

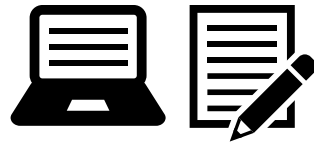


RIDE Rhode Island
Department
of Education

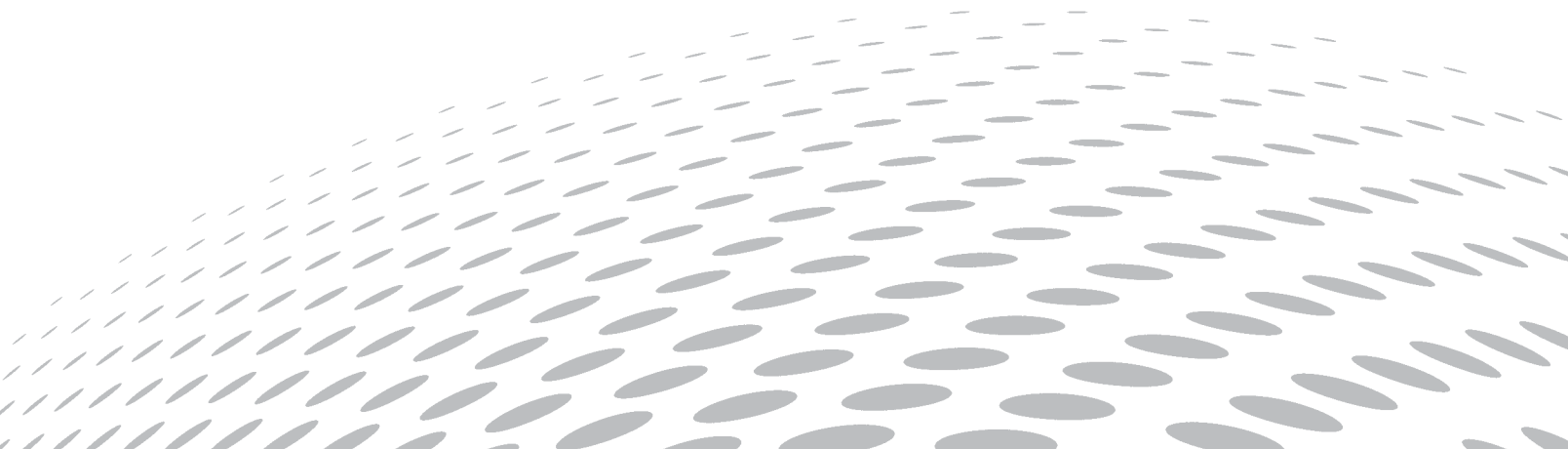
Rhode Island Comprehensive Assessment System

TEST COORDINATOR'S M A N U A L

Grades 3–8



SPRING 2025





RIDE Rhode Island
Department
of Education

Rhode Island Department of Education
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Purpose of This Manual

This *Test Coordinator's Manual* (TCM) provides the information necessary for elementary and middle school leaders to conduct a smooth and successful RICAS administration. It is meant to be used in conjunction with training modules and other resources posted at the RICAS Resource Center (ricas.onlinehelp.cognia.org), as well as the *Test Administrator's Manuals*, which provide instructions for test administrators as well as scripts to read to students during the test administration sessions. Test coordinators will also need the *Accommodations and Accessibility Features Manual*, which contains all of the information on allowable accommodations for students with disabilities and English learners and accessibility features for all students.

RIDE has high expectations for proper RICAS administration and requests that test coordinators and test administrators read and understand their respective manuals. In order to have confidence that RICAS tests are eliciting students' independent work and assessing their knowledge and skills in the tested subjects, it is important that test administration protocols are followed throughout Rhode Island.

If any information seems unclear, or if you have any special situations, please contact the RICAS Service Center, or RIDE, as indicated on the following page. You may also search for a keyword or select hyperlinks (including internal page and section references) in the PDF version of this manual, which is posted at ricas.onlinehelp.cognia.org/training.

The following icons are included in the margins of this manual to designate key areas where a test coordinator may need to consult with others.



technology coordinators



accessibility and accommodations, and information related to students with disabilities and MLLs

Additionally, the following icon is used to identify training opportunities and resources.



training

Important Contact Information and Resources

RICAS Test Administration Information, Technology Support, and CBT Troubleshooting	
RICAS Service Center	
Hours	7:00 a.m.–5:00 p.m., Monday–Friday
Web	ricas.onlinehelp.cognia.org Use this website to access training modules and other materials to support test administration, including a link to the RICAS Service Center website (ricas.onlinehelp.cognia.org/service-center) to access the Principal's Certification of Proper Test Administration (PCPA), order additional materials, and schedule UPS pickup for any paper testing materials.
Email	ricasservicecenter@cognia.org
Telephone	855-222-8936

RICAS Policy Information	
Rhode Island Department of Education: Office of Instruction, Assessment, and Curriculum	
Web	www.ride.ri.gov/RICAS
Email	assessment@ride.ri.gov
Telephone	401-222-8478

Important Information about Online Accounts and Passwords

Type of Account	Purpose	How Sign-in Information Is Provided
<p>RICAS Portal (ricas.cognia.org)</p>	<p>Schools will use the RICAS Portal to do the following:</p> <ul style="list-style-type: none"> • Upload selected accessibility features and accommodations for each student including paper-based test materials orders • Create and manage classes • Monitor online testing 	<p>RIDE uses LEA profiles to create and update “district test coordinator” accounts for district test coordinators, technology coordinators, and data managers. Those with the “district test coordinator role” then assign accounts to school test coordinators. School test coordinators in turn then assign accounts to test administrators.</p> <p>All users will be required to review and accept the terms of use for the RICAS Portal.</p> <p>Please ensure profile information is correct at www2.ride.ri.gov/Applications/MasterDirectory. If not correct, please update and then notify assessment@ride.ri.gov of the correction.</p>
<p>RICAS Training Site (ricas-training.cognia.org)</p>	<p>Schools will use the training site to run their Infrastructure Trial and to give access to users for practice prior to testing.</p>	<p>Users will receive passwords for the training site at the same time as for the live site (see above).</p> <p>Users will need to change their passwords the first time they log in.</p> <p>If a user has an account in eMetric’s system, the RICAS live site and RICAS training site will not sync passwords across both sites. The recommendation is for users to set the same password for each site.</p>
<p>RICAS Service Center (ricas.onlinehelp.cognia.org/service-center)</p>	<p>Schools will use the RICAS Service Center website to do the following:</p> <ul style="list-style-type: none"> • Order additional materials (manuals, materials for accommodations) • Complete the Principal’s Certification of Proper Test Administration (PCPA) <p>Schools that need to return materials will also do the following:</p> <ul style="list-style-type: none"> • Schedule UPS pickup 	<p>The Service Center can be accessed through both the RICAS Portal and the RICAS Resource Center.</p> <p>Use the secure password mailed by the Service Center in January 2025 to access the PCPA.</p> <p>Use the Ship Code printed on the Materials Summary form to order additional materials.</p>



Spring 2025 RICAS Testing Schedule and Administration Deadlines

Spring 2025 RICAS Tests for Elementary and Middle Schools Grades 3–8 ELA and Mathematics		
Schools are expected to administer all the grade 3–8 tests online. (Exceptions are made for students who require a PBT edition as an accommodation.)		
For more information about the tests, refer to the test designs for ELA and Mathematics at www.ride.ri.gov/RICAS . Note that the prescribed administration sequence as follows: ELA, followed by Mathematics.		
Task		Date/Time
Before Testing	District deadline to update eRIDE student enrollment, including the Special Education Census and the MLL Census, to be used in RICAS registration	January 23
	Complete the pre-administration Student Accommodations Profile (SAP) ¹	January 31–February 14
	Extended student registration window for CBT	ELA: February 17–March 21 Math: February 17–April 25
	Conduct an Infrastructure Trial (recommended)	February 14–March 21
	Receive test administration manuals and PBT materials for accommodations	ELA PBT materials and all manuals: March 12 Math PBT materials: April 21
	Report packing discrepancies for PBT shipments, if necessary Manuals: Schools may order additional manuals as needed, but should order within the following windows (for ELA or Math) to receive the manuals in time for the corresponding administrations.	ELA PBT materials: March 12–14 Math PBT materials: April 21–23
Test Administration	ELA test sessions Note: Make-up testing for students must be administered within the testing window dates listed for that content area.	ELA: March 24–April 25
	Primary Testing Window:	ELA: March 24–April 11
	Make-up Testing Window:	ELA: April 14–25
	Mathematics test sessions Note: Make-up testing for students must be administered within the testing window dates listed for that content area.	Math: April 28–May 23
	Primary Testing Window:	Math: April 28–May 9
	Make-up Testing Window:	Math: May 12–23

¹ Schools must complete the Student Accommodation Profile (SAP) by February 14 in order to receive PBT materials for students who require them. For students doing PBT, student ID labels cannot be generated for any students not registered in the RICAS Portal by the initial SAP deadlines. Any updates to the student registration for PBT materials after the initial SAP deadline will need to be made in the RICAS Service Center, and PBT materials must be ordered during the additional materials window online at ricas.onlinehelp.cognia.org/service-center.

Spring 2025 RICAS Testing Schedule and Administration Deadlines

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For more information about the tests, refer to the test designs for ELA and Mathematics at www.ride.ri.gov/RICAS . Note that the prescribed administration sequence as follows: ELA, followed by Mathematics.		
Task		Date/Time
After Testing	ELA	
	Primary Testing Window:	ELA: March 24–April 11, 2025
	Make-up Testing Window:	ELA: April 14–25, 2025
	Mathematics	
	Primary Testing Window:	Math: April 28–May 9, 2025
	Make-up Testing Window:	Math: May 12–23, 2025
	Deadline for updating student registration information, if necessary	ELA: April 28, 3:00 p.m. Math: May 27, 3:00 p.m.
	Deadline to complete the PCPA	May 30, 2025, 3:00 p.m.
For PBT accommodations: Pre-scheduled UPS pickup/pickup deadline	ELA: April 28, 5:00 p.m. ² Math: May 27, 5:00 p.m. ²	

² A UPS driver will automatically come to each school to pick up materials on the date listed in the calendar. However, schools are encouraged to return materials once testing has been completed in the school.

Updates for the Spring 2025 RICAS Test Administrations

Updates listed below are of particular importance, but note that this list is not exhaustive.

Topic	General Information
Test Administration Policies and Procedures	<ul style="list-style-type: none"> • For grades 3–8, ELA testing will again start at the end of March. The Mathematics testing window will begin in late April. See page iv for the 2025 testing schedule. • Recommended testing times have been updated for grades 3–8 ELA. See Part II, section C.4, for the recommended testing times. • Students in grades 7 and 8 Mathematics will have access to multiple calculators in the RICAS Student Kiosk (previously, they had access to either a standard basic or a scientific calculator, depending on the test). Students will be able to choose the calculator they would like to use, and it is recommended that students use the calculator that closely resembles the one used in regular instruction. See Part II, section E, for details.
RICAS Portal and RICAS Student Kiosk	<ul style="list-style-type: none"> • RICAS Student Kiosk system requirements for 2024–25 computer-based testing are posted at ricas.onlinehelp.cognia.org/tech-setup. • Review to prepare for 2024-2025 school year. See also <i>RICAS Technology Guidelines</i> (ricas.onlinehelp.cognia.org/wp-content/uploads/sites/31/2025/01/RICAS-Technology-Guidelines_FINAL.pdf)
Test Administration Procedures for PBT	<ul style="list-style-type: none"> • In order for students’ results to be included during the early online reporting period, schools must return their grades 3–8 Mathematics materials by May 27. Students’ results for grades 3–8 ELA will be included in early online reporting if their materials are returned by the pre-scheduled UPS pickup deadline date. • Schools will return test materials in a combined scorable/nonscorable shipment (instead of two separate types of return shipments). All booklets, used and unused (with the exception of Braille) will be placed in envelopes (Return, Special Handling, or Void). All materials will be shipped back to the testing contractor in their original cartons. Additional cartons are not automatically included in the shipment. Appendix C contains specific return instructions.
Accessibility and Accommodations	<p>The <i>Accommodations and Accessibility Features Manual</i> has been updated for 2025 and is posted at www.ride.ri.gov/Accommodations. All Braille tests are now in “full” (i.e., technical) UEB format instead of EBAE.</p>

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Part I



RICAS Test Security Requirements

RICAS Test Security Requirements

The purpose of the Rhode Island Comprehensive Assessment System (RICAS) is to elicit valid results showing what students know and can do in the tested subjects. The purpose of the RICAS Test Security Requirements is to protect the validity of RICAS results.

Section A describes responsibilities of principals and test coordinators.

Section B describes shared responsibilities of all individuals who have access to secure test materials.

Section C describes responsibilities of test administrators.

Section D provides instructions for reporting testing irregularities.

Principals and school staff members authorized to have access to secure materials and test content must follow the requirements listed below and may not participate in, direct, assist in, encourage, or fail to report any testing irregularity or act of misconduct.

Principals are responsible for ensuring that all test administrators and school staff members authorized to have access to secure test materials are trained in and comply with the requirements and instructions contained in this part of the *Test Coordinator’s Manual (TCM)* and in the *Test Administrator’s Manuals (TAMs)*.

Please note the following definitions for the purposes of this section and this manual:

- **“Secure”** content and materials include the following:
 - › test questions not publicly released
 - › any onscreen test content (e.g., ELA passages)
 - › student responses to test questions
 - › student logins
 - › used scratch paper

The following secure testing materials must be tracked using internal tracking forms:

- › student logins
- › used scratch paper (scratch paper must be accounted for on tracking forms but individual sheets do not need to be counted)
- **“Access”** refers to handling secure testing materials, but does not include viewing test content, which is prohibited (except when administering certain accommodations; see the *Accommodations and Accessibility Features Manual* at www.ride.ri.gov/Accommodations). Students may never transport secure testing materials, including from their initial testing room to a test completion room.

Note: Student testing devices are not considered secure unless they are actively signed in to the RICAS Student Kiosk. Students may transport testing devices as long as the devices are signed out of the RICAS Student Kiosk.
- **“Locked storage area”** refers to the central locked area that must be used to store all secure RICAS testing materials when they are not in use. Principals must restrict access to the locked storage area to only those school staff members authorized by the principal to handle secure materials. For example, custodial or cleaning staff may not enter or access the locked area where the principal stores secure materials.

Each principal must complete the Principal’s Certification of Proper Test Administration (PCPA) to certify that the school has followed proper RICAS test security requirements and test administration protocols. See Appendix A for the certification statements to which the principal must attest.

A Responsibilities of the Principal and Test Coordinator

1. **Authorize specific staff members to serve as test administrators, and train them to properly administer RICAS tests. Designate other school staff members as necessary to maintain a secure test administration (e.g., staff members permitted to access secure test materials, staff members to serve as hallway or restroom monitors, technology coordinators) and train them in RICAS security requirements.**
 - Before the training session, distribute
 - › a copy of the appropriate TAM to every test administrator, and
 - › a copy of the test security requirements to all school staff members who have access to secure materials (available at ride.ri.gov/assessment-manuals).
 - Document that all test administrators have received TAMs and that school staff members who have access to secure materials have received the test security requirements (see sample form in Appendix A).
 - Train test administrators prior to test administration. The TCM and TAMs describe the protocols necessary to conduct a proper RICAS test administration.
 - For test administrators who provide accommodations to students with disabilities, or multilingual learners (MLLs), provide training in the administration of accommodations in accordance with the *Accommodations and Accessibility Features Manual* (available at www.ride.ri.gov/Accommodations).
2. **Instruct students in RICAS test security requirements (see Part II).**
3. **Develop local policies and procedures to ensure proper test security at all times.**
 - Schedule tests to avoid conflicts with recess or lunch (see Part II for more information about scheduling classes).
 - Ensure that tests are administered during the prescribed window and in the prescribed order.
 - Ensure that hallways are properly monitored during testing so that students are supervised at all times when they leave testing rooms (e.g., to use the restroom or transition to a test completion room).
 - Ensure that test administrators administer tests according to section C.
4. **Keep RICAS test materials in locked central storage when RICAS tests are not being administered.**
 - Account for all secure test materials at the end of each test session and keep them in the locked storage area when not in use.
 - Restrict access to the locked storage area to only those school staff members authorized to have access to secure materials.
5. **Monitor printing, distribution, and collection of materials.**
 - Student logins must be printed, securely distributed before testing, and collected after testing.
 - Used scratch paper must be accounted for and tracked during testing.
6. **Destroy secure materials after testing.**
 - Student logins and used scratch paper (i.e., written on by students) must be securely destroyed (e.g., shredded) following testing.
 - Used scratch paper must be stored securely until it is shredded. It may not be viewed by school staff members.

RICAS Test Security Requirements

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

1. Receive training in test security requirements and test administration protocols.

- Test coordinators are expected to participate in one of RIDE’s training sessions on RICAS test security and test administration protocols. Session information will be posted at ride.ri.gov/instruction-assessment/assessment/assessment-manuals-materials.
- Test administrators, test coordinators, and other school staff members authorized to have access to secure test materials must attend a school training session. Appendix A contains a sample form that test coordinators may use to document participation.

2. Document the location of secure materials at all times.

- Track secure materials using the sample Test Materials Internal Tracking Form in Appendix A or a similar document (test coordinators keep these forms on file for three years). See Part II, section E, for more information about requirements for internal tracking forms.
- The principal or test coordinator and each test administrator must independently count student logins and sign the tracking form before transferring custody of the logins.
- Do not leave student logins or other secure RICAS materials unattended at any time unless they are locked in the secure storage area.
- Testing materials should be returned to the principal or test coordinator immediately following the end of the test session.

3. Ensure the security of the testing location.

- Do not allow unauthorized persons to enter the testing room. This includes parents, researchers, reporters, students not scheduled to be testing at the time, and any school staff members not assigned to the room as test administrators.
- School administrators, district staff, and RIDE observers may enter testing rooms to monitor and observe testing procedures.
- Technology staff may enter testing rooms to troubleshoot problems with computer-based testing, but are not permitted to photograph or otherwise duplicate secure test content onscreen.

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

- Do not discuss or in any way reveal the contents of test questions or student responses to questions before, during, or after test administration, except as noted in this manual (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.
- Do not duplicate any secure test content, including but not limited to audiotaping, videotaping, photographing, typing, or copying by hand.³
- Do not allow any portion of test booklets or answer booklets to be retained, discarded, recycled, removed, or destroyed.

³ 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, in accordance with the steps noted in Appendix C.

- Do not remove testing materials from the school.
- Do not allow scratch paper to be retained, discarded, or otherwise removed by students.
- Be sure that student logins and used scratch paper have been securely destroyed after testing (this step is done by the principal or test coordinator).
- Do not allow students access to secure test questions prior to testing.
- Do not read or view any secure test content or student responses (except when administering certain accommodations).
- Do not change any student responses.

C Responsibilities of Test Administrators

1. Receive training from the test coordinator in administering RICAS tests properly and securely.

- Review the TAM and all relevant test security requirements before administering test sessions.
- Attend the training session led by the test coordinator before test administration. A sample form that test coordinators may use to document participation in training and receipt of TAMs can be found in Appendix A.
- Understand and follow the protocols related to administering tests to students with disabilities, multilingual learners, and multilingual learners with disabilities, and protocols related to administering accessibility features. See the *Accommodations and Accessibility Features Manual* for more information.

2. Administer all tests according to appropriate protocols.

- Administer tests during the prescribed testing window.
- Follow the directions and read the scripts in the TAMs (and in any subsequent updates provided by RIDE) verbatim to students.
- Remove or cover any classroom displays that provide information related to the content being assessed or to test-taking strategies (see page 21).
- Provide students with all required test materials as listed in the TAMs.
- Prevent the use of prohibited materials (see Part II, section E, for lists of required, permitted, and prohibited materials). Note that results may be invalidated for students who use cell phones or other electronic devices during a test session, including after turning in their test and turning in materials, during a break, and during the transition to a test completion area.
- Return all testing materials to the secure central storage area immediately following each test session.
- A test administrator may view students' tests onscreen only for the purpose of assisting a student who is having trouble with the computer interface, or in order to administer appropriate accommodations and accessibility features. See Part II, section D, for more information about assisting students with the computer interface.
- Students must work only on the session being administered, and test administrators may not provide a session access code for a session than the one being administered.

RICAS Test Security Requirements

3. Focus full attention on the testing environment at all times.

- Monitor the testing process by circulating around the room frequently. When not circulating around the room, test administrators should maintain a clear view of the students and keep their attention focused on them.
- Ensure that students are not left unsupervised during testing, including during breaks and during transitions to test completion locations.

4. Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.

- Students must not
 - › copy answers from anyone else
 - › use notes, books, extra reference sheets, or any kind of class materials
 - › talk to or communicate with other students in any way
 - › provide help or answers to any other student
 - › ask for or receive help from anyone else in answering the questions
 - › access cell phones or other electronic devices during testing (other than their testing device)
 - › access any applications other than the RICAS Student Kiosk during testing

5. Do not give students any assistance or make suggestions for responding to any test question.

- Test administrators must not coach students during testing or alter or interfere with students' responses in any way. Examples of coaching include
 - › providing answers to a student
 - › indicating that a student has answered a question incorrectly or left a question blank
 - › indicating that a student has bookmarked or skipped questions
 - › defining words or providing synonyms
 - › spelling words
 - › influencing a student's responses by offering hints, cues, gestures, facial expressions, nods, or changes in voice inflection or body language
 - › monitoring or evaluating whether students are using their scratch paper or using specific testing strategies
 - › altering, explaining, simplifying, or paraphrasing any test question, reading passage, writing prompt, or multiple-choice answer option
 - › providing any manner of assistance that could impact a student's answers, including testing strategies
 - › suggesting that a student write more on a question, check previous work, or review or reconsider a question
- At any time during a test session, a test administrator may repeat a portion of the TAM script if necessary for clarification.
- Test administrators may remind the entire class to check their work before submitting their tests (the scripts contain language instructing students to do this).
- Statements of encouragement such as "Just do your best" or "Answer it as well as you can" are permitted.

6. **Do not read, view, or change student responses.**
7. **Follow proper procedures for administering accommodations to students with disabilities, multilingual learners, and multilingual learners with disabilities.**
 - Ensure that students are only provided accommodations that are listed specifically for use during RICAS testing in an approved IEP or a 504 plan, or that were specifically chosen as accommodations for MLL students.
 - Follow guidelines on proper provision of RICAS accommodations as prescribed in the *Accommodations and Accessibility Features Manual*.



D Testing Irregularities

Testing irregularities are incidents that represent a deviation from prescribed testing procedures. Testing irregularities may include student impropriety, errors in providing accommodations, educator misconduct, or the mishandling of secure test materials.

1. School Observations

In order to ensure the security and proper administration of the RICAS program, RIDE conducts announced monitoring visits to schools to observe the procedures followed during test administration. If selected for a visit, at least two regular classrooms should be visited by RIDE staff and at least one accommodation session, if possible. Additional information about school selection and visit procedures are available in the *2024–2025 RI Test Coordinator Handbook* on the RIDE website at www.ride.ri.gov/TC.

RIDE observers will confirm that all test security requirements are being met, including the following:

- Materials are stored properly.
- Staff have been trained.
- Test administrators are administering tests appropriately.
- The testing environment is secure.

2. Mandatory Reporting of Irregularities by All Staff Members

All test irregularities must be reported by the test administrator to the school test coordinator. The school test coordinator must collect any information and documentation and inform the Local Education Agency (LEA) or district test coordinator. The LEA or district test coordinator must create a report using the Rhode Island State Assessment Test Irregularities application found on the RIDE Portal. If any school or district employee with knowledge of a test irregularity has questions about his or her reporting obligations, RIDE can be consulted.

It is recommended that parents/guardians be informed when a student-specific irregularity is reported to RIDE.

Before reporting an irregularity to RIDE, gather the following information:

- a description of the incident and the date it occurred (be sure to speak with any students and test administrators involved)
- the name(s) of the individual(s) involved in the incident
- the specific test(s) and specific session(s) affected
- copies of documents if needed (e.g., notes that were passed, unauthorized reference materials)

RICAS Test Security Requirements

- any accommodations used by the students
- in student-specific reports: the student’s name, date of birth, grade, and State-Assigned Student Identifier (SASID)

Review the *RISAP TC Handbook* posted at www.ride.ri.gov/TC for additional information.

Part II







Test Preparation

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.

Task	Page	Task Overview	Completed?
A. Ongoing/Tasks Beginning in Fall 2024			
1	12	Attend RIDE’s Monthly Test Coordinator Webinars and familiarize yourself with RICAS resources, test designs, and assessment components.	
2	12	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	12	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 2025			
1	13	 Meet with the technology coordinator and establish a plan to ensure that the appropriate technology preparations are made.	
2	14	Participate in RIDE training on test security and administration protocols.	
3	14	 Review the student registrations for your school in the RICAS Portal for accuracy and ensure daily transfers to eRIDE stay up-to-date.	
4	14	Identify all students who will be participating in each grade’s tests.	
5	15	 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 2025			
1	16	Develop a test security plan.	
2	16	Identify test administrators and other school staff members who will have access to secure materials.	
3	17	Assign and update user roles in the RICAS Portal.	
4	17	Establish the school’s testing schedule.	
5	21	Communicate the test schedule and other important information to the school community, including parents/guardians.	
6	21	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 2025			
1	22	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	22	Download the RICAS Student Kiosk to testing devices and perform Site Readiness.	

Task	Page	Task Overview	Completed?
3	23	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	24	Meet with students to provide information about testing.	
5	26	Administer the student tutorial and practice tests. Familiarize students with additional resources.	
6	28	Create Classes and assign students to them.	
7	29	 Verify form assignment in Classes for form-dependent accommodations.	
E. Tasks to Complete Two to Three Weeks BEFORE Test Administration			
1	29	Verify receipt of test administration manuals. Inventory your school's shipment of manuals, and store them.	
2	29	Establish a chain of custody for all testing materials.	
3	30	Order additional manuals if necessary, and/or download materials.	
4	31	Prepare administration materials for test administrators and students. Review the types of materials required, permitted, and prohibited during testing.	
5	35	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	38	 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			
1	39	Verify that test administrators have covered or removed prohibited materials from the walls (shelves, desks, etc.) of testing rooms.	
2	39	 Confirm that the technology coordinator has completed necessary preparations for testing.	
3	39	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 SAP Process Guide to make updates. DNR/voiding of tests can now only be processed by RIDE.	
4	39	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.	

Test Preparation

Task	Page	Task Overview	Completed?
5	39	Review list of secure and non-secure materials by content and grade level. Print and prepare materials for testing.	
6	40	 Prepare and start the RICAS Portal Sessions.	

A Ongoing/Tasks to Complete Beginning in Fall 2024

1. Attend RIDE’s Monthly Test Coordinator Webinars and familiarize yourself with RICAS resources, test designs, and assessment components:

- Register for the monthly webinar series at www.ride.ri.gov/TC. Review recordings and slide decks of any missed meetings, which are posted in the archive on that page.
- Become familiar with the ELA and mathematics test designs (www.ride.ri.gov/RICAS).
- Review the RICAS websites listed at the beginning of this manual to locate the resources needed to complete tasks.
- If you are new to computer-based testing (CBT), review sample forms and materials for CBT in Appendix A and additional instructions and troubleshooting for CBT in Appendix B.

2. 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 both LEA and school levels.

RIDE uses the Master Directory information as the basis for the listservs used to contact LEA and school staff members with important updates. Please review the information posted at www.ride.ri.gov/TC about the Test Coordinator memos to ensure that all test coordinators stay informed during assessment preparation.

3. Ensure accurate student information is sent to RIDE through daily eRIDE collections: enrollment census, special education census, and LEP census.

RIDE uses data submitted by districts to the enrollment Census as the source for student information for the nightly feed into the RICAS Portal, as well as for results reporting and other assessment and accountability purposes. The student registration (SR) nightly feed file uses the enrollment census, the special education census collections, and the MLL census collections. It is the responsibility of the district, principal, and test coordinator to provide accurate information for every student enrolled. Any questions regarding data submissions should be directed to the district’s Data Manager.

- **Enrollment census:** Student enrollment records must be active and the grade level must be accurate.
 - › Please check the preferred name field for accuracy. The preferred name field is being utilized for RICAS. Refer to RIDE’s guidance on how to appropriately complete the field.

Please note: Student enrollment records for students attending outplacement schools are the responsibility of the sending district. Please ensure that all student records for outplacement students are active, have the correct grade level, and the correct school designation.

- **Special education census:** The Dynamic Learning Maps (DLM) Assessment is available for students with significant cognitive disabilities who are unable to participate in standard RICAS tests. For more information, refer to www.ride.ri.gov/DLM. Students taking the alternate assessment should have the assessment accommodations code of 3 (alternate assessment) in the special education census. Any student with this designation will be removed from the student registration file for RICAS automatically.
- **MLL census:** RICAS ELA testing is optional for MLL students who are in their first year of enrollment in U.S. schools (for the Spring 2025 RICAS, the students must have enrolled in U.S. schools after April 1, 2024). First-year MLLs are only required to take the mathematics assessment, but are automatically registered for both ELA and mathematics through the nightly feed. If the student does take the ELA assessment as a first-year MLL, the score will not count toward accountability.

Students are automatically registered for both ELA and mathematics for their grade level based on the information submitted by the district. District and school users will not be able to add students directly to the RICAS Portal; registration only takes place through the nightly feed. Once students have been registered in the RICAS Portal, test coordinators may update the students' Student Accommodations Profile to ensure accuracy of accommodations and accessibility features (see section D, tasks 3 and 7).

Please note: Due to the timing of the transfers, it may take 24–48 hours for enrollment changes made in a district's student information system to be reflected in the RICAS Portal.

State Assigned Student Identifiers (SASIDs) are required as part of the Student Accommodations Profile process. If you do not have a student's SASID (e.g., the student is new to Rhode Island or new to the public school system), Data Managers should request a SASID through the SASID Administration Application in the RIDE Portal. Call your district's Data Manager with questions on assigning SASIDs.

Please note: Homeschool students participating in RICAS must have a SASID and have the homeschool enrollment code in order to be included in the registration file, participate, and receive results. Properly coding homeschool students will ensure they are not included in your school for accountability purposes.

B Tasks to Complete BEFORE Test Administration – Winter 2025

1. Meet with the technology coordinator and establish a plan to ensure that the appropriate technology preparations are made.

- Configure internet firewalls, content filters, and spam filters.
 - › Review the information on the Network Requirements and Guidelines page and configure your network appropriately. Test delivery URLs should be “exempted” or “excluded” from inspection and filtering.
- Configure the common applications listed below so that they will not launch on any student devices during the Infrastructure Trial or during operational testing:
 - › anti-virus software performing automatic updates
 - › power management software on laptops warning of low battery levels
 - › screen savers and sleep mode
 - › email with automessage notification



Test Preparation

- › calendar applications with notifications, such as Google Calendar
- › pop-up blockers
- › set automatic updates (iTunes)
- › Windows Accelerator
- › MacOS three finger tap gesture on Macintosh computers with trackpads
- › Siri and Dictation (MacOS)
- › Cloud Clipboard
- › Cortana and Game bar (Windows)
- › any other application that could have a pop-up message
- Review the RICAS Technology Specifications, and prepare the school's infrastructure.
 - › The CBT technology specifications provide minimum and recommended specifications for computer hardware, devices, and security requirements; and suggests recommended levels of bandwidth that will support schools' instructional and assessment needs (ricas.onlinehelp.cognia.org/tech-setup).
 - › Identify any gaps in technology capacity, including test-taking devices that do not meet technology specifications and potentially insufficient bandwidth and address those gaps.
- Prepare devices and materials.
 - › Plan a sufficient number of devices for test administrators and students, including back-up devices that can be used if needed.
 - › Ensure that devices will be charged prior to each test session.
 - › Have the following materials available, and confirm if they are in working order:
 - Power cords, power strips, extra batteries, extra computers
 - If using tablets: external keyboards
 - If students are using Text-to-Speech: headphones

2. Participate in RIDE training on test security, general state policies, and RICAS test administration protocols.



All test coordinators are expected to participate in these sessions. More information about training sessions can be found at <https://ride.ri.gov/assessment-manuals>.

3. Review the student registrations for your school in the RICAS Portal for accuracy and ensure daily transfers to eRIDE stay up-to-date.



Confirm accuracy of records for students newly added to the school through the nightly feed from eRIDE (e.g., students who transferred into your school before or during RICAS testing). Students who will no longer be taking RICAS (e.g., transfer out of the school, taking the alternate assessment) will not be removed from the RICAS Portal if they have already been registered, but will no longer be included in the nightly feed to RIDE. You may remove those students' test assignments in the RICAS Portal, or else assign them to a test session that will not be started.

4. Identify all students who will be participating in each grade's tests.

Students are expected to participate in computer-based RICAS tests for the grade in which they are enrolled and reported to eRIDE through the enrollment census. The Rhode Island State Assessment Program (RISAP) Participation Policy can be found in more detail at www.ride.ri.gov/TC.

Participation requirements and guidelines for MLL students and students with significant cognitive disabilities are provided in the *Accommodations and Accessibility Features Manual* available at www.ride.ri.gov/Accommodations.

See section C, task 4, for information about scheduling test administration, including scheduling make-up sessions for students who are absent on the day of testing.

5. Complete the initial stage of the Student Accommodation Profile process to assign accessibility features and accommodations, particularly for paper-based testing.

The Student Registration (SR) process is used to register students for testing. The Student Accommodations Profile provides information on selected accessibility features and accommodations that a student will use during testing. It determines the test form students will take for computer-based testing (e.g., Text-to-Speech) and provides the basis for the initial shipment of manuals and other paper-based materials to schools.

See the *Guide to the Student Accommodations Profile Process for the Spring 2025 RICAS Tests* posted at ricas.onlinehelp.cognia.org/portal for details.

Once the nightly feed from RIDE begins, schools will be able to update SAP information (e.g., test mode, accommodations) through the RICAS Portal.

Please note: The primary focus of the initial SAP window is to ensure that all students assigned paper-based testing in their IEP or 504 plans have had that test mode assigned in the RICAS Portal. Completing that assignment will result in an automatic shipment of those paper-based testing materials as part of the initial materials shipment for each content area. Changing the test mode to paper after that window closes requires school test coordinators to manually order paper materials through the RICAS Service Center (ricas.onlinehelp.cognia.org/service-center). Information specific to paper-based testing can be found in Appendix C of this manual.

It is crucial that all SAP information is accurate prior to testing to ensure students have the correct accommodations, test mode settings, and accessibility features. Incorrect accommodations or form-based accessibility features are considered testing irregularities.

See the *Accommodations and Accessibility Features Manual* for information on assigning accessibility features and accommodations.

For additional support, view the “Accessibility Features and Accommodations” module (ricas.onlinehelp.cognia.org/training).

- SAP information may be updated in the RICAS Portal prior to testing as follows:
 - › add, edit, update, or remove accommodations based on the student’s IEP or 504 plan (e.g., changing the test mode to paper, form-based accommodation such as Text-to-Speech)
 - › assign a form-based accessibility feature (e.g., Color Contrast)
- SAP information may also be updated after testing for the following situations:
 - › to update accommodations that were incorrect or that have been added to or removed from students’ IEPs or 504 plans
 - › to update accommodations that were not used by the student during testing

See the *Guide to the Student Accommodations Profile Process for the Spring 2025 RICAS Tests* at ricas.onlinehelp.cognia.org/portal for the steps to complete assignment of student accommodations prior to testing.



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For support with updating the SAP, view the following resources available at ricas.onlinehelp.cognia.org/training in the “Modules to Assist with Student Registration” section:

- Student Registration module
- Accessibility and Accommodations module

C Tasks to Complete BEFORE Test Administration – Late Winter 2025

1. Develop a test security plan for your school that will assist you in preventing issues and, if necessary, detecting incidents and determining actions.

- Review the RICAS Test Security Requirements (see Part I).
- Establish a tracking system (see sample internal tracking forms in Appendix A), and develop local procedures to ensure that the chain of custody of secure testing materials is maintained and that students are provided with required materials for testing.
- Designate a central locked area for storage of secure testing materials such as logins and used scratch paper.
- Develop procedures so that students do not access prohibited materials such as cell phones and other prohibited devices (see list on page 34).
- Begin planning for the number of staff who will need to be involved in test administration, so that there will be appropriate coverage (e.g., monitors for hallways and restrooms, test administrators, substitute test administrators, test administrators for accommodated students).
- Develop a training plan for staff who will be involved in test administration, and develop a communication plan for students and parents/guardians to inform them about prohibited items during testing as well as the consequences for having them (see the optional sample form for students and the letter for parents/guardians).

2. Identify test administrators and other school staff members who will have access to secure materials.

School test coordinators must authorize the following individuals to ensure secure and proper test administration: test administrators, other staff member roles during testing (e.g., hallway monitors), technology staff. School test coordinators must then train all staff members with access to secure materials in test security requirements and proper test administration (for details about training content and resources, see section E, task 5).

a. Qualified Test Administrators

It is the responsibility of the principal to authorize individuals to serve as test administrators. Test administrators’ responsibilities are described in the TAMs.

To the extent possible, test administrators should be licensed classroom teachers working in the school. When necessary, other education professionals (e.g., administrators, professional staff) employed by the school or district may be authorized to serve as test administrators. See the RISAP Test Coordinator Handbook at www.ride.ri.gov/TC for additional information about test administrator qualifications and requirements.

To assist in maintaining security, RIDE recommends that whenever possible, test coordinators assign two test administrators per testing space. It can be especially useful for two test administrators to be present, so that one test administrator has the primary responsibility of actively monitoring the room, and the other has the primary responsibility of completing tasks in the RICAS Portal, as well as assisting with monitoring. Another recommendation is to assign test administrators to students other than their own.

The test coordinator must authorize individuals to serve as test administrators for students being tested with accommodations. Test administrators will need to follow instructions in the TAMs for administering specific accommodations.



b. Technology Staff

The test coordinator should authorize technology staff to assist with set-up prior to testing and troubleshooting during test administration.



c. Other School Staff Members

The test coordinator may want to authorize other school staff members to assist with the distribution and return of secure test materials.

Also, RIDE suggests that test coordinators assign monitors for hallways, restrooms, and other areas to ensure a secure testing environment.

Anyone authorized to have access to secure test materials must be employed by the school or district. Once test administrators and other school staff members are authorized, test coordinators must train them in test security requirements as well as the logistics that will be followed at the school, including how to contact the principal or test coordinator during testing if necessary.

3. Assign and update user roles for test administrators and other school staff members as necessary in the RICAS Portal.

RIDE created initial accounts for district test coordinators for the RICAS Portal. District test coordinators are responsible for managing accounts for school test coordinators and district level personnel, including creating new accounts and enabling existing accounts that were disabled due to inactivity. School test coordinators are responsible for assigning user accounts for test administrators and other school staff members as necessary.

Refer to the *Guide to Managing Users in the RICAS Portal* and the *User Role Matrix for the RICAS Portal*, which are posted at ricas.onlinehelp.cognia.org for more information about user roles and creating user accounts. All test coordinators should continue to update roles and accounts throughout the testing window as needed. New district test coordinators should contact the RICAS Service Center to request an account be created for them.

4. Establish the school's test administration schedule.

Test coordinators are responsible to ensure that tests are scheduled and administered during the prescribed state testing window (refer to page iv of this manual for dates) and in the prescribed order.

a. Requirements and Recommendations for Scheduling Testing

RIDE recommends that test coordinators schedule tests in the early part of the testing window to allow ample time for regular test sessions and make-up sessions. Note that the testing window for one content area may shorter than the other due to school vacation week.

Test Preparation

The sequence for administering the spring RICAS tests must be as follows: *first ELA, followed by Mathematics.*

In addition, test sessions must be sequential: e.g., Session 1 must be administered before Session 2 (except for students participating in make-up testing); see section j on page 20.

b. Testing Time and Information on Test Sessions

All RICAS test sessions are untimed in 2025, the same as for past administrations.

The recommended times for scheduling test sessions are based on analysis of student testing time from computer-based testing from prior administrations.

Grade(s)	RICAS Subject Area Test	Number of Sessions	Recommended Testing Times
3–8	ELA	2 sessions	2 to 2½ hours per session
3–8	Mathematics	2 sessions	1½ hours per session

It is important for all testing to occur during regular school days and to begin at the start of the regular school day, to ensure equivalent testing conditions in schools across the state and to ensure that all students, including students with disabilities and MLL students, are afforded an equal opportunity to benefit from untimed tests.

c. Availability of the RICAS Student Kiosk and Requesting an Alternate Schedule

In order to maintain the security of the testing system, the RICAS Student Kiosk will be available only during the test administration windows listed on page iv, and during regular school hours, between 7:00 a.m. and 4:00 p.m., Monday–Friday.

If a school wishes to conduct testing outside of these hours, the test coordinator must email RIDE or call 401-222-8478 to request an exception and provide an explanation of the rationale and benefit of doing so.

d. Test Completion

Students who require time beyond the regularly scheduled test session may take it, as long as they are working productively. To that end, test administrators read scripts in the TAMs to guide students through the test session and inform them of the time available. Students may be moved to another location to finish testing, but must be supervised at all times during and after the transition.

For schools that choose to administer more than one test session on the same day, any students who have not completed the first test session by the time that the class begins the next test session must finish working in the first test session before beginning the next one. The next test session can be administered to the student in a separate setting from the regularly administered one.

e. Same-Day Requirement

No test session may extend beyond the end of the regular school day, and any individual test session must be completed on the same day on which it begins, with the following exception: if a student becomes ill during a test session and cannot continue testing, RIDE should be contacted, and upon approval, the student should be scheduled for a make-up session (see item “i” noted further in this task).

The scripts in the TAMs that are read aloud throughout the session will help remind students how much time they have, so extra time should not generally be needed beyond the end of a regular school day. However, a test coordinator may provide students with a **maximum** of 15 additional minutes to review and complete their work, provided that:

- students request the additional time themselves;
- transportation is arranged if necessary (e.g., the school bus is held, the student’s parent/guardian is contacted); and
- a test administrator stays with the students until the end of the allotted time.

If testing must occur on an “early release” day, arrangements must be made for test administrators to stay with students who have not finished their work until the time at which school would end on a regular school day.

f. Breaks and Lunch

Extended breaks, including recess, may not be scheduled in the middle of a test session. RIDE recommends that students be provided snacks, drinks, and the opportunity to use the restroom before the beginning of the test session. However, students are permitted to use the restroom one student at a time during the test session. **Students must be supervised at all times between the testing room and the restroom.**

Test coordinators should try to schedule tests to avoid conflicts with lunch; however, if a lunch break is required during testing, test materials must be secured and students must be escorted to the lunchroom, instructed that they may not have conversations and that they still may not access any prohibited materials, **sufficiently monitored to prevent discussion of test questions during the entire lunch period**, and escorted back to the testing location. RIDE recommends signing students out of the RICAS Student Kiosk during a lunch break.

Schools may plan for one short, supervised break (3–5 minutes) to be given at each test administrator’s discretion. Test administrators must maintain security during the break (e.g., students may not have conversations).

Test administrators should instruct students approximately midway through a session that they may have a short break or they may continue working. To maintain the security of the test, test administrators should follow the instructions in the TAMs.

g. Concurrent Administration Requirement

RIDE requires that test coordinators schedule tests in the primary testing window to allow ample time for regular test sessions and make-up sessions. Schools are expected to test all students in the same grade in the same session on the same day, with the following exceptions:

- make-up testing for students who were absent on scheduled testing days; make-ups should be as close as possible in time to when the students were initially scheduled to test
- testing for students whose IEP/504 plans require them to receive “Specific Time of Day” or “Frequent Breaks” as a test support
- in the event RIDE notifies test coordinators that the concurrent administration expectation has been suspended due to unique circumstances

Test Preparation

h. Test Session Limitations

It is recommended that students take no more than two test sessions on a single day, including those administered as make-up sessions.

i. Procedures for Students Who Become Ill During a Test Session

If a student becomes ill during testing and cannot complete the session that day, the test coordinator should report the test irregularity immediately using the RI Test Irregularity application in the RIDE Portal. Once RIDE has reviewed the irregularity report, the school may allow the student to complete the session on another day. The student should be instructed not to discuss the test with anyone, and the school should provide a closely monitored make-up session, during which the student may complete the test, but may not return to any questions that were previously viewed or answered.

j. Procedures for Make-Up Testing

Students who are absent on the scheduled testing date for their grade for any reason (including illness or other medical condition) must be scheduled for make-up testing when they return to school. Make-up tests may be administered at any time after the scheduled testing date and before the end of the test administration window (see page iv for dates), however RIDE encourages schools to schedule make-up testing for as soon after the regularly scheduled sessions as is feasible.

Any students who are absent for a session of a test should take the remaining session(s) of the test according to the school's administration schedule and take the missed session during the make-up period. Make-up testing for students with "extraordinary circumstances" may be scheduled according to the dates listed on page iv.

k. Test Administration Interruptions Including Technology Failures

Circumstances over which you have no control (e.g., power failures) may interrupt testing. The TAMs include specific instructions for test administrators to follow if an interruption occurs. When normal conditions are restored, test administrators should resume testing. No interruption should reduce the total amount of time that students are given to complete the interrupted test session.

Technology issues during testing that cannot be resolved quickly by troubleshooting (see Appendix B), including any large technology failure that affects a classroom or more, should be immediately reported to the RICAS Service Center and testing irregularly reporting procedures followed once the situation has been resolved.

If possible during an interruption, the test administrator should collect the student logins and instruct the students to exit the test by signing out of the RICAS Student Kiosk. When normal conditions are restored, the test administrator will need to resume the students' tests from the RICAS Portal.

Test coordinators must also provide guidance to test administrators on handling regular interruptions, such as students requesting to use the restroom or to go to the nurse's office. Students may not remove secure materials from the room. Test administrators must maintain test security according to the requirements in Part I of this manual while any student is out of the room.

l. Severe Weather

If severe weather forces the closure of a school on a scheduled test administration date, then on the day it reopens the school should administer the test session scheduled for that day and make up the missed session(s) later.

When severe weather forces a delayed opening on a scheduled test administration date, the test coordinator should proceed with the test administration after students arrive, if this is possible.

m. Scheduling the Student Tutorial and Practice Tests

In order to prepare students and educators for RICAS question types, as well as to gain experience with the RICAS Student Kiosk, schools should schedule ample time for the student tutorial and practice tests in late winter/early spring.

The tutorial should take approximately 20–30 minutes to complete. The practice tests should take approximately 30–45 minutes to complete.

5. Communicate the school’s testing schedule and general policies to the school community, (e.g., educators, parents/guardians, students), including the following:

- school procedures during testing, as well as the policy that students are not permitted to use cell phones (or other prohibited devices or materials) during RICAS testing
- participation requirements

6. Identify testing spaces and plan how to set up a secure testing environment, and prepare room assignments for students and test administrators.

Identify adequate and appropriate testing spaces, and plan strategies to maintain security in each testing space.

- It is the responsibility of the test coordinator to ensure that testing spaces are free from noise and distractions and are adequately lit, ventilated, and furnished so that students can work comfortably and without disruption.
- Each testing room should have a working clock so that students can plan their work. There is no clock or timer in the RICAS Student Kiosk.
- Prior to testing, test coordinators must verify that test administrators have covered or removed from the testing spaces all materials containing content in the subject areas being tested, including any materials that might help students answer test questions.
 - › Examples of materials that must be covered or removed include, but are not limited to, posters, maps, charts, graphic organizers, reading and writing strategies, word lists, number lines, multiplication tables, definitions, writing formulas, and mathematical formulas/theorems.
 - › It is not necessary to cover or remove calendars, posters displaying the alphabet or consonant blends, or posters displaying the Pledge of Allegiance.

a. Seating Arrangements

Test coordinators must ensure that each student assigned to the testing space will have adequate work space and be sufficiently separated from other students to support a secure testing environment. **Regardless of how testing rooms are arranged, students must not have a view of any screen but their own.**

The following seating arrangements are suggested strategies to create a secure environment:

- Seat students at least two seats away from each other.
- Seat students in every other row.
- Seat students at opposite ends of a long lab table.

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Physical barriers can also be used. Note that using physical barriers to shield students from each other can also shield them from test administrators, making it more difficult to see what students are doing (e.g., using notes or a cell phone). Thus, it is especially important that test administrators circulate frequently throughout the room and monitor students when physical barriers are used. Acceptable physical barriers include:

- privacy screens on computer monitors
- tri-fold display boards around testing devices
- cardboard or heavy cardstock placed on desks or taped to the sides of monitors to create a barrier

b. Room Assignments

Document the rooms to which students and test administrators will be assigned and maintain the record in your school files.

- As long as all requirements for testing conditions and staffing are met, test coordinators have the flexibility to test students in appropriate groups and testing spaces other than regular classrooms, including planning small groups for students.
- Test coordinators must identify appropriate testing spaces for students using accessibility features or accommodations that require changes in the test setting, presentation, or mode of response (e.g., Human Read-Aloud, Text-to-Speech without headphones, speech-to-text). See the *Accommodations and Accessibility Features Manual* at www.ride.ri.gov/Accommodations for administration and space requirements.
- Schools should not group together students doing computer-based testing and any students doing paper-based testing, including for make-up testing.
- To achieve efficiencies for make-up testing, schools may group students taking different tests together if the following conditions are met: the script in the TAM is the same for these different tests and the materials needed for the students are the same (e.g., students will use a reference sheet for both tests).

D Tasks to Complete BEFORE Test Administration – Early Spring 2025

- 1. Recommended: Collaborate with your technology coordinator to conduct a Preliminary System Test and (if recommended) an Infrastructure Trial to ensure school bandwidth is sufficient for testing, and provide students with an opportunity to familiarize themselves with the test, its supports, and any accommodations or assistive technology to be used during administration.**
- 2. The RICAS Portal includes a Site Readiness tool for schools and districts to assess their readiness for online testing via the RICAS Student Kiosk and to identify any potential technology-related issues before testing begins to ensure a smooth testing experience. The Site Readiness tool is used to verify that testing devices meet the minimum requirements and have been properly configured.**

The Site Readiness tool includes the System Set-Up Test and the Student Interface Test.

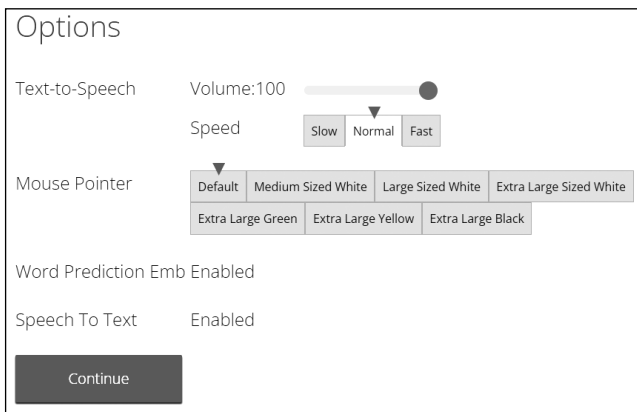
- The System Set-Up Test tests bandwidth, connectivity, screen resolution, and the Text-to-Speech function.
- The Student Interface Test provides sample test questions to determine whether the device is capable of correctly displaying and navigating test content in the RICAS Student Kiosk.

- The Student Interface Test also allows technology coordinators to test the student tools, including the Line Reader, Answer Eliminator, Text Highlighter, and Notepad, to confirm they are functioning properly.
- To administer the Site Readiness test, the technology coordinator launches the RICAS Student Kiosk on each device configuration (i.e., device type and operating system) being used for testing at that site and then uses the Site Readiness login for the assigned school to run the test. Then, the technology coordinator certifies the site (school) in the RICAS Portal to indicate to the school and district test coordinators that the site’s technology is ready for testing. Note: The Site Readiness test must be conducted using the secure RICAS Student Kiosk. The test does not need to be conducted on the browsers used for practice tests.

3. To review all accommodations assigned to all students within the school, go to Student Registration, click ‘Export,’ and the file will be downloaded to your computer. Follow the instructions in the *Student Accommodations Profile (SAP) Guide* to make updates.

Reminder: Certifying accuracy of accommodations and accessibility features prior to testing is **critical** because DNR/voiding of tests due to incorrect or missing accommodations can now only be processed by RIDE.

Students with embedded accommodations, will see an **Options** page after entering the session access code to begin the test session. On the **Options** page, the student will review the accommodations ordered for them to verify it is correct and click **Continue**. See the screenshot as an example.



Here are the embedded accommodations:

- Text-to-Speech
- Text-to-Speech Special Access Accommodation
- Speech-to-Text
- Speech-to-Text Special Access Accommodation
- Word Prediction
- Word Prediction Special Access Accommodation
- Mouse Pointer
- Spell Checker

Test Preparation

4. Meet with students to provide information about testing.

It is recommended that staff meet with students to provide information on test security requirements and information about the testing experience.

a. General Meetings

Feedback from principals and teachers indicates that a serious, yet supportive, testing environment has a positive impact on student performance. RIDE recommends that the test coordinator or test administrators meet with students before each test administration window to give them information about testing procedures at the school, including the following topics.

1. The Testing Schedule and Recommended Testing Times
 - Students will need to come to school on the scheduled test days.
 - Most students should be able to finish within the suggested time limits, but they will be allowed additional time to finish their work if they are working productively.
However, test session should not extend past the end of the regular school day.
2. Preparing for the Tests
 - Students should read questions carefully, be thorough in their responses, and answer all parts of multi-part questions. They should also try their best, and answer all the questions on the test.
 - Their test administrator will be able to assist with the computer interface, and can read aloud a word during Mathematics testing at their request, but the test administrator cannot give them any help or answer any question related to test content.
 - Students may let their test administrator know if they have a concern about a test question during a test session. Their test administrator will then inform the principal or test coordinator, who will contact RIDE for guidance.
3. CBT Tools and Navigation
 - Students will become familiar with the tools available to them and with how to navigate through the test by taking practice tests and the student tutorial.
 - For each written response, there is a counter at the bottom of the response box. As students type, the number will count down to show how many more characters they can type. A character is counted as any key that is typed (e.g., letters, numbers, or punctuation, excluding spaces).
 - Students should be aware that they have limited space for their constructed-responses and essays for ELA, just as they would in a paper-based test.
 - > 5,000 characters for essays (equivalent to two hand-written pages)
 - **New for 2025**, for all subject area tests, students may use the notepad in the RICAS Student Kiosk to take notes in addition to using their scratch paper. The notepad can be resized and if a student's writing fills the box, a scroll bar will appear to allow the student to continue typing. Text entered into the notepad will persist for all test questions based on the same information (e.g., an ELA reading passage). This allows students to take notes while first reading the information, and still access those notes when answering subsequent test questions for that shared material. For all other questions, text entered into the notepad will not carry over from one question to the next. Students should only use the notepad for taking notes and **must enter all their actual responses in the response boxes.**

New

- **NOTE:** All notepad text will be lost if a student pauses a test for more than 30 minutes, signs out of a test, submits a test, or if there is a circumstance causing the kiosk to abruptly close (e.g., the device shutting down due to low battery).
 - To highlight text, students must click the highlighter tool, select a highlighter color (yellow, pink, purple, or green) and then drag the cursor over the text. Highlighting will remain on a test question even if a student moves on to other questions. Highlighting on a passage will persist on that passage as students move from question to question so students can refer to the highlighting on any test question connected to that shared passage. **NOTE:** All highlights will be lost if a student pauses a test for more than 60 minutes, signs out of a test, submits a test, or if there is a circumstance that abruptly closes the kiosk (e.g., the device shutting down due to low battery).
 - **New for 2025:** There is no ability to copy text from an ELA passage to paste into a response box. Students must fully type their responses. **New**
 - Certain words during the ELA test will have a dotted line above and below them that students may select to display a definition (pop-up glossary feature).
 - For questions with left and right panels, students will see an arrow icon that allows them to expand either the left panel or the right panel to fill the whole screen. Clicking the same button will return the screen to the original view.
4. Resources Available during Testing
- Students will have scratch paper available to them.
 - Students may use calculators and reference sheets, as described on pages 32–34 of this manual but they may not bring in additional reference sheets, notes, or study guides, with the exception of approved materials for students with disabilities using certain accommodations.
5. Testing Irregularities and Invalidations
- Student test results may be invalidated if they engage in any of the following activities during a test session (including after submitting their tests, during a break, or during the transition to a test completion area):
 - › duplicating any portion of secure test content
 - › accessing prohibited materials such as cell phones or other electronic devices for any purpose, including accessing the internet for any purpose other than accessing the RICAS Student Kiosk.
 - › communicating with other students (e.g., talking, whispering, writing notes)
 - › looking at any other student’s testing materials (e.g., scratch paper, test booklet, computer screen)
 - › consulting notes, books, or instructional materials during testing
 - To avoid testing irregularities, students may bring a book to read in the event they finish their test early. Students should be informed of the options they have for appropriate activities after testing (see page 82 for the list of materials students may use after completing their tests).
 - Students’ test results may also be invalidated if they discuss secure test content or their responses to questions with anyone, including teachers, with the exception of reporting a concern about a test question to their test administrator.

Test Preparation

b. Meeting with MLL Students

Communicate the following to explain participation guidelines:

- They will be participating in tests that they may find difficult because they are still learning English. Students should answer as many questions as they can, and should let their test administrator know when they can no longer complete the test.
- The purpose of having them participate is to establish a starting point from which their progress over time can be measured, and because they are required to participate.
- Since participation in the ELA test is optional for first-year MLLs, inform them if they will not participate in that test.
- Current and former MLL students may use printed copies of authorized bilingual word-to-word dictionaries and glossaries or other MLL accommodations.
- Schools should ensure that MLL students are familiar with the bilingual word-to-word dictionaries and glossaries that will be available to them during RICAS testing, and that students have some practice using them in advance of testing.

c. Meeting with Parents/Guardians

In addition to student meetings, principals are encouraged to share information with parents/guardians before testing about the following topics:

- the ways that the school will prepare their child for testing
- how parents/guardians can support their child
- the days that their child will be testing
- participation requirements and guidelines
- test security requirements and materials their child will not be permitted to have during testing (e.g., students will not be permitted to contact parents/guardians via cell phone during test sessions, even after submitting their tests)
- how to reach their child during testing if necessary (parents/guardians should not text or call their children during testing)

Suggested methods for sharing information include during parent-teacher conferences or information in regular parent newsletters.

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

RIDE strongly recommends that schools have all their students view the student tutorial (accessed at ricas.onlinehelp.cognia.org/training) to familiarize themselves with the tools and features available in the RICAS Student Kiosk, including students who participated in computer-based testing last year.

It is important for schools to schedule ample time for students and educators to familiarize themselves with the different types of test questions, and to gain experience with the RICAS Student Kiosk, including the tools and accessibility features that will be available during testing.

Upon completion of practice testing, a score for multiple-choice test questions is provided for diagnostic purposes. Rubrics are provided for constructed-response questions and essays.

Part IV of the CBT TAM contains more information and instructions for test administrators to administer the student tutorial and practice tests.

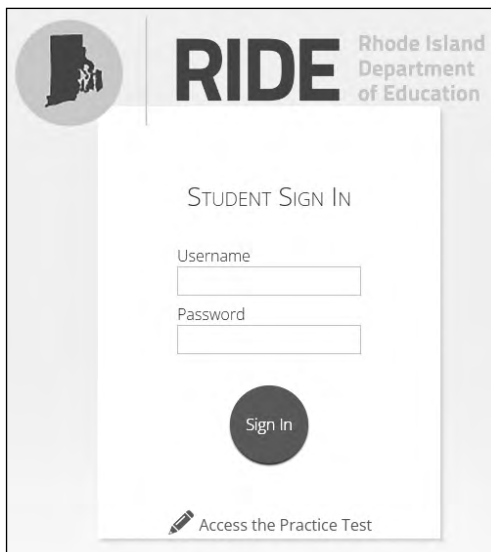
a. Student Tutorial

RIDE strongly recommends that schools have all their students view the student tutorial (accessed at ricas.onlinehelp.cognia.org/training).

- The tutorial shows students how to use different onscreen tools and accessibility features, and how to review responses before submitting a test.
- All technology-based accommodations are demonstrated in the student tutorial.
- The tutorial is intended to supplement the practice tests in familiarizing students with the online test-taking experience.
- The tutorial covers all subject areas, is self-directed with no audio, and is expected to take about 20 minutes to complete. **Test administrators are expected to go through the tutorial themselves so that they are familiar with the RICAS Student Kiosk's features and can answer any questions students have.**

b. Web-based Practice Test

- The web-based practice test can be accessed at ricas.onlinehelp.cognia.org/practice. Links to each practice test will be provided and users may use them 24/7 using a browser. At the end of the session, the student will see a review of their test and scores. This screenshot shows the total raw score out of total points earned (machine scored items only), the points earned per machine scored item, and items that are human scored are marked "Not Scored."



- Web-based practice tests mimic the RICAS Student Kiosk without the need to download the application.
- Note that the practice tests accessed via the web are the same as the practice tests in the RICAS Student Kiosk.

c. Practice Tests Accessed via the RICAS Training Site

Conducting an Infrastructure Trial and having students access the practice tests by assigning them through the RICAS Training site is the closest reflection of the actual student testing experience (including accessibility features, accommodations, and Text-to-Speech) because students will take the test using the RICAS Student Kiosk application during actual testing.

Test Preparation

- The app can be downloaded from ricas.onlinehelp.cognia.org/tech-setup
- Download the RICAS Student Kiosk application, choose **Rhode Island**, and select the **Practice Tests** link on the sign-in screen. This will take you to the options to select the appropriate subject and grade.

d. Additional Resources to Prepare Students for Testing

In addition to the practice tests, RIDE recommends that schools familiarize students with the following resources, which are available in the RICAS Resource Center at ricas.onlinehelp.cognia.org:

- blank CBT response boxes for ELA, which allow students to practice answering constructed-response and essay questions (Click on **Practice Tests**, and then click on the subject area, then the grade. The blank CBT response boxes are in the resources section on the right-hand side.), and Approved ELA Graphic Organizers
- equation editor practice tool for grades 3–6 Mathematics
- equation editor and calculator practice tool for grades 7 and 8 Mathematics
- reference sheets for Mathematics
- equation editor guide and symbol key
- TTS guidance will be included in the user guides. A separate guide for TTS is not available.

6. Create RICAS Portal Classes and assign students to them.

“RICAS Portal Classes” are separate groupings in the RICAS Portal of the students who will take a test at the same time and in the same testing location. RICAS Portal Classes are used when printing student logins. The principal/school test coordinator and the technology coordinator have the permissions in the RICAS Portal to create Classes.

A RICAS Portal Class name may contain up to 50 characters. RIDE recommends that schools use a naming convention for RICAS Portal Classes that will help test administrators quickly and easily find the test they are administering including the following items:

- test administrator name
- testing location
- grade
- subject area test

Note that class names in the RICAS Portal must be unique across the state.

Create separate RICAS Portal Classes for each group of students receiving the Human Read-Aloud or Human Signer accommodation (five students maximum per group), since the students must be in a separate location to receive the Human Read-Aloud or Human Signer accommodation. Test administrators or proctors that will be providing the Human Read-Aloud or Human Signer accommodation will no longer utilize a proctor login. Human readers and signers will read the text on the student’s screen while testing.

Recommended: create separate RICAS Portal Classes for first-year MLLs who will not be participating in the ELA test so their test records can be easily identified.

For more information on creating RICAS Portal Classes, see the *RICAS Portal User Guide* at ricas.onlinehelp.cognia.org/training.

For additional support, view the “Creating Classes” module (ricas.onlinehelp.cognia.org/training).





7. **Verify form assignment in RICAS Portal Sessions for form-supported accommodations.**

Ensure that students using the following accommodations have the correct form assigned to them in the RICAS Portal: Text-to-Speech (TTS), Screen Reader Edition (SR), compatible Assistive Technology (AT), Human Read-Aloud, or Human Signer have the correct form assigned to them in the RICAS Portal by following one of the sets of steps below. (Also be sure that these students have these accommodations listed in their IEPs or 504 plans. Results may be invalidated for students who are given improper accommodations.)

This step is very important because if a student starts a test without the correct form assigned, several additional steps are required to fix the situation, including reporting a test irregularity and contacting RIDE to void the student’s current test and assign a new one.

a. **View the Options Summary to review all accommodations assigned to all students within the school.**

- Go to **Student Registration** > click **Export**.

b. **View Classes in the RICAS Portal.**

Note: This step is included in the CBT TAM for test administrators to complete on the day before testing. Alternatively, you may want to print this report for test administrators to review the day prior to testing.

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

1. **Verify receipt of test administration manuals. Inventory your school’s shipment of manuals, and store them.**

Verify receipt of manuals immediately upon their delivery to your school (see page iv for the dates that manuals will arrive). Each grade’s manuals are shipped separately. Call the RICAS Service Center if you do not receive materials by this date.

For spring 2025, TAMs are being produced as follows:

- CBT TAM
- PBT TAM

Using your Materials Summary, inventory your shipment of manuals upon receipt. There is no need to use the Materials Summary to inventory manuals for return; after the inventory, the form can be stored in school files. There is no need to retain shipping cartons.

- To inventory the manuals, complete the “Qty Received” column of the Materials Summary for each grade according to the “Before Testing” directions on the form.
- Designate an area to store the manuals. You may want to use the secure, locked storage area that you will be using to store logins when printed.

2. **Establish a chain of custody for all testing materials.**

Test coordinators must establish and follow document tracking procedures so that they can determine at all times the location of materials not in the central secure storage area. Document tracking procedures must also make it possible for principals to trace the movement of materials from the time they are removed from secure storage until they are returned to the central secure storage area.

Test Preparation

Test coordinators may use one of the Test Materials Internal Tracking Forms in Appendix A. If test coordinators choose to create their own internal tracking form, the following items must be included:

- the specific count of materials at the time of distribution
- the specific count of materials at the time of return
- a place to indicate that used scratch paper has been returned
- a place to indicate that student logins and used scratch paper have been securely destroyed
- signature areas for the test administrator and the test coordinator to sign the form

Test administrators and the test coordinator should independently count materials and sign the internal tracking form before transferring custody of secure materials. Signature stamps may not be used to sign internal tracking forms.

Immediately investigate any irregularity in the use of tracking documents or in the information recorded on them. Create an irregularity report immediately if any situation occurs that could compromise test security.

It is the responsibility of the test coordinators and test administrators to account for secure testing materials throughout test administration. This requirement includes accounting for secure logins once they are generated and printed, tracking their location throughout test administration, and ensuring that they are securely destroyed after test administration. Test coordinators must account for secure materials on internal tracking forms, and ensure that used scratch paper is securely destroyed.

Once all testing is finished, the school principal must complete the Principal's Certification of Proper Test Administration (PCPA) to certify that all students participated in testing as required and that test administration and security protocols described in this manual (including chain of custody and tracking of secure materials) were followed. Instructions for completing the online PCPA can be found in Part IV of this manual, and the certification statements on the PCPA are in Appendix A.

3. Order additional manuals if necessary, and/or download administration materials.

Schools are shipped one copy of the TCM, and also receive one copy of each TAM per 20 students, plus one for each small group identified in the student accommodations profile (SAP).

If your shipment of manuals is not sufficient, you may do one of the following:

- Download copies of the manuals from RIDE's website at www.ride.ri.gov/Assessment-Manuals.
- Order additional manuals online at ricas.onlinehelp.cognia.org/service-center no later than the deadline dates listed on page iv. You will need your Ship Code from your Materials Summary when placing your order.
 - › **Note:** Orders 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.

RIDE is producing a script-only edition of the TAMs for test administrators who may not need the entire manual (posted at www.ride.ri.gov/Assessment-Manuals). Note however that all test administrators must read and understand Part I of the TAMs which contain the test security requirements.

4. Prepare administration materials for test administrators and students. Review the types of materials required, permitted, and prohibited during testing.

Read the following section carefully. Materials use and access during testing is defined in order to ensure that all students have a standardized testing experience and that no students receive an unfair advantage. RIDE recommends referring test administrators to this list as well to ensure that prohibited materials are not accessed or used during testing, particularly electronic devices (other than for approved accommodations according to a student’s IEP or 504 plan).

a. Materials for Test Administrator Use

- computers for test administrators (required)

Test administrators will need computers to complete tasks in the RICAS Portal during test sessions (separate from the student testing devices). Test administrators administering the Human Read-Aloud or Human Signer accommodations will require a proctor login as well as an additional device to read or sign the test from.



- cell phones (permitted)

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 violates test security, 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 testing:

- devices for testing that meet technical specifications (ricas.onlinehelp.cognia.org/tech-setup)
- 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 can 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 already turned in, as long as they only have three pages at one time.
 - › Test administrators are responsible for collecting all used scratch paper to be securely destroyed (e.g., shredded) after test administration.
 - › 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.
- writing instruments for use on the scratch paper
- student logins

Student logins contain the sign-in information that students need for each test session. There is a separate student login for each subject (e.g., one student login for ELA and a separate student login for Mathematics). The same student login is used for both sessions of a test. **If a preferred name has been added to the preferred name field in the enrollment census, that name will appear on the student login. Please check logins for accuracy before distributing and ensure that name appears when the student logs**

Test Preparation

into the **RICAS Student Kiosk**. If an error is discovered, it must be corrected in student registration. For more information, review Part II, section A, task 3.

A sample student login is shown below:







Demo, Student DOB: 5/30/20XX Demo Test Username: 9999955555 Password: x22jk77u

- > Up to two days before testing, test coordinators must print out student logins, cut the pages to separate the logins, and then prepare them for distribution using internal tracking forms. Because student logins provide access to secure test content, they must be tracked and accounted for.
- > At the start of each test session, as directed by the TAM, test administrators will distribute student logins to students. Because it is recommended that schools use an identifier for student testing devices in case of technology issues, there is a line on the student login for students to write in the testing device ID at the start of each test session.

































c. Tools Embedded in the Computer-Based Test for Students

Students have access to multiple tools and calculators as described below (it is recommended that students use the calculator that closely resembles the one used in regular instruction).

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). Calculators that can access the internet are not allowed.

Icon in the Following Table	Description
	Calculators are not permitted for grades 3–6 Mathematics (both sessions) or for Session 1 of grades 7–8 Mathematics.
 basic/scientific  scientific/TI graphing/ Desmos	Students will have access to a calculator as follows: <ul style="list-style-type: none"> • Mathematics Session 2 <ul style="list-style-type: none"> > grade 7: a basic calculator and a scientific calculator > grade 8: a scientific calculator, a TI graphing calculator, and a Desmos graphing calculator
	Students can access the grade-specific Mathematics reference sheet in grades 5–8 by clicking on the References icon at the bottom of the screen (shown at right). Note that the Mathematics reference sheet is grade-specific. Students may also use printed reference sheets (see page 33 for more information). 
	Students will have access to two rulers (a centimeter ruler and an eighth-inch ruler) for the following tests: <ul style="list-style-type: none"> • grades 3–8 Mathematics

Tools for Mathematics tests are available in the RICAS Student Kiosk as described below.

Grade	Tools Available for Session 1	Tools Available for Session 2
3	  centimeter ruler and eighth-inch ruler	  centimeter ruler and eighth-inch ruler
4	  centimeter ruler and eighth-inch ruler	  centimeter ruler and eighth-inch ruler
5	   reference sheet centimeter ruler and eighth-inch ruler	   reference sheet centimeter ruler and eighth-inch ruler
6	   reference sheet centimeter ruler and eighth-inch ruler	   reference sheet centimeter ruler and eighth-inch ruler
7	   reference sheet centimeter ruler and eighth-inch ruler	   basic/scientific reference sheet centimeter ruler and eighth-inch ruler
8	   reference sheet centimeter ruler and eighth-inch ruler	   scientific/TI graphing/Desmos reference sheet centimeter ruler and eighth-inch ruler

d. Materials PERMITTED for Student Use

Students may use the following materials during testing as needed. Test coordinators must make these materials available to students at the time of testing.

- pens, pencils, highlighters, and colored pencils for use on scratch paper
- handheld calculators for the specific tests/sessions listed in the previous section for students who prefer them to the online calculator
 - › When using a handheld calculator, 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).
 - › RIDE recommends that handheld calculators be equivalent to the ones embedded in the grade-specific online testing platform (see the charts in the previous section). At a minimum, schools should provide basic calculators for students taking grades 7 and 8 Mathematics. The RIDE calculator policy can be found here: www.ride.ri.gov/RICAS.
- printed reference sheets for the tests listed above
 - › RIDE recommends providing printed reference sheets for students to use in addition to the one that appears in the RICAS Student Kiosk.
 - Reference sheets are available at www.ride.ri.gov/RICAS for schools to print (printed copies cannot be ordered).

Test Preparation

- › Students may reuse printed reference sheets only if there is no writing on the paper. If there is any writing or marks on the reference sheet, it must be recycled/discarded and a new reference sheet must be printed for the student.
- equation editor symbol keys for Mathematics tests for students using tablets
 - › These sheets are available at ricas.onlinehelp.cognia.org/practice-tests-math for schools to print (printed copies cannot be ordered).
- equation editor guides for Mathematics
 - › These sheets are available at ricas.onlinehelp.cognia.org/practice-tests-math for schools to print (printed copies cannot be ordered).
- computer mice
- styluses for touch-screen devices, if used in regular instruction
- headphones for students with using accommodation A4.1 (Text-to-Speech) or DF7 (noise buffer). See *Accommodations and Accessibility Features Manual* for more information.
- printed copies of authorized bilingual word-to-word dictionaries and glossaries for current and former MLL students

e. **Materials PROHIBITED during Testing**

Prohibited materials include, but are not limited to, materials that must be covered or removed from the testing space (see page 21) 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 their test materials.

None of the materials in *sections i or ii* are permitted while a student is testing and has test materials.

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 below for more information.)
- other electronic devices
 - › 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 (See page 32 for exceptions.)
 - › 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
- 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 for computer-based testing are included in the RICAS Student Kiosk.)
- 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

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 TAMs 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 the following section for more information about the Test Administrators’ Training.

- 5. Distribute manuals/security requirements. Train all school staff members authorized to have access to secure test materials in test security requirements (test administrators, hall monitors, technology staff, proctors), in test security requirements and the school’s procedures for implementation (see topics in Part I, section B).**

In advance of the training session, distribute TAMs to test administrators so that they can familiarize themselves with the requirements and procedures and come to the session prepared with questions. Also distribute a copy of the test security requirements to all school staff members who have access to secure test materials but are not test administrators (posted at www.ride.ri.gov/Assessment-Manuals).

- Document that test administrators and school staff members have received the documents listed above. Test coordinators may use the sample form in Appendix A or create their own.

Test Preparation



- At the training session, the test coordinator must describe the test security requirements and confirm that all school staff members understand these requirements. In addition, test coordinators must describe school procedures for implementing the test security requirements, and familiarize test administrators with the tasks they will be completing (see list of essential topics in Part I, section B).
- School staff members must sign in to demonstrate that they attended the school training session (see the sample form in Appendix A; this sample is the same one used to acknowledge that staff received TAMs/test security requirements; schools may use this form or create another or two separate forms).

a. Training in Test Security and Test Administration Protocols

Before test administration, the test coordinator must meet with test administrators, technology staff, and other staff members authorized to have access to secure materials to explain the test security protocols and procedures that will be followed at the school. Test coordinators also need to meet with the technology coordinator to discuss topics listed in this section and in section D, task 1.

RIDE has outlined topics for the test administrator training session in slide presentations for elementary schools and middle schools posted at <https://ride.ri.gov/assessment-manuals>. Test coordinators are expected to address the topics covered.

During the training session, the test coordinator will need to do the following:

- describe the test security requirements and test administrator protocols contained in Part I and Part II of this manual as well as the appropriate TAM
- describe local procedures for meeting test security and administration protocols
- provide an orientation to the major tasks that will be completed during test administration
- review the schedule for testing, including the scheduled length of test sessions
- emphasize that all test administrators must read and familiarize themselves with the TAMs before administering RICAS tests
- answer any questions that test administrators have about the school's procedures or about RICAS protocols
- inform test administrators about resources they can use to find answers to any questions they have after the training

The TAMs contain optional scripts as described below. Inform test administrators at the training session if they will read the scripts or if the school will develop an alternative version.

- whether test administrators will read the recommended script in the “As Students Arrive” sections of the TAMs instructing students to put away cell phones and other electronic devices in their backpacks at the side of the room, or if a locally developed script will be used instead
- whether test administrators will read the scripts for students going to a supervised lunch, students transitioning to a test completion room, and students going to the restroom

Inform test administrators about the decisions you have made regarding other procedures such as:

- whether RICAS Portal classes will be started by the test coordinator, or whether test administrators will do it themselves
- whether students who arrive late for testing will be read the scripts quietly in the room, read the scripts outside the room, or scheduled for make-up testing

- test administrators' assignment of specific testing spaces and groups of students (Also instruct test administrators on the use of new accessibility features that students may use that may affect their testing space.)
- whether students will be provided printed reference sheets as well as handheld calculators during Mathematics testing, in addition to the versions available in the RICAS Student Kiosk (Calculators are only allowed for Session 2 for grades 7 and 8.)
- whether test administrators will collect student logins from students after they have signed in to the RICAS Student Kiosk, or collect them at the end of the test session
- whether students will write down device ID numbers on their logins
- how students will be supervised when they are out of the testing room, e.g., for a restroom break (hallway monitors, restroom monitors, escorts, etc.)
- how students who need more time beyond the scheduled test session will be handled (e.g., will they be moved to a test completion room?)
- how to contact the school administration and technology staff if there are any problems during testing
- whether test administrators are expected to come to the central storage area to pick up testing materials or testing materials will be delivered to them

Test administrators administering accommodations to students with disabilities or MLL students should receive additional training to ensure that accommodations are correctly provided. In addition, these test administrators should be familiarized with the differences between instructional accommodations and testing accommodations, especially regarding the prohibition on coaching and assisting students during testing.

Additional training may include one or more of the following:

- reviewing the online Accessibility and Accommodations module at ricas.onlinehelp.cognia.org/training
- participating in or reviewing the Accessibility and Accommodations trainings and/or webinars:
 - › Registration is available through the RIDE Portal Workshop Registration System.
 - › Previously recorded webinars are available at www.ride.ri.gov/Accommodations
- reviewing RIDE's *Accommodations and Accessibility Features Manual for the 2024–2025 RICAS* (available at www.ride.ri.gov/Accommodations)

It is the principal's responsibility to ensure that all test administrators who will be providing accommodations receive adequate training to provide those accommodations correctly.

b. Required Documentation

Schools must keep documentation that their test administrators attended a training session and that test administrators received TAMs for the test(s) they will administer. In addition, all other school staff members who have access to secure materials must sign an acknowledgment that they received a copy of the test security requirements. A sample form for documenting attendance at training and receipt of the TAM is contained in Appendix A, but schools may develop their own forms instead.

Test coordinators must retain the following in their school files for three years: agendas, sign-in sheets, and any other relevant documentation to demonstrate that trained test administrators and other school staff members who have access to secure materials were properly trained.

Test Preparation



c. Training in Using the RICAS Portal and Basic Technology

Review Appendix B, and view the online training modules posted at ricas.onlinehelp.cognia.org/training. It is recommended that test coordinators designate individuals to assist with tasks and share the modules as appropriate.

Test administrators will need to conduct the following tasks:	<ul style="list-style-type: none">• Confirm that their students have the correct test form assigned to them.• Monitor student progress in the Test Scheduling tab of the RICAS Portal. View Scheduled Tests and select View Details/Student Logins.• Close down testing devices.
RIDE recommends test administrators view the following modules:	<ul style="list-style-type: none">• Accessibility and Accommodations• Infrastructure Trial for Test Coordinators and Test Administrators• Class Management
In addition to understanding all test administrator tasks, test coordinators and technology coordinators will need to understand the following tasks in the RICAS Portal:	<ul style="list-style-type: none">• Import and export student registration files (for the SAP Process). (RICAS.cognia.org)• View operational and published reports. (RICAS.cognia.org)

6. Prepare to provide accessibility features and accommodations for testing. Train and confirm that test administrators understand the specific accommodations they will be providing.

RIDE recommends that schools prepare a list or spreadsheet that relevant staff can refer to, including students' names, grades, subject area, test administrator name, testing location, and accessibility features and accommodations (accommodation name and a brief description).

Generate the SAP report in the RICAS Portal:

1. Students with embedded accommodations will see an **Options** page after entering the session access code to begin the test session.
2. On the **Options** page, the student will review the accommodations ordered for them to verify it is correct and click **Continue**.

Share the *Accommodations and Accessibility Features Manual* with test administrators and provide additional training to those who will be administering accommodations (including assistive technology).

F Tasks to Complete One or Two Days BEFORE Test Administration

1. **Verify that test administrators have covered or removed from the walls (shelves, etc.) of each testing space the following prohibited materials:** all materials containing content in the subject areas being tested, including any materials that might help students answer test questions. Examples of materials that must be covered or removed include, but are not limited to, posters, maps, charts, graphic organizers, reading and writing strategies, word lists, number lines, multiplication tables, definitions, writing formulas, and mathematical formulas/theorems. It is not necessary to cover or remove calendars, posters displaying the alphabet or consonant blends, or posters displaying the Pledge of Allegiance.

2. **Confirm that the technology coordinator has completed the steps in section D (task 1), and that all devices are prepared for testing.**

Ensure that all devices to be used for testing are charged prior to each test session. Make sure sufficient power cords and power strips are available as well as extra testing devices if needed. Confirm that accessories, such as external keyboards for tablets and headphones (only used for students using the Text-to-Speech edition), are available and in working order prior to testing.

Assign computers to test administrators to complete tasks in the RICAS Portal.

Ensure that all students' testing devices have the RICAS Student Kiosk installed. For details, visit ricas.onlinehelp.cognia.org/tech-setup.

3. **In the RICAS Portal, verify whether all students have the correct accessibility features and/or accommodations. Follow the instructions in the *Guide To Student Accommodations Profile (SAP)* to make updates.**

It is important to make sure that your SAP is up to date and reflects your current enrollment and students' documented accommodations and accessibility features. You can update the SAP according to the instructions in the *Guide to the Student Accommodations Profile (SAP)* posted at ricas.onlinehelp.cognia.org/portal.

Certifying accuracy of accommodations and accessibility features prior to testing is critical because DNR/voiding of tests due to incorrect or missing accommodations can now only be processed by RIDE.

4. **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.**

First-year MLL students who appear in the RICAS Portal but will not participate in the ELA test should be removed from all operational ELA sessions prior to test administration. In **Test Scheduling** > select the students to remove.

5. **Prepare materials for testing.**

Prepare secure materials (student logins) and non-secure materials (equation editor symbol keys, standard math reference sheets, scratch paper, etc.). Review the list of materials by grade, content area, and session when preparing materials for each testing location (list can be downloaded from www.ride.ri.gov/Assessment-Manuals). Ensure that test administrators understand which resources students are permitted to use accordingly to prevent materials-related testing irregularities.



Test Preparation

a. Printing Student Logins

Prior to the day of testing, test coordinators must print, cut, and sort student logins.

- Print out student logins from the RICAS Portal (refer to the online *RICAS Portal User Guide* for instructions: ricas.onlinehelp.cognia.org/training). There is an option to print 8 students per page. See Updates to the RICAS Student Kiosk and the RICAS Portal pdf at ricas.onlinehelp.cognia.org/portal for step-by-step instructions.
- Student logins may be printed up to two days in advance, however they may not be distributed to test administrators before the day of testing; once they are printed they must be kept in the school's secure storage area.
- After printing pages of logins, test coordinators should cut the pages to separate the logins, and secure them until it is time to prepare them for distribution. Student logins should be treated as having the same level of test security as paper-based test booklets. They must be stored in the central storage location and may not be distributed to test administrators until the day of testing.

b. Preparing Materials for Student Use

Review the list of required, permitted, and prohibited materials (section E, task 4) for students. Gather the materials needed for each test administration location.

- Ensure that a sufficient supply of scratch paper will be available for all students, and #2 pencils for students who need them.
- Collect handheld calculators for students who wish to use them for the tests listed on page 32.
- Download graphic organizers and supplemental reference sheets for students who receive accommodation A9 (www.ride.ri.gov/Accommodations).
- Have printed copies of authorized bilingual word-to-word dictionaries and glossaries available for current and former MLL students.
- Optional for students using tablets: Print copies of the equation editor symbol key (available in the "Equation Editor Guide" drop-down at ricas.onlinehelp.cognia.org/practice-tests-math).

6. Prepare for testing in the RICAS Portal once SAP information is correct.

New

NEW for 2025, sessions in the RICAS Portal do not require test administrators to "Prepare" or "Start" sessions. Sessions are ready and accessible for students with session access codes. Session access codes can be found on the summary page of the class roster.

Part III



Tasks to Complete During Test Administration

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 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.

Task	Page	Task Overview	Completed?
Tasks to Complete DURING Test Administration			
1	42	Using your document tracking system, distribute materials for testing.	
2	42	Monitor your school’s test administration through the listed tasks.	
3	43	Manage situations that may occur during testing.	
4	43	Securely store materials for testing.	
5	44	Maintain/update the record of test administrators and their students for each test session.	
6	44	Collect lists of students who were absent for testing and schedule make-up testing for them. Confirm that all students participated.	
7	44	When test sessions are completed, verify that all secure materials have been returned.	

B Tasks to Complete DURING Test Administration

1. Using your document tracking system, distribute materials needed for testing.

On the day of testing, distribute logins and other materials to each test administrator. Be sure that test administrators and the test coordinator independently count materials (student logins and test administrator logins) and sign the internal tracking form before transferring custody of secure materials. See the appropriate TAM for the specific list of materials necessary for each test session.

- Have #2 pencils available for students who do not bring them.
- Have printed copies of authorized bilingual word-to-word dictionaries and glossaries available for current and former MLL students.
- Have equation editor guides, symbol keys, and printed reference sheets available during Mathematics testing.
- Have scratch paper available to distribute.

2. Monitor your school’s test administration by conducting the following tasks.

- Follow test security requirements.
- Ensure that internal tracking forms are used each time that test materials are moved.
- Report any testing irregularities or security incidents that occur through the RIDE Test Irregularities application in the RIDE Portal at portal.ride.ri.gov.
- Continue to update user roles for test administrators throughout the testing window as needed.

Tasks to Complete During Test Administration

3. Manage situations that may occur during testing.

Refer to Appendix B for technology-related situations and resolutions, including steps to take if a student starts testing with an incorrect accommodation (or without the correct accommodation).

a. Steps if a school is closed or has a delayed opening due to severe weather:

On the day the school reopens, administer the test session scheduled for that day and make up the missed session(s) later. When severe weather forces a delayed opening on a scheduled test administration date, the test coordinator may proceed with the test administration after students arrive, if this is possible.

b. Steps for test administration interruptions (e.g., power failures):

The TAMs include specific instructions for test administrators to follow if an interruption occurs. When normal conditions are restored, test administrators should resume testing. No interruption should reduce the total amount of time that students are given to complete the interrupted test session. Test coordinators should report any major disruptions to RIDE by calling 401-222-8478.

c. Steps for make-up testing for students who are absent:

Students who are absent on the scheduled testing date for their grade for any reason (including illness or other medical condition) must be scheduled for make-up testing as soon as they return to school. If a student is absent for Session 1 of a test, the student should take Session 2 according to the school's administration schedule and then take Session 1 during the make-up period.

Make-up tests may be administered at any time after the scheduled testing date and before the end of the test administration window (see page iv for dates). Please call RIDE at 401-222-8478 regarding exceptional circumstances related to make-up testing.

Steps for when a student becomes ill during testing:

If a student becomes ill during testing, have them exit the test immediately. The test administrator should inform the test coordinator. The student may be allowed to continue testing upon return to school. Please note that students will not be allowed to return to any previously visited questions.

When the student is ready to make up the missed session, the test administrator will have them sign in to the RICAS Student Kiosk. Schools with a large number of students making up test sessions may want to create a separate RICAS Portal Classes and move students into that new RICAS Portal Class. **Please note:** Moving students into a new RICAS Portal Session will require new student logins, since passwords are linked to RICAS Portal Classes.

4. Appropriately store secure materials between sessions and after each day of testing.

Use your document tracking system to document that all materials are kept secure between sessions and are returned to you each day after testing is completed.

At the end of each test session, test administrators should confirm that students have submitted their responses and have signed out of the RICAS Student Kiosk. At the end of each test session, test administrators should collect student logins and used scratch paper and immediately return them to the locked storage area.

Tasks to Complete During Test Administration

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

To confirm that all students have participated in testing, use the following Operational Reports:

1. **Export Students Not Scheduled:** A list of students who are enrolled in the organization, but not scheduled to take the test.
2. **Export Test Status:** A list of students in the organization currently scheduled for a test with a test status for each session of a test. Follow the steps below to access these reports:
3. In the RICAS Portal, go to **Administration > Test Scheduling**.
4. Click **Exports** and select one of the following reports:
 - > Export Test Status
 - > Export Students Not Scheduled
5. The file will automatically download to your computer.

6. **Collect lists of students who were not tested from test administrators, and schedule the students for make-up testing.**

Students may be scheduled for make-up testing at any time until the end of the testing window.

7. **After test sessions are completed, verify that ALL secure materials have been returned to you.**

- Use your document tracking system to verify that test administrators have returned all secure materials to you. RIDE requires two independent counts to verify that student logins and used scratch paper have been returned.
- Used scratch paper is secure and must be stored securely until it is shredded. It may not be viewed by school staff members.
- If necessary, investigate any discrepancies between the counts of materials distributed to test administrators and those returned to you.

Part IV



Tasks to Complete After Test Administration

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 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.

Task	Page	Task Overview	Completed?
Tasks to Complete AFTER Test Administration			
1	46	Update student information in the RICAS Portal and eRIDE as needed.	
2	46	Complete the PCPA.	
3	47	Plan to retain materials listed in the TCM for three years.	
4	47	Recycle or discard materials listed in the TCM.	
5	48	Securely destroy materials listed in the TCM.	

B Tasks to Complete AFTER Test Administration

Once your school has finished testing all students, please complete the following tasks to properly close out RICAS administration.

Please note: If an eligible student enrolls in your school after your school has completed testing but still during the state testing window for that content area, test coordinators must ascertain whether the student has already taken RICAS (or DLM if the student is an alternate assessment student) in another Rhode Island school district. If the student has not, the student must be tested according to proper test administration policies and procedures, and the student’s test session(s) cannot be closed out until the student has finished testing.

1. Update student information in the RICAS Portal and eRIDE as needed.

Ensure student SAP is accurate, especially for the following situations and accommodations that are not form-based:

- update accommodations or accessibility features that were added to or removed from students’ IEPs or 504 plans
- update accommodations that a student refused during testing

Ask the district Data Manager to update the enrollment census if students were added to or removed from your school’s enrollment during the testing window.

2. Complete the Principal’s Certification of Proper Test Administration (PCPA) by May 30.

The purpose of the PCPA is for the principal to certify that all students participated in testing as required and that test administration and security protocols described in this manual were followed.

There is one PCPA for each elementary and middle school to complete at the end of all RICAS testing. Instructions for completing the online PCPA can be found on the following page, and the certification statements on the PCPA are in Appendix A.

Tasks to Complete After Test Administration

While the principal may designate an individual to assist with many other test administration tasks, the PCPA may not be completed by a designee. The principal must complete the PCPA and is responsible for all information submitted on the form.

- Go online to ricas.onlinehelp.cognia.org/service-center, select **RICAS** from the menu, and then select **Principal's Certification** from the list of options. Follow the onscreen instructions to submit the form.
- Type in your name **exactly** as it appears in the Master Directory; the RICAS Service Center will follow up with schools when the name does not match.
- The principal (not a designee) must complete a PCPA form; however, if you are an interim principal or a co-principal, type "interim" or "co-principal" after your name in the signature box.
- Print the confirmation and save it for your school files.

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

Tracking and related materials	<ul style="list-style-type: none"> • Materials Summaries • printout(s) of PCPA confirmation(s) • test Materials Internal Tracking Forms
Materials related to accommodations	<ul style="list-style-type: none"> • approved Request for Permission to Test a Student in an Alternate Setting forms, if applicable • completed Student Accommodation Refusal forms, 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, if used • documentation for students who were removed from or added to the school's enrollment during the testing window • approval for a Request for Permission to Test a Student in an Alternate Setting forms, if applicable

4. **RECYCLE OR DISCARD the following materials:**

Recycle or discard	<ul style="list-style-type: none"> • <i>Test Administrator's Manuals</i> • this manual, after the completion of the Mathematics testing window • Mathematics reference sheets, if printed • equation editor guides and symbol keys, if printed • cartons that were used to ship manuals to your school • Do Not Disturb signs
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Tasks to Complete After Test Administration

5. **SECURELY DESTROY (e.g., by shredding) the materials listed below, and indicate on the internal tracking form that this has been done.**

Shred	<ul style="list-style-type: none">• scratch paper used by students• student logins• any session student rosters or operational RICAS Portal reports containing student information• accommodation materials such as graphic organizers and pre-approved reference sheets
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Appendix A



Sample CBT Administration Forms and Materials for Testing



Appendix A—Sample CBT Administration Forms and Materials for Testing

Note: For sample materials unique to paper-based testing, see the end of Appendix C.

CBT Student Login

Demo, Student
 DOB: 5/30/20XX
 Demo Test

Username: 9999955555
 Password: x22jk77u

CBT Student Roster

Filter by Session										
Choose a Session		Export Logins for Selected Students (4)				Add Report Code (4)				
<input checked="" type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Date/Time Created	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input checked="" type="checkbox"/>	Demo	Torrey	7082917002	5eqzj36	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	DemoStudent	Jennifer	8852362215	64A83296	ELA_G3_Form 1	12/03/2024 9:32:15 AM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Student	One	1097291038	esnsf4tp	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 1:Not Started Session 2:Not Started		
<input checked="" type="checkbox"/>	Student	One N	1097291048	3qvs25sc	ELA_G3_Form 1	12/03/2024 9:16:37 AM	+	Session 1:Not Started Session 2:Not Started		

	A	B	C	D	E	F	G	H
1	Listing Test Logins for Demo Teacher_Demo ELA Gr3-(Grade -03)							
2	Access code for Session 1: 5435818226							
3	Access code for Session 2: 3202437623							
4	Last Name	First Name	Middle Initial	DOB	Username	Password	Test Name	Accommodations
5	Demo	Torrey		5/30/2005	7082917002	5eqzj36	ELA_G3_Practice Test	
6	DemoStudent	Jennifer		1/1/2016	8852362215	64A83296	ELA_G3_Practice Test	
7	Student	One		1/1/2000	1097291038	esnsf4tp	ELA_G3_Practice Test	
8	Student	One N		1/1/2000	1097291048	3qvs25sc	ELA_G3_Practice Test	
9								

Appendix A—Sample CBT Administration Forms and Materials for Testing



Sample Blank Form for Computer-Based Testing

Spring 2025 RICAS Administration Test Materials Internal Tracking Form

Principals must account for all secure materials at all times.
Use this form to track the distribution and return of all secure materials.

Test Administrator's Name: _____ Room Number: _____

Grade: _____ Subject/Sessions: _____

Materials Moved from Locked Storage Area to Room # _____

Date: _____ Time: _____

	# of Student Testing Tickets	
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 Student Testing Tickets	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 and testing tickets have been securely destroyed at the school.

Retain this document in your school files for three years.

Appendix A—Sample CBT Administration Forms and Materials for Testing



Sample Completed Form for Computer-Based Testing

Spring 2025 RICAS Administration Test Materials Internal Tracking Form

Principals must account for all secure materials at all times.
Use this form to track the distribution and return of all secure 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: 5/1/25 Time: 8:30 a.m.

	# of Student Testing Tickets
Principal's or Designee's Count	15
Test Administrator's Count	15

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

Materials Moved from Room # 250 to Locked Storage Area

Date: 5/1/25 Time: 2:00 p.m.

	# of Student Testing Tickets	Scratch Paper Used? (no count needed)
Principal's or Designee's Count	15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Test Administrator's Count	15	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

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

Date: 5/1/25

Check this box to confirm that scratch paper and testing tickets have been securely destroyed at the school.

Retain this document in your school files for three years.

Appendix A—Sample CBT Administration Forms and Materials for Testing



RIDE Rhode Island
Department
of Education

Principal's Certification of Proper Test Administration Spring 2025 RICAS

I certify that the information provided on this form is correct to the best of my knowledge. I, as principal, certify that the Rhode Island Comprehensive Assessment System (RICAS) tests were administered according to the test administration procedures outlined in the RICAS Test Coordinator's Manual and the Test Administrator's Manuals posted at www.ride.ri.gov/ricas.

Principal's Signature: _____

Password (same password used to log in): _____

Date: _____

May 30, 2025

Information entered on this form will **not** be saved until you click **Submit this form** below.

Submit this form

RICAS TESTING

PLEASE

DO NOT

DISBUR

Appendix B



Additional Guidance for Computer-Based Testing

Appendix B—Additional Guidance for Computer-Based Testing

A Background and Overview

Principals, test coordinators, and technology coordinators should become familiar with the terminology describing the components of computer-based testing:

- **The RICAS Portal** is the online management system. Note that users will be signed out of the RICAS Portal after 60 minutes of inactivity.
- **The RICAS Student Kiosk** is the online testing platform for students. Note that students will be signed out of the RICAS Student Kiosk after 60 minutes of inactivity.
- **The RICAS Training Site** can be used by schools to practice tasks required in the RICAS Portal and to engage in infrastructure trials and administer practice tests to students.
- **Infrastructure Trial:** An Infrastructure Trial is an opportunity for schools to prepare for computer-based testing by simulating test-day network use. The purpose is to identify any school or district logistical issues, to confirm all testing devices are properly configured and to allow students and staff an opportunity to engage in authentic practice.
- **Site Readiness Test:** Site Readiness is a tool for schools and districts to assess their readiness for online testing via the RICAS Student Kiosk and to identify any potential technology-related issues before testing begins to ensure a smooth testing experience. The Site Readiness tool is used to verify that testing devices meet the minimum requirements and have been properly configured.

Steps that apply to any technology problems that may occur during testing:

- Resume testing on the same device, if possible.
- Do not turn off the device.
- Make a note of which testing device the student was using.
- If the error persists, move the student to a new device.
- If there is a situation in which a student is waiting for more than 15 minutes, then schedule the student to complete testing at a later time.

In the rare occurrence that the RICAS Portal or RICAS Student Kiosk experiences an outage, the RICAS Service Center will email a notification to principals, district and school test coordinators, and technology coordinators. The RICAS System Status page at ricas-status.emetric.net will be updated until the issue has been resolved. A second email will be sent to schools and districts when service is restored.

B Tasks for Technology Coordinators to Complete

1. Review the technology specifications, and prepare the school's infrastructure.

The *Technology Guidelines for RICAS Computer-Based Testing* and the *RICAS Student Kiosk Installation Guide* provide security requirements, minimum and recommended specifications for computer hardware and devices, and suggest recommended levels of bandwidth that will support schools' instructional and assessment needs. See ricas.onlinehelp.cognia.org/tech-setup.

The *RICAS Student Kiosk Installation Guide* provides instructions for configuring the school network to allow for student devices to access secure test content through the RICAS Student Kiosk.

Identify any gaps in technology capacity (e.g., test-taking devices that do not meet technology specifications, potentially insufficient bandwidth), and address those gaps.

Appendix B—Additional Guidance for Computer-Based Testing

2. Verify access to the RICAS Portal and the RICAS Training Site.

If you do not have an RICAS Portal or RICAS Training Site account or are unable to access your account, contact your school or district test coordinator.

3. Download and install the RICAS Student Kiosk on all testing devices and conduct Site Readiness.

Schools should download and install the RICAS Student Kiosk according to the instructions in the *Guide to Installing the RICAS Student Kiosk and Completing Site Readiness*. It is recommended to conduct Site Readiness directly after installing the RICAS Student Kiosk in order to verify that devices will be ready for testing.

4. View online training modules and attend training sessions.

See ricas.onlinehelp.cognia.org/training for training modules and recorded webinars.

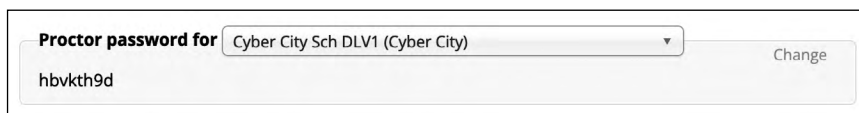
C Using the Proctor Password

A proctor password is required to be entered in the RICAS Student Kiosk if one of the four following conditions is met:

1. A student is idle in the test for more than 60 minutes. A student is “idle” if they do not interact in any way with the kiosk. This includes the use of any accommodation or tool, navigating through the test, or interacting with any of the on-screen widgets and answer choices.
2. If a student pauses or exits the test and attempts to log back in to the test after more than 30 minutes have passed.
3. The RICAS Student Kiosk has experienced an abrupt closure, such as a loss of power, or the device is turned off while testing.
4. The proctor password will always be required on the **Options** page for students with the accommodation “Compatible Assistive Technology.”

District test coordinators, school test coordinators, technology coordinators, and test administrators can view the proctor password on the Administration homepage of the RICAS Portal. To view the proctor password, follow the steps below:

1. Log in to the RICAS Portal with your username and password.
2. Click **Administration**.
3. Scroll down to view the **Proctor Password**. To view the proctor password for schools in your organization, select the school from the organization drop-down menu.



The screenshot shows a web form with a dropdown menu labeled "Proctor password for" and the selected option "Cyber City Sch DLV1 (Cyber City)". Below the dropdown is a text input field containing the password "hbkth9d". To the right of the input field is a "Change" button.

If individuals or a small group of students need to enter the proctor password, the test administrator should type it in for each student. If a larger group (such as a whole class) needs to enter the proctor password, then it can be read aloud or written on the board. If the proctor password is given to a large group of students, it should subsequently be changed in the RICAS Portal by the principal or test coordinator.

Appendix B—Additional Guidance for Computer-Based Testing

Changing the proctor password

The proctor password changes automatically every night. If it is necessary to change the proctor password manually (because it has been read to or put on the board for a large group of students as described above), this can be done by anyone with the school test coordinator or district test coordinator role in the RICAS Portal.

Clicking the **Change** link to the right of the proctor password (see screenshot on previous page) will bring up a dialog box where a new password can be entered.

D Instructions for Make-Up Testing

1. A Student Becomes Ill During a Session

If a student becomes ill during a session and cannot continue testing,

1. Have the student exit the RICAS Student Kiosk by clicking the **Pause/Exit** button in the lower right corner. Then have the student click **Exit Test**. The student's answers will automatically be saved.

When they are able to make up the session,

2. Have the student sign back in to the RICAS Student Kiosk.
3. After the student has signed in with their username, password, and session access code, the RICAS Student Kiosk will ask for a proctor password. Enter the proctor password (instructions for using the proctor password can be found on page 59).
4. Follow the normal procedures for having the student(s) submit their answers in the RICAS Student Kiosk, and then verify their **Finished** test status on the **View Details/Student Logins** screen.

Remember that the student is not permitted to return to any questions that were previously answered.

2. A Student Was Absent on the Day of Testing and Will Be Kept in the Same Class for Make-Up Testing

If a student was absent for one or more days of testing, and the principal or test coordinator has decided to keep the student in the original class,

1. Have the student sign in to the RICAS Student Kiosk using their original assigned credentials. This will change their status on the **View Details/Student Logins** screen from **Not Started** to **In Progress**.
2. Follow the normal procedures for having the student(s) turn in their answers in the RICAS Student Kiosk, and then verify their **Finished** test status on the **View Details/Student Logins** screen.

Appendix B—Additional Guidance for Computer-Based Testing

3. A Student Was Absent on the Day of Testing and Will Be Placed in a New Class for Make-Up Testing

If a student was absent for one or more days of testing, and the principal or test coordinator has decided to remove the student from the original class and create a new class for make-up testing with other students, the principal or test coordinator will need to take the following steps:

1. Remove the student from the class. Go to **Administration > Classes**, locate the student's class, and then click **Edit > student name > Remove > Save**.
2. Create a new class or add the student to an existing class. To create a new class, go to **Classes > Create Grade Level Class >** enter the information for the new class, and add the student to the class. To add the student to an existing class, go to **Classes >** locate the class to move the student to, and click **Edit**. Add the student to the class and click **Save**.
3. Schedule the class to take the test. Go to **Test Scheduling >** select the correct options in the drop-down menus and click **Schedule New Test Session**.
4. Follow the normal procedures before test day. Print a new student login for the student.
5. On test day, have the student sign in to the RICAS Student Kiosk using the new sign-in credentials for the new class (available from the **View Details/Student Logins** screen).
6. Follow the normal procedures for having the student(s) turn in their answers in the RICAS Student Kiosk, and then verify their **Finished** test status.

E Troubleshooting Situations that Can Occur in Test Sessions

1. Error messages when launching the RICAS Student Kiosk

Error Message	Why did my student receive this error?	What should I do?
No internet connection found.	There is no internet connection on the device and the kiosk cannot launch.	Establish an internet connection and click Try again .
Please exit the kiosk and install the latest version.	You are launching an older version of the kiosk. The kiosk on this testing device will need to be updated.	Download and install the latest version of the kiosk from the RICAS Portal. For ChromeOS and iPadOS, verify that your RICAS app is up to date.
There was a problem while launching the kiosk. Please check your internet connection or your access permissions to the cache folder.	There is no internet connection on the device and the kiosk cannot launch, or the user profile for the device does not have access to the cache folder.	Establish an internet connection and select Click Here to try again . If there is internet connection for the device, then check the user profile cache folder permissions (see the <i>Guide to Installing the RICAS Student Kiosk and Conducting Site Readiness</i> for more information).

Appendix B—Additional Guidance for Computer-Based Testing

Error Message	Why did my student receive this error?	What should I do?
We could not establish a connection to our server. Please check your internet connection.	eMetric servers cannot reach the stored response folder location due to a network connectivity failure.	Check your network connectivity and connectivity to the stored response folder location and relaunch the kiosk. If the message appears again, call the RICAS Service Desk.
The offline student responses on this machine could not be processed. Please contact Support in order to continue. (ErrorCode:1003)	Stored responses could not be sent to the eMetric servers. The kiosk will not be able to launch until this is resolved.	Call the RICAS Service Center and provide them with the error message and error code.
A newer version of the app is available. Please update.	There was an update to the kiosk that was released while the kiosk was left open or already launched on the student testing device.	Click Update . The kiosk will update to the latest version and your student will be able to log in.

2. Error messages when logging in to the RICAS Student Kiosk

Error Message	Why did my student receive this error?	What should I do?
Invalid username/ password.	The student is using the incorrect password or username when trying to log in to the RICAS Student Kiosk.	Verify the correct username and password in the RICAS Portal and have the student retry.
We could not establish a connection to our server, please check your internet connection.	Internet connectivity was lost after the student entered their username and password. The RICAS Student Kiosk detected the loss of internet connectivity and will not allow the student to log in until internet connectivity is reestablished.	<ol style="list-style-type: none"> 1. Close the RICAS Student Kiosk. 2. Reestablish a connection to the internet. 3. Relaunch the RICAS Student Kiosk. 4. Check the connectivity indicator in the top right corner of the student testing interface login screen. If the connectivity indicator is green, the kiosk is connected to the internet and the student can log in and begin taking their test. If the connectivity indicator is gray, check the internet connection again. If the connectivity indicator is still gray and you are sure the internet is connected, move the student to a different testing device, launch the kiosk on the new testing device and verify the connectivity indicator is green.

Appendix B—Additional Guidance for Computer-Based Testing

3. Error messages when logging in to a test session

Error Message	Why did my student receive this error?	What should I do?
Incorrect session access code. Please try again.	The student is using the incorrect session access code for the session selected or typing in the session access code incorrectly.	Verify the correct session access code in the RICAS Portal and have the student retry.
Invalid password (when entering the proctor password).	The proctor password that was entered is incorrect.	Verify the correct proctor password in the RICAS Portal. Proctor passwords are case sensitive. District test coordinators, school test coordinators, technology coordinators, and test administrators all have access to the proctor password.
We were unable to get your test session. Please check your internet connection and try again.	Internet connectivity was lost after the student logged in. The RICAS Student Kiosk detected the loss of internet connectivity and will not load the test sessions until a connection to the internet is reestablished.	Click Retry . If internet connectivity is established, then the student will be directed to the test session. If internet connection is not detected, close the RICAS Student Kiosk, reestablish a connection to the internet on the device, and relaunch the kiosk.
An error occurred while loading the test! Click here to retry, or contact an administrator.	Internet connectivity was lost before the test session completely loaded. The RICAS Student Kiosk detected the loss of internet connectivity and will not load the test session until a connection to the internet is reestablished.	Select Click here to load the test. If internet connectivity is established, the student will be directed to the test session. If internet connectivity could not be established, the student will be redirected to the directions page. If this occurs, reestablish an internet connection on the device.
An error occurred while loading the test!	Internet connectivity was lost after the student clicked Continue on the directions page. The kiosk detected the loss of internet connectivity and will not load the test sessions until a connection to the internet is reestablished.	Click Retry Now . If internet connectivity is established, then the student will be directed to the test session. If an internet connection is not detected, close the kiosk, reestablish a connection to the internet, and launch the kiosk again.

Appendix B—Additional Guidance for Computer-Based Testing

4. Error messages during a test session

Error Message	Why did my student receive this error?	What should I do?
Please raise your hand; your test session has timed out.	The student has timed out of their test session, meaning they have been inactive in the test for 60 minutes.	Click Exit and you will be brought back to the student testing interface sign-in page. When the student is ready to continue testing, they will log back in to the student testing interface and select the session they wish to continue. The student will resume testing where they left off.
There is a problem because somebody else has logged in to your test session. You have been logged out for security reasons.	The student has logged in to their test session on two separate devices or someone else has logged in to the RICAS Student Kiosk with the same credentials. The second login causes the first session (student) to be logged out.	Click Exit and have the student log back in to the test session. Verify the student's test resumes where they were exited.
The necessary support for audio playback is not detected on this device.	This error will appear when students have the Text-to-Speech accommodation and there is not a playback device (headphones, speakers, or internal speakers) set as default or connected to the device.	Connect headphones or speakers to the machine and set them as the default playback device. Verify that sound is coming from the playback device.
Please raise your hand and notify your proctor: Your response is not able to be stored. To avoid losing your response, your test cannot be continued until connection to the storage location is re-established.	Access to the storage location was lost after the student began testing due to loss of network connectivity. The RICAS Student Kiosk will not allow the student to continue testing until access to the storage location is restored.	Click Retry Now . If a connection to the storage location is reestablished, the RICAS Student Kiosk will return to the screen where the student was prior to loss of connectivity. If, after several attempts, the connection to the network storage location cannot be reestablished, either force-quit the RICAS Student Kiosk and move the student to a new device that has connectivity to the network and storage location or contact the RICAS Service Center for further assistance.
Please raise your hand and notify your proctor. A connection to the network could not be established. Your test has been saved offline.	Internet connectivity was lost after the student began testing and was not restored by the time the student completed the test. The student completed the test session and clicked Turn in Test . The student's responses will be saved to the local folder configured when the RICAS Student Kiosk was initially installed.	See the screenshot and instructions on the following page.

Appendix B—Additional Guidance for Computer-Based Testing

Please raise your hand and notify your proctor.

A connection to the network could not be established. Your test has been saved offline.

Proctor, this student's test responses have been stored locally on this device. When network connection is restored, you must re-launch the kiosk or mobile app from this device in order to send the stored responses to the servers, or you can also try to send responses by clicking "Send Responses" button.

1

Send Responses

Do not move the student to a different device.

If you have any questions, please contact technical support immediately.

2

Proctor Password

3

Accept and Exit Test

4



5



What do I do next?

1. Read the instructions in the message and click **Send Responses**. You will be notified to wait 10 seconds as the student testing interface tries to determine if there is internet connection. If internet connectivity was reestablished before clicking **Send Responses**, the stored responses on this device will be sent to the servers, the test will be submitted, and the student testing interface will exit the test. If there is no internet connection, the Send Response button will appear again. From here you can try to establish internet connection and click **Send Responses** again or move on to step 2.
2. Test administrator reads and acknowledges that they have read and understand the instructions by entering the proctor password.
3. Select **Accept and Exit Test**.
4. Contact your technology coordinator to reestablish a connection to the internet.
5. Relaunch the RICAS Student Kiosk. The student's stored responses will be synced, and the test will be submitted. As an option, the student can log in and navigate to the student profile page to confirm the test session has been submitted (it will be grayed and crossed out).

Appendix B—Additional Guidance for Computer-Based Testing

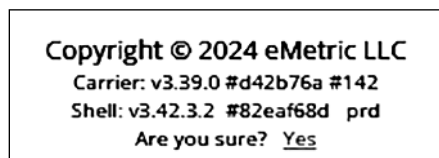
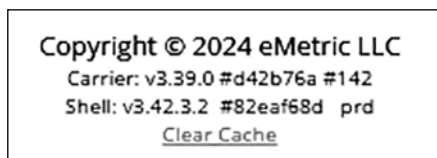
F Troubleshooting Tips for Test Administrators

Clearing the Application Cache

If any of the online testing files become corrupt, for instance the RICAS content and images are not rendering or the tools and accessibility features are not working as expected, deleting the application cache will force the RICAS Student Kiosk to download a new set of cache files.

Clearing the application cache:

1. From the RICAS Student Kiosk login screen, click **Clear Cache** in the lower right-hand corner.
2. You will be asked “Are you sure?” Click **Yes**, and the kiosk will close and then re-launch.



Frozen Screen

Your student is taking their test in the RICAS Student Kiosk and the kiosk stops responding and becomes frozen.

What should I do?

Try to pause the test and log back in. If you are unable to pause, restart the device. Once the device has been restarted, log back in to the test, enter the proctor password, and continue testing.

Constructed-Response Box

Specific keys are not working on the keyboard for Windows, Mac, and Linux:

Your student is trying to answer an open-ended question and specific keys on the keyboard are not working.

What do I do next?

Pause the test and log in again. Try to type in the open-ended box with those specific keys.

If it does not resolve the issue, you will need to clear the application cache, as the files may have become corrupt.

Student cannot type in the constructed-response box:

Your student is trying to answer a constructed-response question but cannot type in the answer box.

What should I do?

1. If the student is unable to type, pause the test and have the student log in again. Have them try to type in the open-ended box.
2. If this does not resolve the issue, you will need to follow the steps for clearing application cache listed above.

Appendix B—Additional Guidance for Computer-Based Testing

Note: If the constructed-response box has a character counter and the student has reached the maximum characters allowed, they will not be able to type in the constructed-response box.

Intentionally Moving a Student to a Different Device

If a student needs extended time or must log off their device and move to another device in a different location to continue testing, test administrators should take the following steps:

What should I do?

1. Ensure the student’s current testing device has an active internet connection.
2. Pause and exit the test.
3. Move the student to the new testing device.
4. Ensure the testing device in the new location has an active internet connection.
5. Launch the RICAS Student Kiosk.
6. Allow the student to log in to the RICAS Student Kiosk and resume testing.
7. Confirm the student’s test has previously entered responses.

If you believe responses are missing, contact the RICAS Service Center for further assistance.

1. SITUATION: The RICAS Student Kiosk does not appear to be working properly but the student is actually experiencing an expected behavior.

RESOLUTION:

Steps for the Test Administrator:

The following are expected behaviors in the RICAS Student Kiosk:

- A test question appears as “Not Answered” in the “Review” menu until all parts of that question have been answered.

If students encounter a situation not listed above, consult with your technology staff, who may then call the RICAS Service Center.

Steps for the Technology Staff:

Escalate the issue to the principal for a student who is waiting for 15 minutes.

2. SITUATION: A student exits the RICAS Student Kiosk before completing a test session.

RESOLUTION:

1. Have the student sign in to the RICAS Student Kiosk using the sign-in information on the student login. The student’s test will resume from the point at which the test was interrupted.
2. If the student resumes testing within 30 minutes, a proctor password is not required. If the student resumes testing after 30 minutes, a proctor password is required.

Appendix B—Additional Guidance for Computer-Based Testing

Technology coordinators should contact the RICAS Service Center immediately if there is an issue that cannot be resolved. It is acceptable to contact the Service Center using a cell phone, but it is not permissible to photograph students' testing devices (e.g., to show an error message). Be prepared to provide logs from the testing devices if the Service Center requests them.

3. **SITUATION: A student accidentally turned in the session but did not actually finish a test session.**

RESOLUTION: Only someone with the district test coordinator role can undo student test submissions—it cannot be done at the school level. Schools should contact their district test coordinator who can undo student test submissions with the following steps. RIDE should be notified in the event this occurs by calling 401-222-8478.

1. In the RICAS Portal, go to **Test Scheduling**.
2. Locate the correct test and scheduled class.
3. Click **View Details/Student Logins**.
4. Locate the student and click **Reactivate** for the session the student needs to resume taking.

G Resolving Situations that Involve Accommodations

1. **SITUATION: A student has the wrong accommodation assigned and the student has not signed in to the RICAS Student Kiosk yet (is still in “Not Started” status).**

RESOLUTION: If the student is in a class that has not been scheduled to take the test, the accommodation can be updated by following these steps:

1. In the RICAS Portal, go to **Administration > Students**.
2. Search for the student and click **Edit**.
3. Update the Accommodation and click **Save** (repeat if more than one test needs to be updated).

If the student is in a class that has been scheduled to take the test, the student's test login may need to be updated in the session if one of the following accommodations is being used: Screen Reader, Human Read-Aloud, or Human Signer. This can be done by following these steps:

1. In the RICAS Portal, go to **Administration > Students**.
2. Search for the student and click **Edit**.
3. Update the Accommodation and click **Save**.
4. Go to **Test Scheduling** and locate the student's original session.
5. If the form assignment must be updated, a green button will appear called **“Add or Update Students.”** Click this button and print out the new student logins.

Appendix B—Additional Guidance for Computer-Based Testing

2. **SITUATION: If the student has been scheduled to take the test and has signed in to the test without the correct accommodation, the student may need to be moved to a new class and rescheduled to take the test if one of the following accommodations is being used: Screen Reader, Human Read-Aloud, or Human Signer. This can be done by following these steps:**
1. In the RICAS Portal, go to **Administration > Students**.
 2. Search for the student and click **Edit**.
 3. Update the Accommodation and click **Save**.
 4. Go to the student's current class for this test and remove them from the class (**Class > Edit**).
 5. Create a new class or add the student to an existing class that is different than the class they were just removed from.
 6. Schedule the class to take the test. **Note:** Students requiring a Spanish/English accommodation must be assigned to a separate Spanish-only class, and scheduled for a Spanish test.

3. **SITUATION: Students' Text-to-Speech, Human Read-Aloud, or Human Signer accommodations are not appearing correctly.**

RESOLUTION: Instructions for correcting a large number of errors (Student Registration Import):

1. In the RICAS Portal, go to **Administration > Student Registration** and click **Export Students**.
2. In the .CSV file, identify all students who have both Text-to-Speech Standard (column S) and Human Read-Aloud Standard (column T) or Human Signer Standard (column U) selected for all non-ELA test codes. Identify all students who have both Text-to-Speech Special (column Y) and Human Read-Aloud Special (column Z) or Human Signer Special (column AA) selected for ELA test codes. Delete all other students from the file.
3. Remove either the Text-to-Speech flag, or the Human Reader or Human Signer flag for those students.
4. Save the file as a .CSV file.
5. Follow the steps in the *RICAS Student Registration Guide* to import the updated file.

Appendix B—Additional Guidance for Computer-Based Testing

H Error Codes and the RICAS Student Kiosk Issues

The table below describes common error messages and the steps to take to resolve the issues. For many of these situations, a test administrator can resolve a situation, and the student can continue testing without further issues. Others are described below in which test administrators will need to escalate the issue to technology staff if needed. Instruct students to raise their hand if an error message appears during testing.

Page	Error Message	Resolution
Launching the RICAS Student Kiosk	No internet connection found.	There is no internet connection on the device and the kiosk cannot launch. Establish an internet connection and click Try again .
	Please exit the kiosk and install the latest version.	An older version of the kiosk is launched. Exit the kiosk and contact your technology coordinator.
	There was a problem while launching the kiosk. Please check your internet connection or your access permissions to the cache folder.	There is no internet connection to the device or the user profile for the device does not have access to the cache folder. Contact your technology coordinator.
	We could not establish a connection to our server, please check your internet connection.	The eMetric servers cannot reach the stored response folder location due to a network connectivity failure. Contact your technology coordinator.
	A newer version of the app is available. Please update.	There was an update to the kiosk that was released while the kiosk was left open or already launched on the student testing device. Click Update .
Sign In page	Invalid username/password	The student is using the incorrect password or username when trying to log in to the RICAS Student Kiosk. Verify the correct username and password in the RICAS Portal and have the student retry.
	We could not establish a connection to our server, please check your internet connection.	Internet connectivity was lost after the student entered their username and password. The RICAS Student Kiosk detected the loss of internet connectivity and will not allow the student to log in until internet connectivity is reestablished. Contact your technology coordinator.

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Page	Error Message	Resolution
Hello, Student page	Incorrect session access code. Please try again.	The student is using the incorrect session access code for the session selected or typing in the session access code incorrectly. Verify the correct session access code in RICAS Portal and have the student retry.
	Invalid Password	The proctor password that was entered is incorrect. Verify the correct proctor password in the RICAS Portal. Proctor passwords are case sensitive. District test coordinators, school test coordinators, and test administrators all have access to the proctor password.
	We were unable to get your Test Session. Please check your internet connection and try again.	Internet connectivity was lost after the student logged in. The RICAS Student Kiosk detected the loss of internet connectivity and will not load the test sessions until a connection to the internet is reestablished. Click Retry . If internet connectivity is established, then the student will be directed to the test session. If internet connection is not detected, contact your technology coordinator.
Directions page	An error occurred while loading the test! Click here to retry, or contact an administrator.	Internet connectivity was lost before the test session completely loaded. The RICAS Student Kiosk detected the loss of internet connectivity and will not load the test session until a connection to the internet is reestablished. Select Click here to load the test. If internet connectivity is established, the student will be directed to the test session. If internet connectivity could not be established, the student will be redirected to the Directions page. If this occurs, contact your technology coordinator.
	An error occurred while loading the test!	Internet connectivity was lost after the student clicked Continue on the directions page. The kiosk detected the loss of internet connectivity and will not load the test sessions until a connection to the internet is reestablished. Click Retry Now . If an internet connection is not detected, contact your technology coordinator.
Item page (during the test)	Please raise your hand; your test session has timed out.	The student has timed out of their test session, meaning they have been inactive in the test for 60 minutes. Click Exit and you will be brought back to the student testing interface sign in page. When the student is ready to continue testing, they will log back in to the student testing interface and select the session they wish to continue. They will resume testing where they left off.
	There is a problem because somebody else has logged in to your test session. You have been logged out for security reasons.	The student has logged in to their test session on two separate devices or someone else has logged in to the RICAS Student Kiosk with the same credentials. The second log in causes the first session (student) to be logged out. Click Exit and have the student log back in to the test session. Verify the student's test resumes where they were exited.

Appendix B—Additional Guidance for Computer-Based Testing

Page	Error Message	Resolution
Item page (during the test) <i>continued</i>	The necessary support for audio playback is not detected on this device.	This error will appear when students have the Text-to-Speech accommodation and there is not a playback device (headphones, speakers, or internal speakers) set as default or connected to the device. Connect headphones or speakers to the machine and set them as the default playback device. Verify that sound is coming from the playback device.
	Your response is not able to be stored. To avoid losing your response, your test cannot be continued until connection to the storage location is reestablished.	Access to the storage location was lost after the student began testing due to loss of network connectivity. The RICAS Student Kiosk will not allow the student to continue testing until access to the storage location is restored. Click Retry Now . If you continue to see this message, contact your technology coordinator.
	A connection to the network could not be established. Your test has been saved offline.	Internet connectivity was lost after the student began testing and was not restored by the time the student completed the test. The student completed the test session and clicked Turn in Test . The student's responses will be saved to the local folder configured when the RICAS Student Kiosk was initially installed. Enter the proctor password to acknowledge the message. Note the student's device ID. Contact your technology coordinator to establish internet connection. Relaunch the RICAS Student Kiosk on the student's device.

The table below shows the different statuses in the RICAS Portal and a description for each. If a student's status does not appear in the RICAS Portal as expected, click **Refresh**.

Student Status Key	
Status	Description
Not Started (shown in gray)	The student has not signed in to the test session yet, but is ready to sign in.
In Progress (green)	The student has signed in to the test and begun testing. If the student exits a test session without submitting, the test session will show as In Progress and will still be accessible to the student. The status "In Progress" is used if the student has (1) logged in to the test and started that session and (2) has not clicked the Finish button OR has completed testing offline and the saved responses have not been synced yet.
Finished (orange)	The student has completed the test session and successfully turned in responses.

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).
- 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.

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

- 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 page 78 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 purposes 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.


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

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 2025.

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.

Task	Page	Task Overview	Completed?
A. Tasks to Complete BEFORE Test Administration – Early Spring 2025			
1	77	Meet with students to provide information about testing.	
2	77	Administer the student tutorial and practice tests. Familiarize students with additional resources.	
B. Tasks to Complete Two to Three Weeks BEFORE Test Administration			
1	77	Establish a chain of custody for test materials.	
2	78	Verify receipt of test materials immediately upon their delivery to your school.	
3	78	Using your Materials Summary, inventory test materials immediately upon receipt.	
4	78	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	79	Order additional test materials or manuals if necessary.	
6	79	 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			
1	80	Apply student ID labels to front covers of booklets if school staff members will be applying labels before testing.	
2	80	Gather school-supplied testing materials for test administrators and students. Review the types of materials required, permitted, and prohibited during testing.	
3	80	Using your school’s document tracking system, organize test materials for distribution.	

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

A Tasks to Complete BEFORE Test Administration – Early Spring 2025

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 91 at the end of this appendix. The Materials Summary is also used when ordering additional materials, including manuals.

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

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 www.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 12, 2025. 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.

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.

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

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 *Accommodations and Accessibility Features Manual* (available at www.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).

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

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 already turned in, as long as they only have three pages at one time.

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

- › 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 (see page 32 for exceptions), 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 page 21) 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.

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

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) (See page 32 for exceptions.)
 - › 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 pages 32–33 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

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

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 Part II, section E, task 5 of this manual for more information about the Test Administrators' Training.

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

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.

Task	Page	Task Overview	Completed?
Tasks to Complete DURING Test Administration			
1	84	Distribute lists of SASIDs to test administrators if they will be entering SASIDs on booklets.	
2	84	Monitor your school’s test administration, and manage situation that may occur during testing.	
3	85	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	85	After each test session, verify that ALL test materials have been returned to you.	
5	85	If any test materials have become contaminated, call the RICAS Service Center for instructions.	
6	85	If any booklets have become damaged or defective during testing, follow these steps.	
7	85	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	85	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).

Test coordinators are responsible to manage 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.

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

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 outside 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.

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

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.

Task	Page	Task Overview	Completed?
Tasks to Complete AFTER Test Administration			
1	86	Begin return-related activities.	
2	88	Pack the test materials.	
3	89	Schedule and confirm UPS pickup of all test materials.	
4	90	Plan to retain materials listed in the TCM for three years.	
5	90	Recycle or discard materials listed in the TCM.	
6	90	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 (www.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 inside and outside 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 iv.**
- 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.

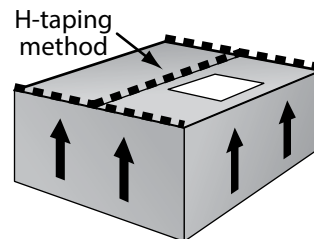
2. Pack the test materials.

- 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	

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- 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 the end of this appendix for a sample label).

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 2025**, 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 2025 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:

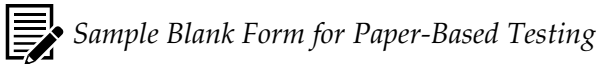
Ship Code:	000000000260713	Date Packed: Month/Day/Year	
Contract: 104803	Contract Name: Spring 2025 RICAS Grades 3–8 English Language Arts	Administration: 2024-2025	
District Code:	District Name:		
School Code:	School Name:	Grade: 03-08	Enrollment:
Total Cartons Shipped:			

Carton Label	Qty Shipped	Qty Received	Qty Returned
Contents:			

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

Ship Code: 000000000007935 Page: 1 of 1

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



Spring 2025 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 2025 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: 5/1/25 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: 5/1/25 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: 5/1/25

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 2025 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: 11/11/11

10001000



1012345678



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

Sample Completed Answer Booklet Front Cover When Student ID Label Is NOT Used

<h1 style="font-size: 2em; margin: 0;">Math</h1>	RHODE ISLAND COMPREHENSIVE ASSESSMENT SYSTEM Spring 2025 Test & Answer Booklet	<h1 style="font-size: 2em; margin: 0;">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													MI
W	A	R	D										J	O	H	N										
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
A	A	A	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	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	Z	Z	Z	

BIRTHDATE

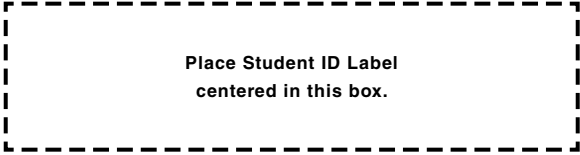
MONTH	DAY	YEAR
JAN (1)	1 1	2 0 1 1
FEB (2)		
MAR (3)	0 0	0 0
APR (4)	0 0	1 0 0
MAY (5)	2 2	2 2
JUN (6)	3 3	3 3
JUL (7)	4 4	4 4
AUG (8)	5 5	5 5
SEP (9)	6 6	6 6
OCT (10)	7 7	7 7
NOV (11)	8 8	8 8
DEC (12)	9 9	9 9

STATE-ASSIGNED STUDENT IDENTIFIER (SASID)

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



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

Answer Booklet Sample Inside Back Cover

TO BE COMPLETED BY PRINCIPAL OR DESIGNEE

Refer to the *Test Coordinator's Manual* for instructions on completing these sections on the inside and outside back covers 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 the Mathematics 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.

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

Answer Booklet Sample Outside Back Cover

TO BE COMPLETED BY PRINCIPAL OR DESIGNEE

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

ABSENCE

- This student was absent **with medical documentation** for **one or more** Mathematics test sessions (documentation on file at the school). LEAs must submit a request for Medical Exemption in eRIDE by June 30, 2025.

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 Mathematics 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 all** Mathematics 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 all** Mathematics test sessions because the student transferred **into the school** during the Mathematics testing window.

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



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.

