Rhode Island Next Generation Science Assessment (RI NGSA)

Test Coordinator Manual (TCM)

Grades 5, 8, and 11

Testing Schedule: April 27 – May 29, 2020

Help Desk: 866-757-9437 or rihelpdesk@air.org

RIDE Rhode Island Department of Education

Contents

Rhode Island Help Desk & Contact Information

RI NGSA Help Desk

The RI NGSA Help Desk is available Monday through Friday from 7:00am to 6:00pm (except holidays). Call the toll-free phone support at 1-866-757-9437 or email support at rihelpdesk@air.org.

The Help Desk may be contacted for situations and questions including the following:

- Help is needed in preparing for online testing, such as downloading the Secure Browser.
- The online testing environment is down or unavailable.
- User accounts are not available or users are unable to administer tests.
- Student information or test session is incorrect or missing.
- Issues are present with loading student data or student settings into the NGSA Test Information Distribution Engine (NGSA TIDE).
- Support is needed for appeals functionality in NGSA TIDE.

When contacting the Help Desk, provide the following:

- Type of device being used within the system
- Any error message(s) that appeared (code and description)
- Operating system and browser information
- Network configuration information
- Your contact information, including email address and phone number
- Any relevant and authorized student and school information, including statewide student identifier (SSID/SASID) and grade level

For online Rhode Island Next Generation Science Assessment (RI NGSA) administration resources, please refer to the Rhode Island Next Generation Science Assessment (RI NGSA) Portal.

RIDE Contact Information

For questions relating to test administration policy and procedures, please contact RIDE's Assessment Office at assessment@ride.ri.gov or (401) 222-8413.

For questions relating to accommodations, please contact Heather Heineke at heather.heineke@ride.ri.gov or (401) 222-8493.

Using this Document

This Test Coordinator Manual (TCM) provides the policies and procedures governing secure and valid test administration for Test Administrators (TAs) who manage testing for students participating in the Rhode Island Next Generation Science Assessment (RI NGSA) practice tests and operational tests.

This TCM for Spring 2020 has been updated to incorporate the information that was previously included in a separate Test Administrator Portal User Guide. Please read carefully to familiarize yourself with this new manual as a number of changes have been made for the Spring 2020 administration.

Intended Audience

This *Test Coordinator Manual* (TCM) is intended for District Administrators and School Test Coordinators that manage administration of the RI NGSA. This manual provides procedural and policy guidance to administer the RI NGSA. The appendices of this manual contain important information that can be used as stand-alone materials and are easily extracted for printing or distribution.

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.

Throughout this TCM, there are references to the TAM and its sections and appendices. For ease of reference, three appendices are linked here which may be helpful to test coordinators:

- Understanding the Test Delivery System (TDS)
- Device Set-Up and Test Security
- Troubleshooting

Resource	Description
Accommodations Manual	This document is intended for educators, particularly IEP teams, as they prepare for and administer the RI NGSA. The Accommodations Manual provides information on how to select and administer accessibility features and accommodations for students who need them.
Test Information Distribution Engine (NGSA TIDE) User Guide	This guide helps users navigate the Test Distribution Engine (TIDE), a 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.

Resource	Description
AIRWays Reporting User Guide	This user guide provides instructions and supports for users viewing assessment performance reports in AIRWays Reporting, specifically accessing NGSA results.
AIRWays Reporting System Quick Guide	This quick guide provides a brief overview of the steps for logging in to the new AIRWays Reporting System, finding test results for individual students, and printing individual student reports (ISRs).
Understanding and Creating Rosters	This document provides instructions for how to create, view, and modify rosters in TIDE and in AIRWays Reporting.
Test Administration Manual (TAM)	This manual provides information for Test Administrators administering the online RI NGSA. This manual provides procedural and policy guidance to prepare for and administer the RI NGSA. This manual also includes step-by-step test administration instructions, as well as appendices to help users navigate the Test Delivery System in preparation for and during test administration.
Quick Guide for Setting up Online Testing Technology	This manual acts as a "driver" document for technology coordinators to set up TA and student workstations and configure networks and assistive technologies.
Configurations and Troubleshooting for Windows	This companion document supplements the information given in the Quick Guide document by providing more detailed instructions on specific configurations, as well as basic troubleshooting, for Windows.
Configurations and Troubleshooting for Mac	This companion document supplements the information given in the Quick Guide document by providing more detailed instructions on specific configurations, as well as basic troubleshooting, for Mac.
Configurations and Troubleshooting for ChromeOS	This companion document supplements the information given in the Quick Guide document by providing more detailed instructions on specific configurations, as well as basic troubleshooting, for ChromeOS.
Configurations and Troubleshooting for Linux	This companion document supplements the information given in the Quick Guide document by providing more detailed instructions on specific configurations, as well as basic troubleshooting, for Linux.
Configurations and Troubleshooting for Android	This companion document supplements the information given in the Quick Guide document by providing more detailed instructions on specific configurations, as well as basic troubleshooting, for Android.
Assistive Technology Manual	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 Predictive Text tools, Alternative Computer Input tools, **Assistive** Keyboard tools, Screen Magnifier tools, Voice Packs, and Braille technology.

Resource	Description
Operating System Support Plan	This document outlines the supported operating systems during the upcoming test administration and following years. This plan helps districts and schools manage operating system deployments based on the support timelines.
Practice Test User Guide	This user guide provides an overview of the RI NGSA Practice Test sites for test administrators, students, and guests.
Student Practice Test Brochure	This brochure provides instructions to access and score the RI NGSA Practice Test in AIR's TDS.
Student Interface Guide to the Test Delivery System	This guide provides detailed information for educators and students about the student experience in the TDS: sign-in, test interface layout, tools available, keyboard navigation, and item type screenshots.
Test Administrator (TA) Certification Course	This course is a self-paced, online course that trains users on how to set up and monitor sessions, and facilitate test settings. This course IS REQUIRED to administer the RI NGSA.

Section I. Test Security

The purpose of the Rhode Island Next Generation Science Assessment (RI NGSA) is to elicit valid results showing what students in grade 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 and school personnel authorized to have access to secure materials and test content must follow the requirements listed below and may not participate in, direct, assist in, encourage, or fail to report any testing irregularity or act of misconduct.**

Principals are responsible for ensuring that all test administrators and school 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 Administrator's Manual (TAM).

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

"Secure" content and materials include the following:

- test questions not publicly released
- any onscreen test content (e.g., 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)

"Access" refers to handling secure testing materials, but does not include viewing test content, which is prohibited. Students may never transport secure testing materials, including from their initial testing room to a test completion room.

"Locked storage area" refers to the central locked area that must be used to store all secure RI NGSA testing materials when they are not in use. Test coordinators must restrict access to the locked storage area 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 of the TCM for the certification statements to which the principal must attest.

Responsibilities of the Principal and Test Coordinator(s)

Authorize and Train Test Administrators

Principals and test coordinators (TCs) authorize specific personnel to serve as test administrators and must train them to properly administer RI NGSA tests. Designate other school personnel as necessary 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 RI NGSA security requirements.

1. Before the training session, distribute
   a. a print or digital copy of the TAM to every test administrator, and
   b. a print or digital copy of the test security requirements to all school personnel who have access to secure materials.
2. 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 B).
   a. Train test administrators prior to test administration. This TCM and TAM describe the protocols necessary to conduct a proper RI NGSA test administration.
   b. For test administrators who provide accommodations to students with disabilities, or English learners (EL students), provide training in the implementation of accommodations in accordance with the *Accommodations and Accessibility Features Manual* (available at 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 these requirements to ensure proper test security at all times.

1. Schedule tests to avoid conflicts with recess or lunch (see Scheduling Test Sessions section for more information about scheduling test sessions).
2. Ensure that tests are administered within the prescribed window and in the prescribed order.
3. Ensure that hallways are properly monitored during testing so that students are supervised at all times when they leave testing rooms (e.g., to use the restroom or transition to a test completion room).
4. Ensure that test administrators administer tests according to the Administering the RI NGSA section in TAM.

Maintain Materials Security

Keep secure RI NGSA testing materials in locked central storage when RI NGSA tests are not being administered.

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.

Monitor printing, distribution, and collection of testing materials.

1. Student testing tickets must be printed, distributed, and collected after testing.
2. Used scratch paper must be accounted for and tracked during testing.

Securely destroy (i.e., shred) the following materials after testing.

1. Student testing tickets
2. Used scratch paper (i.e., written on by students)

Shared Responsibilities of All Personnel Authorized to Have Access to Secure Materials

Test Coordinators, Test Administrators, Technology Staff, and other school personnel (e.g., proctors) authorized to have access to secure materials are responsible to ensure the following.

Participate in Test Security and Test Administration Training

Receive training in test security requirements and test administration protocols.

1. Test Coordinators are expected to participate in one of RIDE's training sessions on RI NGSA test security and test administration protocols (see www.ride.ri.gov/Assessment-Training).
2. Test administrators, test coordinators, and other school personnel authorized to have access to secure test materials must attend the school training session. A sample form that test coordinators may use to document participation can be found in Appendix B.

Maintain Security of Materials

Document the location of secure materials at all times.

Rhode Island Next Generation Science Assessment

RIDE Rhode Island Department of Education

1. Track secure materials using the sample Test Materials Internal Tracking Form found in Appendix B or a similar document (test coordinators keep these forms on file for three years). See Internal Tracking Form section for more information about requirements for internal tracking forms.
2. The test coordinator and each test administrator must independently count testing tickets before signing the tracking forms and transferring custody of the tickets.
3. Do not leave testing tickets or other secure RI NGSA materials unattended at any time unless they are locked in the secure storage area.

Maintain Security of Testing Locations

Ensure the security of testing rooms (see Establishing Appropriate Testing Spaces and Conditions section] for more information).

1. Do not allow unauthorized persons to enter the testing room. This includes parents, researchers, reporters, students not scheduled to be testing at the time, and any school personnel (including teachers) not assigned to the room as test administrators.
2. School administrators, district personnel, and RIDE observers may enter testing rooms to monitor and observe testing procedures.
3. Technology staff may enter testing rooms to troubleshoot problems with computer-based testing, but like other school personnel, are not permitted to photograph or otherwise duplicate secure test content on-screen.

Maintain Security of Test Content

Ensure the security of test content.

1. Do not discuss or in any way reveal the contents of test questions or student responses to test questions before, during, or after test administration, except as noted in this manual. Because RI NGSA test questions are secure and confidential until released publicly, school personnel should not discuss or review test questions with students or adults even after testing has been completed.
2. Do not duplicate any secure test content, including but not limited to audiotaping, videotaping, photographing, photocopying, typing, or copying by hand.
3. Do not remove testing materials from the school.
4. Do not allow scratch paper to be retained, discarded, or otherwise removed by students.
5. Be sure that testing tickets and used scratch paper have been destroyed after testing.
6. Do not allow students access to secure test questions prior to testing.
7. Do not read or view any student responses.
8. Do not change any student responses.

Responsibilities of Test Administrators

All Test Administrators must sign the Test Security Agreement in Appendix A prior to the administration of the RI NGSA.

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 that test coordinators may use to document participation in training and receipt of TAM can be found in Appendix B.
3. Understand and follow the protocols related to administering tests to students with disabilities and EL students and protocols related to administering accessibility features. See the *Accommodations and Accessibility Features Manual* for more information.

Implement Test Administration Protocols Properly

Administer all tests according to appropriate protocols.

1. Administer tests during the prescribed testing window, and in the prescribed order.
2. Follow the directions and read the scripts in the TAM (and in any subsequent updates provided to test coordinators by RIDE) verbatim to students.
3. Remove or cover any classroom displays that provide information related to the content being assessed or to test-taking strategies (see Establishing Appropriate Testing Spaces and Conditions section).
4. Provide students with all required test materials as listed in the TAM.
5. Prevent the use of prohibited materials (see Materials Required, Permitted, and Prohibited During Testing section for lists of required/permitted and prohibited materials). Note that results may be invalidated for students who use cell phones or other prohibited electronic devices during a test session, including after a student turns in his or her test materials, during a break, and during the 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 during 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, or in order to assist a student who is having difficulty with the computer interface (see the Administering the RI NGSA section of the TAM), 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.

1. Ensure that students do not consult notes, textbooks, or other teaching materials; do not access the Internet (except through the AIR 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.
2. Ensure that students do not access the Internet outside of the secure testing online platform.

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

1. 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:
   a. providing answers to a student
   b. indicating that a student has answered a question incorrectly or left a question blank
   c. defining words or providing synonyms
   d. spelling words
   e. influencing a student's responses by offering hints, clues, cues, gestures, facial expressions, nods, or changes in voice inflection
   f. altering, explaining, simplifying, or paraphrasing any test question, reading passage, writing prompt, or multiple-choice answer option
   g. providing any manner of assistance that could impact a student's answers, including testing strategies
   h. suggesting that a student write more on a question, check his or her work, or review or reconsider a question
2. At any time during a test session, a test administrator may repeat a portion of the TAM script if necessary, for clarification.

Do not read, view, or change student responses.

Administer Student 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 guidelines on proper provision of RI NGSA accommodations as prescribed in the *Accommodations and Accessibility Features Manual*.

Testing Irregularities

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

School Observations

In order to ensure the security and proper administration of the RI NGSA program, RIDE conducts announced monitoring visits to schools to observe the procedures followed during test administration.

At least two regular classrooms should be visited by RIDE staff and at least one accommodation session, if possible. Additional information about school selection and visit procedures are available in the *RI Test Coordinator Handbook* on the RIDE website at www.ride.ri.gov/TC.

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

- Materials are stored properly.
- Staff have been trained (RIDE observers may request to see sign-in sheets and training materials).
- Test administrators are administering tests appropriately.
- The testing environment is secure.

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 form in Appendix A to ensure the validity of the assessment results.

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 Local Education Agency (LEA) or district test coordinator. The LEA or district test coordinator must contact RIDE to discuss the incident and provide any documentation, as necessary. RIDE will inform the local LEA/district if it is required to submit a formal investigation report of the irregularity. If any school or district employee with knowledge of a test irregularity has questions about his or her reporting obligations, RIDE can be consulted.

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

When reporting an irregularity to RIDE, the following information should be provided:

- a description of the alleged incident and the date it occurred
- the name of the school involved, along with the district and school code
- the name(s) of the individual(s) involved in the incident
- the specific test(s) and specific session(s) affected
- in student-specific reports: the student's name, date of birth, grade, and State-Assigned Student Identifier (SASID)

Requirements of the Test Environment

The test environment refers to all aspects of the testing situation while students are testing and includes what a student can see, hear, or access (including access via technology) at various stages of testing.

Before Testing	
Instructional materials	Instructional materials must be removed or covered, including information that might assist students in answering questions. This includes materials that may be displayed on bulletin boards, chalkboards, dry-erase boards, or charts.
Student seating	Students must be seated with enough space between them to minimize opportunities to look at one another's work, or they may be provided with table-top partitions. See Seating Arrangements section for more information. Sample seating charts are provided in Appendix B.
Signage	Place a "TESTING—DO NOT DISTURB" sign on the door(s) to the testing locations. If possible, post signs in halls and entrances rerouting hallway traffic to promote optimum testing conditions. A sample sign is provided in Appendix B.
During Testing	
Testing through the Secure Browser	Administration of the RI NGSA is possible only through the Student Interface via the Secure Browser. Students may not access any other programs or websites during testing.
Quiet environment	Provide a quiet environment void of talking or other distractions that might interfere with a student's ability to concentrate or compromise the testing situation.

Active proctoring	Monitor the testing process by circulating around the room frequently, maintaining a clear view of students and keeping attention focused on them.
Access to assessments	Only students actively testing can view test items. Students not testing during the session and unauthorized staff must not be in the room where a test is being administered. School Test Coordinators, Technology Coordinators, and Test Administrators may have limited exposure to test items in the course of properly administering the assessments. Test Administrators may not actively review or analyze any test items, except as needed to appropriately administer accommodations to students.
No unauthorized log in to the Online Testing System	Only students may log in to the **Student Interface**. Students may not use another student's login credentials. Only adults with an authorized account may log in to the Test Administrator Interface (**TA Interface**). An adult may not use another person's login credentials.
No access to digital, electronic, or manual devices	Students must not have access to cell phones or other personal electronic devices during the testing sessions. Test Administrators may have cell phones with them only for the purpose of communicating about assessment administration, if needed. No digital, electronic, or manual device may be used to record or retain test items. Similarly, secure materials must not be discussed with or released to anyone via any media, including fax, email, and social media websites.
No copies of test materials	Unless needed as a print-on-demand or Braille accommodation, no copies of the test items or stimuli may be made or otherwise retained.
No access to responses	Test Administrators are not permitted to review student responses in the testing interface or students' notes on scratch paper, except as needed to appropriately administer accommodations to students.
After Testing	
No retaining, discussing, or releasing test materials	Descriptions of test items, stimuli, and simulations must not be retained, discussed, or released to anyone.
No test materials used for instructional purpose	Test Administrators must not make any copies, or descriptions, of test items, stimuli, and simulations to retain for instructional purposes.
Destroy secure test materials	All secure materials, including scratch paper, testing tickets, and materials from the print-on-demand accommodation must be destroyed after testing.

Test Platform Security

Test Timeout Due to Inactivity

As a security measure, students and Test Administrators are automatically logged out of the test after 30 minutes of inactivity. 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 someone out of the assessment, a warning message will be displayed on the screen. If [**Ok**] is not clicked within 30 seconds after this message appears, the user will be logged out. Clicking [**Ok**] will restart the 30-minute inactivity timer.

> **Idle Timeout**
>
> Are you still there? Click OK to continue or you will be logged out in 30 seconds. [Message Code: 10906]
>
> Ok

⚠️ **Caution:** As a security measure, the Test Administrator is automatically logged out after 30 minutes of user inactivity in the session. **This will result in the closing of the test session.** This includes inactivity by both the Test Administrator on the TA interface AND students within a test in 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 in to the TA Interface and re-activate an idle test 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 *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.

Section II. Student Participation

General Student Participation

All students in grades 5, 8, and 11 are expected to participate in the RI NGSA. Students qualifying for the alternate assessment will take the Dynamic Learning Maps (DLM) science assessment instead of RI NGSA.

Students are expected to participate in computer-based RI NGSA tests for the grade in which they are enrolled and reported to eRIDE through the enrollment census. The Rhode Island State Assessment Program Participation Policy can be found in more detail at www.ride.ri.gov/TC. Participation requirements and guidelines for EL students and students with significant disabilities are provided in the *Accommodations and Accessibility Features Manual* (available at www.ride.ri.gov/Accommodations).

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

Providing Accurate Student Information

It is the responsibility of the district, principal, and test coordinator to provide accurate information for every student enrolled.

eRIDE Enrollment Systems

RIDE uses data submitted by districts in eRIDE as the source for student information as part of the nightly upload to NGSA TIDE for Student Registration data, for reporting results, and for assessment and accountability purposes. Any questions regarding eRIDE submissions should be directed to the district's Data Manager. RIDE creates initial student registration (SR/PNP) files using the enrollment census, the special education census, and the EL census.

- **Enrollment census:** Student enrollment records must be active and the grade level must be accurate. NOTE: Student enrollment records for students attending outplacement schools are the responsibility of the sending district. Please ensure that all student records for outplacement students are active, have the correct grade level, and the correct school designation.
- **Special education census:** The Dynamic Learning Maps (DLM) Assessment is available for students with significant 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.

- **State Assigned Student Identifiers** (SASIDs) are required as part of the Student Registration/Personal Needs Profile (SR/PNP) process. Call your district Data Manager with questions on assigning SASIDs. If you do not have a student's SASID (e.g., you have a student newly arrived in Rhode Island), Data Managers should request a SASID through the SASID Administration Application in eRIDE.
- **Homeschool students** participating in RI NGSA must have a SASID in order to be registered, participate, and receive results. Please also ensure they are properly coded in the enrollment census so they are not included in your school for accountability purposes.

NGSA TIDE

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

RIDE submits a nightly upload of this information to NGSA TIDE. Schools may also update the SR/PNP information through NGSA TIDE directly (see the *NGSA TIDE User Guide*).

Section III. RI NGSA Test Administration Protocols

Test Administration Roles and Responsibilities

RI NGSA uses a role-based system in TIDE. Each user is assigned a specific role that grants him or her access to 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, is referred to as a Test Administrator (TA).

TIDE User Role	Description
District Administrator (DA)	The District Administrator (DA) is an individual at the district level responsible for overall coordination of test administration. The DA has the following roles: • Develops local policies and procedures based on RIDE's guidelines and the directions to maintain test security. • Supervises and monitors principals to ensure that they fulfill their specific roles and responsibilities for the administration of the RI NGSA. • Ensures all personnel involved with testing receive training for the RI NGSA. • Investigates any breach of security reported by a School Test Coordinator. • Ensures that all student data submitted through the Enrollment Census, IEP Census, and LEP Census are up-to-date and accurate prior to student registration.
School Test Coordinator (SC)	School Test Coordinators are responsible for the overall coordination, supervision, and administration of the RI NGSA at the school level. Responsibilities include: • If not done at the district level, developing and coordinating the school's test administration schedule, including the administration of make-up sessions. • Ensuring test security protocols are followed, including implementing an electronic devices plan. • Ensures that all school personnel are trained on test administration procedure and policies for the RI NGSA. • Reports any breach of security or irregularity to the DA. • Prior to testing, informing students and staff about the schedule, cell phone policy, and other important information. • Ensuring that all designated supports and accommodations are properly administered. • Receiving, inventorying, distributing, and ordering paper test materials as necessary.

TIDE User Role	Description
	• Ensures all paper assessments are entered into the Data Entry Interface (DEI) on time.
Teachers/Test Administrators (TEs)	Teachers are responsible for administering the assessment according to RI NGSA policies and procedures: • Attend any training sessions held by district or school. • Complete the RI NGSA TA Certification Course. • Read all test administration materials prior to testing. • Follow all test security procedures and protocols, including the cell phone policy. • Sign the Test Security Agreement and give to the SC. • Actively supervise the test administration at all times. • Understand and administer accommodations to students, as necessary. • Report all potential test security incidents to the SC.

Qualifications 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. 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. 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. If class size is larger than 25 students, a proctor is recommended.

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

Accounting for and Distributing Secure Materials

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.

Printing Student Testing Tickets

Test Coordinators can print testing tickets by using the **Print Testing Tickets** feature in the **Administering Tests** section of NGSA TIDE. For information on printing student testing tickets with student login information, consult the *NGSA TIDE User Guide* on the RI NGSA Portal.

Establishing a Chain of Custody for Testing Materials

The test coordinator must use the forms listed below to account for and maintain the security of testing materials.

Internal Tracking Forms

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

Test 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 used scratch paper have been securely destroyed
- signature areas for the test administrator and the test coordinator to sign the form

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

Immediately investigate any irregularity in the use of tracking documents or in the information recorded on them. Call RIDE immediately at 401-222-8413 if any situation occurs that could compromise test security.

<u>Principal's Certificate of Proper Test Administration</u>

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 PCPA are in Appendix A.

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

Materials Required, Permitted, and Prohibited During Testing

Materials for Test Administrators

1. Test administrators are required to be provided **this TCM** (and any updates) in print or digital format by their test coordinators well in advance of test administration (ideally, when test coordinators train test administrators). 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).
2. Test administrators will need **computers** to complete tasks in the TA Interface during test sessions (separate from the student testing devices).
3. 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 Accommodations Requiring Dual Screen Setup section).
4. **Cell phones** may be used by test administrators for test administration-related purposes such as communicating with the test coordinator or school administration. At no time should test administrators be using cell phones for any purpose unrelated to testing, or in any way that violates test security, or in any way that distracts them from focusing their full attention on the testing room.

Materials REQUIRED for Student Use

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

1. a device for testing that meets technical specifications
2. scratch paper
   a. 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.
   b. Test administrators are responsible for collecting all used scratch paper to be securely destroyed (e.g., shredded) after test administration by the test coordinator.
   c. Schools may reuse scratch paper if the paper is completely blank.
   d. Scratch paper that has been written on during Session 1 may not be used in Session 2; students will need new paper.
3. a writing instrument for use on the scratch paper
4. student testing tickets
   a. 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.
   b. Prior to the day of testing, test coordinators must print out student testing tickets (see Printing Student Testing Tickets section for guidance) and prepare them for distribution using internal tracking forms following the instructions in Internal Tracking Forms section.
   c. 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.
   d. 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.

Tools Embedded in the Computer-Based Test for Students

1. 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 and any Grade 8 or Grade 11 student may use a five-function, scientific, or graphing calculator.
2. 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.

Materials PERMITTED for Student Use

Students may use the following materials during testing:

1. pens, pencils, highlighters, and colored pencils for use on scratch paper
2. 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).
3. computer mice
4. styluses for touch-screen devices, if used in regular instruction
5. headphones for students with disabilities using the text-to-speech or line reader accommodation
6. printed copies of authorized bilingual word-to-word dictionaries and glossaries for current and former EL students (see Appendix A in the TAM).

Materials PROHIBITED During Testing

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. Materials listed in section 1 below are not permitted at any time during test sessions, and materials listed in section 2 may only be provided after a student has turned in his or her test materials. None of the materials in section 1 or 2 are permitted while a student has his or her test materials.

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 turns in his or her test materials, during a break, or during the transition to a test completion area:
   a. cell phones and other electronic devices, including but not limited to any device that provides access to the Internet or has a camera (see section 3 for examples of prohibited devices)
   b. English-language dictionaries or thesauruses
   c. encyclopedias
   d. 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
   e. accommodation materials unless specified by a student's approved IEP or 504 plan (e.g., graphic organizers)
   f. handheld rulers (the only rulers that students may need are included in the student testing platform)
2. **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 (i.e., test submitted), and at the test coordinator's discretion:

    a. books

    b. textbooks for subjects other than science

    c. notebooks or other notes, as well as flags or sticky notes, for subjects other than science

3. **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 turns in his or her 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 either to read the script instructing students before each test session to turn off their cell phones and other electronic devices and place them in their backpacks, or to follow another procedure to ensure that students do not have access to cell phones or other electronic devices. See Participate in Test Security and Test Administration Training section for more information about the Test Administrators' Training. The following are prohibited during a test session:

    a. cell phones

    b. any computer or electronic tablet other than the one being used for testing

    c. any device that provides access to the Internet other than the one being used for testing (such as certain calculators and fitness trackers)

    d. other electronic devices, such as smart watches, e-book readers, game consoles, or calculators except as noted under permitted materials

    e. instructional support devices, such as electronic dictionaries, editing devices (e.g., spelling or grammar checkers), or pocket translators

    f. music players of any kind for individual student or whole class use

    g. any kind of earphones or headphones (other than noise blocking headphones or those for students with disabilities using the text-to-speech accommodation)

    h. any device capable of taking photographs

Scheduling Test Sessions

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. 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 provided 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, but may choose to administer tests on the same day (e.g., Session 1 in the morning, Session 2 after lunch; or Session 2 immediately following Session 1 after a 10-minute break). If administering both sessions on the same day, schools are advised to consider the possibility of any students needing extended time for Session 1 needing to therefore make up Session 2 on another day if the two sessions are scheduled closely together.

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

Each session contains two segments, which include two disciplines each (one is 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.

The test delivery system now requires students to submit their answers after session 1, to clearly indicate they are completed with the first session. They will also 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, as long as 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, the student should bring his or her testing device to a test completion location (the device must be logged out of the Student Interface before being transported).

Schools that choose to administer both sessions on the same day are advised that this adds a layer of logistical complexity since any student who has not completed Session 1 by the time that his or her class begins Session 2 must finish and submit his or her answers for Session 1 before starting 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 a student becomes ill during a test session and cannot continue testing, or if the student experienced a technology failure such that they cannot finish testing that day, he or she 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.

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 a student with a maximum of 15 additional minutes to review and complete his or her work, provided that:

- the student requests the additional time him- or herself;
- transportation is arranged if necessary (e.g., the school bus is held for the student, the student's parent/guardian 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 (including illness or other medical condition) must be scheduled for make-up testing as soon as they return to school. If a student is absent for a session of a test, he or she should take the remaining session of the test according to the school's administration schedule and take the missed session 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 cover of this TCM for dates). Please call RIDE regarding exceptional circumstances related to make-up testing.

However, for scheduling purposes it is important to note that if any student starts their test near the end of the testing window, the student must finish before the administration window officially closes. The assessment itself will end (lock) automatically on the last day of the scheduled administration window, even if students have not finished.

Breaks and Lunch

Extended breaks, including recess, may not be scheduled in the middle of a test session. RIDE recommends that students be provided snacks, drinks, and the opportunity to use the restroom before the beginning of the test session. However, students are permitted to use the restroom one student at a time during the test session. **Students must be supervised at all times between the testing room and the restroom.** 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, test materials must be secured, and students must be escorted to the lunchroom, instructed that they may not discuss the test and that they still may not access any prohibited materials, sufficiently monitored to prevent discussion of test questions during the entire lunch period, and escorted back to the testing location. RIDE recommends signing students out of the Student Interface during a lunch break.

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 administrator's discretion in the event the test administrator feels it could benefit the students. To maintain the security of the test, test administrators should follow the instructions and recommended script in the Administering the RI NGSA section in the TAM.

Concurrent Administration Requirement

Test sessions must be scheduled in such a way that all students taking that test in the same school are tested as close together as possible (with the exception of make-up sessions). Schools are expected to schedule most students for the first administration of a test session; if space or device constraints require additional test sessions, they 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 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 he or she 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 Using the Test Delivery System and Basic Technology for guidance). If a student experiences a technology failure and cannot finish the session that day, the school may allow the student to complete the session on 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 a classroom or more, should be immediately reported to AIR. 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 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.

Establishing Appropriate Testing Spaces and Conditions

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.

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 environment. School Test Coordinators must provide guidance to TAs about transitioning students for additional time.

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 (see Tasks to Complete One or Two Days Before Test Administration section).

Seating Arrangements

Test coordinators must ensure that each student assigned to the testing space will have adequate work space and be sufficiently separated from other students to support a secure testing environment 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.
- Arrange monitors back-to-back.
- Seat students back-to-back.
- Seat students in a wide semi-circle with all the students facing into the center of the circle.
- Seat students in every other row.
- Avoid the use of large, open areas (e.g., cafeterias).
- 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 the sides of monitors to create a barrier
- partitions between students sitting at the same long lab table

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

Note that using physical barriers to shield students from each other can also shield them from test administrators, making it more difficult to see what students are doing (e.g., using notes or a cell phone).

Thus, it is especially important that test administrators circulate frequently throughout the room and monitor what students are doing when physical barriers are used.

Assigning Grouping and Testing Spaces

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.

Additional Preparations

- Ensure all devices to be used for testing are charged prior to each test session and that sufficient power cords, power strips, external keyboards for tablets, and headphones for students using the text-to-speech accommodation, and extra testing devices (if needed) are available and in working order.
- Be sure that all students' testing devices have the AIR Secure Browser installed (see Appendix C of the TAM).
- Be sure to assign computers to test administrators to complete tasks in the Test Administrator Interface.

Preparing the Test Administration Team

Qualified Test Administrators

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

To the extent possible, test administrators should be licensed classroom teachers working in the school. When necessary, other education professionals (such as administrators) employed by the school or district may be authorized to serve as test administrators.

To assist in maintaining security, RIDE recommends that whenever possible, test coordinators assign two test administrators per testing space. It can be especially useful for two test administrators to be present, so that one test administrator has the primary responsibility of actively monitoring the room, and the other has the

primary responsibility of completing tasks in the TDS, as well as assisting with monitoring. Another recommendation is to assign test administrators to students other than their own.

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

Technology Staff

The test coordinator should authorize technology staff to assist with set-up and troubleshooting. Technology staff must prepare student testing devices as well as computers for test administrators by ensuring they meet the System Requirements and (for student devices) installing the AIR Secure Browser.

Tablets and Chromebooks should be configured for testing before you provide them to students.

- To configure iOS devices, tap the **AIRSecureTest** secure browser icon.
- To configure Android tables, tap the **AIRSecureTest** secure browser icon. If the secure browser keyboard is not selected, follow the prompts on the screen. When the secure browser keyboard is selected, the secure browser app opens.
- To configure Chromebooks, from the **Apps** link on the Chrome OS login screen, select **AIRSecureTest** secure browser.

For more information, see the Technology Setup Guidance resource section on the RI NGSA Portal and in Appendix D of the TAM.

Other School Personnel

The test coordinator may want to authorize other school personnel to assist him or her with the distribution and return of secure test materials.

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

Anyone authorized to have access to secure test materials must be employed by the school or district.

Once test administrators and other school personnel are authorized, test coordinators must train them in test security requirements as well as the logistics that will be followed at the school, including how to contact the principal or test coordinator during testing if necessary.

Training Test Administrators, Technology Staff, and Other School Personnel

Training in Test Security 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. Test coordinators also need to meet with the technology coordinator to discuss topics listed in this section and in Test Security section.

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

- Describe the test security requirements contained in Test Security section of this manual and the TAM
- Confirm that all involved school personnel understand those requirements
- Describe local procedures for meeting test security and administration protocols
- Provide an orientation to the major tasks that will be completed during test administration
- 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 (Also instruct test administrators on the use of new accessibility features that students may use that may affect their testing space.)
- whether students will be provided with approved printed reference sheets (i.e., periodic table from the portal for grades 8 and 11) as well as handheld calculators, in addition to the versions available in the student testing platform

- 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 school administration 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
- whether students who finish early may be dismissed or must wait until the end of the scheduled session

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.

RIDE has outlined major topics for the test administrator training session in a slide presentation posted at www.ride.ri.gov/TC. Test coordinators are expected to cover the topics in the slides.

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 of these activities can be found in Appendix B, but schools may develop two separate forms instead.

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

Using the Test Delivery System and Basic Technology

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:

- Receive and activate a NGSA TIDE account. *Note that the NGSA TIDE is not the same as the TIDE for PSAT10 and SAT School Day.*
- Complete the TA Certification course on the RI NGSA Portal and provide a digital or print copy of the confirmation page for the test administrator's records and the school's records

All online testing systems used for RI NGSA administration are available on the [RI NGSA Portal](#). The list of online systems includes the Secure Browser, Test Administrator (TA) Interface, and NGSA TIDE.

Preparing Students for Testing

RIDE recommends that the test coordinator and test administrators implement a plan to inform students of RI NGSA testing policies and procedures, as well as an opportunity to take the practice test to familiarize them with the testing platform and item types.

General Meeting with Students

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

- **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.
- **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.
- **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.
- **Resources available during testing:** Students will have scratch paper available to them. Students may use calculators and reference sheets, but they may not bring in additional reference sheets, notes, or study guides, with the exception of approved materials for students with disabilities using certain accommodations.
- **Testing irregularities and invalidations:** Student test results may be invalidated if they engage in any of the following activities during a test session (including after turning in their test materials, during a break, or during the transition to a test completion area):
    - duplicating any portion of secure test content
    - accessing prohibited materials such as cell phones or other electronic devices for any purpose, including accessing the Internet for any purpose other than accessing the secure browser
    - communicating with other students (e.g., talking, whispering, writing notes)
    - looking at any other student's computer screen
    - consulting notes, books, or instructional materials during testing

To avoid testing irregularities, students may bring a book to read if they finish a test session early. Students should be informed of the options they have for appropriate activities after testing.

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:

- They will be participating in tests that they may find difficult because they are still learning English. Students should answer as many questions as they can and should let their test administrator know when they can no longer complete the test.
- The purpose of having them participate is to establish a starting point from which their progress over time can be measured, and because they are required to participate.
- 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.

Meeting with Parents/Guardians

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

- the ways that the school will prepare their child for testing
- how parents/guardians can support their child
- the days that their child will be testing
- participation requirements and guidelines
- test security requirements and materials their child will not be permitted to have during testing (e.g., students will not be permitted to contact parents/guardians via cell phone during test sessions, even after turning in their materials)

Suggested methods for sharing information include holding an open house or including information in regular parent newsletters.

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 or through the RI Secure Browser. A student can log in as a guest, or, if they exist 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. See the *Student Interface Guide to the Test Delivery System* for more information.

Content and Item Types

The operational RI NGSA consists of a variety of item types, which students can get used to through the practice test. Some items are organized in item clusters de-signed 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 phenome-non 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. Item type tutorials are available on the RI NGSA Portal. Item types are also described in the *Student Interface Guide to the Test Delivery System*.

Section IV. Prior to Test Administration

Use the checklist in Appendix B to track responsibilities leading up to, during, and after RI NGSA testing during suggested timeframes. Some of the tasks in the checklist are described in other documents (as linked in the checklist), but most are described below and in the following two sections (During Test Administration, After Testing).

Ongoing/Tasks to Complete Beginning in Fall

1. Familiarize yourself with resources posted at www.ride.ri.gov/NGSA and on the RI NGSA Portal.
2. Provide RIDE with the 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. Update student enrollment information (district, school, grade) in eRIDE and NGSA TIDE. Since data from eRIDE and NGSA TIDE are used for RI NGSA reporting, it is critical that student information in eRIDE be accurate.
   a. District-level eRIDE contacts submit data for the entire district; call your district's Data Manager to confirm the accuracy of your school's data being submitted to eRIDE.
   b. SASIDs are required as part of the Student Registration/Personal Needs Profile (SR/PNP) process. If you do not have a student's SASID (e.g., a student new to Rhode Island), Data Managers should request a SASID through the SASID Administration Application in eRIDE. Call your district eRIDE Data Manager with questions on assigning SASIDs.
   c. Homeschool students participating in RI NGSA must have a SASID in order to be registered, participate, and receive results. Please also ensure they are properly coded in the enrollment census so they are not included in your school for accountability purposes.

Tasks to Complete BEFORE Test Administration – Winter

1. Meet with the technology coordinator and establish a plan to ensure that the steps below are completed:
   a. Review the technology specifications and prepare the school's infrastructure.
   b. Prepare a sufficient number of devices for test administrators and students, including back-up devices that can be used if needed, external keyboards for tablets, and headphones for students using text-to-speech, and ensure all are in working order. Ensure that devices will be charged, and also ensure the following are available: power cords, power strips, extra batteries.
   c. Ensure the secure browser is available on each student testing device.
2. Participate in one of RIDE's training sessions on RI NGSA test security and test administration protocols. New test coordinators are expected to participate in the session. More information about training sessions can be found at www.ride.ri.gov/Assessment-Training.

3. Complete the Student Registration/Personal Needs Profile (SR/PNP) process. See www.ride.ri.gov/Accommodations for more information.
4. Familiarize yourself with the online testing systems used for RI NGSA administration, all available on the RI NGSA Portal:
    a. The **AIR Secure Browser** is the software students need to take the RI NGSA; it is how they will access the Student Interface for testing. The AIR 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. Learn more about the student testing experience through the *Student Interface Guide to the Test Delivery System.*
    b. 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, allows users to monitor overall testing progress, and can be used to file appeals. 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 and a NGSA TIDE User Guide is available in the resources section of the RI NGSA Portal. *Note that the NGSA TIDE is not the same as the TIDE for PSAT10 and SAT School Day.*
    c. 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. 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 – Late Winter / Early Spring

1. Review the RI NGSA Test Security Requirements (see Test Security section) and develop a test security plan for your school that will assist you in preventing issues, and if necessary, detecting incidents and determining actions.
    a. Establish procedures for storing and 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:
        i. Establish a tracking system and develop local procedures to ensure that the chain of custody of secure testing materials is maintained and that students are provided with required materials for testing.
        ii. Designate a central locked are for storage of secure testing materials such as testing tickets and used scratch paper.

b. Develop procedures so that students may not access prohibited materials (such as cell phones, see list of prohibited materials), including during the transition to a test completion room, and 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.

c. Begin planning for the number of staff who will need to be involved in test administration, so that there will be appropriate coverage (e.g., monitors for hallways and restrooms, test administrators, substitute test administrators, test administrators for accommodated groups).

d. Develop a training plan for staff who will be involved in test administration and develop a communication plan for students and parents/guardians to inform them about prohibited items during testing as well as the consequences for bringing them.

2. Identify all students who will be participating in each grade's tests. Also, assign accessibility features and accommodations. See Student Participation section for information about student participation requirements. See the *Accommodations and Accessibility Features Manual* for information on assigning accessibility features and accommodations.

3. Identify the individuals who will serve as test administrators and other school personnel who will have access to secure materials (see Test Administration Roles and Responsibilities section).

4. Receive and activate a NGSA TIDE account and ensure all Test Administrators have accounts in NGSA TIDE (the NGSA TIDE login is also their login for the TA Interface). Assign and update user roles as needed, including throughout the testing window. See the *NGSA TIDE User Guide* posted on the RI NGSA Portal for more information.

5. Establish the school's test administration schedule and ensure that tests are scheduled during the prescribed testing window and in the prescribed order (see Scheduling Test Sessions section).

6. Communicate the school's testing schedule and general policies to the school community (e.g., educators, parents/guardians, students), 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.

7. Prepare the room assignments for students and test administrators.

a. Identify adequate testing spaces, and plan strategies to maintain security in each testing space (see Preparing Students for Testing section).

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

8. Prepare students for RI NGSA: meet with students (see Preparing Students for Testing section), and administer the student practice test (see Practice Test section).

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 the SR/PNP is updated with any changes and that student enrollment data is up-to-date and correct in eRIDE and in NGSA TIDE.

2. Assign 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. School Test Coordinators and Test Administrators should verify that all students have accurate test settings in NGSA TIDE, including accessibility features and accommodations (embedded and non-embedded) prior to testing. The test settings are uploaded in NGSA TIDE (refer to the *NGSA TIDE User Guide*).

   a. District Administrators and School Test Coordinators can add, delete, or change embedded and non-embedded accommodations in NGSA TIDE for students who require them.

   b. Test Administrators may view student information; however, Test Administrators cannot add, upload, or modify test settings in NGSA TIDE.

   c. Within the TA Interface, a Test Administrator can turn off accessibility features not in NGSA TIDE prior to the start of 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 and may result in the need for a test reset appeal.

   d. The following special test forms are available:

      i. Online Braille, large print, and English/Spanish language versions of the RI NGSA are available. Students requiring an online Braille, large print, or English/Spanish version of the RI NGSA should be assigned the embedded accommodation in NGSA TIDE.

      ii. Paper tests are available in standard print, Braille, and large print for students with these accommodations in their IEP or 504 plan. Orders for paper tests can be placed by District Administrators in NGSA TIDE.

3. Decide if the school will be assigning students to rosters and creating rosters in NGSA TIDE as needed.

Tasks to Complete Two Weeks Before the Testing Window Begins

1. Distribute manuals / test security requirements:
   a. 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.
   b. 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.
2. Train all school personnel authorized to have access to secure test materials in test security requirements, including test administrators, hall monitors, and technology staff, in test security requirements and the school's procedures for implementation (see topics in Training Test Administrators, Technology Staff, and Other School Personnel section).
   a. 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).
   b. 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.
   c. Ensure TAs have completed the TA Certification course at https://ta-cert.airast.org/rhodeisland/ and collect digital or print copies of confirmation pages.
3. Print out extra copies of the Administering the RI NGSA section of the TAM (and any updates to the script) to have on hand if needed.
4. Ask your district Data Manager to update eRIDE if students were added to or removed from your school's enrollment up to and throughout the testing window.
5. Prepare to provide accessibility features and accommodations for testing and confirm that test administrators understand the specific accommodations they will be providing. RIDE recommends that schools prepare a list or spreadsheet that relevant staff can refer to, including students' names, grade level, test administrator name, testing location, and accessibility features and accommodations (accommodation number and a brief description). See the *Accommodations and Accessibility Features Manual* for more information about assigning accommodations.

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

1. Verify that test administrators have covered or removed from the walls 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 steps in Tasks to Complete Before Test Administration (Winter) section and that all devices have been prepared for testing.

    a. Ensure sufficient accessories (external keyboards for tablets, headphones for students with the text-to-speech accommodations), power cords, and power strips are available, as well as extra testing devices if needed.

    b. Ensure that all students' testing devices have the AIR Secure Browser installed.

    c. Assign computers to test administrators so they can complete tasks in NGSA TIDE and on the day of testing access the Test Administrator Interface.

3. Prepare materials for testing:

    a. 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*.

    b. 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.

    c. Ensure that a sufficient supply of scratch paper will be available for all students, and #2 pencils for students who need them.

    d. Prepare materials for accommodations (see *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).

    e. 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).

    f. 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.

4. Review the Administering the RI NGSA section of the TAM in case test administrators have questions.

Section V. During Test Administration

Tasks to Complete During Test Administration

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 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 Internal Tracking Forms section).

2. Monitor your school's test administration by conducting the following tasks:
   a. Enforce test security requirements.
   b. Ensure that your school's document tracking system is used each time that test materials are moved.
   c. Continue to update user roles for test administrators throughout the testing window as needed.

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). Also refer to the following section about the Appeal Process for information on when that may be applicable.
   a. **Steps if a school is closed or has a delayed opening due to severe weather:** On the day the school reopens, administer the test session scheduled for that day and make up the missed session later. When severe weather forces a delayed opening on a scheduled test administration date, the test coordinator may proceed with the test administration after students arrive, if this is possible.
   b. **Steps for test administration interruptions (e.g., power failures):** The 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 401-222-8413.
   c. **Steps for make-up testing for students who are absent:** Students who are absent on the scheduled testing date for their grade for any reason (including illness or other medical condition) must be scheduled for make-up testing as soon as they return to school. If a student is absent for Session 1, he or she 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 front cover for dates). Please call RIDE at 401-222-8413 regarding exceptional circumstances related to make-up testing. 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.

4. Securely store testing materials between sessions (unless sessions will be administered back-to-back after a 10 minute break) 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. At the end of each test session, test administrators should collect student testing tickets.

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

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

7. After test sessions are completed, verify that ALL secure materials have been returned to you. Use your document tracking system to verify that test administrators have returned all secure materials to you. RIDE 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.

Appeal Process

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:

- Invalidating a test eliminates the test opportunity, and students have no further opportunities for the test.
- Resetting a test allows students to restart a test opportunity (removing all responses on the test) or allows the data entry operator to restart the data entry process.
- Re-opening a test allows students to return to their assessment, modify their answers, and resubmit the test.
- Restoring a test that was reset reverses a reset, restoring students' responses to what they were before the reset was processed.

Only District Administrators and School Test Coordinators may create appeals in NGSA TIDE. If a Test Administrator feels an appeal is needed, they should work with their School Test Coordinator to submit relevant appeals in NGSA TIDE. All appeals require approval from the Rhode Island Department of Education and will be reviewed as soon as possible after the appeal is received. For more information on Appeals, please see the *NGSA TIDE User Guide* on the RI NGSA Portal.

Section VI. After Testing

Tasks to Complete After Test Administration

1. Ask the district Data Manager to update eRIDE if students were added to or removed from your school's enrollment during the testing window.
2. Complete the Principal Certification of Proper Test Administration found in Appendix A by the date on the form. The principal (not a designee) must complete a PCPA form; however, if you are an interim principal or a co-principal, write "interim" or "co-principal" after your name in the signature box. Email the form to assessment@ride.ri.gov (maintain a copy for your school files).
3. Retain the following materials in your school files for three years:
    a. Tracking materials: printout(s) of PCPA, Test Materials Internal Tracking Forms
    b. Materials related to accommodations: Approved Request for Permission to Test a Student in an Alternate Setting forms (and Approval for a Request for Permission to Test a Student in an Alternate Setting forms), if applicable; Completed Student Accommodation Refusal forms, if applicable; Accommodations lists/spreadsheets, if applicable
    c. Test administration training records: agendas, sign-in sheets, and any other relevant documentation for the Test Administrators' Training and the training session for other authorized school personnel to demonstrate that they have been trained and received TAMs and test security requirements
    d. Test administration records: test administrators and their students for each session (including make-up and test completion sessions); documentation for absences due to medical reasons, if applicable; documentation for students who were removed from or added to the school's enrollment during the testing window
4. Test coordinator and test administrator manuals may be retained if unmarked for next year's administration (particularly if in binders where pages can be replaced).
5. Securely destroy (e.g., by shredding) the materials listed below and indicate on the internal tracking form that this has been done:
    a. Scratch paper used by students
    b. Student testing tickets
    c. Accommodations materials (including printed test items, embossed Braille printouts, etc.)
    d. Any additional rosters or reports with student information
    e. Any manuals or pages from manuals on which secure information was written
6. Ensure test administrators have submitted student responses whose accommodations required standard paper, large print, and Braille paper tests in the Data Entry Interface (DEI). Instructions for using the DEI and for returning materials are available in Appendix C.

Destruction of Printed Test Materials and Scratch Paper

Secure printed and paper test materials must be securely destroyed (shredded) immediately by the School Test Coordinator following test sessions and may not be retained from one test session to the next. This includes test tickets, used scratch paper, and accommodations materials (including printed test items, embossed Braille printouts, etc.). For students whose accommodations require paper tests, their responses should be submitted in the Data Entry Interface (DEI) prior to returning any materials – see Appendix C for instructions.

If a student is assigned the print-on-demand accommodation, print requests must be approved and processed by the Test Administrator in the TA Interface during test administration. The Test Administrator must ensure that the printer is monitored for each item, and materials for each item must be securely destroyed after the student has completed the test session. Do not keep printed test items or scratch paper for future test sessions.

⚠️ **Alert:** Federal law – the Family Educational Rights and Privacy Act (FERPA) – prohibits the release of any student's personally identifiable information. Any printed materials must be securely stored and then destroyed.

Participation Reports

A student counts as a participant if, at minimum, the student answers one question of the RI NGSA online assessment.

Test Administrators, School Test Coordinators, and District Administrators can see how many students completed the RI NGSA in a given school using the **Monitoring Test Progress** function in NGSA TIDE (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 *NGSA TIDE User Guide* and in the TAM.

Score Reporting

The RI NGSA is now an operational test. Standards for four achievement levels were set in the summer of 2019 by a committee of Rhode Island and Vermont educators. Results for RI NGSA will be reported in the aggregate form at the state, district, and school levels. Students will receive individual score reports with information about their performance. See www.ride.ri.gov/Assessment-Results for more information about reporting.

Appendix A. Test Security Forms

This appendix contains printable certification and reporting forms relating to test administration and test security. The forms will be updated from year to year.

- Test Security Agreement
- Test Irregularity Form
- Principal Certification of Proper Test Administration

2020 RI Next Generation Science Assessment (RI NGSA)
Test Security Agreement

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.

Sign and submit this form to your School Test Coordinator prior to testing. This signed agreement must be maintained by the school at least three years.

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 with limited access when they are not in use.
- I will follow all security policies and test administration protocols described in this TCM and the Rhode Island 2019 Test Coordinator Handbook.

For all Staff Involved in Assessment Administration (School Test Coordinators, Technology Coordinators, TA, Proctors)

- 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 or the test.
- I will promptly report any testing irregularities or concerns.
- I will follow the procedures as specified in this TCM, Test Administrator Manual (TAM), and Accommodations and Accessibility Features Manual regarding the disposition of all test materials.

For Test Administrators and Proctors

- I will complete training necessary to understand test security and administration policies and procedures, 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 so that inappropriate visual aids are removed or covered before testing.
- I will supervise the students at all times and focus my full attention on the testing environment, and

- o Not allow students to talk, pass notes, or communicate with each other in any way during testing.
  - o Not allow students to access cell phones or other unapproved electronic devices during testing.
  - o Not allow students to access notes, books, or any instructional materials during testing.
  - o Ensure that students provide answers that are strictly their own and do not participate in any form of cheating.
  - o 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 secure test materials, including scratch paper and testing tickets, 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.

Role: ☐ School Test Coordinator   ☐ Technology Coordinator   ☐ Test Administrator

☐ Proctor   ☐ Other

First Name: _____   **Last Name:** _____

Signature: _____   **Date:** _____

2020 RI NGSA State Assessment
Form to Report a Testing Irregularity or Security Breach

Instructions for the School Test Coordinator or LEA Test Coordinator:

1. Call to report a testing irregularity or security breach immediately. A School Test Coordinator must call their LEA Test Coordinator. The LEA Test Coordinator then contacts RIDE.
2. Complete this form, if instructed to do so by your LEA Test Coordinator or RIDE contact.
3. The School Test Coordinator must submit this form to the LEA Test Coordinator within five school days. The LEA Test Coordinator then submits the form to RIDE. **Please fax to RIDE at 401-222-3605**.
4. Maintain a copy (electronic or physical) of the submitted form for your school files for three years.

LEA/District Name:	
School Name:	
Contact Name:	
Role:	
Contact Phone and Extension:	

Test Administration Grade:	Content Area: **Science**
Date of Incident:	
Test Administrator's Name:	
Student Name:	
Student ID Number:	Date of Birth:
Detailed Description of Incident, Investigation Steps Taken, and Actions Taken by Staff to Resolve:	

2020 RI NGSA State Assessment
Principal Certification of Proper Test Administration (PCPA) Statements

Note: *Only the principal may complete this section of the PCPA. This section may NOT be completed by a designee. If you are signing as an interim principal or co-principal, please indicate this by writing "interim" or "co-principal" after your name in the signature.*

Please print this form and sign it no later than two weeks after testing is completed.
Retain this form in your school's files for three years.

I certify that the information provided on this form is correct to the best of my knowledge.

I, as principal, certify that the Rhode Island 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 Administrator Manual* posted at www.ride.ri.gov/Assessment-Manuals.

_____   _____

Principal Name (printed)   School Name

_____   _____

Principal's Signature   Date

Appendix B. Additional Materials for Test Administration

This appendix contains the following:

- 2020 Test Coordinator Checklist of Tasks
- 2020 Materials Tracking Form
- 2020 Confirmation of Training Participation and Receipt of Test Administrator Manual (TAM) and Test Security Requirements Form
- Seating Chart Diagrams
- "RI NGSA Testing – Do Not Disturb" Sign

2020 RI NGSA State Assessment
Test Coordinator Checklist of Tasks

Use the following checklist of tasks to keep track of responsibilities during RI NGSA testing during suggested timelines. Some of the tasks in the checklist are described in other documents, but most are described in Section IV, Section V, and Section VI of this TCM.

You may use the "Completed?" column to check off when each task has been completed; you may also want to use this column to write in the names of staff who will be helping with each of the tasks.

Step Number	Task Overview	Completed?
Ongoing / Tasks to Complete Beginning in Fall 2019		
1	Familiarize yourself with resources posted at www.ride.ri.gov/NGSA and on the RI NGSA Portal.	☐
2	Provide RIDE with contact information	☐
3	Update student information in eRIDE including, enrollment, special education census, and EL census.	☐
Tasks to Complete BEFORE Test Administration – Winter 2020		
1	Meet with the technology coordinator to establish a plan for ensuring site and technology readiness for online testing.	☐
2	Participate in RIDE training on test security and administration protocols.	☐
3	Complete the Student Registration/Personal Needs Profile (SR/PNP) process. See www.ride.ri.gov/Accommodations for more information.	☐
4	Familiarize yourself with the online testing systems used for RI NGSA administration, all available on the RI NGSA Portal.	☐
Tasks to Complete BEFORE Test Administration – Late Winter / Early Spring 2020		
1	Review the RI NGSA Test Security Requirements and develop a test security plan.	☐
2	Identify all students who will be participating in each grade's tests and assign accessibility features and accommodations.	☐
3	Identify test administrators and other school personnel who will have access to secure materials.	☐
4	Receive and activate a NGSA TIDE account and ensure all test administrators have accounts and appropriate roles.	☐
5	Establish the school's testing schedule.	☐
6	Communicate the school's testing schedule and general policies to the school community, including parents/guardians.	☐
7	Prepare the room assignments for students and test administrators.	☐
8	Prepare students for the RI NGSA: meet with students, administer the student practice test.	☐
Tasks to Complete *At Least* Two Weeks Before the Testing Window Begins		
1	Verify student enrollment information is correct for all students.	☐
2	Assign student test settings for accessibility features and accommodations.	☐
3	Decide if the school will be assigning students to rosters, and creating rosters in NGSA TIDE as needed.	☐
Tasks to Complete Two Weeks Before the Testing Window Begins		

Step Number	Task Overview	Completed?
1	Distribute manuals / test security requirements.	☐
2	Train all school personnel authorized to have access to secure test materials in test security requirements.	☐
3	Print out extra copies of the Administering the RI NGSA section of the TAM (and any updates to the script) to have on hand if needed.	☐
4	Ask your district data manager to update eRIDE if students were added or removed from your school's enrollment up to and throughout the testing window.	☐
5	Prepare to provide accessibility features and accommodations for testing. Confirm that test administrators understand the specific accommodations they will be providing.	☐
Tasks to Complete One or Two Days Before Testing at Your School		
1	Verify that test administrators have covered or removed prohibited materials from the walls of all testing rooms.	☐
2	Confirm with the technology coordinator that all devices have been prepared for testing and that all technology set-up and assignments have been completed.	☐
3	Prepare materials for testing: student testing tickets, scratch paper and #2 pencils, accommodations materials (as needed), "do not disturb" signs for testing room doors, (grades 8 and 11 only) approved periodic table reference sheets.	☐
4	Review the Administering the RI NGSA section of the TAM in case test administrators have questions.	☐
Tasks to Complete DURING Test Administration		
1	Using your document tracking system, distribute materials needed for testing.	☐
2	Monitor test administration.	☐
3	Manage situations that may occur during testing.	☐
4	Securely store materials for testing.	☐
5	Maintain/update the record of test administrators and their students for each test session.	☐
6	Collect lists of students who were absent/not tested from test administrators and schedule students for make-up testing. Confirm that all students participated.	☐
7	When test sessions are completed, verify that all secure materials have been returned.	☐
Tasks to Complete AFTER Test Administration		
1	Ask the district data manager to update eRIDE if students were added to or removed from your school's enrollment during the testing window.	☐
2	Complete the Principal Certification of Proper Test Administration found in Appendix A.	☐
3	Plan to retain materials listed in the TCM for three years.	☐
4	If desired, store unmarked test coordinator and test administrator manuals for next year's administration (particularly if in binders where pages can be replaced).	☐
5	Securely destroy (e.g., by shredding) the materials listed in the TCM.	☐
6	Ensure that test administrators have submitted student responses whose accommodations required standard paper, large print, and Braille paper tests in the Data Entry Interface (DEI). Instructions for using the DEI and returning materials are available in Appendix C of this TCM.	☐

RIDE Rhode Island Department of Education

2020 RI NGSA State Assessment
Test Materials Internal Tracking Form

Test coordinators must account for all RI NGSA test materials at all time. Use this form to track the distribution and return of all RI NGSA 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 Administrator's Signature:

_____   _____

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)	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 Administrator's Signature: Date:

_____   _____   _____

☐ Check this box to confirm that scratch paper has been securely destroyed at the school.

Retain this document in your school files for three years.

RIDE Rhode Island Department of Education

2020 RI NGSA State Assessment

Confirmation of Training Participation and
Receipt of Test Administrator Manual (TAM) and
Test Security Requirements

Test administrators must sign below to indicate they have attended their school's RI NGSA training session and have received a copy of the RI NGSA TAM.

Other school personnel who have access to secure materials must sign below to indicate they have attended their school's RI NGSA training session and have received a copy of the RI NGSA test security requirements in this manual.

Test coordinators should retain this document in their school files for three years.

Date of Training	Time	Printed Name of Individual	Individual's Role (e.g., Test Administrator, Test Coordinator, Hallway Monitor)	Signature of Individual *By signing below, I acknowledge that* 1. *I am documenting my attendance at my school's RI NGSA training session in proper test administration protocols and procedures.* 2. *I am receiving the RI NGSA TAM or the RI NGSA test security requirements. I will read and understand the protocols in it, and I will abide by the terms specified within.*

RI NGSA Seating Chart

Test Administrator Name: _____ Date: _____ Room #: _____ Grade: ____ Session: ____

Students Seated in Every Other Row
Add student names in the spaces provided.

Return the form to your principal, who will keep this signed form in the school files.
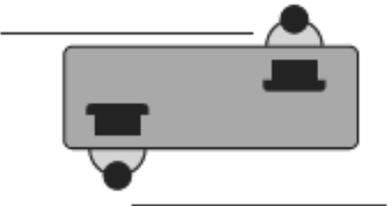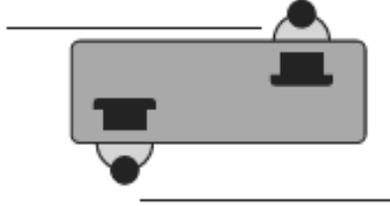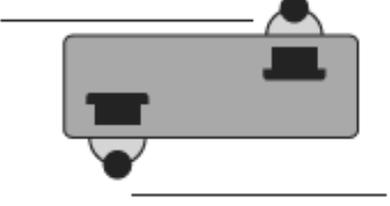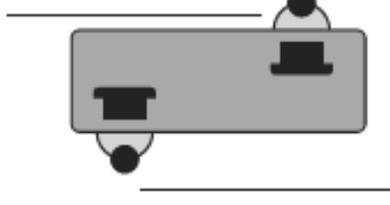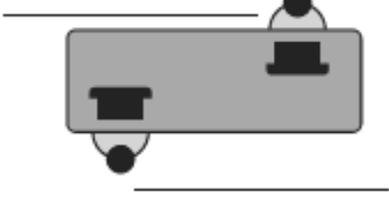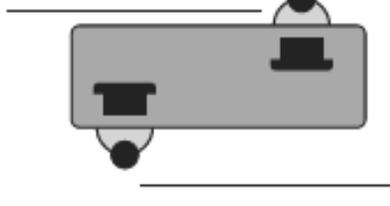Do not submit this form to RIDE or the testing contractor.

RI NGSA Seating Chart

Test Administrator Name: _____ Date: _____ Room #: _____ Grade: ____ Session: ____

Students Seated with Monitors Back-to-Back
Add student names in the spaces provided.

Return the form to your principal, who will keep this signed form in the school files.
Do not submit this form to RIDE or the testing contractor.

RI NGSA Seating Chart

Test Administrator Name: _____ Date: _____ Room #: _____ Grade: ____ Session: ____

Students Seated in a Semicircle
Add student names in the spaces provided.

Return the form to your principal, who will keep this signed form in the school files.
Do not submit this form to RIDE or the testing contractor.

RI NGSA Seating Chart

Test Administrator Name: _____ Date: _____ Room #: _____ Grade: ____ Session: ____

Students Seated at a Lab Table
Add student names in the spaces provided.
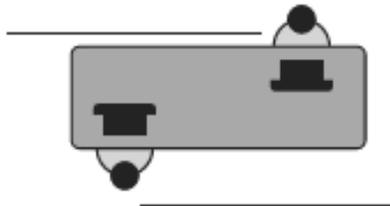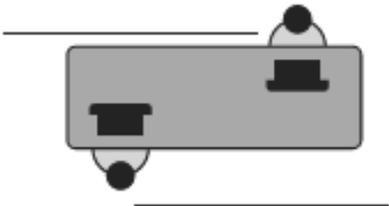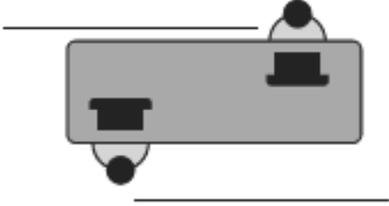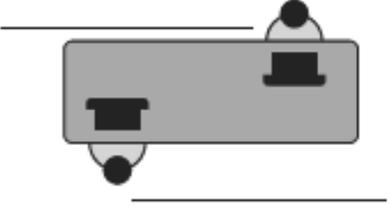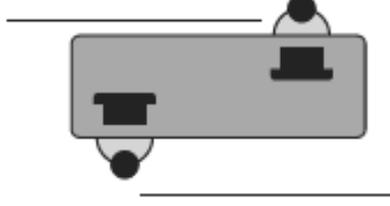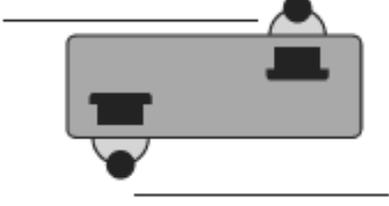
Return the form to your principal, who will keep this signed form in the school files.
Do not submit this form to RIDE or the testing contractor.

RI NGSA Seating Chart

Test Administrator Name: _____ Date: _____ Room #: _____ Grade: ____ Session: ____

PBT Students Seated in Every Other Row
Add student names in the spaces provided.

Return the form to your principal, who will keep this signed form in the school files.
Do not submit this form to RIDE or the testing contractor.

RI NGSA TESTING

DO NOT

DISTURB

Appendix C. Instructions for Paper Tests

These instructions are applicable ONLY for paper tests (standard paper, Braille, or large print).

RI NGSA paper tests are available only to students with paper test accommodations in their IEP or Section 504 plan.

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 to be eligible for the DEI test.
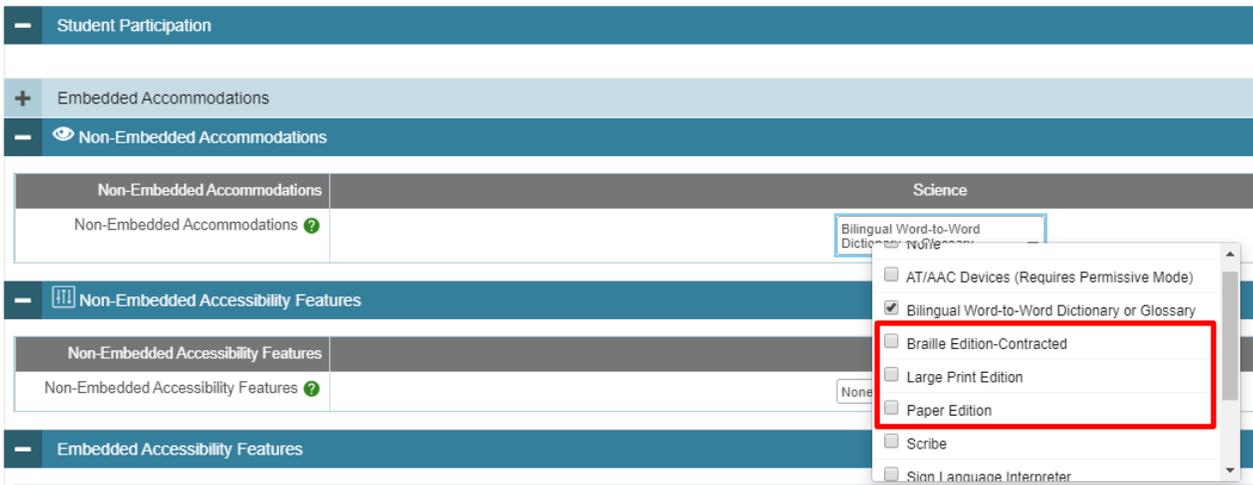
Enter Student Reponses into the Data Entry Interface (DEI)

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 all 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 booklets.

Upon completion of the test, the Test Administrator will collect all test booklets and record all student responses into the DEI. 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 populated in the DEI. All student responses must be entered into the DEI to be captured for scoring.

1. From the RI NGSA Portal, navigate to the **Test Administration Guidance**. 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. If a student provides an incomplete response, the transcription must match that incomplete response exactly.
- Transcriptions should be proofread by a second impartial party to confirm accuracy. For cases where students have provided a graphic in a response, two transcribers should collaborate to transfer the response.

The Test Administrator must provide written affirmation to the Test Coordinator that student responses have been completed on the student's test booklet and entered into the DEI with fidelity. Under no circumstances should a student's answer be altered or edited; to do so is a direct violation of test security.

For more detailed information concerning the DEI, consult the *How to Access the Data Entry Interface (DEI)* brochure available on the RI NGSA Portal.

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.

The District Administrator and School Test Coordinator maintain final responsibility for ensuring that all secure materials are packaged and ready for return.

Appendix D. Help Desk Information

For additional assistance in using TDS, contact the Rhode Island Next Generation Science Assessment Help Desk. The Help Desk will be open Monday–Friday from 7:00 a.m. to 6:00 p.m. ET (except holidays).

Rhode Island Next Generation Science Assessment Help Desk

Toll-Free Phone Support: 1-866-757-9437

Email Support: rihelpdesk@air.org

Please provide the Help Desk with a detailed description of your problem, as well as the following:

- Test Administrator name
- If the issue pertains to a student, provide the student's SSID and associated district or school. Do not provide the student's name
- If the issue pertains to a NGSA TIDE user, provide the user's full name and email address
- Any error messages and codes that appeared, if applicable
- Affected test ID and question number, if applicable
- Operating system and browser version information, including version numbers (for example, Windows 7 and Firefox 45 or Mac OS 10.10 and Safari 8)

Information about your network configuration, if known:

- Secure browser installation (to individual devices or network)
- Wired or wireless internet network setup