

Rhode Island Next Generation Science Assessment

2023-24 TEST COORDINATOR'S MANUAL

Grades 5, 8, and 11

Primary Testing Window: Wednesday, May 1 – Friday, May 17, 2024

Makeup Testing Window: Monday, May 20 – Friday, May 31, 2024

Help Desk Hours:

May 1 – 31, 2024: Mon. – Fri. 7:00 AM – 6:00 PM (except holidays)

Outside the primary and makeup testing windows: Mon. – Fri. 7:00 AM – 4:00PM

Help Desk: 866-757-9437 or rihelpdesk@cambiumassessment.com



RIDE Rhode Island
Department
of Education

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NGSA Help Desk & Contact Information

Toll-free phone: 1-866-757-9437 or Email: rihelpdesk@cambiumassessment.com

RI NGSA Help Desk hours during the state testing window:

Monday through Friday from 7:00am to 6:00pm (except holidays).

RI NGSA Help Desk hours outside of the window:

Monday through Friday from 7:00am to 4:00pm (except holidays).

Contact the NGSA Help Desk for the following situations:

- Help is needed in preparing for online testing, such as downloading the Secure Browser
- The online testing environment is down or unavailable
- Assistance with user accounts, including creating user accounts for test administrators
- Users are unable to administer tests
- Student information or test session is incorrect or missing
- Issues are present with loading student data or configuring student settings in NGSA TIDE
- Support is needed for appeals functionality in NGSA TIDE
- Other issues and questions related to system functionality

When contacting the Help Desk, provide the following:

- Your name, email address, telephone number, and district and school names.
- If the issue pertains to a student, provide:
 - Student's SASID. Do not provide the student's name.
 - Affected test ID and question number, if applicable.
- Type of device being used for the test.
- Any error messages that appeared (code and description).
- Operating system and browser information, including version numbers (for example, Windows 8.1 and Firefox 94 or Mac OS 10.15 and Safari 15).
- Network configuration information, if known: Secure Browser installation (to individual devices or network); Wired or wireless internet network setup.

Protect Student Information. *Any time you contact the NGSA Help Desk or RIDE staff, you must protect the student's personally identifiable information. Below is a list of information that you can include safely in an email.*

1. SASID, student's first and last name initials, and grade level.
2. Test the student is taking.
3. School and district names.
4. Description of the issue you are having. *Do not email screenshots that include any student information.*

NOTE: If you need to share personally identifiable student information, call the NGSA Help Desk, and depending on the nature of your problem, you will be directed on how to transmit student information securely.

RIDE Contact Information

For questions relating to test administration policy and procedures, please contact: Heather Heineke at heather.heineke@ride.ri.gov or (401) 222-8493 or RIDE’s Assessment Office at assessment@ride.ri.gov.

For questions relating to accommodations, please contact Jackie Branco at 401-222-4685 or at jacqueline.branco@ride.ri.gov.

Website References

Resource	Address	Description
NGSA Portal	https://ri.portal.cambiumast.com/	Manuals, accommodations and accessibility features manual, test administrator certification course, access to TIDE, technology resources.
Assessment Schedules	www.ride.ri.gov/Assessment-Schedules	NGSA testing window, key dates
NGSA Assessment	www.ride.ri.gov/NGSA	General information about RI NGSA
State Assessment Results	www.ride.ri.gov/assessment-results	Access the Student Data Portal (educator site) and RI Assessment Data Portal (public site) using this link.

Introduction

This Test Coordinator Manual (TCM) is intended for District and School Test Coordinators who manage the administration of the Rhode Island Next Generation Science Assessment (RI NGSA) and provides the policies and procedures that govern the secure and valid test administration.

It contains all information and tasks for which you are responsible and will ensure that you have a successful NGSA administration.

Test Administration Resources

This manual is designed to complement a variety of other resources listed in the table below. All resources can be found on the RI NGSA Portal: <https://ri.portal.cambiumast.com/>.

Resource	Description
<u>Accommodations Manual</u>	This manual provides information on how to select and administer accessibility features and accommodations for students who need them.
<u>Test Information Distribution Engine (TIDE) User Guide</u>	This guide helps users navigate the Test Information Distribution Engine (TIDE), the system used to manage student information and user accounts for online testing as well as appeals and roster management. Users can find information on managing user accounts information, managing student test settings, appeals, and rosters.
<u>Reporting System User Guide</u>	This user guide provides instructions and supports for users viewing performance reports in the Comprehensive Reporting System (CRS).
<u>Understanding and Creating Rosters Brochure</u>	This document provides instructions for how to create, view, and modify rosters in TIDE and in CRS.
<u>Test Administration Manual (TAM)</u>	This manual provides information for Test Administrators administering the online RI NGSA. It provides procedural and policy guidance to prepare for and administer the RI NGSA and includes step-by-step test administration instructions, as well as appendices to help users navigate the Test Delivery System (TDS).
<u>Assistive Technology Manual</u>	This manual provides technical specification information and additional configuration instructions for assistive technology tools that can be used by students with special accessibility needs for online testing. It includes information for testing with Screen Magnifier tools, Voice Packs, and Braille technology.
<u>Technology Guide</u>	This manual acts as a "driver" document for technology coordinators to set up TA and student workstations, configure networks and assistive technologies, and administer online tests

Test Coordinator Checklist

Use the following checklist to keep track of tasks as you prepare for RI NGSA testing. You may use the “Completed?” column to check off when each task has been completed; and/or use the column to write in the names of staff who will be helping with each of the tasks.

Step Number	Task Overview	Completed?
A. Ongoing Tasks		
1	Familiarize yourself with resources posted at www.ride.ri.gov/NGSA and on the RI NGSA Portal at https://ri.portal.cambiumast.com/ .	
2	Sign up for biweekly state assessment updates by emailing assessment@ride.ri.gov and ask to be placed on the assessment listserv.	
B. Tasks to Complete BEFORE Test Administration Starting in February		
1	Participate in RIDE test coordinator training for NGSA. Register: The training schedule for test coordinators for all state assessments is available at www.ride.ri.gov/assessment-training .	
2	Ensure you have an active TIDE account. If you need an account created, reach out to RIDE by emailing assessment@ride.ri.gov or heather.heineke@ride.ri.gov . NOTE: RIDE will not create accounts for Test Administrators. Either district or school test coordinators must create those accounts.	
3	Schedule your district/school testing window. The NGSA has a <i>primary testing window</i> (May 1- 17, 2024) and a <i>makeup testing window</i> (May 20 -31, 2024). All district and school testing windows must be held during the primary testing window. Makeup tests can be conducted during the primary <i>and</i> makeup testing windows. Go to: Assessment Schedules web page at www.ride.ri.gov/assessment-schedules .	
4	Ensure all Test Administrators have accounts in TIDE. In districts that did not administer the NGSA Interim Assessments, accounts for all Test Administrators will need to be created. Read: <i>Test Information Distribution Engine (TIDE) User Guide, page 13 from the NGSA Portal Administrator’s Resources:</i> https://ri.portal.cambiumast.com/administrators.html	
5	Meet with the technology coordinator to establish a plan for ensuring site and technology readiness for online testing. Read: <i>Technology Coordinator Checklist</i> on page 16 of this manual.	
6	Update student enrollment information (district, school, grade, demographics) in your Student Information System. RIDE uses this information to register students for NGSA. There is a nightly data upload from RIDE to Cambium so any changes to student information will be visible in TIDE within 24 hours. <ul style="list-style-type: none"> Make sure that any student eligible for the alternate assessments has an active enrollment record in the Enrollment Census and they have a designation of 3=Alternate Assessment in the Special Education Census. This will ensure that students who take the DLM <i>will not</i> be registered for NGSA by mistake. Go To: <i>RISAP Participation Requirements for State Assessments</i> at www.ride.ri.gov/tc for information	

Step Number	Task Overview	Completed?
	<p>on who should participate in the NGSAs science assessments.</p> <p>Outplacement Schools: It is the responsibility of the sending district to ensure that students tutored to another school, within or outside of RI, are tested by the outplacement school. The sending district should ensure that the outplacement school administers all assessments for the student’s grade level as required by RIDE.</p> <ul style="list-style-type: none"> • Use the Outplaced Enrollment application in the RIDE Portal to check the data RIDE receives from districts to ensure students are properly enrolled and have the correct grade level and alternate assessment/MLL designations. To obtain access to this application, you must have a RIDE Portal account. Once you have that account, email heather.heineke@ride.ri.gov. • (RIDE PORTAL https://portal.ride.ri.gov/Account/Login) 	
7	<p>Ensure students have the correct accommodations and test supports set in TIDE. Ensure that accommodations and test supports are accurately entered into TIDE for students with IEPs, 504 Plans, and for MLL students.</p> <p>Read:</p> <ul style="list-style-type: none"> • <i>Accommodations and Accessibility Features Manual</i> (www.ride.ri.gov/Accommodations). • Read: <i>How to set student accommodations and test tools (Test Information Distribution Engine (TIDE) User Guide)</i>, page 16 from the NGSAs Portal Administrator’s Resources: https://ri.portal.cambiumast.com/administrators.html 	
8	<p>Review testing policies and procedures and complete these tasks before training test administrators:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Test security plan that includes a secure storage area, tracking procedures, and cell phone/electronic device collection policy. <input type="checkbox"/> Room assignments for test administrators and students. <input type="checkbox"/> Process for validating accommodations and test supports in TIDE for students. <input type="checkbox"/> Completed <i>RICAS/NGSAs Core Training Presentation</i> (see next step) <input type="checkbox"/> Communication plan for students and families to inform them about testing policies and test preparation (practice test). <input type="checkbox"/> Identify an appropriate locked storage area for storing testing materials that is only accessible to school personnel who are authorized to handle secure materials <p>You will need the following materials to train teachers: Download these from the Associated Resources list (click Find More button) at the bottom of :</p> <ul style="list-style-type: none"> <input type="checkbox"/> <i>Test Administration Manual</i> <input type="checkbox"/> For grades 8 and 11: Periodic Table (Spanish is also available) <input type="checkbox"/> <i>Test Information Distribution Engine (TIDE) User Guide</i> <input type="checkbox"/> <i>Practice Test User Guide</i> <input type="checkbox"/> <i>Accommodations and Accessibility Features Manual</i> <input type="checkbox"/> Copies of the <i>NGSAs Test Security Agreement</i> (pages 35-36 of this manual). 	
9	<p>Train school staff who will be involved in test administration and have them complete NGSAs Test Security Agreement. There are two parts to training test administrators 1) the Core Training Presentation and 2) the Test Administration Certification.</p> <p>Go To:</p> <ul style="list-style-type: none"> • <i>RICAS/NGSAs Core Training Presentation</i> at www.ride.ri.gov/assessment-training. This is an editable presentation that you will need to download and update with your school’s information. 	

Step Number	Task Overview	Completed?
	<ul style="list-style-type: none"> • Test Administration Certification, accessed through the NGS Portal, must be completed by all test administrators, https://ri.portal.cambiumast.com/teachers.html. <p>Read:</p> <ul style="list-style-type: none"> • <i>23-24 RISAP Training Calendar</i> at www.ride.ri.gov/assessment-training to learn about the test administrator training requirements. 	
10	<p>Prepare students for NGS through the practice test and/or item type tutorials.</p> <p>Read: <i>Practice Test User Guide</i> (https://ri.portal.cambiumast.com/teachers.html)</p>	
C. Tasks to Complete Two Weeks Before the Testing Window Begins		
1	<p>Verify student test settings for accessibility features and accommodations in TIDE. Remember that it is a test irregularity to not provide accommodations to students. Students may not begin testing until they have the correct accommodations set in TIDE.</p> <p>Read:</p> <ul style="list-style-type: none"> • <i>Accommodations and Accessibility Features Manual</i> (www.ride.ri.gov/Accommodations). • <i>TIDE User Guide</i> for instructions on setting accommodations and test supports for students. (https://ri.portal.cambiumast.com/). 	
2	<p>Work with teachers to create rosters for their students in NGS TIDE.</p> <p>Read: <i>Understanding and Creating Rosters</i> (https://ri.portal.cambiumast.com/teachers.html)</p>	
3	<p>Confirm that Test Administrators understand the accommodations they will be providing.</p> <ul style="list-style-type: none"> • Consult the <i>Accommodations and Accessibility Features Manual</i> and the <i>Assistive Technology Manual</i> for details on how to set up testing devices and administer accommodations to students. 	
4	<p>Confirm room assignments. Make sure test administrators and students know where they will be testing.</p>	
5	<p>Develop Internal Tracking System- Create logs for signing in/out of testing materials to each Test Administrator.</p>	
D. Tasks to Complete One or Two Days Before Testing		
1	<p>Verify that Test Administrators have covered or removed prohibited materials from the walls of testing spaces.</p>	
2	<p>Confirm with the technology coordinator that all devices have been prepared for testing and that all technology set-up and assignments have been completed.</p>	
3	<p>Prepare materials for testing:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Extra testing devices <input type="checkbox"/> Extra chargers for testing devices if school is not 1:1. <input type="checkbox"/> Printed rosters of students for each testing space <input type="checkbox"/> student testing tickets <input type="checkbox"/> scratch paper and sharpened #2 pencils <input type="checkbox"/> accommodations materials (as needed) <input type="checkbox"/> “Do not disturb” signs for testing room doors <input type="checkbox"/> printed copies of periodic table reference sheets (grades 8 and 11 only) <ul style="list-style-type: none"> ○ Spanish periodic table reference sheets are available at: 	

Step Number	Task Overview	Completed?
	https://ri.portal.cambiumast.com/resources	
E. Tasks to Complete During Testing Day(s)		
1	Distribute materials for testing.	
2	Monitor test administration by reviewing student testing progress in TIDE. <i>Read: How to Monitor Test Progress, TIDE User Guide, page 30.</i>	
3	Report any testing irregularities to the district testing coordinator and complete the online test irregularity form. <i>Read: Reporting Test Irregularities, page 13, of this manual.</i> Go To: https://ride.ri.gov/instruction-assessment/assessment/assessment-irregularities-test-security to report a testing irregularity.	
4	Securely store test materials between testing sessions.	
5	Schedule makeup tests for students who were absent or not tested. Makeup tests can be scheduled during the primary and makeup testing windows, as necessary.	
F. Tasks to Complete After Testing		
1	Complete the online Principal’s Certification of Proper Test Administration within one week of the close of the state testing window. <i>Read: Principal’s Certification of Proper Test Administration (PCPA), page 46 of this manual.</i> Go To: To complete the PCPA after your school has completed all testing (including makeup testing), go to https://www.surveymonkey.com/r/NGSA_PCPA_2024	
2	Retain the required materials for three years. <i>Read: page 33 of this manual for a complete list of materials</i>	
3	Securely destroy the materials listed on page 33 of this manual.	
4	Ensure that Test Administrators have submitted student responses through the Data Entry Interface (DEI) whose accommodations required standard paper, large print, and braille paper tests. <i>Read: Data Entry Interface Brochure from the NGSA Portal at:</i> https://ri.portal.cambiumast.com/teachers.html	
5	Return any test materials. <i>Read: Return Materials, page 48, of this manual.</i>	
6	Review the NGSA TIDE Reporting System User Guide to prepare for student results.	

Responsibilities of the Test Coordinator

Authorize and Train Test Administrators

Principals and Test Coordinators authorize specific personnel to serve as Test Administrators and must train them to properly administer NGSA tests. They may also designate other school personnel to maintain a secure test administration (e.g., personnel permitted to access secure test materials, personnel to serve as hallway or restroom monitors, technology coordinators) and train them in NGSA security requirements.

Before the training session, distribute:

1. A printed or digital copy of the TAM to every Test Administrator.
2. A print or digital copy of the test security requirements to all school personnel involved in test preparation.
3. Update the RICAS/NGSA Test Administrator Core Training presentation with your school's testing calendar, materials policies, cell phone policy, and important contact information for testing day.
4. Document that all Test Administrators have received a TAM and that school personnel who have access to secure materials have received the test security requirements (see sample form in [Appendix A](#)).
5. Train Test Administrators prior to test administration using the RICAS/NGSA Test Administrator Core Presentation available at www.ride.ri.gov/assessment-training.
6. For Test Administrators who provide accommodations to students with disabilities or English learners, provide training in the implementation of accommodations in accordance with the *Accommodations and Accessibility Features Manual*: www.ride.ri.gov/Accommodations.

Communicate Test Security Requirements School-Wide

1. Instruct students in RI NGSA test security requirements.
2. Ensure all school personnel (including those not involved in testing) understand the need for test security and how your school will ensure test security during the testing window.

Implement Test Security Policies and Procedures

Develop local policies and procedures that support and supplement test security requirements.

1. Schedule tests to avoid conflicts with recess or lunch.
2. Ensure that tests are administered within the prescribed window and in the prescribed order.
3. Ensure that hallways are properly monitored during testing to ensure that students are supervised at all times (e.g., to use the restroom or transition to a test completion room).
4. Ensure that Test Administrators administer tests according to the *Administering the RI NGSA* section in TAM.

Maintain Security of Materials

1. Account for all secure testing materials at the end of each test session and keep them in the locked storage area when not in use.
2. Restrict access to the locked storage area to only those school personnel authorized to have access to secure materials.
3. Monitor printing, distribution, and collection of testing materials.
4. Student testing tickets must be printed, distributed, and collected after testing.

5. Used scratch paper must be accounted for and tracked during testing.
6. Securely destroy (i.e., shred) student testing tickets and any used scratch paper (i.e., written on by students).

Responsibilities of Test Administrators & Proctors

The following individuals may serve as a **Test Administrator**:

- Individuals employed by the LEA as teachers.
- LEA and school-level administrators (e.g. principals, assistant principals, directors, assistant superintendents, superintendents) who hold certificates for their positions as administrators.
- Long-term substitute teachers holding a teaching certificate, or state equivalent credentials, employed by the LEA as teachers.
- School psychologists, school social workers, librarians, school guidance counselors, and speech pathologists who hold certificates for their positions.
- Teachers employed by the LEA who hold provisional certificates.

Proctors assist a Test Administrator in monitoring a test session. The function of the proctor is to ensure that students are not violating any test security protocols and to answer basic questions on test administration. Proctors *cannot* administer any part of the assessment, nor can they be left alone in the classroom with the students; the Test Administrator *must* be present at all times.

- Anyone serving as a proctor must be a school employee.
- Student teachers may not administer any test, but they may serve as proctors.

Participate in Test Security and Test Administration Training

Receive training from the Test Coordinator in administering test sessions properly and securely.

1. Review the TAM and all relevant test security requirements before administering test sessions.
2. Attend the training session led by the Test Coordinator before test administration. A sample form can be found in [Appendix A](#).
3. Understand and follow the protocols related to administering tests to students with disabilities and English learners and protocols related to administering accessibility features.
4. All Test Administrators must sign the Test Security Agreement in Appendix A prior to the administration of the NGSA.

Implement Test Administration Protocols Properly

1. Administer tests during the prescribed testing window, and in the prescribed order.
2. Follow the directions and read the scripts in the TAM verbatim to students.
3. Remove or cover any classroom displays that provide information related to the content being assessed or to test-taking strategies.
4. Provide students with all required test materials as listed in the TAM.
5. Prevent the use of prohibited materials. Note that results may be invalidated for a student who uses their cell phone or other prohibited electronic device during a test session, including after they finish testing and turn in their test materials, during a break, and during transition to a test completion area.

Actively Monitor Testing Environment

Focus full attention on the testing environment at all times.

1. 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.
2. Ensure that students are not left unsupervised during testing, including breaks and during transitions to test completion locations.
3. A Test Administrator may view students' tests on-screen only for the purpose of reading aloud a word as part of an accessibility feature or accommodation, to assist a student who is having difficulty with the computer interface, or for students with the text-to- speech accommodation to read the options of a drop-down menu if text-to- speech is not doing so.
4. Students must work only on the test session being administered, and Test Administrators may not start or resume any test session in the TDS other than the one being administered.

Ensure Integrity of Student Responses

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

Ensure that students do not consult notes, textbooks, or other teaching materials; do not access the Internet (except through the CAI Secure Browser during testing); do not share test questions with other students; and do not consult other students, school personnel, or anyone else during testing.

Test Administrators must not coach a student during testing or alter or interfere with a student's response in any way. Examples of coaching include, but are not limited to:

- providing answers to a student.
- indicating that a student has answered a question incorrectly or left a question blank.
- defining words or providing synonyms.
- influencing a student's responses by offering hints, clues, cues, gestures, facial expressions, nods, or changes in voice inflection.
- altering, explaining, simplifying, or paraphrasing any test question, reading passage, or multiple-choice answer option.
- providing assistance that could impact a student's answers, including testing strategies.

At any time during a test session, the Test Administrator may repeat a portion of the script.

Do not read, view, or change student responses.

Administer Accommodations Accurately

Follow proper procedures for administering accommodations to students with disabilities and EL students.

1. Ensure that students are only provided accommodations that are listed specifically for use during RI NGSA testing in an approved IEP or a 504 plan, or that were specifically chosen as accommodations for EL students.
2. Follow the guidelines in the *Accommodations and Accessibility Features Manual* to properly administer accommodations.

Test Security

The purpose of the Rhode Island Next Generation Science Assessment (NGSA) is to elicit valid results showing what students in grades 5, 8, and 11 know and can do in science, in accordance with the Next Generation Science Standards (NGSS). The purpose of the RI NGSA Test Security Requirements is to protect the validity of those results.

Principals are responsible for ensuring that all Test Administrators and school personnel authorized to have access to secure materials and test content 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 Administrators’ Manual (TAM).

“Secure” content and materials include the following:

- test questions not publicly released.
- any onscreen test content (e.g., passages, stimuli)
- student responses to test questions
- student testing tickets (must be tracked using internal tracking forms)
- used scratch paper (scratch paper must be accounted for on tracking forms but individual sheets do not need to be counted)
- paper test booklets

“Access” refers to handling secure testing materials, but does not include viewing test content, which is prohibited.

“Locked storage area” refers to the central locked area that must be used to store all secure NGSA testing materials when they are not in use. Test Coordinators must restrict access to only those school personnel authorized by the Test Coordinator to handle secure materials. For example, custodial or cleaning staff may not enter or access the locked area where the Test Coordinator stores secure materials.

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

Test Platform Security

Test Timeout Due to Inactivity

As a security measure, students and Test Administrators are automatically logged out of the test after 20 minutes of inactivity. Student activity includes selecting an answer or navigation option in the assessment (e.g., clicking **[Next]** or **[Back]** or using the **Questions** drop-down list to navigate to another item). Moving the mouse or clicking on an empty space on the screen is not considered activity.

Before the system logs a student out of the assessment, a warning message will be displayed on the screen. If **[Ok]** is not clicked within 20 seconds after this message appears, the student will be logged out. Clicking **[Ok]** will restart the 20-minute inactivity timer.

Caution: As a security measure, the Test Administrator is automatically logged out after 20 minutes of user inactivity in the session. **This will result in the closing of the test session.**

Note: It is important to write down the Session ID in the TA Interface. Using the Session ID, Test Administrators

will be able to log back into the TA Interface and re-open the session.

Accommodation Requiring Dual Screen Setup

Systems that use a dual monitor setup typically display an application on one monitor screen while another application is accessible on the other screen. Students should NOT take assessments on computers that are connected to more than one monitor except in extremely rare circumstances, such as when a Test Administrator is administering a test for a student who has a read-aloud non-embedded accommodation and wants to have a duplicate screen to view exactly what the student is viewing for ease of reading aloud. In these rare cases where a dual monitor is allowed, it is required that the monitors be set up to “mirror” each other.

Technology coordinators can assist the Test Administrator in setting up the two monitors to ensure they mirror each other rather than operate as independent monitors. In these cases, all security procedures must be followed and the test administered in a secure environment to prevent others from hearing the questions or viewing the student or TA screens (see the *Accommodations and Accessibility Features Manual* for guidance on administering the read- aloud non-embedded accommodation).

Monitoring Student Progress through the TDS

It is very important that the Test Administrator monitor student progress throughout the test session. The Test Administrator may use the TA Interface to view the testing status of any student. The **Students in Your Test Session** table appears once a Test Administrator has approved students for testing and displays the testing progress for each student logged in to the TA’s session. For a detailed description of this table, view [Appendix B](#) in the TAM.

Testing Irregularities

Testing irregularities 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.

Mandatory Reporting of Irregularities by All Personnel

Secure handling protects the integrity, validity, and confidentiality of assessment items and student information. Individuals who have witnessed, been informed of, or suspect the possibility of a test security incident that could potentially affect the integrity of the assessments must report this incident immediately to their school Test Coordinator. Deviation in test administration must be reported as a test security incident, using the Test Irregularity application available through the link below.

Reporting Test Irregularities

All test irregularities must be reported by the Test Administrator to the School Test Coordinator. The School Test Coordinator must collect any information and/or documentation and inform the District Test Coordinator.

Unless the incident requires immediate response from RIDE, the district testing coordinator must complete the online report. Instructions for completing that report are found in the *RISAP Test Irregularity User Guide* at <https://ride.ri.gov/instruction-assessment/assessment/assessment-irregularities-test-security>.

Ongoing Tasks

1. **Familiarize yourself with resources** posted at www.ride.ri.gov/NGSA and on the [RI NGSA Portal](#). Review TIDE and its functionality.
2. **Provide RIDE with the district's / school's correct contact information** to receive important notices via email during test administration. Confirm or update your information in the [eRIDE Master Directory](#) (you may have to contact your district's Data Manager).
3. **Review expectations for student participation in RI NGSA and state assessments.** All students in grades 5, 8, and 11 are expected to participate in computer-based RI NGSA tests for the grade in which they are enrolled as reported to eRIDE through the enrollment census. Students qualifying for the alternate assessment will take the Dynamic Learning Maps (DLM) science assessment instead of RI NGSA.
4. **Update student enrollment information (district, school, grade, demographics):** it is the responsibility of the LEA (district Test Coordinator) and school (principal or school Test Coordinator) to provide accurate information for every student enrolled. RIDE uses the *enrollment census*, the *special education census*, and the *EL census* collections that are submitted by districts as the source for the nightly uploads to TIDE that register and update students.
 - **Enrollment census:** Student enrollment records must be active and the grade level and other demographics (name, date of birth) must be accurate. 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 disabilities who are unable to participate in standard RI NGSA 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 NGSA TIDE system.
 - **EL census:** Science testing is required for all students. For students to be assigned the Spanish version of the RI NGSA, students' LEP status must be flagged, and the presentation must be set to Spanish in TIDE.
 - Any questions regarding eRIDE submissions should be directed to the district's Data Manager. Please note that any changes made in your district/school's student information system *may take 24-48 hours* to be reflected in TIDE.

NOTE: Students' IEP/504 status and/or EL status allows the assignment of accommodations and certain accessibility features. Accommodations assigned within TIDE determine the accommodations student receive in the computer-based test (e.g., text-to-speech) and can also be used by Test Coordinators to inform their orders of paper-based testing materials. Schools must update accessibility features and accommodations information through NGSA TIDE directly (described in the [NGSA TIDE User Guide](#)).

NOTE: Homeschool students may participate in the NGSA for their grade level, but they must have a SASID to be registered, participate, and receive results. Their enrollment code must be set to 'H' (homeschooled) in the enrollment census, so they are not included in your school for accountability purposes. All homeschooled students will test at the school where they would be enrolled if they attended public school.

Tasks to Complete BEFORE Testing

1. **Participate in RIDE test coordinator training on RI NGSAs.** All Test Coordinators must participate in RIDE’s training to ensure preparation for administration: general policies (including test security) for all assessments, assessment-specific administration policies and protocols, and accommodations. Information and registration links can be found at www.ride.ri.gov/assessment-training.
2. **Meet with the technology coordinator and establish a plan** to ensure the technology checklist is completed:

Step	Task	Completed
1	<p>Review the technology specifications and prepare the school’s infrastructure.</p> <p>Read:</p> <ul style="list-style-type: none"> • <i>Technology Guide</i> for current technology specifications https://ri.portal.cambiumast.com/tech-guide.html • <i>23-24 URL Allow List</i> at https://ri.portal.cambiumast.com/resources <p>Watch:</p> <ul style="list-style-type: none"> • <i>Technology Requirements for Online Testing Module</i> at https://ri.portal.cambiumast.com/resources 	
2	Prepare enough devices for Test Administrators and students, including back-up devices.	
3	Ensure enough of the following are available: power cords, power strips, extra batteries	
4	Ensure the current secure browser is installed on each student testing device. <i>Prior year secure browser apps will not function properly</i>	
5	<p>Configure tablets and Chromebooks before providing them to students.</p> <p>Go to: <i>Technology Guide</i> for information on configuring devices. https://ri.portal.cambiumast.com/tech-guide.html</p> <p>NOTE on Spanish Text to Speech: Chromebooks running version 119 or later will no longer have Spanish voice packs for text-to-speech installed by default. Students will not be able to activate text-to-speech on Spanish text in the Secure Browser on those Chromebooks unless:</p> <ol style="list-style-type: none"> 1. the device is operating on the ChromeOS 120 Long Term Support channel 2. The device is operating on the ChromeOS 121 stable channel. 	

3. **Review accommodations and accessibility features for students with IEPs, 504 plans, or EL supports** and ensure all students’ documentation is current. See www.ride.ri.gov/Accommodations for more information about the available test supports and supplemental documentation.
4. **Ensure you have an active NGSAs TIDE account.** If you need an account created, reach out to RIDE.

5. **Familiarize yourself with the online testing systems used for RI NGSA administration**, all available on the RI NGSA Portal via the “Administrators” page:
 - The **Secure Browser** is the application students need to take the RI NGSA; it is how they will access the Student Interface for testing. The CAI Secure Browser is designed to ensure test security by prohibiting students from accessing any other programs or websites during testing and must be installed on all student testing devices prior to testing. Downloading information for [technology coordinators](#) is available on the RI NGSA Portal.
 - The **NGSA Test Information Distribution Engine (NGSA TIDE)** supports Test Coordinators and Test Administrators throughout the testing process, from test preparation to test administration and post- administration tasks. NGSA TIDE holds user and student data and allows users to monitor overall testing progress. Students requiring special test settings to receive accommodations or designated supports must be set in NGSA TIDE by District Administrators or School Test Coordinators prior to testing. NGSA TIDE is accessed through the [RI NGSA Portal](#) where the [NGSA TIDE User Guide](#) is posted in the resources section. Students in all grades will be in TIDE during the summative window.
 - The **Test Delivery System (TDS)** includes the Test Administrator (TA) Interface and the Student Interface. Test Administrators use the TA Interface to begin sessions and monitor student progress during the assessment. The operational TA Interface and the TA Practice Site can both be accessed through NGSA TIDE or the NGSA portal. TAs must complete the [TA Certification course](#) to access the TA Interface. See Appendix B in the TAM for detailed information about the TDS.

Tasks to Complete BEFORE Test Administration

1. **Designate a central locked storage area for secure testing materials** such as testing tickets, paper testing materials, and used scratch paper.
2. **Establish procedures for tracking secure test materials**, including test tickets, used scratch paper, and any paper testing materials, and ensuring all secure materials are returned to the School Test Coordinator each day. Ensure that the chain of custody of secure testing materials is maintained so that Test Coordinators can determine at all times the location (and movement) of materials from the time they are removed from secure storage until they are returned to the central secure storage area. 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 testing tickets and scratch paper have been securely destroyed.
 - signature areas for the Test Administrator and the Test Coordinator to sign the form.Please note that during testing, Test Administrators and the Test Coordinator should independently count materials before signing the internal tracking form. Signature stamps *may not* be used to sign internal tracking forms. **Any irregularity in the use of tracking documents or in the information recorded on them must be immediately investigated.**
3. **Develop procedures so that students may not access prohibited materials** (such as cell phones; see

below), including during the transition to a test completion room. Review the [TAM](#) to determine whether Test Administrators will read the recommended script instructing students to move their cell phones and other prohibited devices to the other side of the room, or whether other school procedures will be used.

Prohibited materials include, but are not limited to, materials that must be covered or removed from the testing space, as well as the materials listed below. *None* of the materials in section 1 or 2 are permitted while a student is testing and has test materials.

Section 1: Materials Not Permitted 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 finished testing and has turned in test materials, during a break, or during the transition to a test completion area:

1. cell phones and other electronic devices, including but not limited to any device that provides access to the Internet. This includes:
 - cell phones (*see section 2*)
 - any computer or electronic tablet other than the one being used for testing
 - any device that provides access to the Internet other than the one being used for testing (such as certain calculators and fitness trackers)
 - other electronic devices, such as smart watches, e-book readers, game consoles, or calculators except as noted under permitted materials
 - instructional support devices, such as electronic dictionaries, editing devices (e.g., spelling or grammar checkers), or pocket translators
 - music players of any kind for individual student or whole class use
 - any kind of earphones or headphones (other than noise blocking headphones or those for students with disabilities using the text-to-speech accommodation)
 - any device capable of taking photographs
2. English-language dictionaries or thesauruses
3. Encyclopedias
4. 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
5. accommodation materials unless specified by a student's approved IEP or 504 plan
6. handheld rulers (the only rulers that students may need are included in the student testing platform)

Section 2. 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 a student is finished testing and has turned in test materials, during a break, or during the transition to a test completion area.

During the Test Administrators' Training, the Test Coordinator will inform test administrators of the school's cell phone and electronic device policy in the RICAS/NGSA Test Administrator Core Training.

Section 3. Materials That May Be Permitted Only After a Student Has Completed Testing

Materials listed in this section may be provided only AFTER a student has completed testing:

- books
- textbooks for subjects other than science
- notebooks or other notes, as well as flags or sticky notes, for subjects other than science

Training in Test Security and Test Administration Protocols

Before test administration, the Test Coordinator must meet with Test Administrators, technology staff, and other personnel authorized to have access to secure materials to explain the test security protocols and procedures that will be followed at the school, as well as review test administration policies. Test Coordinators also need to meet with the technology coordinator to discuss topics listed in this section and in [Part 1](#) of this manual.

RIDE has outlined major topics for the Test Administrator training session in an editable slide presentation posted at www.ride.ri.gov/Assessment-Training. Test Coordinators are recommended to use the slide deck for their training, customizing it where indicated to communicate local policies, schedules, etc., accordingly. Test Coordinators will need to provide additional training at another time to Test Administrators who will administer accommodations to students with disabilities to ensure that accommodations are correctly provided, including linking to the guidelines for scribe, read aloud, and simplified test directions posted at www.ride.ri.gov/Accommodations.

During the training session, the Test Coordinator will need to do the following:

1. Describe the test security requirements contained in the Test Security section of this manual and the TAM
2. Confirm that all involved school personnel understand those requirements.
3. Describe local procedures for meeting test security and administration protocols.
4. Provide an orientation to the major tasks that will be completed during test administration.
5. Emphasize that all Test Administrators must read and familiarize themselves with the TAM before administering RI NGSA tests.

The TAM contains 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 for the following:

- whether Test Administrators will read the recommended script under “As Students Arrive” in the “Administering the RI NGSA” section of the TAM 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 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 (including accommodations and accessibility features that are testing-space-related or have space or grouping requirements)
- whether in addition to the versions of the following tools available in the TDS, students in grades 8 or 11 will

be provided with printed copies of the periodic table from the NGSA Portal, and/or whether students in any grade will be provided handheld calculators

- 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.)
- whether testing tickets will be collected from students after they sign in to the TDS, or students will retain their testing tickets until the end of the session
- whether students will write down the ID numbers of their testing devices on their testing tickets
- how to contact the Test Coordinator 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 by the Test Coordinator
- To assist in maintaining security, Test Coordinators may assign two Test Administrators per testing space 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 TDS, as well as assisting with monitoring. Test Coordinators may also assign a proctor to assist a Test Administrator in monitoring the testing space (recommended if a class size is larger than 25 students).

Required Documentation

Test Administrators must sign in to demonstrate that they attended a training session and to acknowledge that they received their TAM as either a print or digital copy. Similarly, other school personnel who have access to secure materials must sign an acknowledgment that they received a print or digital copy of the test security requirements. A sample form for both activities can be found in [Appendix A](#), but schools may develop two separate forms instead.

Appendix A also includes a test security affirmation form that all personnel involved in testing must sign prior to starting testing.

Test Coordinators must retain the following in their school files for three years: agendas, sign-in sheets, test security affirmations, and any other relevant documentation to demonstrate they trained Test Administrators and other school personnel who have access to secure materials.

Using the Online Testing Systems

The RI NGSA is computer-based test and will be administered using the Test Delivery System (TDS). Test Coordinators must ensure their Test Administrators have completed the following prior to administering a test:

1. Receive and activate a NGSA TIDE account.
2. Complete the [TA Certification course](#) on the RI NGSA Portal and provide a digital or print copy of the confirmation page for the Test Administrators' records and the school's records.
3. **Develop a communication plan for students and families to inform them about testing policies, preparation (including a practice test), expectations, and testing irregularities.** RIDE recommends that students also have an opportunity to take the practice test to familiarize them with the testing platform and item types.

General Meeting with Students

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. *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, no test session may extend past the end of the regular school day.

2. *Preparing for 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 answer questions about the computer interface, and can read aloud a word at their request, but the Test Administrator cannot give them any help or answer any question related to test content.
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 the practice test.
4. *Resources available during testing:* Students will have scratch paper available to them, as well as other permitted materials (share the lists of required and permitted materials). Students may not bring or use notes, study guides, references, or other tools not on the list (excepting approved materials for students with disabilities using certain accommodations).
5. *Cell phone and electronic device policy*
6. Students should be informed of the options they have for appropriate activities if they finish testing before the session is over, like bringing a book to read.

Meeting with EL Students

If there are significant numbers of EL students in the school, it is also important to meet with the students, in small groups, if possible, to explain the participation guidelines. During the meeting with EL students, communicate the following to them:

1. 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.
2. 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.
3. Current and former EL students may use printed copies only (not online or electronic supports) of authorized bilingual word-to-word dictionaries and glossaries or other EL accommodations (see Appendix E of the TAM).

Meeting with Families

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

- the ways that the school will prepare their child for testing
- how families 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 families via cell phone during test sessions, even after turning in their materials).

Practice Test

In preparation for the RI NGSA, it is highly recommended that all participating students and teachers access the practice test and practice test resources available through the [RI NGSA Portal](#), under sections **Practice Test** –

Test Administrators and Practice Test – Students and Guests. The Practice Test allows Test Administrators and students to become familiar with the online testing environment, format, and test tools. Five sample item clusters and three standalone items are available at the elementary school level, middle school level, and high school level.

Student Interface

The RI NGSA Practice Test can be taken with a standard internet browser. A student can log in as a guest, or if they have a record in the NGSA TIDE system, they can log in with their first name and student ID. Test Administrators may use the TA Practice Site to create test sessions and practice managing students online during the session.

Content and Item Types

The operational RI NGSA consists of a variety of item types, which students can experience through the practice test or through [item type tutorials](#) available on the RI NGSA Portal. Some items are organized in item clusters designed to engage the student in a grade-appropriate, meaningful scientific activity aligned to a specific NGSS performance expectation. Each item cluster begins with a real-world phenomenon and includes two or more items that require students to demonstrate science and engineering practices, disciplinary core ideas, and cross-cutting concepts described by the performance expectation. On average, each student will receive a total of 8 item clusters and 16 stand-alone items. Although the RI NGSA is not computer-adaptive, different students will receive different item clusters and stand-alone items.

- **Identify all students who will be participating in each grade’s tests** and assign or update accessibility features and accommodations according to students’ IEPs or 504 plans or EL supports. See the [Accommodations and Accessibility Features Manual](#) for information on assigning accessibility features and accommodations, and the [NGSA TIDE User Guide](#) for directions for how to update students’ test settings.
- **Ensure all Test Administrators and appropriate staff have TIDE accounts** (the TIDE login is also their login for the TA Interface). Manage accounts and roles throughout the testing window.

Each user can access certain role-assigned features within the various systems. There are three user roles (and codes) available to schools and districts: District Administrator (DA), School Test Coordinator (SC), and Teacher/Test Administrator (TE). The associated permissions for each of the user roles are described in the [NGSA TIDE User Guide](#) found on the [RI NGSA Portal](#). For the purposes of this document, any school staff member administering an assessment, regardless of their specific user role in NGSA TIDE, is referred to as a Test Administrator (TA).

Establish the school’s test administration schedule and ensure that tests are scheduled during the prescribed testing window and in the prescribed order (see the front cover of this manual for this year’s window). Test sessions must be sequential: e.g., Session 1 must be administered before Session 2 (except for students participating in make-up testing).

Testing Time and Information on Test Sessions

The RI NGSA is comprised of two separate sessions. Students should be given a minimum of 60 minutes for each session. This testing time is an estimate of how much time students will need to complete the assessment. This time does not include time to start computers, log in students, read test directions, or breaks. Test Administrators should plan 10 additional minutes for reading test directions to students.

Schools are advised to administer the sessions on two separate days in case students need extended time. Schools may administer both sessions on the same day (e.g., Session 1 in the morning, Session 2 after lunch; or Session 2 immediately following Session 1 with a 10-minute break between), and if so, should consider the

possibility for consecutively scheduled sessions of students with extended time for Session 1 needing to make up Session 2 on a separate day.

Each test session contains two segments which include two disciplines each (one is a field test). For example: in session 1, a student could receive a life science segment and a physical science segment. In session 2, the student could receive an earth/space segment and an embedded field test physical science segment. The transitions within each session are invisible to the student, and field test items are not marked any differently from operational (scorable) items.

The test delivery system requires students to submit their answers after session 1, to clearly indicate they are completed with the first session. They are also required to submit answers after session 2. Therefore, when testing is resumed to begin session 2, the TA will need to start a new test session and provide a new session ID to students (see the Administering the RI NGSA section of the TAM for scripts and detailed instructions).

Test Completion

Students who require time beyond the regularly scheduled test session may take it if they are working productively. To that end, Test Administrators read scripts 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 the transition.

It is recommended that students complete each test session on the same device. Therefore, whenever possible, students should bring their testing devices to a test completion location (the device must be logged out of the Student Interface before being transported). For paper testing, students may not carry their own test booklets.

Schools that choose to administer both sessions on the same day are advised that this adds a layer of logistical complexity: any students who have not completed Session 1 by the time that the class begins Session 2 must finish and submit their answers for Session 1 before they may begin Session 2. Session 2 can then be administered to the student in a separate setting from the regularly administered one (as always, the Test Administrator must follow all protocols in the TAM).

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 exceptions: if any students become ill during a test session and cannot continue testing or experiences a technology failure such that they cannot finish testing that day, they should be scheduled for a make-up session (see the following section). In all such cases, students must start where they left off and may not return to any previous items on the test; given the structure of the RI NGSA, it is recommended where possible for students to end at a natural stopping point such as the end of a task or item set.

The scripts in the TAM 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:

- the students request the additional time themselves;
- transportation is arranged if necessary (e.g., the school bus is held for the student, the student's family is contacted); and a Test Administrator stays with the student until the end of the allotted time.

Alternatively, 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.

Scheduling Make-up Sessions

Students who are absent on the scheduled testing date for their grade for any reason must be scheduled for make-up testing as soon as they return to school. Any student who is absent for a test session should take the remaining test session according to the school's administration schedule and then take the missed session during the makeup period.

Makeup tests may be administered at any time after the scheduled testing date and before the end of the test administration window.

All students must finish testing before the state assessment window officially closes. The assessment itself will end (lock) automatically on the last day of the state testing window, even if students have not finished.

Breaks and Lunch

Extended breaks, including recess and lunch, **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 monitored between the testing room and the restroom. A recommended script is provided for Test Administrators in the Administering the RI NGSA section of the TAM.

Test Coordinators are responsible for ensuring that tests are scheduled to avoid conflicts with lunch. However, in the rare event a lunch break is required during testing (e.g., students with extended time), lunch shall be brought to the students in the testing area. If this is not feasible, the following must occur:

- Test materials must be secured (students signed out of the Student Interface; all testing tickets collected, inventoried, and securely stored along with students' scrap paper so that all is redistributed properly to the correct individuals upon return to testing).
- Students must be escorted to and from the lunchroom and testing location.
- While in the lunchroom, students must be instructed that they may not have conversations and that they still may not access any prohibited materials and be sufficiently monitored to prevent discussion of test questions during the entire lunch period.

Schools may consider providing accessibility features such as frequent supervised breaks, which are available to all students, particularly for younger students. Schools may plan for one short, supervised break (3-5 minutes) per session to be given at each Test Administrators' discretion in the event the Test Administrator feels it could benefit the students. Students may not talk during the break in case other students prefer to continue working.

Concurrent Administration Requirement

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. 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; or
- in the event RIDE notifies Test Coordinators that the concurrent administration expectation has been suspended due to unique circumstances (as was the case for spring 2021).

Please contact RIDE if you have any questions about scheduling test sessions, including space or device constraints, to ensure that sessions should be scheduled as close together as possible in order to maintain the

security of the tests.

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 school may allow the student to complete the session on another day. The student should be instructed not to discuss the test, 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 they previously answered.

Test Administration Interruptions, including Technology Failures

Circumstances over which you have no control (e.g., power failures) may interrupt testing. If possible, when such an interruption does occur during testing, students should be instructed to sign out of the Student Interface. In the event of an emergency, the school's safety instructions must be followed. When normal conditions are restored, the Test Administrator should follow the instructions for resuming students' tests so they can continue testing (see the [TAM](#)). If a student experiences a technology failure and cannot finish the session that day, the school may allow the student to complete the session another day.

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 D of the TAM), including any large technology failure that affects one classroom or more, should be immediately reported to CAI. Test Administrators must report any major disruption that affects an entire classroom or more to the Test Coordinator.

Test Coordinators will 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 the [Test Security section \(Part 1\)](#) and the Administering the RI NGSA section of the TAM while any student is out of the room.

Severe Weather

If severe weather forces the closure of a school for one day during the test administration window, 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.

Scheduling the Practice Test

In order to prepare students and educators for RI NGSA question types, as well as to gain experience with the TDS, schools should schedule ample time for the practice tests in late winter/early spring. The practice tests should take approximately 30 minutes to complete.

Communicate the school's testing schedule and general policies to the school community including the following: participation requirements, school procedures during testing, and the policy that students are not permitted to use cell phones during RI NGSA testing.

Identify adequate testing spaces.

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 TDS.

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 (this is noted as [task 1 of section F in Part 2](#)).

Plan strategies to maintain security in each testing space.

Each school should establish procedures to maintain a quiet testing environment throughout the test session, recognizing that some students will finish more quickly than others. After students finish testing for the session, they may sit or read quietly until the test session is completed. If all students are completed testing before the end of the session time, the TA may stop the testing session.

At the end of the session time, individual students who need more time may be transitioned to continue working in a secure and quiet environment. School Test Coordinators must provide guidance to TAs about transitioning students for additional time.

Test Coordinators must ensure that each student assigned to the testing space will have adequate workspace and be sufficiently separated from other students to support a secure testing environment as described in the Test Security section. RIDE suggests that schools use the following seating arrangements as 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. Physical barriers can also be used:
 - privacy screens on computer monitors
 - tri-fold display boards around testing devices
 - cardboard or heavy cardstock placed on desks or taped to monitors to create a barrier.

Important: Regardless of how testing rooms are arranged, students must not have a view of any screen but their own.

Note: 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 what students are doing when physical barriers are used.

Document which rooms students and Test Administrators will be assigned and maintain the record in your school files.

School Test Coordinators and Test Administrators will need to work together to determine the most appropriate testing option(s) and testing environment based on the number of computers available, the number of students in each tested grade, and the estimated time needed to complete each test.

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.

Schools should not group together students doing computer-based testing and any students doing paper-based testing, including for make-up testing.

Tasks to Complete At Least Two Weeks Before the Testing Window Begins

1. **Verify student demographic (school and grade) information and contact District Test Coordinators and Data Managers as needed for updates.** Ensure that student enrollment data (including special education and LEP census) are up-to-date and correct in your district's Student Information System and in TIDE.
2. **Verify student test settings for accessibility features and accommodations** in accordance with the guidance in the Accommodations and Accessibility Features Manual to ensure each applicable student receives the proper test with the appropriate supports. The test settings are uploaded in NGSA TIDE (refer to the [NGSA TIDE User Guide](#)).
 - District Administrators, School Test Coordinators, or Teachers can add, delete, or change embedded and non-embedded accommodations in NGSA TIDE for students who require them.
 - Within the TA Interface, a Test Administrator can edit accessibility features prior to when the student enters the test.

Important: Any additions, modifications, or deletions of students and changes to student test settings must be completed before the student can test. The update, once made, *may take up to 24 hours* to appear in the TA interface.

Failure to correct test settings before testing could result in the student's not being provided with the needed accommodations and/or designated supports at the time of testing. This is considered a testing irregularity, may result in the need for a test reset appeal (see Appendix B), and may affect accountability. The following special test forms are available:

- Online Braille and English/Spanish language versions of the RI NGSA are available. Students requiring an online Braille, or English/Spanish version of the RI NGSA should be assigned the embedded accommodation in NGSA TIDE.
- Paper tests are available in standard print, Braille, and large print for students with these accommodations in their IEP or 504 plan. Paper tests must be ordered through NGSA TIDE by District Administrators – tests will not be automatically shipped once test settings are updated.
- Work with teachers to create rosters for their students in NGSA TIDE.

Prepare materials for Test Administrators.

- Test Administrators are required to be provided a TAM for the current year's administration in print or digital format by their Test Coordinators well in advance of test administration (ideally, when Test Coordinators train Test Administrators), as well as a link to the TCM. Test Administrators are recommended to have a print version of the script for administering the RI NGSA to use during test administration, as well as any other sections needed (e.g., test security requirements).
- Test Administrators will need computers to log in and complete tasks in the TA Interface during test sessions (separate from the student testing devices).
- Test Administrators administering the Human Read-Aloud or Human Signer accommodations may need to have a dual screen set-up for that student's computer with a second computer monitor connected (in "mirror" display mode) to the computer used by the student so that the Test Administrator can view the questions on the student's screen and read aloud or sign accordingly (more information available in the Accommodations Requiring Dual Screen Setup section of Part 1).
- Ensure that all testing devices have the Secure Browser application installed.

- For students who will be needing Spanish Text to Speech (TTS), prepare one of the two options:
Use a Chromebook on the Long Term Support channel that has been updated with ChromeOS 120 or a Chromebook on the Long Term Stable channel with ChromeOS 121.

Distribute manuals / test security requirements to all personnel involved in testing who will access secure materials:

- Download and distribute the TAM (paper copy or digital) to all Test Administrators and distribute (at minimum) the test security section of the TAM to all other school personnel who will have access to secure materials.
- Document that Test Administrators and all other personnel have received the documents listed above. Test Coordinators may use the form in Appendix B or create their own.

Train all school personnel authorized to have access to secure test materials in test security requirements, proper test administration protocols, and the school’s procedures for implementation; personnel include Test Administrators, hall monitors, and technology staff.

- At the training session, the Test Coordinator must describe the test security requirements and confirm that all school personnel 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).
- School personnel must sign in to demonstrate that they attended the school training session. Maintain records of attendance (see the sample form in Appendix B) and materials in your files to document participation and topics covered.
- Ensure TAs have completed the TA Certification course and collect digital or print copies of confirmation pages.
- Review the required and permitted materials for students and ensure readiness to provide materials students will need for testing.

Materials REQUIRED for Student Use

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

- A device for testing that meets technical specifications, with the Secure Browser App installed, for access to the test items and the following embedded testing tools:
 - The testing platform provides all students online access to a Desmos calculator at each grade. As the online embedded calculators may be different in appearance than handheld calculators to which students are accustomed, schools may also choose to provide handheld calculators to students. Any grade 5 student may use a five-function calculator, any grade 8 student may use a scientific calculator, and any grade 11 student may use a graphing calculator.
- Grade 8 and 11 students also have access to the periodic table in the online test environment. A print version may be downloaded from the portal and distributed to grade 8 and 11 students only.
- 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, and have up to three pages at one time by turning in used scratch paper for additional pages.
 - Test Administrators are responsible for collecting all used scratch paper to be securely destroyed (e.g., shredded) after test administration by the Test Coordinator.

- Schools may reuse scratch paper if the paper is completely blank.
- Scratch paper that has been written on during Session 1 may not be used in Session 2; students will need new paper.
- A Writing Instrument for Use on Scratch Paper
- Student Testing Tickets
 - Student testing tickets contain the login information that students need to type in to begin each test session. The same student testing ticket is used for both sessions of the test.
 - Prior to the day of testing, Test Coordinators must print out student testing tickets (see [task 3 of section F of Part 2](#)) and prepare them for distribution using internal tracking forms following the instructions in the Internal Tracking Forms section.
 - Because student testing tickets provide access to secure test content, they must be tracked and accounted for like secure test booklets for paper-based testing.
 - At the start of each test session, as directed by the TAM, Test Administrators will distribute student testing tickets 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 testing ticket for students to write in the testing device ID at the start of each test session.

Materials PERMITTED for Student Use During Testing

- Pens, pencils, highlighters, and colored pencils for use on scratch paper
- Handheld calculators: Test Administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators, and 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 those embedded in the testing platform (five-function calculator for grade 5; five-function, scientific, or graphing calculator for grades 8 and 11).
- Computer mice
- Styluses for touch-screen devices, if used in regular instruction
- Headphones for students with disabilities using the text-to-speech or line reader accommodation.
- Printed copies of authorized bilingual word-to-word dictionaries and glossaries for current and former EL students.

Tasks to Complete One or Two Days Before Testing at Your School

1. **Verify that Test Administrators have covered or removed from the walls or surfaces of each testing space the following prohibited materials:** all materials containing content in the subject area 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, number lines, science terms or diagrams, and science models or displays (when in doubt, cover or remove). It is not necessary to cover or remove calendars, or posters displaying the Pledge of Allegiance.
2. **Confirm that the technology coordinator has completed the following** so that all devices have been prepared for testing:

- Ensure that the school’s infrastructure meets the technology specifications.
- Preparation of a sufficient number of devices for Test Administrators and students, including back-up devices if needed. Ensure that devices are charged, and that the following are available if needed during testing: power cords, power strips, extra batteries.
- Installation of the secure browser app for this administration year on each student testing device. *Prior year secure browser apps may not function properly.* For more information, see the Technology Setup Guidance resource section on the [RI NGSA Portal](#).
- Ensure technology accessories are ready and in working order in sufficient quantity so students do not share while testing (e.g., external keyboards for tablets, headphones for students using text-to-speech). If not already in use for instruction, ensure accessories are labeled and ready for distribution.
- Ensure that devices for students testing with the Spanish Text-to-Speech accommodation are properly set up.

Prepare materials for testing:

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 testing tickets 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.

- **Print student testing tickets** by using the **Print Testing Tickets** feature in the **Administering Tests** section of [NGSA TIDE](#). Testing tickets contain the student’s first name and State-Assigned Student Identifier (SASID)/Statewide Student Identifier (SSID). For information on printing student testing tickets with student login information, consult the [NGSA TIDE User Guide](#).
- **Cut and sort student testing tickets.** Do not distribute testing tickets to Test Administrators before the day of testing. Once testing tickets have been printed, they must be kept in the school’s secure storage area.
- **Ensure that a sufficient supply of scratch paper** will be available for all students, and #2 pencils for students who need them.
- **Prepare materials for accommodations** (see the [Accommodations and Accessibility Features Manual](#) for guidance), including printed copies of authorized bilingual word-to-word dictionaries and glossaries available for current and former EL students (see Appendix A in the TAM).
- **Prepare a sign that reads “RI NGSA Testing – Do Not Disturb”** to be posted on the door(s) to the testing space during each RI NGSA administration session (see Appendix B).
- **For students in grade 8 and 11 only:** if determined that students may use the approved print periodic table reference sheet in addition to the online periodic table in the browser, download from the portal and print sufficient copies for students testing.
- **Review the Administering the RI NGSA section of the Test Administrator’s Manual in case Test Administrators have questions.**

Tasks to Complete on Test Administration Day(s)

1. **Using your document tracking system, distribute materials needed for testing.** Immediately before test administration, distribute testing tickets and other materials (e.g., scratch paper, handheld calculators if providing, pens and pencils; see the Tasks to Complete One or Two Days Before Testing at Your School section) to each Test Administrator, including any applicable accommodations materials. Be sure that Test Administrators and the Test Coordinator independently count materials before signing the internal tracking form (see the Internal Tracking Forms section).
2. **Monitor your school's test administration** by conducting the following tasks:
 - **Enforce test security requirements**
 - **Ensure that your school's document tracking system is used** each time that test materials are moved.
 - **Manage users/roles in NGSATIDE** for Test Administrators throughout the testing window as needed.
 - **Review student testing progress.** A student counts as a participant if, at minimum, the student answers one item of the RI NGSAT online assessment per session. Test Administrators, School Test Coordinators, and District Administrators can see how many students completed the RI NGSAT in a given school using the Monitoring Test Progress function in NGSATIDE (see Appendix B in TAM for more information). To access participation reports, select *Plan and Manage Testing* from the *Monitoring Test Progress* menu under *Administering Tests*. Additional information about monitoring participation can be found in the [NGSATIDE User Guide](#) and in the [TAM](#).
3. **Manage situations that may occur during testing.** Refer to Appendix D in TAM for technology-related situations and resolutions, including steps to take if a student starts testing with an incorrect accommodation (or without the correct accommodation).
4. **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 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.
5. **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 students are absent for Session 1, they 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 the front cover for dates). When the student is ready to make up the missed session, the Test Administrator will set up and administer the test session through the TA Interface normally.
6. **Steps for test administration interruptions (e.g., power failures):** The TAM includes 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 may report any major disruptions to RIDE by calling 401-222-4693.
7. **Steps for testing irregularities, including appeals:** Follow the steps in the Test Security section of this manual. School Test Coordinators must report testing irregularities (immediately report to RIDE for security breaches) to district Test Coordinators, who must then report the irregularity to RIDE. A number of resolutions to various scenarios are provided in the [TAM](#).

In the normal flow of test opportunities, students take tests in the Test Delivery System (TDS) and then

submit them. Appeals are a way of interrupting this normal flow. There are several types of appeals:

- Re-opening a submitted test allows students to return to their assessment, modify their answers, and resubmit the test.
- Re-opening a paused test allows for a test that has been paused for more than 40 mins to be re-opened so students can revisit items they previously viewed.
- Reset a test provides a new test opportunity to the student.
- Restore a test that was reset restores a student's response if their test was accidentally reset.
- Invalidate a test voids a student's test. They will not be able to submit their test or begin a new test opportunity.

District Administrators and School Test Coordinators may create Re-open a submitted test and re-open a paused test appeals in TIDE. District Administrators and School Test Coordinators must contact RIDE to file a Reset Test, Restore a Test that was Reset, or Invalidate a Test appeal. For more information on appeals, please see page 42 of the *Test Information Distribution Engine (TIDE) User Guide* on the NGSA Portal.

Securely store testing materials in the central storage area between sessions (unless sessions will be administered back-to-back after a 10-minute break, in which case the Test Administrator must collect and count all testing tickets at the end of the first session, then redistribute once the second begins) **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 logged out of the student interface. Test Administrators must collect all student testing tickets, whether at the end of the session or once students have logged in (see the TAM).

- **Maintain, and if necessary, update the record of Test Administrators and their students for each test session**, including make-up and test completion sessions.
- Collect lists of students who were absent/not tested from Test Administrators and schedule students for make-up testing. Confirm that all students required to participate in RI NGSA have done so.
- **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 recommends two independent counts to verify that student testing tickets, proctor testing tickets (if used), and used scratch paper has been returned. If necessary, investigate any discrepancies between the materials distributed to Test Administrators and those returned to you.

Tasks to Complete After Test Administration

1. **Complete the online Principal Certification of Proper Test Administration within one week of the state testing window closure.** 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 school to complete at the end of all RI NGSA testing. Instructions and the text of the PCPA are found in [Appendix A](#) of this manual.
2. **Retain the following materials in your school files for three years:**
 - **Tracking materials:** PCPA (PDF or printed), Test Materials Internal Tracking Forms
 - **Materials related to accommodations:** forms (approvals and requests) related to permission for testing a student in an alternate setting, if applicable; Completed Student Accommodation Refusal forms, if applicable; Accommodations lists/spreadsheets, if applicable
 - **Test administration training records:** agendas, sign-in sheets, and any other relevant documentation for all training sessions to demonstrate all personnel involved in testing were trained and received TAMs and/or security requirements.
 - **Test administration records:** Test Administrators and their students for each session (including make-up and test completion sessions); documentation of approved medical exemptions, if applicable.
3. **Securely destroy (e.g., by shredding) the materials listed below** and indicate on the internal tracking form that this has been done:
 - Scratch paper used by students.
 - Student testing tickets
 - Accommodations materials (including printed test items (print-on-demand), embossed Braille printouts, etc.)
 - Any additional rosters or reports with student information
 - Any manuals or pages from manuals on which secure information was written.
4. **Ensure Test Administrators have submitted through the Data Entry Interface (DEI)** student responses whose accommodations required standard paper, large print, and Braille paper. Instructions for using the DEI and for returning materials are available in [Appendix B](#).
5. **Review the [NGSA TIDE Reporting System User Guide](#) to prepare to review student results.** See www.ride.ri.gov/Assessment-Results for more information about reporting.

Appendix A. Test Security Forms and Additional Materials for Test Administration

This appendix contains printable certification and reporting forms relating to test administration and test security, as well as additional forms to support test administration.

- Test Security Agreement
- Confirmation of Training Participation and Receipt of Test Administrator Manual (TAM) and Test Security Requirements Form
- Materials Tracking Form
- “RI NGSAs Testing – Do Not Disturb” Sign
- Principal Certification of Proper Test Administration



RI NGSA items and test materials are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items and student information. All staff involved in assessment administration must sign this agreement prior to the start of testing. Forms should be retained for at least three years.

For All Staff Involved in Assessment Administration

- I will not view test content or student responses except if necessary to administer certain accommodations.
- I will not reproduce test content or student responses in any way (including photographing, copying by hand, typing, texting, photocopying).
- I will not reveal or discuss test content or student responses before, during, or after testing.
- I will not engage in any activity that adversely affects the validity, security, or fairness of the test.
- I will promptly report any testing irregularities or concerns.
- I will follow the procedures as specified in RI assessment manuals regarding the disposition of all test materials.

For School Test Coordinators

- I will establish and carry out a security plan.
- I will provide training in test security, administration policies, and procedures to all individuals involved in test administration.
- I will establish a system for documenting the chain-of-custody of secure materials, and I will keep all secure test materials locked in a secure storage area when not in use.
- I will follow all security policies and test administration protocols described in this TCM and the Rhode Island State Assessment Program Test Coordinator Handbook (www.ride.ri.gov/TC).

For Test Administrators and Proctors

- I will complete the training necessary to understand test security, administration policies and procedures, and the online testing systems, including the TA Certification Course.
- I will keep test materials under my supervision at all times and not leave them unattended.
- I will prepare the testing room so that no student can view another student's test materials or computer screen, and science content is removed or covered before testing.
- I will supervise the students at all times and focus my full attention on the testing environment, and
 - Not allow students to talk, pass notes, or communicate with each other in any way during testing.
 - Not allow students to access cell phones or other unapproved electronic devices during testing.
 - Not allow students to access notes, books, or any instructional materials during testing.
 - Ensure students provide answers that are strictly their own and do not cheat.
 - Not coach students in any way or do anything to enhance, alter, or interfere with their responses.
- I will follow the chain-of-custody procedures for all test materials as specified by my School Test Coordinator.

- Some testing accommodations require a Test Administrator to view, read, or transcribe test content or student responses. If I am administering such an accommodation, I will not disclose any test content that I view in the course of providing the accommodation.
- I will follow all security policies and procedures as described in the TAM and by my test coordinator.

Role: ___School Test Coordinator ___Technology Coordinator ___Test Administrator ___Proctor ___Other

First Name: _____ Last Name: _____

Signature: _____ Date: _____



2024 RI NGSА Materials Tracking Form

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

Test Administrator Name: _____ Room Number: _____

Grade: _____ Session: _____

Materials moved from locked storage area to room: _____ Date: _____ Time: _____

	# Student Testing Tickets	# of Paper Format Tests and Type (for accommodations only, if applicable)	# Periodic Table Reference Sheets (grades 8 and 11 only, if applicable)
Principal's or Designee's Count			
Test Administrator's Count			

Principal's or Designee's Signature: _____

Test Administrators' Signature: _____

After testing, complete this section:

Materials moved from locked storage area to room: _____ Date: _____ Time: _____

	# Student Testing Tickets	# of Paper Tests and Type (for accommodations only, if applicable)	# Periodic Table Reference Sheets (grades 8 and 11 only, if applicable)	Scratch Paper Used? (no count needed)
Principal's or Designee's Count				Yes No
Test Administrator's Count				Yes No

Principal's or Designee's Signature: _____

Test Administrators' Signature: _____

Date: _____

Check this box to confirm scratch paper and (once testing is complete) testing tickets have been securely destroyed at the school. Retain this document in your school files for three years.

RI N GSA TESTING

DO NOT

DISTURB

RI NGSA Principal Certification of Proper Test Administration (PCPA) Statements

The language below is a copy of the PCPA statements a principal must complete online. Access the PCPA at: https://www.surveymonkey.com/r/NGSA_PCPA_2024.

Note: Only the principal may complete the PCPA; it may NOT be completed by a designee. If you are signing as an interim principal or co-principal, please indicate this by adding “interim” or “co-principal” after your name in that field. Please complete the online form no later than one week after the state NGSA testing window has closed. Retain a copy of this form in your school’s files for three years.

Principal’s Name: _____ Date: _____

School Name, District/LEA: _____

I, as principal, certify that the Rhode Island Next Generation Science Assessment (RI NGSA) tests were administered according to the test administration procedures outlined in the *RI NGSA Test Coordinator’s Manual* and the *RI NGSA Test Administrators’ Manual* posted at www.ride.ri.gov/Assessment-Manuals.

By clicking ‘Submit’, I digitally sign and certify that the information provided on this form is correct to the best of my knowledge.

Before you click “Submit” – do not forget to “Print” this page either to PDF or hard copy to retain in your school’s records for at least three (3) years.

[Submit]

Appendix B. Instructions for Paper Tests

Order Paper Tests Through TIDE

These instructions are applicable **ONLY** for paper tests (standard paper, Braille, or large print). Spanish paper test administration utilizes print-on-demand and therefore has a different procedure as indicated below. *RI NGSA paper tests are available only to students with a paper test accommodation in their IEP or Section 504 plan.*

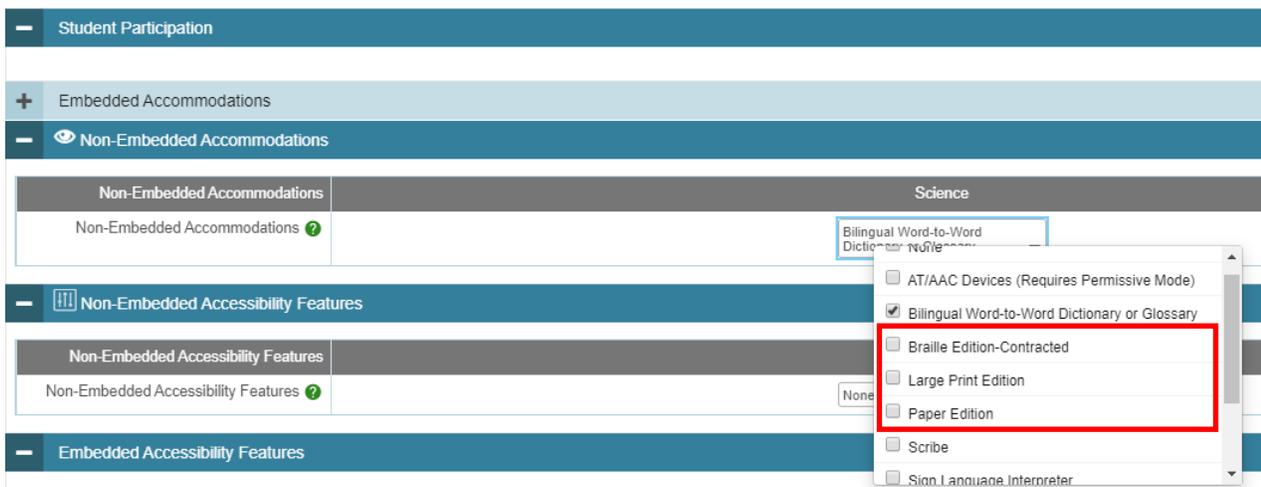
Test Coordinators must submit orders for paper materials through the NGSA TIDE system beginning on March 11, 2024, *Paper orders cannot be placed after May 24th.* For orders requested after that window, please submit orders through the NGSA TIDE system and orders will be delivered within a couple of business days.

Upon completion of paper tests, Test Administrators are required to submit student responses to standard paper, large print, and Braille paper tests in the Data Entry Interface (DEI). The DEI is a secure system that will display an online version of the test. Test Administrators must accurately transcribe all student responses into the DEI and submit the test on behalf of the student.

The following procedures are necessary to successfully administer a paper assessment.

Verify Student Settings in TIDE

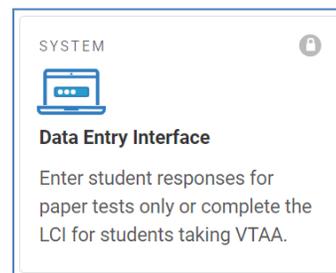
Ensure that all students requiring standard, large print, and Braille materials have been correctly marked in the student settings section in TIDE. Students who are taking the print version of standard, Braille, and large print need to have the proper non-embedded accommodation selected in TIDE in order for test administrators to enter student responses into the Data Entry Interface (DEI).



Enter Student Responses into the Data Entry Interface (DEI)

For all standard, large print, and Braille paper tests, the Test Administrator should verify that the student's name, SSID/SASID, Test Administrator name, school, and district are written on the cover of the booklet. Students must answer questions directly in their test booklet. For responses requiring more space than available in the test booklet, students may answer on a piece of paper with their name, SSID/SASID, and question number(s) clearly marked; this paper must be inserted into their test booklet. After testing, the Test Administrator will collect the test booklet and record all student responses into the Data Entry Interface (DEI) for scoring. The DEI displays the appropriate paper test in an online format for each student. All items that were presented to the student in the paper test booklet will be in the DEI. Follow the instructions below to enter student responses into the DEI.

1. From the [RI NGSA Portal](#), click on the **Teachers or Administrators tab**. Select the **Data Entry Interface** card to log in to the DEI.
2. Enter and confirm student information as it appears in TIDE.
3. Select the assessment for which student data needs to be entered.
4. Enter the student's data exactly as it appears on the student's paper test form.



The following guidelines must be followed to ensure accurate and fair transcription of student responses:

- All test materials and student responses are to be considered secure and confidential.
- Only persons who know Braille should enter Braille responses into the DEI.
- Transcribers should be impartial and have no vested interest in student scores.
- Transcriptions of student responses must be identical to what the student provides, including grammar, punctuation, and spelling.
- Transcriptions should be proofread by a second party to confirm accuracy.

Return Materials

After testing is complete and responses are entered into the DEI, assemble all paper test materials. Secure test materials should be shipped back promptly; there is no need to wait for the end of the test window to ship materials.

- Verify that all test booklets have been collected from the Test Administrators after test administration.
- Verify materials against the Packing List provided in the shipment to ensure that all **secure** test booklets are included for return. **Non-secure** test materials should not be returned.
- Place all test booklets in the return box that was included in the initial shipment.
- Pack boxes for shipping using newspaper or other packing materials to minimize shifting and seal each box using reinforced tape.
- All materials are returned via FedEx. FedEx return kits and instructions were provided in the original shipment of test materials. Please contact the RI NGSA Help Desk with questions about returning test materials.

Spanish Paper Tests Administered through Print-On-Demand

Spanish Paper Tests are printed on-demand by the Test Administrator for that student during test administration. The items that are printed are secure content and must be accounted for while the student is testing and then immediately shredded upon completion of the test session. Students or Test Administrators must enter the student's response into the Test Delivery System during that test session using the student's login – responses cannot be entered into the DEI after testing. Do not keep any printed items as that is considered a security breach.