

RI Next Generation Science Assessment

# Practice Test User Guide

A Guide for using the Next Generation Science Assessment Practice Tests



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# Introduction to this User Guide

This user guide provides an overview of the Rhode Island Next Generation Science Assessment (RI NGSA) Practice Test site. The Practice Test and other resources can be accessed through the [Rhode Island Next Generation Science Assessment Portal](#).

## User Guide Content

This user guide includes the following sections:

[About the Practice Test](#) provides an overview of the purpose and functionality of the Practice Test.

[Section I. Logging in as a Guest User](#) explains how students and other users can log into the Practice Test as a guest.

[Section II. Administering the Practice Test to Students](#) shows how to create test sessions and manage student testing during the session.

[Section III. Scoring the Practice Test](#) shows how to use the Score Item tool to score each item.

[Section IV. Embedded Accessibility Features and Accommodations](#) provides information about the embedded test tools available in the Practice Test.

Icon	Description
	<b>Alert:</b> This symbol appears with text that contains important information.
	<b>Note:</b> This symbol appears next to text that contains helpful information or reminders.
<b>Bold Text</b>	<b>Bold</b> text is used to indicate a clickable link or button.

## Other Resources

For information about policies and procedures that govern secure and valid summative test administration, see the [Test Administration Manual \(TAM\)](#).

For information about test accessibility features and accommodations, see the [Rhode Island Accommodations Manual](#) and the [Assistive Technology Manual](#).

For information about supported operating systems and browsers, see the [Operating System Support Plan](#) document.

For information about student and user management, rosters, and appeals, see the [RI NGSA Test Information Distribution Engine \(TIDE\) User Guide](#).

For information about network and internet requirements, and general software requirements, see the [Technology Guide](#) on the [Rhode Island Next Generation Science Assessment Portal](#).

## Help Desk Information

For additional information and assistance with the NGSA Practice Test, contact the Rhode Island Next Generation Science Assessments Help Desk.

Rhode Island Next Generation Science Help  
Desk Cambium Assessment

1.866.757.9437

[rihelpdesk@cambiumassessment.com](mailto:rihelpdesk@cambiumassessment.com)

The Help Desk is open Monday–Friday from 7:00 AM to 6:00 PM EST during the summative window and Monday–Friday 7:00 AM to 4:00 PM EST outside of the summative window (except holidays or as otherwise indicated on the RI NGSA Portal).

# About the Practice Test

The Practice Test site allows teachers and students to become familiar with the online testing environment before taking the summative RI NGSA. The Practice Test is not intended to be used as a predictor of success on the RI NGSA but rather, to provide a preview of question types and interactions that may appear on the test. Furthermore, students have immediate access to a digital answer key via the Score Item feature. This feature allows students to review and compare their responses with the correct ones. The Score Item feature also shows scoring criteria for each test question. The Practice Test can be accessed through either the Secure Browser or an internet browser.

**Note:** The Practice Test assesses a small subset of NGSS performance expectations that may or may not be assessed on the summative RI NGSA assessment.

## Section I. Logging in as a Guest User

Accessing the Practice Test with an Internet Browser	Accessing the Practice Test with the Secure Browser
<b>Step 1:</b> Navigate to the <a href="#">Rhode Island Next Generation Science Assessment Portal</a> .	<b>Step 1:</b> Open the secure browser on the computer.
<b>Step 2:</b> Click the Practice Test—Students card.	<b>Step 2:</b> At the bottom of the Sign In page, click the link that says Click Here to go to the Practice Test Site.

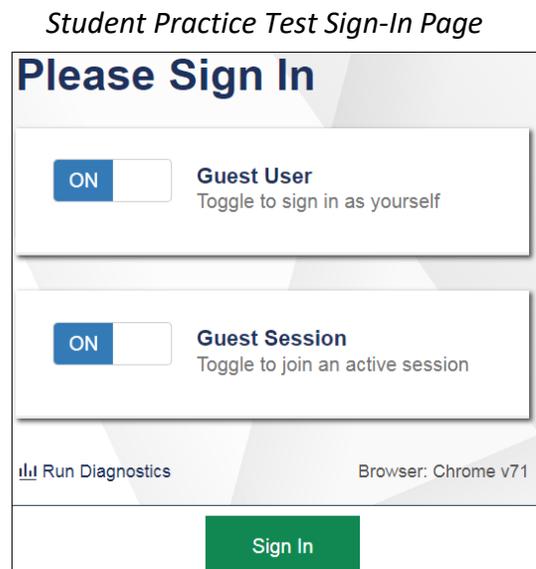
### About Guest Sessions

The Student Practice Test Site is set up so that anyone can access the Practice Tests. Students must choose a grade level prior to selecting a test.

Students must go through a series of login steps before they begin the test.

**Step 1: Signing in as a Guest.** To log in as a guest user, verify that the toggles for *Guest User* and *Guest Session* are set to ON. Then click the “Sign In” button.

**Note:** When signing in as a guest user, students are directly taken to the “Your Tests” page instead of the “Is This You?” page.



## Step 2: Select a Grade Level

Select a grade level from the drop-down list.

*Your Tests Page*

### Your Tests

Select the test you need to take.

Student Grade Level:

Please select a grade.

**Step 3: Select a Practice Test.** Click the name of the Practice Test you want to take and continue to the next step.

### Your Tests

Select the test you need to take.

Student Grade Level:

[← NGSA Practice Test](#)

[→ Start Grade 5 Science Sample Test](#)  
This is opportunity 1 of 99

## Section II. Administering the Practice Test to Students

In addition to having students take a practice test as guest users, teachers may also use the Practice Test Site to create test sessions and manage student testing during the session, similar to how the state assessment will be administered. Follow these steps to administer a practice test to students by creating a test session.

### Test Administrator Login and Creating a Test Session

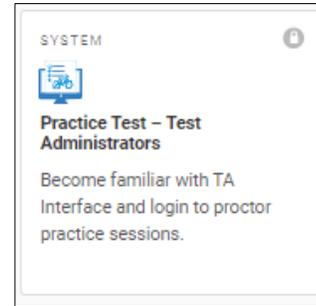
1. Access the TA Practice Test Site via the [Rhode Island Next Generation Science Assessment Portal](#).
2. Click the **Practice Test—Test Administrators** card.
3. Enter your email address and password for TIDE.
4. Click **Login**.

The TA Practice Site appears, displaying the **Test Selection** window.

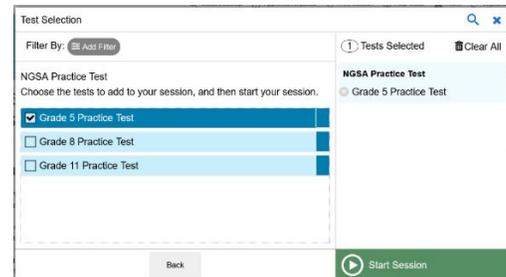
5. Start a test session.
  - In the **Test Selection** window, mark the checkboxes for the grades you want to include in the session.
  - Click **Start Session** in the lower-right corner. The window closes and the session ID automatically generates in the upper-right corner of the screen.

6. Provide the session ID in the upper right corner of the screen to students.

*Practice Test Card for Test Administrators*



*Test Selection Window*



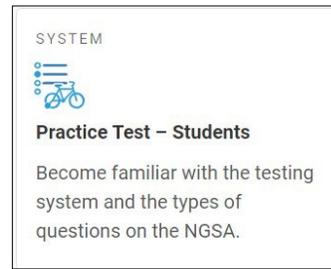
*Session ID*



## Student Login

1. Navigate to the [Rhode Island Next Generation Science Assessment Portal](#).
2. Click the **Practice Test—Students** card.
3. Make sure students have the Guest User and Guest Session toggles set to OFF. Have students enter their first name, SSID, and the session ID of the session that you created.
4. Click the **Sign In** button.

## Student Practice Test Card



## Student Practice Test: Sign-In Page

## Approving Students into the Test Session and Editing Student Test Settings

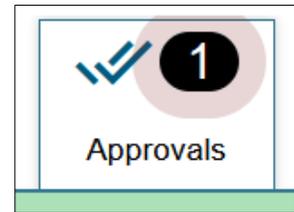
The upper middle of the TA Practice Test Site menu bar contains an **Approvals** button. When students sign in and select tests, the approvals button activates and displays the number of pending students.



1. Click the **Approvals** button. The **Approvals and Test Settings** window opens (see step 2).

**Note:** The Approvals and Student Test Settings page displays the list of students awaiting approval into the test session when you clicked the Approvals button. You will need to click the **Refresh Page** button to see additional students who have logged in and are awaiting approval.

Approvals Button



2. To approve or deny students directly from the **Approvals and Test Settings** window:
  - a. Click the checkmark in that student’s row to approve an individual student.
  - b. Click **Approve All Students** at the top of the window to approve all students in the list.

**Note:** If you need to deny a student (for instance, if the student selected the wrong test), click the X in that student’s row and enter the reason in the box. Click **Yes** to confirm the denial.

### Confirm Test Settings and Approve Student for Testing

1. If a student requires accommodations or accessibility features, click  to view a student’s test settings. If the student does not require accommodations or accessibility features, click the check mark next to their name to approve and admit them into the test session.

Approvals and Student Test Settings					Approve All Students X	
2 students awaiting approval			1 active students (max 200)	2 tests in session		● = NGSAs Practice Test
Grade 5 Science Sample Test - 2 student(s)						
Student Name	SSID	Opp #	See Details	Action		
 DemoLast, DemoFirst	5555500001	2	 Custom	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

2. Confirm the test settings and approve the student for testing.

After you verify or update the student’s settings, you have two options:

1. Click **Set**. This saves the changes for that student and returns you to the list of students awaiting approval. You must still approve that student for testing.
2. Click **Set & Approve**. This saves the changes for that student and approves the student for testing. When you return to the list of students awaiting approval, that student is no longer listed.

Student Test Settings

**Test Settings for: DemoLast, DemoFirst**  Set  Set & Approve  Cancel

You must select [Set] or [Set & Approve] to confirm these test settings. Use [Set] to confirm the settings and return to the main Approvals screen to approve this student.

SSID: 5555500011 | Grade 8 Science Sample Test | Opp # 1

 **Non-Embedded Accommodations**

Non-Embedded Accommodations None

 **Non-Embedded Accessibility Features**

Non-Embedded Accessibility Features None

## Approvals and Test Settings Window

Student Name	SSID	Opp #	See Details	Action
DemoLast, DemoFirst	5555500001	2	Custom	✓ X
DemoLast, DemoFirst	5555500003	1	Custom	✓ X

The **Approvals and Test Settings** window closes when you approve or deny all students in the list.

If there are additional students awaiting approval, you must approve or deny them as they enter the session.

### Monitoring Students' Testing Progress

Once students begin testing, they appear in the **Students in Your Test Session** table.

Student Information	Test	Opp #	Progress	Test Settings	Actions
DemoLast, DemoFirst 5555500001	Grade 5 Science Sample Test	2	43% answered - Started	Custom	📌 ⏸

1. Monitor the students' progress throughout their tests.

- Statuses include the following: approved, started, paused, and completed.
- When a student is actively testing, the Student Status progress column indicates how far the student is in the test.

*Note: This table also an Actions column, displaying print requests and paused tests. To view a print request, click  in this column and then approve or deny the request. You may also click the thumbtack button to pin a student's test to the top of the list and pause a student's test by clicking the pause button.*

Important: If you pause a guest student's test, that student will lose all answers and must restart the test from the beginning.

### Ending the Test Session

1. When time is up, end the test session by clicking **Stop Session** in the upper right corner of the screen.

2. Then Log Out to exit the TA Practice Site.

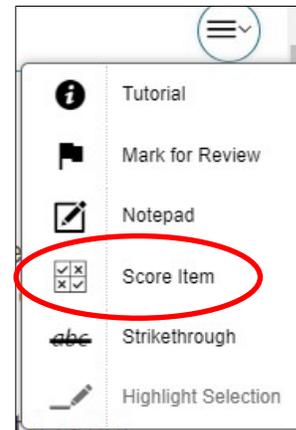


## Section III. Scoring the Practice Test

By using the Score Item feature, students can review and score their responses with the “Score Item” feature in the Context Menu.

1. To access the **Score Item** feature, students must first start a test.
2. After answering an item, students

must click  in the right-hand corner of the page and select **Score Item** from the menu.



3. The Scoring Results window will appear.
  - The Scoring Results window displays:
    - a. Score Rationale for each test question.
    - b. Correct and incorrect responses.
    - c. Number of points earned for each item.

Achieved	Max	Score Rationale
		When asked to predict the change in force on the phone when the mass of the phone is doubled and when the change in velocity is doubled, the student selected that the force increases, providing some evidence that the student can infer from the equations how mass, velocity change, and force are related.

## Section IV. Embedded Accessibility Features and Accommodations

This section provides information about the embedded test tools available in the Practice Test. Accessibility features and accommodations embedded in TDS are available to any students taking the Practice Test and do not need to be set in TIDE.

### Embedded Accessibility Features

These accessibility features can be set during the log in process.

Accessibility Feature	Description
<b>Color Contrast</b>	Color Contrast options are: <ul style="list-style-type: none"> <li>• Black on White (default)</li> <li>• Black on Rose</li> <li>• Medium Gray on Light Gray</li> <li>• Reverse Contrast (reverses the colors for the entire test interface)</li> <li>• Yellow on Blue</li> <li>• Yellow on Black</li> </ul>
<b>Expandable Passages</b>	Each passage or stimulus can be expanded so that each occupies a larger portion of the screen.
<b>Highlight</b>	This digital tool marks desired text in item questions or item answers with a color. Highlighted text remains available through the test session.
<b>Line Reader</b>	This tool shades each line of text on the screen as it is selected.
<b>Notepad</b>	Embedded notetaking is available to all students to take notes in an item.
<b>Strikethrough</b>	Allows students to cross out answer options in multiple choice questions. If an answer option is an image, a strikethrough line will not appear, but the image will be grayed out.
<b>Mark for Review</b>	Students can mark items for review and return to them later.
<b>Answer Masking</b>	Masking involves covering content that may be distracting so the student can focus their attention on a specific part of a test item.
<b>Streamline Mode</b>	Streamline mode rearranges how the item is presented to the student. In this format, the item stimuli are displayed above the question instead of side by side.
<b>Mouse Pointer</b>	Allows the mouse pointer to be set to a larger size or a different color.
<b>Text-to-Speech</b>	Text is read aloud to the student via embedded Text-to-Speech technology. <b>NOTE:</b> Students must use headphones or be tested in a separate location.
<b>Magnification</b>	Print Size allows the font size viewed by the student to be enlarged. Print size options are: 1x (default setting), 1.5x, 1.75x, 2.5x, 3x, 5x, 10x, 15x, 20x. <b>NOTE:</b> Levels 5x-20x will require Streamline Mode to be turned on.

## Embedded Accommodations

These accommodations can be set during the log in process. If students need accommodations for the state assessment (summative), it must be specified in their IEP or 504 plan.

For more information on embedded and non-embedded accommodations for the RI NGSA, see the *RISAP Accommodations and Accessibility Features Manual* posted at [www.ride.ri.gov/accommodations](http://www.ride.ri.gov/accommodations).

Accommodation	Description
<b>Spanish</b>	Displays test content in Spanish and allows students to toggle between Spanish and English as needed.
<b>Text-to-Speech</b>	Text is read aloud to the student via embedded Text-to-Speech technology. <b>NOTE:</b> Students must use headphones or be tested in a separate location.
<b>Permissive Mode</b>	Students need Permissive Mode to use any assistive technology not embedded in the Practice Test.
<b>Print-on-Demand</b>	Allows students to request a printed copy of a specific stimulus, item, or both. <b>NOTES:</b> <ul style="list-style-type: none"><li>• Only individual items, passages, and response options will be printed using this Print-on-Demand feature. It will not print the entire Practice Test.</li><li>• If a student also requires increased Print Size set in TIDE, that font size on the screen will print if the student uses Print-On-Demand.</li></ul>