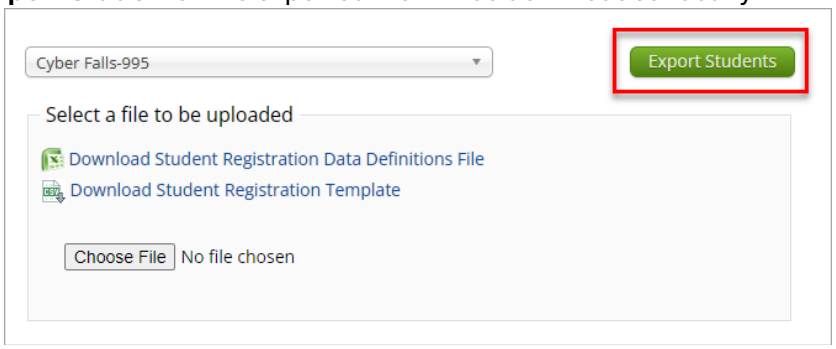


Creating classes through the Student Registration file upload process:

1. On the RICAS Training Site Portal homepage, select **Administration**.
2. Select **Student Registration** from the top menu bar



3. Select the **organization** from the organization drop-down. Student Registration files can be exported at the district level by a district test coordinator or district-level technology coordinator, or at the school level by a district test coordinator, school test coordinator, or technology coordinator.
4. Select **Export Students**. The exported file will be downloaded locally.



5. Using the export file, test coordinators may enter accessibility features and/or accommodations in the designated columns.

6. Test coordinators may use column K (Class_Name) of the Student Registration file to create Classes in the RICAS Training Site.

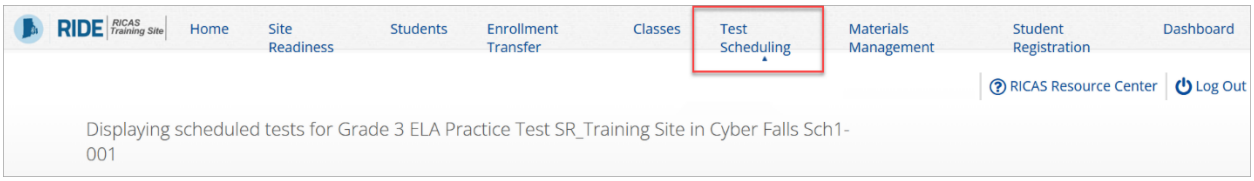
   Note: Class names must be unique. RIDE recommends that class names include the 5-digit school code.

7. Save the file as a .CSV. (Please ensure that your file uses UTF-8 encoding. The RICAS Training Site does not accept files any other encoding), The Student Registration file is now ready for upload into the RICAS Training Site.

VI. Preparing and Administering the Infrastructure Trial

Steps for the district test coordinator or principal/school test coordinator:

1. **Schedule the classes that will be part of the Infrastructure Trial**.



2. Schedule a New Test

To schedule a test, follow the steps below:

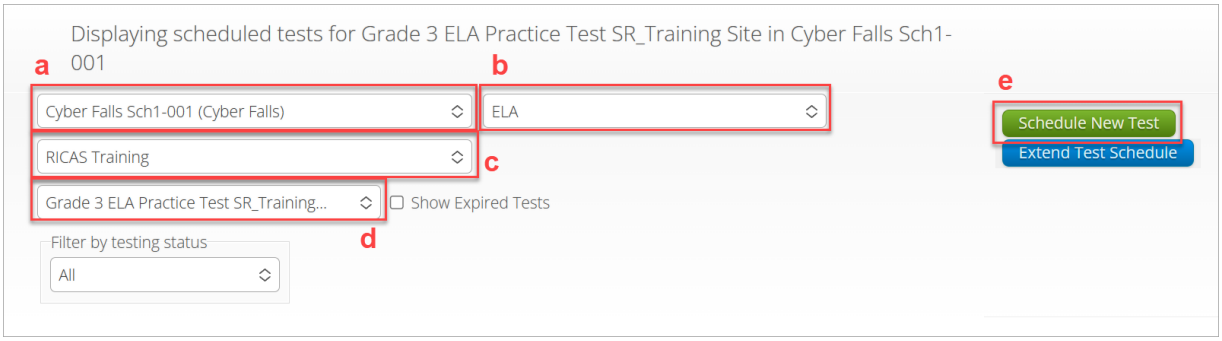
a. Select the organization from the **Organization** drop-down menu.

b. Select the subject from the **Subject** drop-down menu.

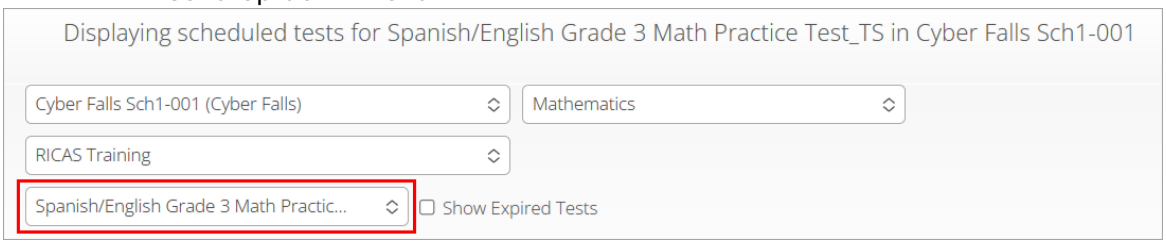
c. Select the program from the **Program** drop-down menu (RICAS Training Grades 3-8).

d. Select a test from the **Test** drop-down menu.

e. Select the green **Schedule New Test** button.



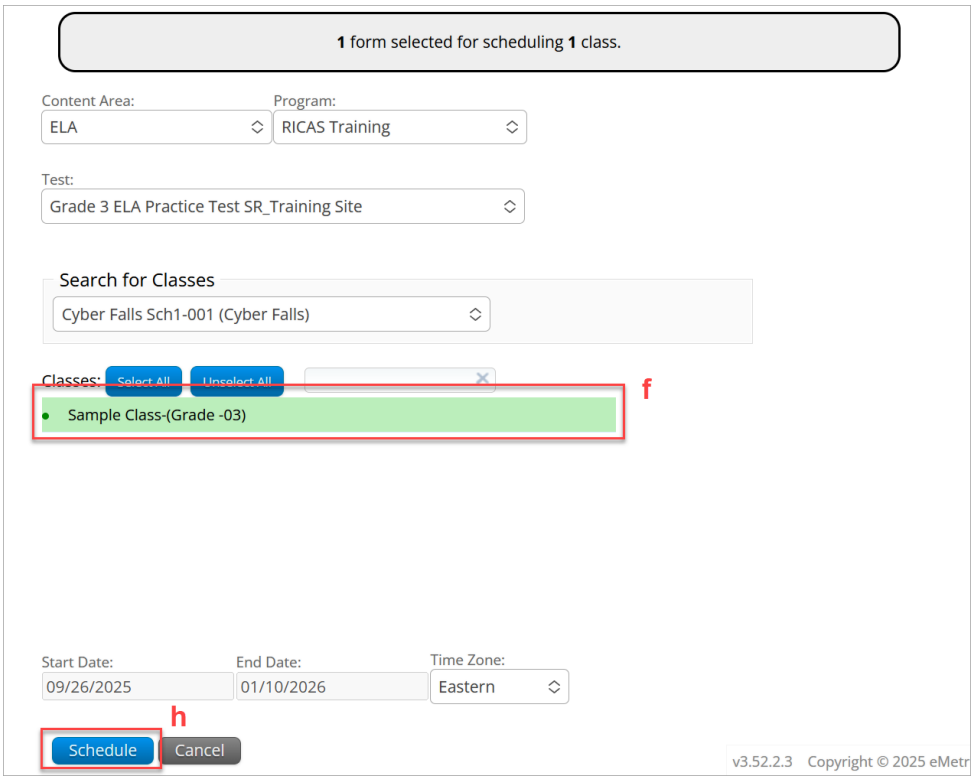
Note: To assign a Spanish test, select the Spanish/English version of the test in the **Test** drop-down menu.



f. The **Schedule Tests** page will display a list of classes available to schedule.

g. Select one or more classes to schedule or click **Select All** to schedule the test for all classes in the list. Multiple classes may be assigned to the same test and all forms within that test will be automatically spiraled for all students in the class(es).

h. Select **Schedule** when you are done to schedule the test. The start date and end date are not editable and are fixed to the first and last day of the testing window.

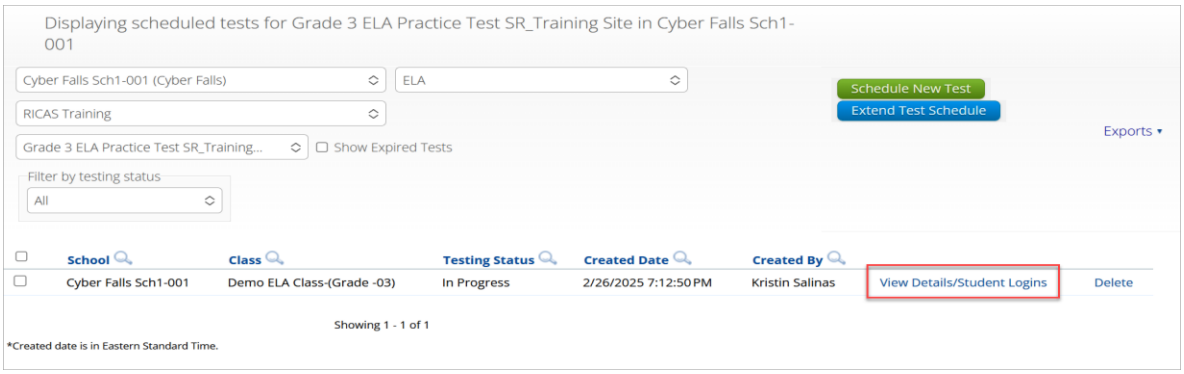


3. **Print student logins**.

Student logins include a login ID and password to log in to the practice tests and are generated for each student added to a class.

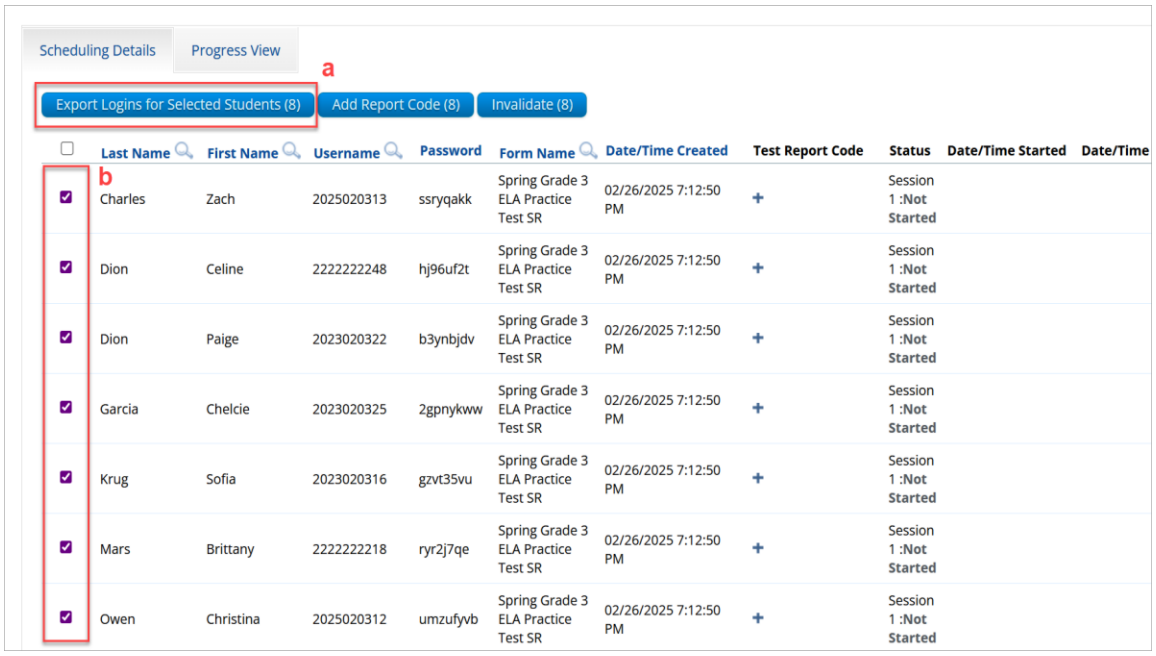
To export student logins as a PDF, follow the steps below:

a. While on the Test Scheduling page, select **View Details/Student Logins**.



b. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.

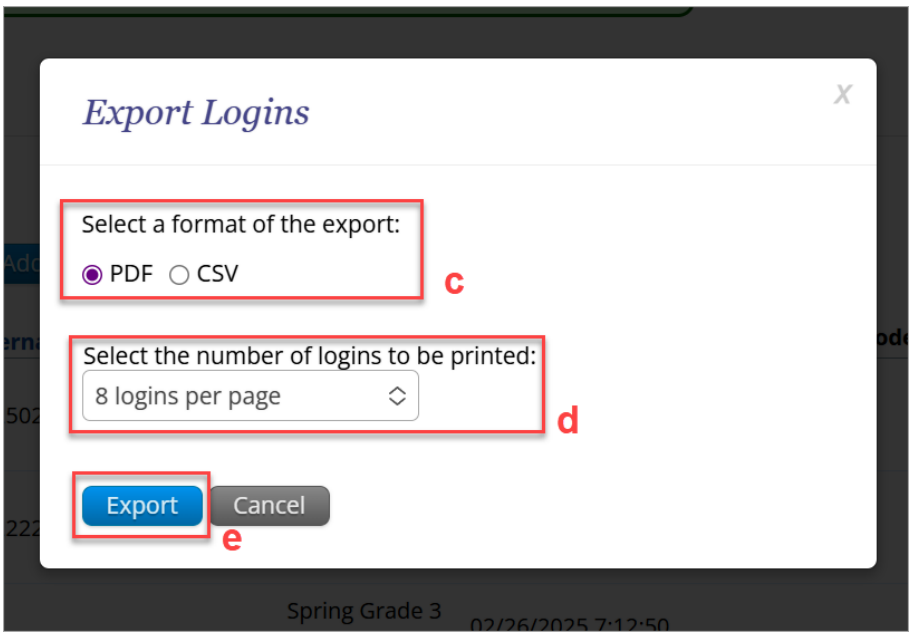
c. Select **Export Logins.**



d. A pop-up will be shown with the option to choose PDF or CSV. Select **PDF**.

e. Select the number of student logins to be printed per page (1, 8, or 27 logins per page)

f. Select **Export**.



g. The student logins are exported to a PDF file. The first page of the PDF file is a cover sheet for the test administrator listing the session access codes for the test, the students in the scheduled class along with their login information, and accommodations assigned. Test administrators should review this prior to testing to ensure students have the correct accommodations before students log in to the test.

Class Name: Demo ELA Class-(Grade -03)
Test Name: Grade 3 ELA Practice Test SR_Training Site
Testing Window: 2/26/2025 to 1/10/2026

Student Name	Date of Birth	Username	Password	Accommodations
Charles, Zach D	11/1/2015	2025020313	ssryqakk	ELA03-(Mouse Pointer,Graphic Organizer Reference Sheet)
Dion, Celine	9/14/2013	2222222248	hj96uf2t	ELA03-(Mouse Pointer,Graphic Organizer Reference Sheet)
Dion, Paige G	7/11/2014	2023020322	b3ynbjdv	
Garcia, Chelcie L	8/21/2014	2023020325	2gpnykww	ELA03-(Mouse Pointer,Graphic Organizer Reference Sheet)
Krug, Sofia M	5/1/2014	2023020316	gzvt35vu	
Mars, Brittany	3/18/2015	2222222218	ryr2j7qe	ELA03-(Word Prediction Special,Mouse Pointer)
Owen, Christina B	3/15/2014	2025020312	umzufyvb	
Perez, Andres O	5/6/2014	2023020354	cam37vyp	ELA03-(Spell Checker,Graphic Organizer Reference Sheet)

Following the cover sheet will be the student logins.

Charles, Zach D DOB:11/1/2015 Grade 3 ELA Practice Test Username: 2025020313 Password: ssryqakk	**Dion, Celine** DOB:9/14/2013 Grade 3 ELA Practice Test Username: 2222222248 Password: hj96uf2t
Dion, Paige G DOB:7/11/2014 Grade 3 ELA Practice Test Username: 2023020322 Password: b3ynbjdv	**Garcia, Chelcie L** DOB:8/21/2014 Grade 3 ELA Practice Test Username: 2023020325 Password: 2gpnykww
Krug, Sofia M DOB:5/1/2014	**Mars, Brittany** DOB:3/18/2015

Each label displays the student's name, date of birth, test name, username, and password.

To export student logins as a .CSV, follow the steps below:

a. Select the students whose login information will be printed. To select all the students scheduled, select the check box in the top-left corner of the header row. To select individual students, select the check box next to each student's name.

b. Select **Export Logins**. A pop-up will appear with the option to choose PDF or CSV; select **CSV**.

c. Select **Export.**

d. A .CSV file listing each student's demographics, login information, test name, and accommodations will be downloaded.

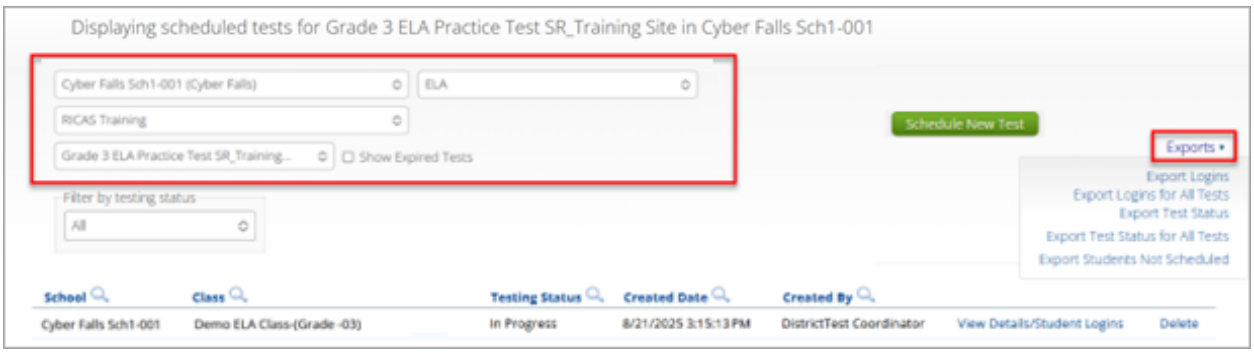
To export student logins in bulk as a PDF for a scheduled test, follow the steps below:

a. On the Test Scheduling page, select the organization from the **Organization** drop-down menu.

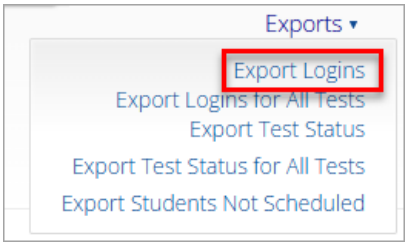
b. Select the program from the **Program** drop down menu (RICAS Training).

c. Select the subject from the **Subject** drop-down menu.

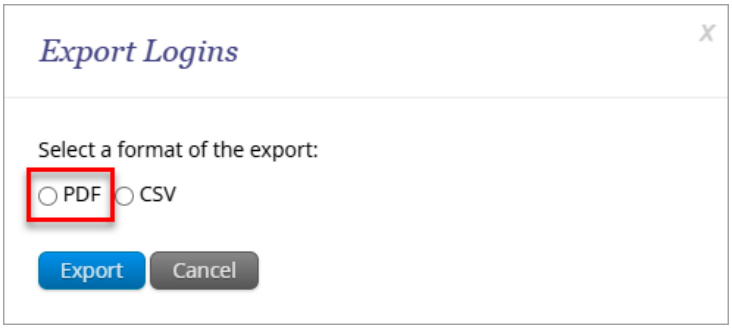
d. Then select **Exports** to expand the exports menu.



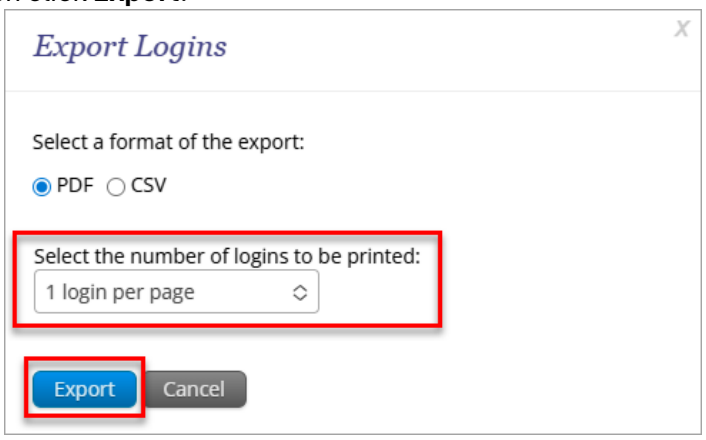
e. Select **Export Logins**.



f. A pop-up will be shown with the option of choosing PDF or CSV. Select **PDF**.

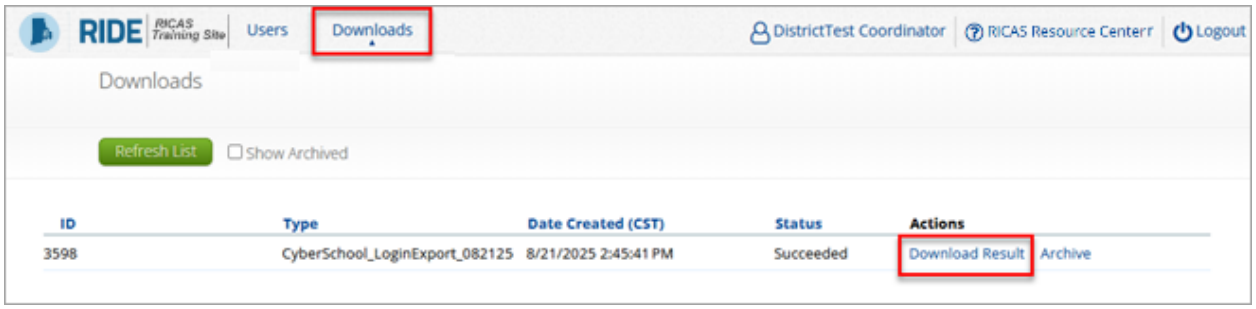


g. Select the number of student logins to be printed per page (1,8, or 27 logins per page), and then click **Export**.



h. A pop-up message will appear to notify the user that the login export was created and will appear in **Downloads** with clickable link to access.

When exporting logins in PDF format, all student logins will be exporting in a single file, with a summary page separating each class.



4. **The principal/school test coordinator or test administrator should verify the following with technology staff**:

- All devices to be used for testing are charged.
- Sufficient power cords and power strips are available.
- 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.

VII. The Day of the Infrastructure Trial

Steps for the district test coordinator or principal/school test coordinator:

1. **Distribute student**: Ensure that test administrators have the student logins for all students assigned to them
2. **Direct test administrators and students to testing locations**: Direct test administrators and students to their assigned testing locations.
3. **Oversee test administration**: During each test session, principals or school test coordinators should monitor the administration to ensure that testing is being completed as expected. Test coordinators and/or technology coordinators should make note of any issues related to technology, and network and bandwidth that occur during the trial and address them no later than two weeks before testing.
4. **Complete testing**: Students will complete two sessions for Mathematics (one non-calculator session and one calculator-allowed session) and one test session for ELA.

Note: Students will see additional sessions for ELA, which can be ignored.

VIII. Administering the Infrastructure Trial Practice Tests

Steps for the Test Administrator to Administer the Infrastructure Trial Practice Tests:

1. Gather Materials Needed for Infrastructure Test
    a. **You will need the following materials available in your testing space prior to the Infrastructure Trial:**
        i. Testing devices for students
        ii. A computer with which to monitor testing sessions
    b. **Prior to the Infrastructure Trial, you will receive the following materials for students assigned to you by the principal or school test coordinator:**
        i. Student logins
        ii. Scratch paper and pencils and reference sheets
    c. **Additional Preparations for Computer-Based Testing:**
        i. Ensure all devices to be used for testing are charged
        ii. Make sure sufficient power cords and power strips are available
        iii. 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

iv. Students will navigate to https://ricas-training.cognia.org/student

2. Administer Infrastructure Trial (use of the script is optional)

The following script is provided in order to assist test administrators with the administration of the Infrastructure Trial practice test. Unlike the scripts in the *Test Administrator's Manuals* for use during testing, test administrators are not required to read the script verbatim. Students will navigate to https://ricas-training.cognia.org/student

Say to students:

"Our school is about to begin a practice session for the computer-based RICAS test. This is an opportunity for you to practice RICAS questions in an environment similar to that of the real test. You should use this practice test to become more familiar with the computer-based testing system, and with RICAS questions. Your responses on this practice test will not affect your actual RICAS scores in any way."

Then say to the students:

"I will now distribute scratch paper for you to use during the session. If at any point you need more, raise your hand and I will give you an additional sheet. You may have up to three pages of scratch paper at one time."

For students using the text-to-speech or screen reader accommodation, which requires headphones, say:

"Put on your headphones and make sure they are plugged in."

Then say:

"I will now distribute the student logins. Do not sign in until I instruct you to do so."

Distribute the student logins. Logins may or may not have student names on them depending on how the tests were set up for the Infrastructure Trial.

Say to students:

"Now, on the computer, enter the username that is shown on your student testing ticket."

Assist any students who need help entering their usernames. Then say:

"Now, on the computer, enter the password that is shown on your student testing ticket."

Assist any students who need help entering their 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. Either collect the student logins at this time, or at the end of the session.

Once students are properly signed in, say:

"Your computer screen should now be at the "Hello Student" screen.

Say to the students:

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

"Click Session 1. ' You should now see a screen that says 'Session 1' at the top and states the number of questions below. If your screen does not say 'Session 1,' please raise your hand."

"This will take you to an accommodations page if applicable."

"Then click continue and this will take you to the directions page."

Assist any students who are not at the correct screen.

Then say to all students:

"Please read the directions that are on your screen."

Pause to allow students to read the directions.

Then say to all students:

"Click the 'Continue' button. You may now begin your test."

At the end of the session, say to any students still working:

"This is the end of the time scheduled for this session. At the bottom of the screen, click 'Finish' and then click 'Turn In.' Click the "Turn In" button to submit your answers. On the popup screen, confirm you would like to turn in your test.' When you've submitted your answers, exit the test by clicking 'Exit'.

Collect student logins and scratch paper. Note that students will reuse student logins when doing Session 2 of the Mathematics test.

Table 1 Terminology

Terminology	Description
RICAS Portal	Test administration and management website for district test coordinators, technology coordinators, principals/school test coordinators, test administrators, and other staff as needed.
RICAS Training Site	Where test coordinators, principals, technology coordinators, and test administrators can practice the tasks required in the RICAS Portal.
RICAS Student Kiosk/iTester (Apple app store only)	Student testing platform
RICAS Resource Center	Website with guides and other resources on administering RICAS computer-based tests.
RICAS Service Center	Website that principals and test coordinators use to access tasks related to test administration and reporting (e.g., the Principal's Certification of Proper Test Administration form [PCPA], order additional materials, schedule UPS pickup, report discrepancies in results).
Student Accommodation Profile (SAP)	Student registration information for tests, which identifies a student's school assignment, and includes demographic information; where accessibility features and accommodations are assigned and verified.
Classes	A group of students that will test in the same place at the same time.
Student Log ins	Unique username and passwords that students will use to access the test in Student Kiosk/iTester.
Proctor Password	An additional password that can be entered by the proctor for students that were logged out due to inactivity or have paused for longer than the allotted time.
Site Readiness	Required task of the school test coordinator or technology coordinator to be completed during the school day, before testing to ensure all technology necessary is available. Once the task is complete certification in the RICAS Portal must be completed. This process will verify the following: • Internet access, Bandwidth, Network Configuration, Student Kiosk Application and Device Configuration
Infrastructure Trial (RICAS Training Site)	Test coordinators and test administrators can log into the training site, complete tasks necessary to administer RICAS and run a trial using practice tests in the Portal. (This is not a required task, but highly recommended)