

2019

# Rhode Island Next Generation Assessment

## Practice Test User Guide



**RIDE** Rhode Island  
Department  
of Education

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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 sites for test administrators and students. 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 online testing during the session.

[Section III. Scoring the Practice Test](#) allows students to review scoring of their responses.

[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

Other documents related to the RI NGSA Practice Test are also available on the [Rhode Island Next Generation Science Assessment Portal](#).

For information about policies and procedures that govern secure and valid 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 NGSATest Information Distribution Engine \(TIDE\) User Guide](#).

For information about network and internet requirements, general peripheral and software requirements, see the [Technology Setup Guidance Resource Section](#) of the [Rhode Island Next Generation Science Assessment Portal](#).

## **Help Desk Information**

Rhode Island Next Generation Science Help Desk  
Cambium Assessments, Inc.  
1.866.757.9437  
[rihelpdesk@cambiumassessment.com](mailto:rihelpdesk@cambiumassessment.com)

## About the Practice Test

The Practice Test site allows administrators, students and guest users to become familiar with the online testing environment before taking the online 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 field 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 showcases scoring criteria for each test question and keeps track of students' scores as they respond to the test questions.



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

## Section I. Logging in as a Guest User

### *Accessing the Practice Test with an Internet browser*

1. Navigate to the [Rhode Island Next Generation Science Assessment Portal](#).
2. Click the **Practice Test—Students and Guests** card.
3. Click the **Practice Test** card.

### *Accessing the Practice Test with the secure browser*

1. Open the secure browser on the computer.
2. 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 Practice Test Site is set up so that anyone can access the Practice Test items as well as the range of test settings. You must choose a grade level prior to selecting a test.

Test takers must go through a series of login steps before they will see the first page of the test.

#### Step 1: Signing in as a Guest

To take a test as a guest user or in a guest session, verify that the toggles for Guest User and Guest Session are set to ON.

**Note:** When signing into the Student Practice Site as a guest user, students are directly taken to the Your Tests page instead of the Is This You? page.

#### Practice Test Sign-In Page

### Please Sign In

ON

#### Guest User

Toggle to sign in as yourself

ON

#### Guest Session

Toggle to join an active session

[Run Diagnostics](#)

Browser: Chrome v71

Sign In

#### Step 2: Select a Grade Level

Select a grade level from the drop-down list. This determines the Practice Tests you can access.

#### 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.

If you need to access tests from another grade, click **Back to Login**.

### Your Tests Page

#### Your Tests

Select the test you need to take.

Student Grade Level: 5

#### NGSA Practice Test

Start Grade 5 Science

### Step 4: Choose Test Settings

Select the options you want for each available test setting.

Click **Select** to continue.

### Choose Settings Page

#### Choose Settings:

Review the following test settings. You can change the options, if necessary.

#### Grade 5 Science

##### Embedded Accommodations

Presentation: English Edition

Passive Mode: OFF

Print On Demand: None

##### Embedded Accessibility Features

Color Contrast: Black on White (default)

Expandable Paragraph: ON

Highlighter: ON

Line Reader: ON

Mark for Review: ON

Answer Marking: OFF

Mouse Pointer: System Default

Magnification: No default zoom applied

Screenline: OFF

Skimthrough: ON

Student Comments: Notepad

Text-to-Speech: None

Select

Undo Changes

Go Back

### Step 5: Functionality Checks

Depending on the test content and the specified test settings, students may need to verify that their testing device is functioning properly from the Audio/Video Checks page.

To check sound and video settings:

1. Select the play button to start the video.
2. Depending on the playback quality, do one of the following:
  - Select **I could play the video**

### Sound and Video Playback Check Page

#### Audio/Video Checks

Your test uses multi-media features. Please perform the following checks before continuing.

##### Video Playback Check



Make sure audio playback is working.  
Make sure video playback is working. To play the sample video, press the play button.

##### Next Step:

If you were able to play the video, choose I could play the video. If not, choose I could not play the video.

I could play the video

I could not play the video

Continue

Back

- 
- Select **I could not play the video** and close the secure browser and check your audio/video connection and settings.

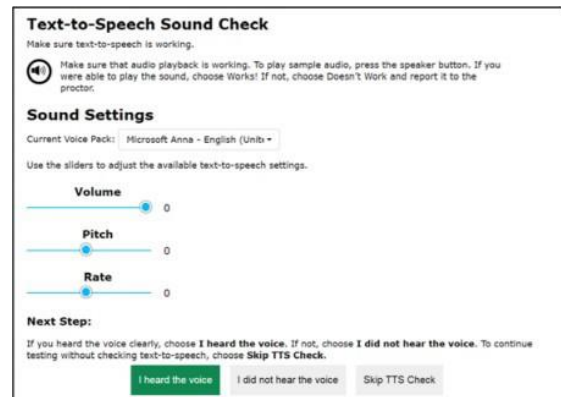
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This step appears only for those tests that have text-to-speech (TTS). Students will be prompted to verify that the TTS settings work.

1. Click the green audio button to listen to the sample audio.
2. Students can adjust the settings of the TTS voice on this page.
  - If the voice is clear, click **I heard the voice**.
  - If the voice is not audible or clear, adjust the settings using the sliders and click the audio button again.
  - If the voice is still not clear, click **I did not hear the voice** and close the secure browser.

If you do not hear a voice, check your audio connection and settings. If there is still no sound, please contact the Help Desk for further instruction (see [Page 3](#)).

## Text-to-Speech Check Page



*Note: If your computer does not have audio or a voice pack correctly configured, or if you are using a browser that does not support TTS, a message indicates that TTS is not available.*

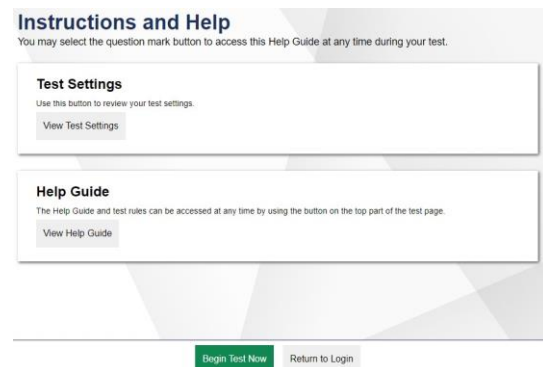
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## Step 6: Review Instructions and Begin Test

The **Test Instructions and Help** page is the last step of the sign-in process. Review the information on this page, and then click **Begin Test Now**.

The first page of the test appears.

## Test Instructions and Help Page





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### Step 7: Review and End Test

When all questions on the test have been answered, click the **End Test** button on the upper left side of the page to end the test.

A message will appear asking if you would like to end your test. Select **Yes** to end the test. Click **No** if you want to keep working on the test.

If you would like to review any questions select the box with the number of the test question you would like to return to.

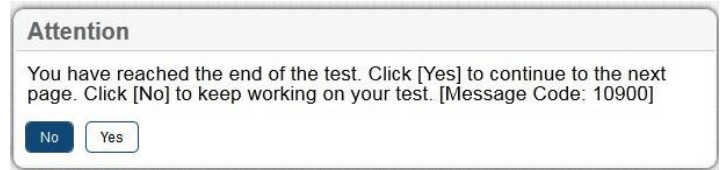
If you have completed the test, select **Submit Test** to end the test.

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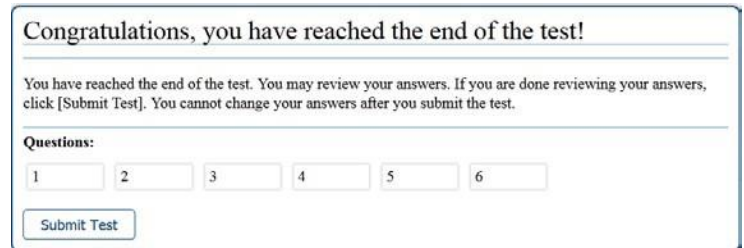
### End Test Button on the Global Menu



### End Test Message



### Test Review Page



## Section II. Administering the Practice Test to Students

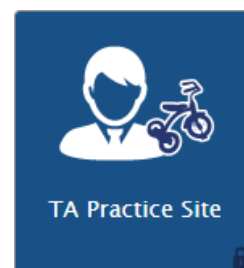
For the Practice Test administration, Test Administrators may use the TA Practice Site to create test sessions and manage student online testing during the session.

### Test Administrator Login, Session Creation, and Student Login

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

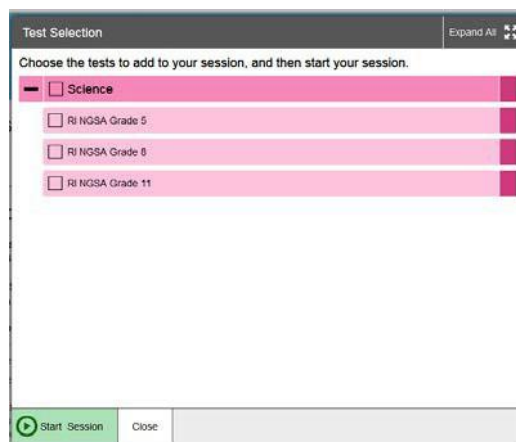
The TA Practice Site appears, displaying the **Test Selection** window automatically.

TA Practice Site Card

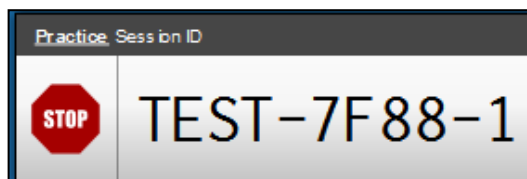


6. Start a test session.
  - a. In the **Test Selection** window, mark the checkboxes for the tests you want to include in the session.
  - b. Click **Start Session** in the lower-left corner. The window closes and the session ID automatically generates in the upper-right corner of the screen.
7. Provide the session ID to the students signing in to your test session.

Test Selection Window



Session ID



8. Have students sign into the Practice Test site.

*Student Practice Test: Sign-In Page*

Note: Students can take tests as guest users or in guest sessions in the Student Practice Site.

To take a test as a guest user or in a guest session, verify that the toggles for Guest User and Guest Session are set to ON.

**Please Sign In**

OFF **Guest User**  
Toggle to sign in as yourself

**First Name:**  
 EX: JORDAN

**Student ID:**  
 EX: 123456789

OFF **Guest Session**  
Toggle to join an active session

**Session ID:**  
 PT - -

**Sign In**

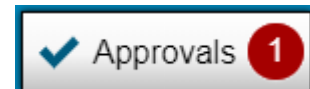
### Editing Students' Test Settings

The upper-right corner of the TA Practice Site contains an **Approvals** button. When students sign in and select tests, the approvals button activates, displays the number of pending students, and bounces until you click it.

1. Click the **Approvals** button. The **Approvals and Test Settings** window opens.

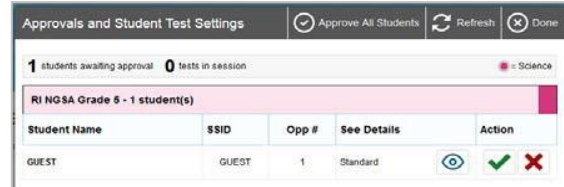
*Note: This window displays the list of students awaiting approval at the time you clicked the **Approvals** button. If other students have logged in, you may need to click **Refresh** at the top of this window.*

*Approvals Button*



- Click  to view a student.

### Approvals and Test Settings Window



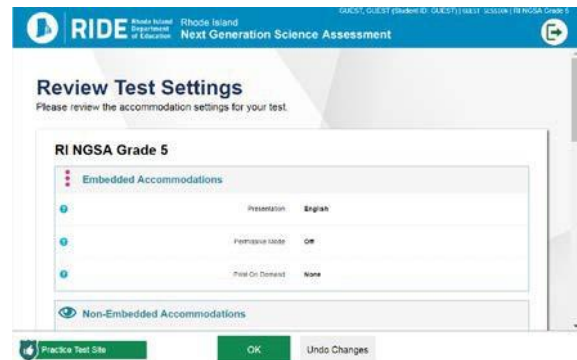
### Confirm Test Settings and Approve Student for Testing

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



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

- 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.
- 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.

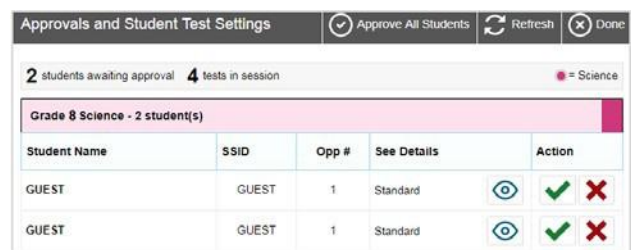
### Student Test Settings



- To approve or deny students directly from the **Approvals and Test Settings** window:

- To approve an individual student, click  in that student's row.
- To approve all students in the list, click **Approve All Students** at the top of the window.
- If you need to deny a student (for instance, if the student selected the wrong test), click  in that student's row and enter the reason in the box. Click **Yes** to confirm the denial.

### Approvals and Test Settings Window



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


If there are any additional students awaiting approval, you must approve or deny them as well.

## Monitoring Students' Testing Progress

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



1. Monitor the students' progress throughout their tests.

- Statuses include the following: approved, started, review, completed, submitted, reported, and paused.
- When a student is actively testing, the Student Status column indicates how many test questions the student has answered out of the total number of test questions.


*Note: This table also includes a Requests column, displaying print requests. To view the print request, click  in this column and then approve or deny the request.*

*Students in Your Practice Test Session Table*

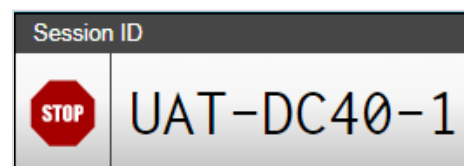
Test Session						
0 students awaiting approval		0 print requests	1 active tests	= NSGA		
Tests without issue						
Student Information	Opp #	Test	Progress	Test Status	Test Settings	Actions
GUEST SSID: GUEST	1	NSGA Grade 11	50%	Paused, 3 min <a href="#">more info</a>	Standard	
GUEST SSID: GUEST	1	NSGA Grade 11	38%	Started	Standard	

- Click  to view a student's information, including test settings. Note: You cannot change students' test settings with this feature.
-  **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

- When the time is up, stop the test session and log out.
  - a. Click  next to the session ID to end the session. This

*TA Interface: Stop Session*



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automatically pauses any in-progress tests in your session.


- b. Click **Log Out** to exit the TA Practice Site.

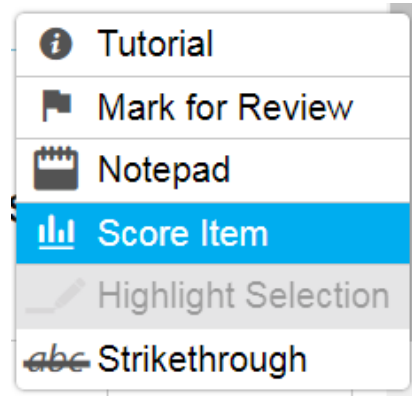
***Important:*** *Once you stop a session, you cannot resume it. If students need to continue testing, you must start a new session so students can sign in again. Please note that students must start a test from the beginning if they were signed in as guests for the original session.*

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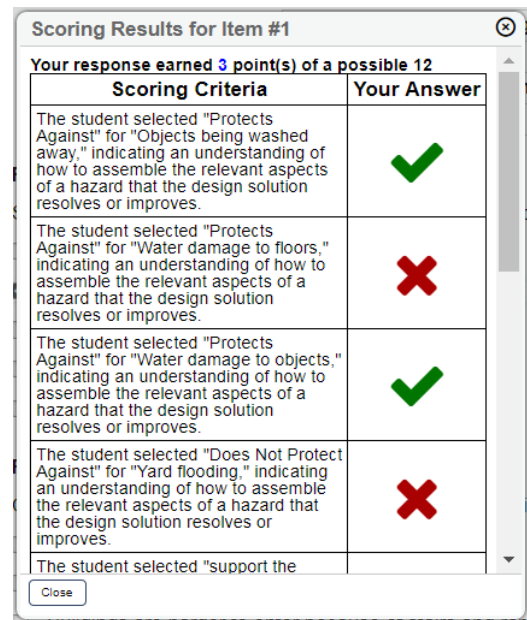
## Section III. Scoring the Practice Test

By using the Score Item feature, students have the ability to review and compare their responses with the digital-answer-key immediately while in the practice session.

1. To access the **Score Item** feature, students must first start their test.
2. Once the test session begins, students may click  in the right-hand corner of the page and select **Score Item** from the options menu.
3. The Scoring Results window will appear.



- The Scoring Results window displays:
  - a) Scoring Criteria for each test question.
  - b) Correct and incorrect responses.
  - c) Number of points earned per each response, as well as the total number of points that can be earned for each section.



The Scoring Results window for Item #1 shows a table with two columns: Scoring Criteria and Your Answer. The student earned 3 points out of a possible 12. The table contains five rows of data.

Scoring Criteria	Your Answer
The student selected "Protects Against" for "Objects being washed away," indicating an understanding of how to assemble the relevant aspects of a hazard that the design solution resolves or improves.	✓
The student selected "Protects Against" for "Water damage to floors," indicating an understanding of how to assemble the relevant aspects of a hazard that the design solution resolves or improves.	✗
The student selected "Protects Against" for "Water damage to objects," indicating an understanding of how to assemble the relevant aspects of a hazard that the design solution resolves or improves.	✓
The student selected "Does Not Protect Against" for "Yard flooding," indicating an understanding of how to assemble the relevant aspects of a hazard that the design solution resolves or improves.	✗
The student selected "support the	

A "Close" button is located at the bottom left of the window.

## Section IV. Embedded Accessibility Features and Accommodations

This section provides information about the embedded test tools available in the Practice Test. Test tools embedded in the Test Delivery System (TDS) are available to anyone taking the Practice Test, accessibility features and accommodations do not need to be set in TIDE for the Practice Test.



**Note:** Test tools in the Practice Test are assigned differently than they are in the RI NGSA. For more information on embedded and non-embedded accessibility features and accommodations for the RI NGSA, see the [Rhode Island Accommodations and Accessibility Features Manual](#).

### Embedded Accessibility Features

These accessibility features are embedded within the Practice Test and can be set during the log in process.

For more information on embedded and non-embedded accessibility features for the RI NGSA, see the [Rhode Island Accommodations and Accessibility Features Manual](#).

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></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, item questions, item answers, or parts of these with a color. Highlighted text remains available through the test segment.
<b>Line Reader</b>	This tool can be raised or lowered for each line of text on the screen.



<b>Student Comments</b>	Embedded note-taking is available to all students through the Test Delivery System (TDS).
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<b>Strikethrough</b>	Allows students to cross out answer options. 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 at a later time.
<b>Answer Masking</b>	Masking involves blocking off content that may be distracting so the student can focus their attention on a specific part of a test item by masking.
<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 item stem and the response options for all test questions.
<b>Mouse Pointer</b>	Allows the mouse pointer to be set to a larger size and also for the color to be changed. Mouse Pointer options are: Extra Large Black, Extra Large Green, Extra Large Red, Extra Large White, Extra Large Yellow, Large Black, Large Green, Large Red, Large White, and Large Yellow.
<b>Text-to-Speech English</b>	Text is read aloud to the student via embedded Text-to-Speech technology.  NOTE: Student must use headphones or be tested in a separate location.
<b>Magnification</b>	Print Size allows the font size viewed by the student in TDS to be set for the entire test. Print Size must be selected in TIDE prior to testing. 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.  <b>NOTE:</b> If a student also requires the Print-On-Demand accommodation, stimuli and items will be printed in the font size set in TIDE and the size set prior to testing.

## Embedded Accommodations

These accommodations are embedded within the Practice Test and can be set during the log in process. If students need accommodations for the RI NGSA, 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 [Rhode Island Accommodations and Accessibility Features Manual](#).

Accommodation	Description
<b>Spanish Edition</b>	Displays test content in Spanish.
<b>Permissive Mode</b>	Students need Permissive Mode to test any assistive technologies not embedded in the Practice Test.
<b>Print-on-Demand</b>	<p>Allows students to request a paper copy of a specific stimulus or item.</p> <p><b>NOTE:</b> Only individual items, passages, response options will be printed using this Print-on-Demand feature, not the entire Practice Test.</p> <p><b>NOTE:</b> 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.</p>