Rhode Island Next Generation Science Assessment (RI NGSA)

Test Administration Manual (TAM)

Grades 5, 8, and 11

Testing Schedule: May 14 – June 1, 2018

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

Rhode Island Next Generation Science Assessment

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Rhode Island Resources and Help Desk Information

RI NGSA Help Desk, open Monday-Friday 7:00am to 6:00pm

1-866-757-9437

rihelpdesk@air.org

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

1. Help is needed in preparing for online testing, such as downloading the Secure Browser.
2. The online testing environment is down or unavailable.
3. User accounts are unavailable or users are unable to administer tests.
4. Student information or test session is incorrect or missing.
5. Issues are present with loading student data or student settings into the Test Information Distribution Engine (TIDE).

When contacting the Help Desk, provide the following:

6. Type of device being used for the test
7. Any error messages that appeared (code and description)
8. Operating system and browser information
9. Network configuration information
10. Your contact information, including email address and telephone number
11. Any relevant and authorized student and school information, including the 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 Portal at http://ri.portal.airast.org.

Section I. General RI NGSA Information

In spring 2018, Rhode Island will administer the Rhode Island Next Generation Science Assessment Field Test (RI NGSA) in grades 5, 8, and 11. This science assessment will assess student's knowledge and skills on the Next Generation Science Standards (NGSS) assessments. These assessments are computer-based tests and will be administered using the American Institutes for Research (AIR) Test Delivery System (TDS). The development of the Rhode Island Next Generation Science Assessment is underway with input from science educators throughout Rhode Island and Vermont. Field testing of assessment items with students is a critical part of this process. Although no results from the Rhode Island Next Generation Science Assessment Field Test will be reported back to schools in 2018, the data and feedback gathered will be critical to the creation of the operational RI NGSA. Thank you for participating in this important endeavor to support the implementation of the Rhode Island Next Generation Science Assessment in our state.

Participation

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

Accessibility Features, Designated Supports, and Accommodations

The *Accessibility Features and Accommodations Manual* includes a list of the accessibility features, designated supports, and accommodations available to students for the RI NGSA as well as information about how to designate accommodations in the TIDE system prior to testing. The *Accessibility Features and Accommodations Manual* is available on the Portal under Test Administration Guidance at https://ri.portal.airast.org/resources/test-administration-guidance/ and at www.ride.ri.gov/ngsa.

The following special test forms are available:

- Online braille, large print, and stacked 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 the Test Information Distribution Engine (TIDE).

- 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 or School Test Coordinators using the paper test order form available in the RI NGSA Test Coordinator Manual (TCM) or on the RI NGSA Portal. The deadline for paper orders is Monday, May 21, 2018.

Technology and Online Systems

All online testing systems used for RI NGSA administration are available on the Rhode Island Next Generation Science Assessment Portal (http://ri.portal.airast.org/). The list of online systems includes the Secure Browser, Test Administrator (TA) Interface, and the Test Information Distribution Engine (TIDE).

- 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 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 at http://ri.portal.airast.org/secure-browsers.stml.

- The **Test Information Distribution Engine (TIDE)** supports Test Coordinators and Test Administrators throughout the testing process, from test preparation to test administration and post-administration tasks. 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 TIDE by District or School Test Coordinators prior to testing. TIDE is accessed through the RI NGSA Portal and a TIDE User Guide is available in the resources at https://ri.portal.airast.org/resources/test-administration-guidance/.

- 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 practice **TA Training Site** can both be accessed through TIDE. TAs must complete the **TA Certification** course to access the TA Interface.

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 at http://ri.portal.airast.org, 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 are available at the elementary school level and middle school level, and four sample item clusters are available at the high school level.

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 TIDE system, they can log in with their first name and student ID. Test Administrators may use the TA Practice Site to create test sessions and practice managing students online during the session.

Content and Item Types

The RI NGSA consists of a variety of new item types. Some items are organized in item clusters designed to engage the student in a grade-appropriate, meaningful scientific activity aligned to a specific NGSS performance expectation. Each item cluster begins with a real-world phenomenon and includes two or more items that require students to demonstrate science and engineering practices, disciplinary core ideas, and cross-cutting concepts described by the performance expectation. On average, each student will receive 6 item clusters and 12 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 at http://ri.portal.airast.org/item-type-tutorials/. Item types are also described in the RI NGSA Test Coordinator's Manual.

Calculators

The testing platform provides all students online access to a Desmos calculator at each grade. Grade 8 and 11 students also have access to the periodic table in the online test environment. 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 5th grade student may use a five-function calculator and any 8th or 11th grade student may use a five-function, scientific, or graphing calculator.

Testing Schedule

The testing window for the RI NGSA Field Test is **May 14 to June 1, 2018**.

The RI NGSA is comprised of two 60-minute sessions. 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. Test Administrators should work with School Test Coordinators to determine testing schedules.

- **Grades 5 and 8:** For grades 5 and 8, it is recommended to administer the RI NGSA in two days, with one 60 minute session each day. The Test Administrator may end the session early if all students in the testing room are finished testing. Any student may be given additional time in a secure testing environment if they need it. A student must finish the first session before the system allows them to begin the second session.

- **Grade 11:** For grade 11, schools may choose to administer the assessment in two days, with one 60 minute session each day, or in one extended period. If the RI NGSA is administered in one day, a break of 10 minutes is recommended between the two 60-minute test sessions. Test Administrators may end the sessions early if all students in the testing room are finished testing. Any student may be given additional time in a secure testing environment if they need it. A student must finish the first session before the system allows them to begin the second session.

Testing Over Multiple Days

The RI NGSA is composed of four segments, as shown in Table 1 below. Segments 1 and 2 are included in session 1 and segments 3 and 4 are included in session 2. The transitions **within** each session (between segment 1 and 2 and between segment 3 and 4) are invisible to the student. The delivery system will show a segment stop after segment 2, so students know they are done testing with the first session.

When testing is resumed on a subsequent day, the Test Administrator will need to start a new test session and provide a new session ID to students. When instructing the students to log in, the Test Administrator should read the script (SAY boxes) to the students from the beginning of Section II in this manual.
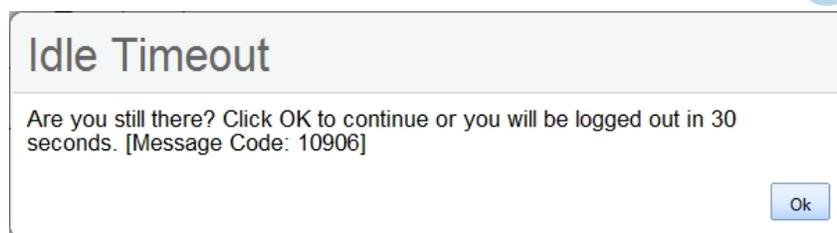
Table 1. Estimated Time per Test Segment for NGSA

Session 1		Session 2	
Segment 1	Segment 2	Segment 3	Segment 4
Physical, Life or Earth (2 clusters; 4 standalones) 25-30 minutes	Physical, Life or Earth (2 clusters; 4 standalones) 25-30 minutes	Physical, Life or Earth (2 clusters; 4 standalones) 25-30 minutes	EFT set (1 cluster or 6 standalones) 10 -15 minutes

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.**

Test Security

Ensuring Test Security

All RI NGSA items and test materials, including student testing tickets and used scratch paper, are secure and must be appropriately handled. Secure handling protects the integrity, validity, and confidentiality of assessment items and student information.

All Test Administrators must sign the Test Security Agreement available in the Test Coordinator's Manual prior to the administration of the RI NGSA.

Maintaining a Secure Test Environment

Table 2 describes requirements for the test environment during various stages of testing. 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).

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 or District Administrator.

Table 2. Requirements of the Test Environment

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.
Signage	Place a "TESTING—DO NOT DISTURB" sign on the door or post signs in halls and entrances rerouting hallway traffic to promote optimum testing conditions.

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.

Section II. Before Testing

Test Administrator Tasks Prior to Testing

Prior to administering a test, each Test Administrator is expected to:

- Read this manual;

- Attend any district/school test administration training;

- Sign the Test Security Agreement form;

- Receive and activate a TIDE account;

- Complete the TA Certification course at https://ta-cert.airast.org/rhodeisland/;

- Check to ensure the secure browser is available on each student testing device;

- Provide students opportunities to practice and prepare, including the Practice Test and Item Type Tutorials;

- Review student information with the School Testing Coordinator to ensure each applicable student receives the proper test with the appropriate supports;

- Receive necessary materials for students, including scratch paper, testing tickets, and any applicable accommodations materials from the School Test Coordinator;

- Immediately before testing, provide students with necessary login information including first name, SSID (SASID), and the test session ID to log into a test;

- Immediately before testing, provide students with scratch paper and any other necessary materials, including handheld calculators, if providing;

- Prior, during, and after testing, adhere to test security policy and school procedures, including establishing appropriate testing conditions; and

- Prior, during, and after testing, report all potential test security incidents to the School Test Coordinator in a manner consistent with state and district policies.

Establishing Appropriate Testing Conditions

The test administration should be conducted in a secure environment as described in Table 2 above. 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.

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, the TA may stop the testing session.

- At the end of the session time, individual students may be transitioned to continue working in a secure environment if they need additional time.

Additional Information about Reviewing Student Information

Each Test Administrator should verify student demographic information and test settings prior to testing.

- Each student must be correctly assigned to his or her district, school, and grade in TIDE. This information loads automatically overnight from the school or district Student Information System (such as Aspen or Skyward).

- In addition to the correct school and grade, School Test Coordinators and Test Administrators should verify that all students have accurate test settings in TIDE, including designated supports and accommodations (embedded and non-embedded) prior to testing. The test settings are uploaded in TIDE (refer to the TIDE User Guide at https://ri.portal.airast.org/resources/test-administration-guidance/). District Administrators and School Test Coordinators can add, delete, or change embedded and non-embedded designated supports and accommodations in TIDE for students who require them. Test Administrators may view student information; however, Test Administrators cannot add, upload, or modify test settings in TIDE. Within the TA Interface, a Test Administrator can turn off universal tools 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.

Additional Information about Student Login Information

The following information must be provided to each student before they can log into TIDE:

- Student first name as it appears in TIDE
- Student Statewide Student Identifier/SSID (SASID)
- The test session ID to log into a test

The student first name and SSID (SASID) information can be printed on a testing ticket and distributed to each student prior to testing to ensure they enter it exactly as it appears in TIDE. Test Administrators or Test Coordinators can print testing tickets by using the **Print Testing Tickets** feature in the **Administering Tests** section of TIDE. For information on printing student

testing tickets with student login information, consult the TIDE User Guide at https://ri.portal.airast.org/resources/test-administration-guidance/).

When a Test Administrator creates a test session, a unique session ID is randomly generated. This session ID must be provided to students before they log in. Please refer to Starting a Test Session (below) for details about creating the session ID.

"SSID" is used as the designation in all AIR systems for "SASID," the State Assigned Student Identifier. These two acronyms—SSID and SASID—refer to the same 10-digit unique student identification number.

Section III. During Testing

Directions for Administration

- On the day of testing, the Test Administrator will start a grade 5, grade 8, or grade 11 session and read the directions aloud to students. To ensure that all students are tested under the same conditions, the Test Administrator should adhere strictly to the script for administering the test. On the following pages, the test directions to read aloud are shown in boxes with blue backgrounds and indicated by the word "SAY". A Spanish translation of this script may be found in Appendix A. This Spanish translation of the scripted test directions should be used in place of the English test directions if a student has the Spanish accommodation and requires Spanish test directions to be read to the student.

- Test Administrators are responsible for monitoring student progress and tracking the time for the RI NGSA. The test session will not automatically end after 60 minutes. Sixty minutes is the minimum time that must be provided for each session. Students may be given additional time if needed, as long as students are working productively.

- When asked, the Test Administrator should answer questions raised by students but should never help the class or individual students with specific test items.

- No test items can be read to any student unless the student requires a designated support as described in the *RI NGSA Accessibility Features and Accommodations Manual*.
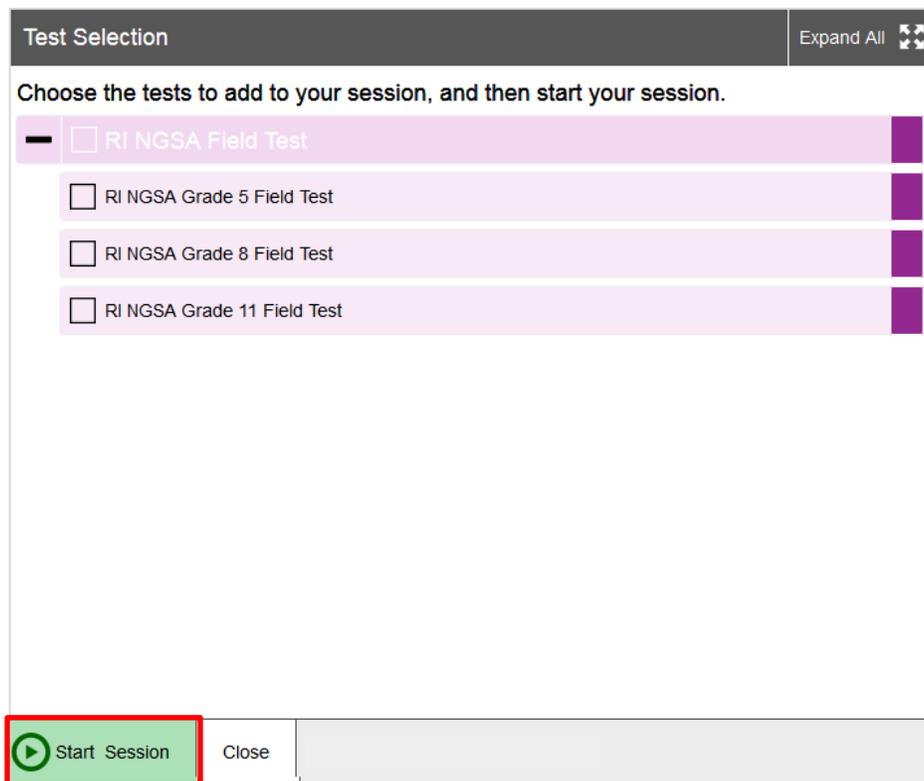
Logging In to the Test Administrator Interface

Access the Test Administrator Interface (TA Interface) via https://ri.tds.airast.org/testadmin or from the RI NGSA Portal at https://ri.portal.airast.org/. Then, enter your email address and password and click [**Secure Login**] to log in to the TA Interface.
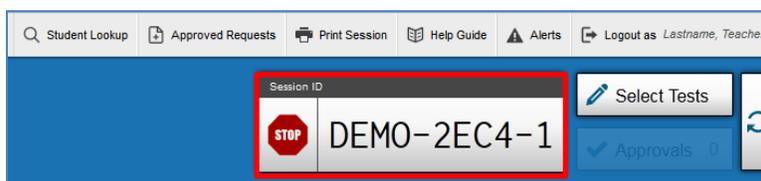
Starting a Test Session

From the test selection page, select the particular test and grade to be administered in the test session and click the [**Start Session**] button.

Providing Students with Test Session ID and Login Information

After starting the test session, the Test Administrator will be provided with a Session ID. Write the Session ID on the board for students.

In addition, students will need individual login information, including their first name exactly as it appears in TIDE and their SSID (SASID) number. As discussed in the Before Testing section, testing tickets can be printed to provide students the exact information they need to log in. Test Administrators or Test Coordinators can print testing tickets by using the **Print Testing Tickets** feature in the **Administering Tests** section of TIDE. Students will enter this information into the Student Interface of the Secure Browser, shown below.

When providing students with the test session ID number, read aloud the directions below.

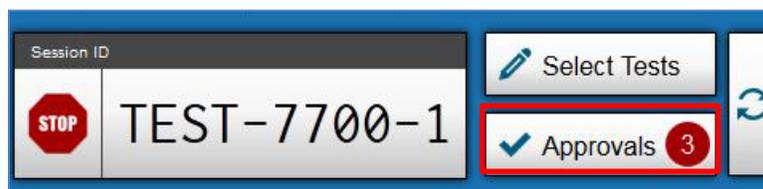|	
SAY:	**Enter your first name followed by your student ID number using the information on the paper I gave you. Then enter the test session ID number exactly as it is written without extra spaces or characters. Raise your hand if you need help typing this information.**
	Please do not share your student ID number with anyone. This is private information.
SAY:	**Now click [Sign In]. Once you have successfully signed in, you will see a screen with your first name, grade, student ID number, and school. If all of the information on your screen is correct, select [YES] to continue. If any of the information is incorrect, please raise your hand and show me what is incorrect.**

Pause to assist students.

SAY:	**Now select RI NGSA [Insert Grade].**

Viewing and Approving Students

After logging in, students will be waiting for TA approval into the test session. In the TA Interface, select the [**Approvals**] button and approve student requests to start a test by clicking the checkmark icon, ✔ .

The students will also see a video playback check, as some of the science assessment items include short video simulations. There are no audio items on the RI NGSA (unless a student requires text-to-speech designated support).

Students marked as requiring **text-to-speech designated support** in TIDE will be asked to verify that their headsets are working properly.

For **ONLY students requiring text-to-speech designated support**, read the following box.

> **SAY:** Next, you should see a screen that prompts you to verify that the sound on your computer is working. Put your headsets on and click the green icon of the speaker to hear the sound. If you hear the voice, click [I heard the voice]. If not, raise your hand. You can adjust the volume, pitch, and rate of the voice by using the sliders.

Before the test begins, inform **all students** of general information relevant to the test.

> **SAY:** The questions in this test cover many science topics. Although some of the questions may look difficult or unfamiliar, you may be able to figure out the answers if you read and think about them carefully.
>
> If you are unsure of an answer, provide what you think is the best answer; there is no penalty for guessing. If you would like to review that answer at a later time, mark the question for review. Mark for Review is available in the upper right corner of the answer and represented by three horizontal lines. Flagging the question will remind you to go back and decide whether you want to change the answer later.
>
> **SAY:** Your answers need to be your own work. Please keep your eyes on your own test and remember that there should be no talking.
>
> When you are ready to begin your test, click [BEGIN TEST NOW] at the bottom of the page. You will have 60 minutes to complete this segment.

Start timing the test. The testing time of at least two 60-minute sessions is a recommendation of how much time students will need to complete the RI NGSA. Students may be given additional time if needed.

Monitoring Student Progress

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 progress of any student. This site will not show test items or scores, but it will let the Test Administrator see how many items have been delivered to each student (e.g., question 24/40).

Test Administrators may assist students in navigating the online test environment and different item types, but they must not assist students with any content needed to answer questions or indicate that the student selected an incorrect or correct answer in any way.

Students in your Test Session

0 students awaiting approval   **0** print requests   **3** active tests   ◎ = RI NGSA Grade 8 Field Test

Student Name	SSID	Opp #	Test	Test Status	Test Settings	Actions	
TestRI, Test	2530	1	RI NGSA Grade 8 Field Test	Started 4/6 answered	Custom	👁	⏸
TestRI, Test	2532	1	RI NGSA Grade 8 Field Test	Started 0/6 answered	Custom	👁	⏸
TestRI, Test	2529	1	RI NGSA Grade 8 Field Test	Started 2/6 answered	Custom	👁	⏸

Although the TA Interface is designed to automatically refresh every 20 seconds, the Test Administrator can refresh it manually at any time by clicking the refresh button, ⟳, at the upper right corner of the screen.

⚠️ Do NOT click the web browser's refresh button to refresh the TA Interface. Doing so may log the Test Administrator out of the current session. If this happens, have students pause the test and create a new test session. Students should log in to the test again with the new test session ID.

The information button, ⓘ, in the TA Interface also allows Test Administrators to monitor and understand reasons that halt student progress.

Students in your Test Session

0 students awaiting approval	0 print requests	1 active tests				= RI NGSA Grade 8 Field Test	

Student Name	SSID	Opp #	Test	Test Status	Test Settings	Actions	
TestRI, Test	2532	1	RI NGSA Grade 8 Field Test	Paused, 2 min 1/6 answered	Custom	👁	ⓘ

For the grade 5, grade 8, and grade 11 test administered over two days, use the script below.

When there are 10 minutes left in the first test session, read the following.

> **SAY:** **You have 10 minutes left. Please review any completed or marked-for-review questions now, as you will not see these items again. Please press the Pause button to exit the test segment when you have completed all test questions and are finished reviewing your work. You will begin a new test segment when the second session of the test is administered.**

If the grade 11 test is administered on the same day, with a 10-minute break between 60 minute sessions, use the script below.

When there are 10 minutes left in the first test session, read the following.

> **SAY:** **You have 10 minutes left. Please review any completed or marked-for-review questions now, as you will not see these items again. Please press the Pause button to exit the test segment when you have completed all test questions and are finished reviewing your work. You will begin a new test segment when you return to the test after the break.**

The next day or after the break, read the script below.

> **SAY:** **Enter your first name followed by your student ID number using the information on the paper I gave you. Then enter the test session ID number exactly as it is written without extra spaces or characters. Raise your hand if you need help typing this information. Follow the on-screen prompts and sign in to the test session. Once I approve you for the test, press the Next button to proceed to the final segment of the test. Once I approve you to enter this test segment, you can begin working on the test.**

When there are 10 minutes left at the end of the second session, read the following.

> **SAY:** **There are 10 minutes left in this session. Please review your work and click [SUBMIT TEST] when you are finished. You may have more time if you need it.**

When the time is up, read the following.

> **SAY:** **This test session is now over. If you are completed with the test, please click [SUBMIT TEST] now. If you are not completed with the test, please click [PAUSE]. I will now collect scratch paper and any other materials.**

In the TA Interface, the Test Administrator should click [**Stop**] to end the test session and pause any student tests that are still in progress. Students who have not finished testing may return to complete any unfinished items at any time during the RI NGSA administration window. When finished, the Test Administrator can log out of the TA Interface by clicking the [**Logout**] button at the upper right corner of the screen.

Address Problems That May Come Up During the Test Session

Table 3 shows appropriate responses to specific problems that may come up during testing.

Table 3. Test Administrator Responses during the Test Session

Problem	Response
The TA notices that a student is off task.	Encourage the student to do his or her best. In some cases, the best solution would be to have the student pause the test (for less than 20 minutes) and allow the student to take a break.
A student requests assistance with answering a test item or manipulating an item type.	Tell the student that you are not allowed to help them and that they need to do their best on their own.
The TA Interface is accidentally closed while students are still testing.	Before 30 minutes have elapsed, the browser can be opened and the TA can navigate back to the TA Interface. Re-enter the test session by entering the active session ID.
The TA is automatically logged out of the TA Interface after 30 minutes of inactivity by both the TA and by the students. This will result in closing the test session entirely.	The TA can create a new test session with a new session ID. The students will need to use this to log back in to the system and resume testing.

Section IV. After Testing

Participation Reports

Test Administrators, as well as district- and school-level users, can see how many students completed the RI NGSA in a given school using the **Monitoring Test Progress** function in TIDE. To access participation reports, select [**Plan and Manage Testing**] from the **Monitoring Test Progress** menu under **Administering Tests.**
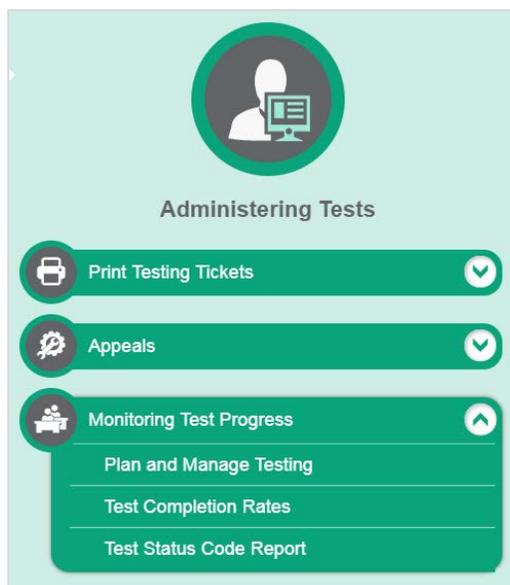
Step 1. From the drop-down menu, select the **RI NGSA Field Test** and choose the administration year, test name, and enrolled grade.

Note: *Optional: You may select additional criteria to filter your results (e.g., Filter By Gender).*

Step 2. Select your district, school, and teacher.

Step 3. Select the radio button for one of the options and set the parameters for that option. The following options are available:

1) Students who (**have/have not**) (**completed/started**) the **1st** test opportunity in the selected administration.

2) Students whose current opportunity will expire in (**number**) of days.

3) Students on their **1st** opportunity in the selected administration who have a status of (**student test status**).

4) Students whose most recent (**Session ID**) was (**Session ID (optional)**) between (**start date**) and (**end date**).

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 TIDE. If a Test Administrator feels an appeal is needed, they should work with their School Test Coordinator to submit relevant appeals in 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 TIDE User Guide on the RI NGSA portal at http://ri.portal.airast.org/resources/test-administration-guidance/.
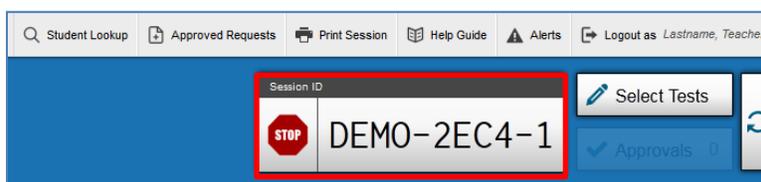
Score Reporting

The RI NGSA Field Test is administered in 2018 in preparation for the operational test in 2019. Results for the RI NGSA Field Test will not be reported in 2018. Instead, student responses will be used to evaluate the performance of the newly-designed science assessment test items and to inform decisions about the test items and test design.

Appendix A. Spanish Translation of Script for Test Administrators

This Spanish translation of the scripted test directions should be used in place of the English test directions found in Section III. During Testing if a student has the Spanish accommodation and requires Spanish test directions to be read to the student.

Providing Students with Test Session ID and Login Information

After starting the test session, the Test Administrator will be provided with a Session ID. Write the Session ID on the board for students.

In addition, students will need individual login information, including their first name exactly as it appears in TIDE and their SSID (SASID) number. As discussed in the Before Testing section, testing tickets can be printed to provide students the exact information they need to log in. Test Administrators or Test Coordinators can print testing tickets by using the **Print Testing Tickets** feature in the **Administering Tests** section of TIDE. Students will enter this information into the Student Interface of the Secure Browser, shown below.

When providing students with the test session ID number, read aloud the directions below.

> **DIGA:** Escriban su nombre seguido por su número de identificación de estudiante usando la información en la hoja que les di. Después, escriban el número de identificación de la sesión exactamente como está escrito sin espacios o símbolos adicionales. Levanten la mano si necesitan ayuda para escribir esta información.

> **Por favor no compartan su número de identificación de estudiante con nadie. Esta información es privada.**
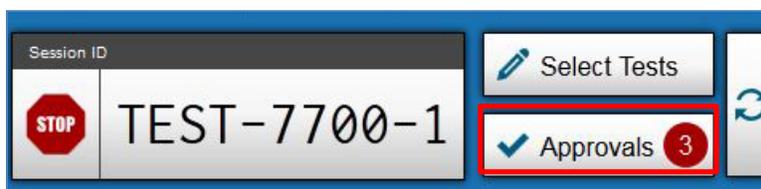>
> **DIGA:** Ahora hagan clic en [Sign In/Ingresar]. Una vez ya hayan ingresado, verán una pantalla con su nombre, grado, número de identificación de estudiante y escuela. Si toda la información en su pantalla es correcta, seleccionen [YES/SÍ] para continuar. Si alguna de la información es incorrecta, por favor levanten la mano y muéstrenme lo que está incorrecto.

Pause to assist students.

> **DIGA:** Ahora seleccionen *RI NGSA* [*Insert Grade/Escriban el grado*].

Viewing and Approving Students

After logging in, students will be waiting for TA approval into the test session. In the TA Interface, select the [**Approvals**] button and approve student requests to start a test by clicking the checkmark icon, ✔ .

> **DIGA:** Verán una pantalla que les pide que revisen el área de contenido de su prueba y las configuraciones. Revisen las configuraciones de su prueba y verifiquen que están tomando *RI NGSA* [*insert grade/escriban el grado*]. Si toda la información es correcta, seleccionen [*YES/Sí*]. Si alguna de la información es incorrecta, por favor levanten la mano.

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The students will also see a video playback check, as some of the science assessment items include short video simulations. There are no audio items on the RI NGSA (unless a student requires text-to-speech designated support).

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

Next Step:
If you were able to play the video, choose **I could play the video**. If not, choose **I could not play the video**.

| I could play the video | I could not play the video |

Students marked as requiring **text-to-speech designated support** in TIDE will be asked to verify that their headsets are working properly.

Text-to-Speech Sound Check
Make sure text-to-speech is working.

Press the speaker button. You should hear a voice speak the following sentence: "This text is being read aloud."

Sound Settings
Current Voice Pack: Google US English

Use the sliders to adjust the available text-to-speech settings.

- Volume + 5
- Pitch + 10
- Rate + 10

Next Step:
If you heard the voice clearly, choose **I heard the voice**. If not, choose **I did not hear the voice**. To continue testing without checking text-to-speech, choose **Skip TTS Check**.

| I heard the voice | I did not hear the voice | Skip TTS Check |

For **ONLY students requiring text-to-speech designated support**, read the following box.

DIGA: Luego, deben ver una pantalla que les pide que verifiquen que el sonido de su computadora funciona. Colóquense los audífonos y hagan clic en el ícono verde de la bocina para escuchar el sonido. Si escuchan la voz, hagan clic en [*I heard*

> *the voice/Escuché la voz*]. **Si no, levanten la mano. Pueden ajustar el volumen, el tono y la velocidad de la voz usando las barras de ajuste.**

Before the test begins, inform **all students** of general information relevant to the test.

> **DIGA: Las preguntas en esta prueba cubren muchos temas de ciencias. Aunque algunas preguntas pueden parecer difíciles o desconocidas, ustedes pueden encontrar las respuestas si las leen y analizan detenidamente.**
>
> **Si no están seguros de una respuesta, escriban lo que creen que es la mejor respuesta, no hay penalidad por adivinar. Si desean revisar esa respuesta más adelante, marquen la pregunta para revisión. La opción [Mark for Review/Marcar para revisión] está disponible en la esquina superior derecha de la respuesta y está representada por tres líneas horizontales. Etiquetar la pregunta les recordará regresar luego a ella para decidir si quieren cambiar la respuesta.**
>
> **DIGA: Sus respuestas necesitan ser su propio trabajo. Por favor mantengan su mirada en su propia prueba y recuerden que no se debe hablar.**
>
> **Cuando estén listos para empezar la prueba, hagan clic en [*BEGIN TEST NOW/EMPEZAR LA PRUEBA AHORA*] en la parte de abajo de la página. Tendrán 60 minutos para completar este segmento.**

Start timing the test. The testing time of at least two 60-minute sessions is a recommendation of how much time students will need to complete the RI NGSA. Students may be given additional time if needed.

Monitoring Student Progress

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 progress of any student. This site will not show test items or scores, but it will let the Test Administrator see how many items have been delivered to each student (e.g., question 24/40).

Test Administrators may assist students in navigating the online test environment and different item types, but they must not assist students with any content needed to answer questions or indicate that the student selected an incorrect or correct answer in any way.

Although the TA Interface is designed to automatically refresh every 20 seconds, the Test Administrator can refresh it manually at any time by clicking the refresh button, ⟳, at the upper right corner of the screen.

⚠ Do NOT click the web browser's refresh button to refresh the TA Interface. Doing so may log the Test Administrator out of the current session. If this happens, have students pause the test and create a new test session. Students should log in to the test again with the new test session ID.

The information button, ⓘ, in the TA Interface also allows Test Administrators to monitor and understand reasons that halt student progress.

For the grade 5, grade 8, and grade 11 test administered over two days, use the script below.

When there are 10 minutes left in the first test session, read the following.

> **DIGA:** **Les quedan 10 minutos. Por favor revisen ahora cualquier pregunta contestada o marcada para revisión, porque ya no volverá a ver estas preguntas. Una vez haya completado y revisado todas las preguntas del segmento, por favor presione el botón [*PAUSE/PAUSA*] para salir de este segmento de prueba. Pueden tener más tiempo si lo necesitan. Comenzarán un nuevo segmento de prueba cuando sea administrada la segunda sesión de la prueba.**

If the grade 11 test is administered on the same day, with a 10-minute break between 60 minute sessions, use the script below.

When there are 10 minutes left in the first test session, read the following.

> **DIGA:** **Les quedan 10 minutos. Por favor revisen ahora cualquier pregunta contestada o marcada para revisión, porque ya no volverá a ver estas preguntas. Una vez haya completado y revisado todas las preguntas del segmento, por favor presione el botón [*PAUSE/PAUSA*] para salir de este segmento de prueba. Pueden tener más tiempo si lo necesitan. Comenzarán un nuevo segmento de prueba cuando regresen a tomar la prueba después del descanso.**

The next day or after the break, read the script below.

> **DIGA:** **Escriban su nombre seguido por su número de identificación de estudiante usando la información en la hoja que les di. Después, escriban el número de identificación de la sesión exactamente como está escrito sin espacios o símbolos adicionales. Levanten la mano si necesitan ayuda para escribir esta información. Sigan las instrucciones en la pantalla e inicien la sesión de la prueba. Una vez le apruebe su participación en la prueba, presione el botón [*NEXT/CONTIGUO*] para continuar al segmento final de prueba. Una vez le apruebe su entrada a este segmento de prueba, puede comenzar este segmento.**

When there are 10 minutes left at the end of the second session, read the following.

> **DIGA:** **Les quedan 10 minutos en esta sesión. Por favor revisen su trabajo y hagan clic en [*SUBMIT TEST/ENVIAR PRUEBA*] cuando hayan terminado. Pueden tener más tiempo si lo necesitan.**

When the time is up, read the following.

> **DIGA:** **Esta sesión de la prueba ha terminado. Si ya terminaron con la prueba, por favor hagan clic ahora en [*SUBMIT TEST/ENVIAR PRUEBA*]. Si no han terminado con la prueba, por favor hagan clic en [*PAUSE/PAUSA*]. Ahora recogeré las hojas de trabajo y cualquier otro material.**