

**Script from the 2022 RICAS CBT TAM  
for Grades 3–8 Mathematics**

## **Part VII**



### **Administering Session 1 of the Mathematics Tests**

## Administering Session 1 of the Mathematics Tests

### A Materials Needed for Session 1

1. You will need the following materials available in your testing space prior to testing:
  - “Do Not Disturb” sign
  - testing devices for students
  - a computer for managing the test session
  - printed copies of authorized bilingual word-to-word dictionaries for current and former EL students
2. Prior to testing, you will receive the following materials for students assigned to you:
  - this manual
  - a roster of testing students
  - student testing tickets
  - scratch paper (blank, lined, or graph) to distribute to students
  - pens or pencils for use on scratch paper
  - proctor testing tickets, if administering the Human Read-Aloud or Human Signer accommodation
  - a form to assist you and your test coordinator in tracking secure materials
  - **for the Mathematics tests**
    - › **for grades 5–8**, printed Mathematics reference sheets, if students will be using printed ones in addition to the ones available in TestNav. **Note:** do NOT confuse this printed “Standard Mathematics Reference Sheet” with the sheet used for the accommodation “Approved Reference Sheet for Students with Disabilities.”
    - › equation editor guides and symbol keys printed from [ricas.pearsonsupport.com/student](https://ricas.pearsonsupport.com/student) (optional)



**Note: Calculators are not allowed during Mathematics Session 1.**

### Additional Preparations for Computer-Based Testing

- Ensure all devices to be used for testing are charged prior to each test session.
- Make sure sufficient power cords and power strips are available.
- Confirm that accessories, such as external keyboards for tablets and headphones for students using the text-to-speech edition, are available and in working order prior to testing.
- If students will be using laptops: Some configurations prevent laptops from staying signed in to TestNav when the lids are closed. If this is the case, and your school intends to cover the screens of laptops during the mid-session break (e.g., with manila folders or something similar) make sure that you have a sufficient quantity on hand for the number of students that are testing.

# Administering Session 1 of the Mathematics Tests

## B Before Students Arrive

1. **Note: RIDE recommends that this step be completed the day before testing.**

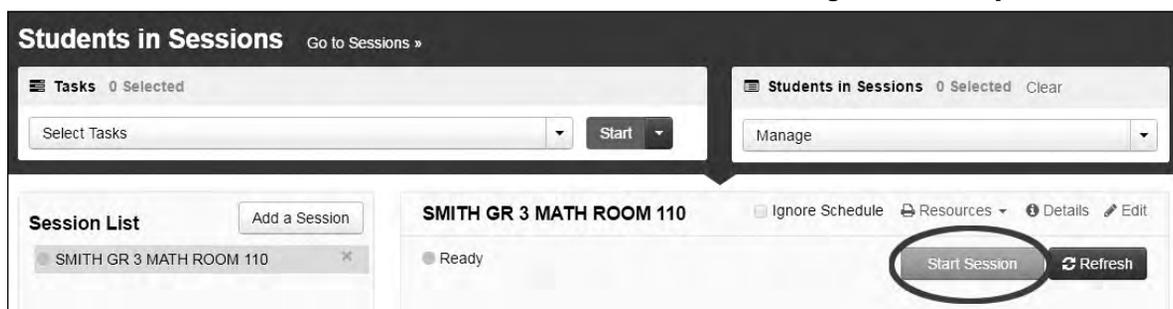
On the test administrator device, sign in to PearsonAccess<sup>next</sup> ([ricas.pearsonaccessnext.com](https://ricas.pearsonaccessnext.com)) and select **Spring 2022 RICAS Gr. 3–8** from the Administration dropdown at the top of the screen. Go to **Testing > Students in Sessions** and select your session from the Session List. If your session does not appear in the Session List, select **Add Session**, start typing the session name, select the session when you see it, and click **Add Selected**.

You should review your roster which is found under the **Resources** dropdown.

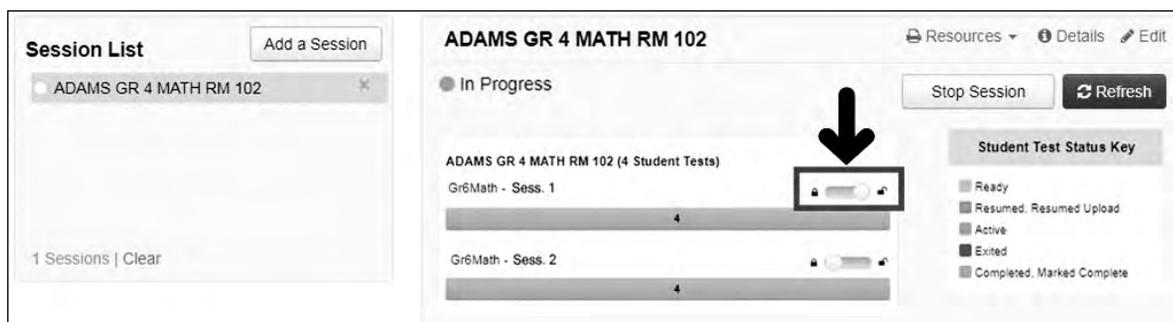
Verify that correct accommodated forms such as text-to-speech (TTS), screen reader (SR), and assistive technology (AT) are assigned to students, if applicable. Also verify that accessibility features requiring specific forms (answer masking, alternative background and font color, alternate cursor/mouse pointer) are correctly assigned, as applicable.

If a student’s accommodations do not match the form assigned to a student (e.g., a student should be tested using text-to-speech, but the TTS form is not indicated), you can still update the students’ accommodations. See Appendix B for the steps to do so.

2. Make sure the testing space has been appropriately prepared (see page 22).
3. Post the “Do Not Disturb” sign on the outside of the door(s) of the testing space.
4. If your test coordinator has not yet started your PAN Session, follow these steps to do so.
  - Sign in to PearsonAccess<sup>next</sup> and select **Spring 2022 RICAS Gr. 3–8 test administration**.
  - Go to the **Testing** tab and click **Students in Sessions**. Select the Session Name from the **Session List** (see instructions in step 1 above if your PAN Session is not listed). The **Session Details** screen will appear. (If multiple PAN Sessions are selected, the option to **Combine View** and **Start All Sessions** will appear.)
  - Click on the green **Start Session** button (or **Start All Sessions** button) on the **Session Details** screen. You will then see that the **Start Session** button will change to read **Stop Session**.



5. Unlock the session by sliding the button to the unlocked position.



## Administering Session 1 of the Mathematics Tests

### C As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.
2. Approve any bilingual dictionaries brought by eligible EL students to use during the test session according to the guidelines in Appendix E.

**All other dictionaries are prohibited during this session.**

3. Make sure that students do not have access to cell phones or other prohibited electronic devices during testing. These devices are **prohibited**, and the use of cell phones for any purpose may result in the invalidation of test results.
4. If students will be using tablets or laptops, distribute student testing devices, chargers (recommended), and keyboards (recommended for tablets).
5. Instruct students to open the TestNav application (this may be done by the test administrator or technology staff, and is recommended particularly for younger students).

If there are testing devices that do not have TestNav installed or if students' devices are not working properly, contact your school's technology staff for assistance before moving on to begin testing with these students.

If students are using iPads, TestNav may prompt the students to allow access to the device's microphone. Instruct the students to click **OK** even though they will not be using the microphone during testing.

6. If you are administering the Spanish/English edition of the Mathematics test, turn to page 78 for the Spanish script to read to students.
7. Say to the students:

**“Before we begin the test, you need to know that cell phones, music players, e-book readers, or other electronic devices are not allowed for any reason during this session, even after you submit your test. Results may be invalidated for students with any of these devices during testing or after submitting their tests.”**

8. If your test coordinator has instructed you to do so, read the following recommended script:

**“If you have an electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You will be able to access it again when I give you permission to do so.”**

Pause to make sure that students have turned cell phones and other prohibited electronic devices off and have placed them in their backpacks.

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other prohibited electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other prohibited devices during testing.**

9. Make sure that students' desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for current and former EL students.
10. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

## D Administer Session 1

To ensure that all students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your test coordinator has instructed you to do so, you will need to turn to section E at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

**“We are about to begin the RICAS \_\_\_\_\_ (say the name of the test) test. This is the first of two sessions that you will take. You will take Session 2 \_\_\_\_\_ (announce the date and time for Session 2). Please raise your hand if you have any questions about the testing schedule.”**

Answer any questions that students have. Then say:

**“The results of this test will be used to help improve your academic performance, and will be shared with your parents or guardians as well as your teachers. It is important that you try to do your best work during this and every test session.”**

2. Then say to students:

**“I will now hand out scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper.”**

Distribute one sheet of blank scratch paper to each student.

3. For students using the text-to-speech or screen reader accommodations, which require headphones, say:

**“Put on your headphones and make sure they’re plugged in. On your screen next to the ‘Sign In’ button, click the link that says ‘Test Audio.’ Make sure you can hear through your headphones and adjust the volume as needed.”**

Pause for students to adjust the volume in their headphones.

4. Then say:

**“I will now hand out the student testing tickets. Do not sign in until I tell you to do so.”**

5. Distribute the student testing tickets. Make sure that students receive their assigned testing tickets.

If you are administering a test using a proctor testing ticket, be sure to retain it for yourself and **do not give it to the student** – responses are only saved in tests accessed with student testing tickets, not proctor testing tickets.

6. Then say:

**“Look at your student testing ticket. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student testing ticket.”**

## Administering Session 1 of the Mathematics Tests

Provide the correct student testing ticket to any student who has an incorrect ticket. If a student's ticket needs to be printed out, you can find it on the **Students in Sessions** screen in PearsonAccess<sup>next</sup> under the **Resources** dropdown.

7. If your test coordinator has instructed you to do so, say to the students:
 

**“Write down the ID number for the computer you are using on your testing ticket. You can find the ID number \_\_\_\_\_ (instruct students where to find the device ID number).”**

Pause while students write down their device ID numbers.

8. Say to the students:
 

**“Now, on the computer, enter the username that is shown on your student testing ticket. Your username is actually a number that is 10 digits long. Then enter the password that is shown on your student testing ticket.”**

Assist any students who need help entering their usernames or passwords.

Then say:

**“Now, click the button that says ‘Sign In.’”**

Walk around the room and make sure that all students have successfully signed in. Assist any students who did not successfully sign in. You may retype usernames and passwords for students, if necessary.

9. When all students have successfully signed in, say:
 

**“Find your name on the upper right corner of the screen. If the name you see is not yours, raise your hand.”**
10. If any students raise their hands, sign them out of TestNav and check their testing tickets. Once these students are properly signed in, say:

**“Your computer screen should now be at the ‘Available Tests’ screen.”**

Confirm that all students' test devices are on the “Available Tests” screen.

11. If your test coordinator has instructed you to
  - **COLLECT STUDENT TESTING TICKETS**, say:
 

**“Now I will collect your testing tickets.”**

Collect students' testing tickets.
  - **LET STUDENTS KEEP THEIR TESTING TICKETS** during the test, say:
 

**“Please keep your testing ticket with you and do not use it for scratch paper. I will need to collect it at the end of this test session.”**

12. Say to the students:
 

**Click the blue button on the screen that says ‘Start.’ You should now see a screen that says ‘Welcome.’”**

Pause to confirm that students are on the correct screen.

# Administering Session 1 of the Mathematics Tests

13. Once all students' testing devices are at the "Welcome" screen, say:

**"Click the box in the middle of the screen that says 'Start.' You should now see a screen that says 'Session 1' at the top and states the number of questions below. If your screen does not say 'Session 1,' please raise your hand."**

Assist any students who raise their hands to get to the correct screen.

14. Then say to all students:

**"Follow along while I read the directions that are on your screen."**

Note that the script below reproduces the directions on the students' computer screens. There is no need to read the directions from a computer screen.

15. Then say:

**"Read each question carefully and then answer it as well as you can.**

**If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.**

**If you do not know the answer to a question, you may bookmark it and go on to the next question. When you are finished, you may review your answers and go back to any questions you bookmarked. Before you submit your answers at the end of the test session, be sure that you have responded to every question and not left anything blank or unanswered."**

16. Say to the students:

**"This test session is scheduled to be \_\_\_\_\_ (state length of test session) long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively.**

**If you finish answering the questions before the end of the test session, you should review your work for this session."**

17. If you are administering

**MATHEMATICS GRADES 3 OR 4**, say to the students:

**"You may use either of the RICAS rulers included in your computer-based test to help you answer questions at any time during this session.**

**You may NOT use a calculator at any time during this session. All calculators are prohibited during Session 1 of the Mathematics test."**

**MATHEMATICS GRADES 5–8**, say to the students:

**"You may use either of the RICAS rulers and the Mathematics reference sheet included in your computer-based test to help you answer questions at any time during this session.**

**The reference sheet can be found by clicking the 'Exhibits' button on the right-hand side of the screen.**

**You may NOT use a calculator at any time during this session. All calculators are prohibited during Session 1 of the Mathematics test."**



## Administering Session 1 of the Mathematics Tests

18. Then say:

**“During the session, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, raise your hand. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions.**

**Also, you may raise your hand if you would like me to read a word from the test to you. You will need to point to the word, and I will read it quietly to you and repeat it if necessary. But, I will not be able to tell you what the word means, or help you answer the question. Please raise your hand if you have any questions about this.”**

Pause and answer any questions that students have.

19. If you are administering **MATHEMATICS GRADES 5–8**, and the principal or test coordinator has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one in the Exhibits tab in TestNav, say:

**“I will now hand out a printed reference sheet for you to use, in addition to the one that is available in the Exhibits tab of your screen during the test. Do not write on your reference sheet. Instead use your scratch paper for any figuring you need to do during the test. You may not use any reference sheets other than what I give you.”**

Distribute printed reference sheets to the students. Make sure they do not have any other reference material at their desks.

20. Then say to the students:

**“It is important that RICAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes to, or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may not access the Internet or use any application on your testing device other than the testing application that you are using right now. All students are expected to be honest, do their best, and not cheat in any way.”**

21. Then say to all students:

**“Click the ‘Start’ button. You may now begin your test.”**

Circulate among the students and verify that all have successfully started Session 1.

22. It is your responsibility to ensure a secure testing environment.

**Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.**

**Circulate among the students while they take the test to see that they are working steadily, and are not using cell phones or other prohibited electronic devices.**

## Administering Session 1 of the Mathematics Tests

23. Monitor student testing status in the PAN Session. During testing, all students should be in an “Active” status. Any students who have signed out or been involuntarily exited from the test will be in “Exited” status and will need to be “Resumed” to continue testing. When students are in “Resumed” status, they can sign back in to the test and resume testing.



Clicking on a student’s status will show you how far the student has progressed through the test. Remember, however, that your primary responsibility is to focus your attention on the students rather than the computer.

24. When the time for the test session is half over, say to the students:

**“The scheduled session time is half over. Remember to use the ‘Review’ button at the top of the screen to see which questions you haven’t answered or that you bookmarked. Make sure that you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”**

25. (Optional) Then say to students:

**“You may now have a short break during which you may stand up and stretch. During the break, you may not have conversations with other students. If you do not want to take a break, you may continue working. The break will be \_\_\_\_\_ (state the length of the break) minutes long.”**

The break may be scheduled for 3–5 minutes, at the test administrator’s discretion. It is not necessary to have students sign out of TestNav during the break, however security must be maintained by making sure students cannot see each other’s screens. RIDE recommends turning off computer monitors or placing tablets face down on desks. For laptops, RIDE recommends closing or lowering the lids, or placing something (e.g., manila folders) in front of the screens, depending on how your school’s laptops are configured. When the break is completed, say to the students:

**“The break is now over. You should begin testing again.”**

Resume monitoring the testing room.

26. Say to **ANY STUDENT WHO FINISHES EARLY**:

**“I want to remind you that you were supposed to answer all of the questions in this session. At the top of the screen, click ‘Review’ and make sure you have not skipped any questions.**

**Remember, once you have submitted your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before submitting your test.**

**Cell phones, music players, e-book readers, and other prohibited devices are still not allowed during the remainder of this session until you are dismissed from the testing room.”**

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 29.

## Administering Session 1 of the Mathematics Tests

27. At the **END OF THE SESSION, TO ANY STUDENTS STILL WORKING**, say:

**“This is the end of the time scheduled for this session. I want to remind you that you were supposed to answer all of the questions in this session. At the top of the screen, click ‘Review’ and make sure you have not skipped any questions.**

**Remember, once you have submitted your answers, you will not be permitted to go back to Session 1. Be sure to check your work carefully before submitting your test.”**

Pause to allow students to check whether they have skipped any questions.

28. Say to the students:

**“If you need more time to answer any questions, raise your hand. Do not submit your final answers at this time.”**

Note which students need more time. These students should **not** submit their final answers.

29. Then say to the students:

**“If you have completed the test session, click the ‘Review’ button at the top of the screen, and then click ‘End of Section.’ Click the ‘Submit Final Answers’ button to submit your answers. On the popup screen, confirm you would like to submit by selecting, ‘Yes, Submit Final Answers.’ If you are not automatically signed out, sign out of the test by going to the User Dropdown Menu at the top right corner of the screen and click ‘Sign out of TestNav.’”**

30. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time). You are not permitted to check students’ work before they submit their tests.

31. For students who need more time, if your test coordinator has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

**“If you have not yet finished your work in this session, you will be moved to \_\_\_\_\_ (location) to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.**

**Your cell phone and any other electronic devices must remain off, and you may not access them until I or another test administrator gives you permission to do so.”**

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

Students moving to a test completion room should be instructed to sign out of TestNav. Then the students’ testing devices should be transported along with the testing tickets. Students may transport their own testing devices as long as they are signed out of TestNav. Be sure to inform your test coordinator when completing tracking documents and returning test materials to your test coordinator. When students are ready to begin working in the test completion room, the test administrator will need to resume their tests before they can sign in with their testing tickets.

Be sure to complete appropriate tracking documents and follow your test coordinator’s instructions for maintaining security for students in a test completion room.

## Administering Session 1 of the Mathematics Tests

32. Collect students' testing tickets (if you did not collect them earlier), reference sheets (if printed reference sheets were used), and scratch paper. **Verify that you have a student testing ticket and scratch paper from each student.** Remind students of when they will take Session 2.

Students who completed testing will have a blue 'Complete' status in PearsonAccess<sup>next</sup>. RIDE recommends locking these students' tests by clicking the arrow next to each student test in PAN and selecting "Lock."

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	Gr3Math - Sess. 1
<input type="checkbox"/>	9999999999	LAST	FIRST	M	1111111111	SESSION1 (Grade 3 Math)	<div style="border: 1px solid gray; padding: 5px;"> <div style="background-color: #ccc; padding: 2px; text-align: right;">Completed ▾</div> <div style="padding: 2px;"> <input type="checkbox"/> Lock         </div> </div>

Or, if all students have completed testing, slide the Session lock button to the locked position to lock all students' tests.

33. Make a list of all students in your assigned group who were not tested. These students will appear in PAN in the "Ready" status for this test session. These students will need to take Session 1 during the make-up period. If all the students assigned to you took Session 1, notify your test coordinator of this. It is important to keep accurate records of who has been tested.
34. Group test materials into the following separate piles:
- student testing tickets
  - proctor testing tickets, if applicable
  - printed Mathematics reference sheets for grades 5–8, if applicable
  - used scratch paper
  - unused scratch paper
35. Complete appropriate tracking documents, as instructed by your test coordinator.
36. Immediately return **all** test materials and the list of students to your test coordinator.

## Administering Session 1 of the Mathematics Tests

### E Recommended Scripts to Read for a Supervised Lunch or Restroom Break

1. **For students who will be escorted to a SUPERVISED LUNCH**, if your test coordinator has instructed you to do so, read the following recommended script to students:

**“It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, as long as you are working productively.**

**You will be going to \_\_\_\_\_ (location) after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone or other electronic devices must remain off during lunch, and you may not access them until the test administrator gives you permission to do so. Also, you may not have conversations during your lunch break.”**

If your test coordinator has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

RIDE recommends signing students out of TestNav and then locking their tests by clicking the arrow next to the student’s test status and selecting “Lock.”

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	Gr	Sess.
<input type="checkbox"/>	1111111111	LAST	FIRST	M	1111111111	● SESSION		Active 
								Lock 

To unlock a student’s test when the student has returned, click the arrow next to the student’s test status and select “Unlock.”

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	Gr	Sess.
<input type="checkbox"/>	1111111111	LAST	FIRST	M	1111111111	● SESSION		Active 
								Unlock 

Be sure to complete appropriate tracking documents and follow your test coordinator’s instructions for maintaining the security of test materials for these students.

2. **For students who ask to use the RESTROOM during the test session**, if your test coordinator has instructed you to do so, read or point to this recommended script:

**“You may not retrieve or access your cell phone or any prohibited materials while you are out of the room.”**

If your test coordinator has directed you to follow a different procedure, do so at this time. Make sure that the student’s screen is not visible to anyone else while the student is out of the room.

## **Part VIII**



### **Administering Session 2 of the Mathematics Tests**

# Administering Session 2 of the Mathematics Tests

## A Materials Needed for Session 2

1. You will need the following materials available in your testing space prior to testing:
  - “Do Not Disturb” sign
  - testing devices for students
  - a computer for managing the test session
  - printed copies of authorized bilingual word-to-word dictionaries for current or former EL students
2. Prior to testing, you will receive the following materials for students assigned to you:
  - this manual
  - a roster of testing students
  - student testing tickets
  - scratch paper (blank, lined, or graph) to distribute to students
  - pens or pencils for use on scratch paper
  - **calculators, for grades 7–8 only as follows**

**Note:** Test administrators must ensure that students do not have access to calculator instructions or formula sheets that accompany calculators. The memory should be cleared from any calculator with the ability to store information (other than basic numbers). Calculators that access the Internet are not allowed.

- > **for grade 7**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although a scientific or graphing calculator is permitted). Students may also use their own handheld calculator. A five-function calculator and a scientific calculator are available in TestNav.
- > **for grade 8**, handheld calculators for students who wish to use them (a five-function calculator at minimum, although a scientific or graphing calculator is preferred). Students may also use their own handheld calculator. A scientific calculator, a TI-84 graphing calculator, and a Desmos graphing calculator are available in TestNav.
- **for grades 5–8**, printed Mathematics reference sheets, if students will be using printed ones in addition to the ones available in TestNav. **Note:** do NOT confuse this printed “Standard Mathematics Reference Sheet” with the sheet used for the accommodation “Approved Reference Sheet for Students with Disabilities.”
- equation editor guides and symbol keys printed from [ricas.pearsonsupport.com/student](https://ricas.pearsonsupport.com/student) (optional)
- a form to assist you and your test coordinator in tracking secure materials

**Note:** Calculators are not allowed during Mathematics Session 2 for grades 3, 4, 5, and 6.

### Additional Preparations for Computer-Based Testing

- Ensure all devices to be used for testing are charged prior to each test session.
- Make sure sufficient power cords and power strips are available.
- Confirm that accessories, such as external keyboards for tablets and headphones for students using the text-to-speech edition, are available and in working order prior to testing.



# Administering Session 2 of the Mathematics Tests

- If students will be using laptops: Some configurations prevent laptops from staying signed in to TestNav when the lids are closed. If this is the case, and your school intends to cover the screens of laptops during the mid-session break (e.g., with manila folders or something similar) make sure that you have a sufficient quantity on hand for the number of students that are testing.

## B Before Students Arrive

1. **Note: RIDE recommends that this step be completed the day before testing.**

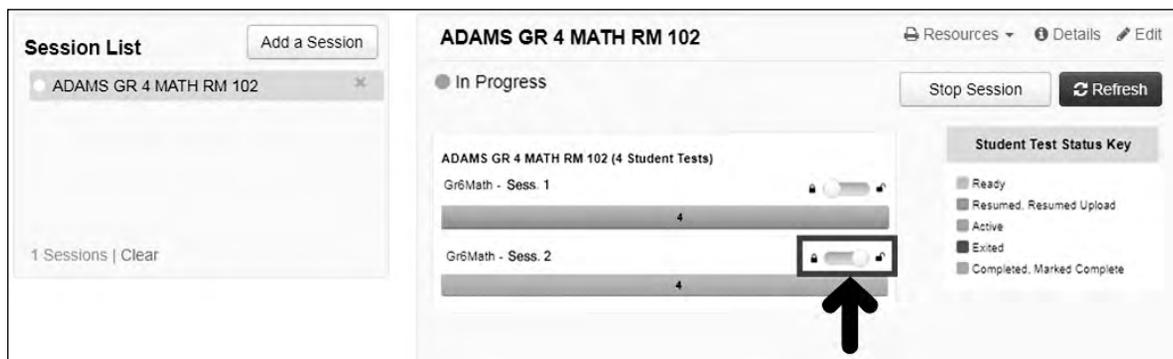
On the test administrator device, sign in to PearsonAccess<sup>next</sup> ([ricas.pearsonaccessnext.com](https://ricas.pearsonaccessnext.com)) and select **Spring 2022 RICAS Gr. 3–8** from the Administration dropdown at the top of the screen. Go to **Testing > Students in Sessions** and select your session from the Session List. If your session does not appear in the Session List, select **Add Session**, start typing the session name, select the session when you see it, and click **Add Selected**.

You should review your roster which is found under the **Resources** dropdown.

Verify that correct accommodated forms such as text-to-speech (TTS), screen reader (SR), and assistive technology (AT) are assigned to students, if applicable. Also verify that accessibility features requiring specific forms (answer masking, alternative background and font color, alternate cursor/mouse pointer) are correctly assigned, as applicable.

If a student's accommodations do not match the form assigned to a student (e.g., a student should be tested using text-to-speech, but the TTS form is not indicated), you can still update the students' accommodations. See Appendix B for the steps to do so.

2. Make sure the testing space has been appropriately prepared (see page 22).
3. Post the "Do Not Disturb" sign on the outside of the door(s) of the testing space.
4. To unlock Session 2, sign in to PearsonAccess<sup>next</sup> ([ricas.pearsonaccessnext.com](https://ricas.pearsonaccessnext.com)) and go to **Testing > Students in Sessions** and select your session from the Session List. If your session does not appear in the Session List, select **Add Session**, start typing the session name, select the session when you see it, and click **Add Selected**. Then slide the lock button for Mathematics Session 2 to unlock the session as shown below.



## Administering Session 2 of the Mathematics Tests

### **C** As Students Arrive

1. Collect books from students who brought them to read in the event they finish their work before the end of the test session.
2. Approve any bilingual dictionaries brought by current and former EL students to use during the test session according to the guidelines in Appendix E.

**All other dictionaries are prohibited during this session.**

3. Make sure that students do not have access to cell phones or other prohibited electronic devices during testing. These devices are **prohibited**, and the use of cell phones for any purpose may result in the invalidation of test results.
4. If students will be using tablets or laptops, distribute student testing devices, chargers (recommended), and keyboards (recommended for tablets).
5. Instruct students to open the TestNav application (this may be done by the test administrator or technology staff).

If there are testing devices that do not have TestNav installed or if students' devices are not working properly, contact your school's technology staff for assistance before moving on to begin testing with these students.

If students are using iPads, TestNav may prompt the students to allow access to the device's microphone. Instruct the students to click **OK** even though they will not be using the microphone during testing.

6. If you are administering the Spanish/English edition of the Mathematics test, turn to page 86 for the Spanish script to read to students.
7. Say to the students:

**“Before we begin the test, I want to remind you that cell phones and other electronic devices are not allowed for any reason during this session, until I give you permission to access them.”**

8. If your test coordinator has instructed you to do so, read the following recommended script:

**“If you have an electronic device with you, please make sure it is now turned off, put it in your backpack, and leave it by the side of the room. You will be able to access it again when I give you permission to do so.”**

Pause to make sure that students have turned cell phones and other prohibited electronic devices off and have placed them in their backpacks.

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other prohibited electronic devices in their possession, do so at this time. **Schools are ultimately responsible for implementing procedures that ensure students do not possess cell phones or other prohibited devices during testing.**

9. Make sure that students' desks are clear, except for their testing devices, pens or pencils, and authorized bilingual dictionaries for current and former EL students.
10. Make sure that students are seated in a way that supports a secure test environment, and that no one can see anyone else's screen.

## Administering Session 2 of the Mathematics Tests

### D Administer Session 2

 Grades 7 and 8	 Grades 3, 4, 5, and 6
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To ensure that students across the state have access to the same information and receive the same instructions, test administrators must read the following script verbatim to their students. At any time during the test session, you may repeat a portion of the script if necessary for clarification.

If your test coordinator has instructed you to do so, you will need to turn to section E at appropriate points during this session to read recommended scripts for students going to a supervised lunch or going to the restroom.

1. Say to the students:

**“We are about to begin Session 2 of the RICAS \_\_\_\_\_ (say the name of the test) test. This is the last of two test sessions.”**

2. Then say to students:

**“I will now hand out scratch paper for you to use during this session. If at any point you need more, raise your hand and I will give you another sheet. You may have up to three sheets of scratch paper at one time. If you need more than three sheets, you will have to turn in some of your used scratch paper.”**

Distribute one sheet of blank scratch paper to each student.

3. For students using the text-to-speech or screen reader accommodations, which require headphones, say:

**“Put on your headphones and make sure they’re plugged in. On your screen next to the ‘Sign In’ button, click the link that says ‘Test Audio.’ Make sure you can hear through your headphones and adjust the volume as needed.”**

Pause for students to adjust the volume in their headphones.

4. Then say:

**“I will now hand out the student testing tickets. Do not sign in until I tell you to do so.”**

5. Distribute the student testing tickets. Make sure that students receive their assigned testing tickets.

If you are administering a test using a proctor testing ticket, be sure to retain it for yourself and **do not give it to the student** – responses are only saved in tests accessed with student testing tickets, not proctor testing tickets.

6. Then say:

**“Look at your student testing ticket. Make sure it has your name and date of birth on it. Raise your hand if you do not have the correct student testing ticket.”**

Provide the correct student testing ticket to any student who has an incorrect ticket. If a student’s ticket needs to be printed out, you can find it on the **Students in Sessions** screen in PearsonAccess<sup>next</sup> under the **Resources** dropdown.

## Administering Session 2 of the Mathematics Tests

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7. If your test coordinator has instructed you to do so, say to the students:

**“Write down the ID number for the computer you are using on your testing ticket. You can find the ID number \_\_\_\_\_ (instruct students where to find the device ID number).”**

Pause while students write down their device ID numbers.

8. Say to the students:

**“Now, on the computer, enter the username that is shown on your student testing ticket. Your username is actually a number that is 10 digits long. Then enter the password that is shown on your student testing ticket.”**

Assist any students who need help entering their usernames or passwords.

Then say:

**“Now, click the button that says ‘Sign In.’”**

Walk around the room and make sure that all students have successfully signed in. Assist any students who did not successfully sign in. You may retype usernames and passwords for students, if necessary.

9. When all students have successfully signed in, say:

**“Find your name on the upper right corner of the screen. If the name you see is not yours, raise your hand.”**

10. If any students raise their hands, sign them out of TestNav and check their testing tickets. Once these students are properly signed in, say:

**“Your computer screen should now be at the ‘Available Tests’ screen.”**

Confirm that all students' test devices are on the “Available Tests” screen.

11. If your test coordinator has instructed you to

➤ **COLLECT STUDENT TESTING TICKETS**, say:

**“Now I will collect your testing tickets.”**

Collect students' testing tickets.

➤ **LET STUDENTS KEEP THEIR TESTING TICKETS** during the test, say:

**“Please keep your testing ticket with you and do not use it for scratch paper. I will need to collect it at the end of this test session.”**

12. Say to the students:

**“Click the blue button on the screen that says ‘Start.’ You should now see a screen that says ‘Welcome.’”**

Pause to confirm that students are on the correct screen.

13. Once all students' testing devices are at the “Welcome” screen, say:

**“Click the box in the middle of the screen that says ‘Start.’ You should now see a screen that says ‘Session 2’ at the top and states the number of questions below. If your screen does not say ‘Session 2,’ please raise your hand.”**

Assist any students who raise their hands to get to the correct screen.

## Administering Session 2 of the Mathematics Tests

14. Then say to all students:

**“Follow along while I read the directions that are on your screen.”**

Note that the script below reproduces the directions on the students’ computer screens. There is no need to read the directions from a computer screen.

15. Then say:

**“Read each question carefully and then answer it as well as you can.**

**If a question asks you to show or explain your work, you must do so to receive full credit. Enter your response in the box provided on your screen. Only responses entered in the response box will be scored.**

**If you do not know the answer to a question, you may bookmark it and go on to the next question. When you are finished, you may review your answers and go back to any questions you bookmarked. Before you submit your answers at the end of the test session, be sure that you have responded to every question and not left anything blank or unanswered.”**

16. Say to the students:

**“This test session is scheduled to be \_\_\_\_\_ (state length of test session) long. If you have not finished answering the questions at the end of that time, you will be given more time to finish. At most, you will have until the end of the school day, as long as you are working productively.**

**If you finish answering the questions before the end of the test session, you should review your work for this session.”**

17. If you are administering

**MATHEMATICS GRADES 3 OR 4**, say to the students:

**“You may use either of the RICAS rulers included in your computer-based test to help you answer questions at any time during this session.**

**You may NOT use a calculator at any time during this session.”**

**MATHEMATICS GRADES 5 OR 6**, say to the students:

**“You may use either of the RICAS rulers and the Mathematics reference sheet included in your computer-based test to help you answer questions at any time during this session.**

**The reference sheet can be found by clicking the ‘Exhibits’ button on the right-hand side of the screen.**

**You may NOT use a calculator at any time during this session.”**

**MATHEMATICS GRADES 7 OR 8**, say to the students:

**“You may use either of the RICAS rulers and the Mathematics reference sheet included in your computer-based test to help you answer questions at any time during this session.**

**The reference sheet can be found by clicking the ‘Exhibits’ button on the right-hand side of the screen.**



## Administering Session 2 of the Mathematics Tests

**You may also use the calculators included in your computer-based test, or a handheld calculator.”**

Distribute handheld calculators to any students taking the grade 7 or 8 Mathematics test who would like to use one but did not bring their own.

18. Then say:

**“During the session, if you have a problem finding or using one of the tools on the computer screen, or difficulty using your computer, raise your hand. However, I will not be able to provide any assistance with the content of the test or help you answer the test questions.**

**Also, you may raise your hand if you would like me to read a word from the test to you. You will need to point to the word, and I will read it quietly to you and repeat it if necessary. But, I will not be able to tell you what the word means, or help you answer the question. Please raise your hand if you have any questions about this.”**

Pause and answer any questions that students have.

19. If you are administering **MATHEMATICS GRADES 5–8**, and the principal or test coordinator has decided to distribute reference sheets so that students have access to a printed reference sheet in addition to the one in the Exhibits tab in TestNav, say:

**“I will now hand out a printed reference sheet for you to use, in addition to the one that is available in the Exhibits tab of your screen during the test. Do not write on your reference sheet. Instead use your scratch paper for any figuring you need to do during the test. You may not use any reference sheets other than what I give you.”**

Distribute printed reference sheets to the students. Make sure they do not have any other reference material at their desks.

20. Say to the students:

**“It is important that RICAS tests are fair to all students. Therefore, the following things are not allowed: copying answers from anyone else; using notes, books, extra reference sheets, or any kind of class materials; writing notes to, or talking to other students; and providing answers or help to any other student. You must not ask for or receive help from anyone else in answering the questions. Also, you may not have a cell phone or any other electronic device with you other than your testing device. You may not access the Internet or use any application on your testing device other than the testing application that you are using right now. All students are expected to be honest, do their best, and not cheat in any way.”**

21. Then say to all students:

**“Click the ‘Start’ button. You may now begin your test.”**

Circulate among the students and verify that all have successfully started Session 2.

22. It is your responsibility to ensure a secure testing environment.

**Test security requirements are described in Part I, and other test administration protocols are described throughout this manual.**

**Circulate among the students while they take the test to see that they are working steadily, and are not using cell phones or other prohibited electronic devices.**

## Administering Session 2 of the Mathematics Tests

23. Monitor student testing status in the PAN Session. During testing, all students should be in an “Active” status. Any students who have signed out or been involuntarily exited from the test will be in “Exited” status and will need to be “Resumed” to continue testing. When students are in “Resumed” status, they can sign back in to the test and resume testing.



Clicking on a student’s status will show you how far the student has progressed through the test. Remember, however, that your primary responsibility is to focus your attention on the students rather than the computer.

24. When the time for the test session is half over, say to the students:

**“The scheduled session time is half over. Remember to use the ‘Review’ button at the top of the screen to see which questions you haven’t answered or that you bookmarked. Make sure you answer all the questions in this test session. Be sure to check your work carefully. Remember, if you are still working at the end of the scheduled session, you will be given more time to finish your test.”**

25. (Optional) Then say to students:

**“You may now have a short break during which you may stand up and stretch. During the break, you may not have conversations with other students. If you do not want to take a break, you may continue working. The break will be \_\_\_\_\_ (state the length of the break) minutes long.”**

The break may be scheduled for 3–5 minutes, at the test administrator’s discretion. It is not necessary to have students sign out of TestNav during the break, however security must be maintained by making sure students cannot see each other’s screens. RIDE recommends turning off computer monitors or placing tablets face down on desks. For laptops, RIDE recommends closing or lowering the lids, or placing something (e.g., manila folders) in front of the screens, depending on how your school’s laptops are configured. When the break is completed, say to the students:

**“The break is now over. You should begin testing again.”**

Resume monitoring the testing room.

26. Say to **ANY STUDENT WHO FINISHES EARLY**:

**“I want to remind you that you were supposed to answer all the questions in this session. At the top of the screen, click ‘Review’ and make sure you have not skipped any questions.**

**Remember, once you have submitted your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before submitting your test.**

**Cell phones, music players, e-book readers, and other prohibited electronic devices are *still* not allowed during the remainder of this session until you are dismissed from the testing room.”**

Permit students to check whether they have skipped any questions. Then assist students according to the instructions in step 29.

## Administering Session 2 of the Mathematics Tests

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27. At the **END OF THE SESSION**, say to the students:

**“This is the end of the time scheduled for Session 2. I want to remind you that you were supposed to answer all of the questions in this session. At the top of the screen, click ‘Review’ and make sure you have not skipped any questions.**

**Remember, once you have submitted your answers, you will not be permitted to go back to Session 2. Be sure to check your work carefully before submitting your test.”**

Pause to allow students to check whether they have skipped any questions.

28. Say to the students:

**“If you need more time to answer any questions, raise your hand. Do not submit your final answers at this time.”**

Note which students need more time. These students should **not** submit their final answers.

29. Then say to the students:

**“If you have completed the test session, click the ‘Review’ button at the top of the screen, and then click ‘End of Section.’ Click the ‘Submit Final Answers’ button to submit your answers. On the popup screen, confirm you would like to submit by selecting, ‘Yes, Submit Final Answers.’ If you are not automatically signed out, sign out of the test by going to the User Dropdown Menu at the top right corner of the screen and click ‘Sign out of TestNav.’”**

30. Circulate among the students to ensure all students have submitted their final answers in TestNav (with the exception of students who need more time). You are not permitted to check students’ work before they submit their tests.

31. For students who need more time, if your test coordinator has instructed you to do so, read the following recommended script to students who are moving to a test completion room:

**“If you have not yet finished your work in this session, you will be moved to \_\_\_\_\_ (location) to complete the test. You will have until the end of the school day to finish your work, as long as you are working productively.**

**Your cell phone and any other electronic devices must remain off, and you may not access them until I or another test administrator gives you permission to do so.”**

If your test coordinator has directed you to follow a different procedure to ensure that students do not have cell phones or other electronic devices in their possession while moving to a test completion room, do so at this time.

Students moving to a test completion room should be instructed to sign out of TestNav. Then the students’ testing devices should be transported along with the testing tickets. Students may transport their own testing devices as long as they are signed out of TestNav. Be sure to inform your test coordinator when completing tracking documents and returning test materials to your test coordinator. When students are ready to begin working in the test completion room, the test administrator will need to resume their tests before they can sign in with their testing tickets.

Be sure to complete appropriate tracking documents and follow your test coordinator’s instructions for maintaining security for students in a test completion room.

## Administering Session 2 of the Mathematics Tests

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32. Collect students' testing tickets (if you did not collect them earlier), reference sheets (if printed reference sheets were used), and scratch paper. **Verify that you have a student testing ticket and scratch paper from each student.**

Students who completed testing will have a blue 'Complete' status in PearsonAccess<sup>next</sup>. RIDE recommends locking these students' tests by clicking the arrow next to each student test in PAN and selecting "Lock," or, if all students have completed testing, sliding the Session lock button to the locked position to lock all students' tests.

33. Make a list of all students in your assigned group who were not tested. These students will appear in PAN in the "Ready" status for this test session. These students will need to take Session 2 during the make-up period. If all the students assigned to you took Session 2, notify your test coordinator of this. It is important to keep accurate records of who has been tested.
34. Group test materials into the following separate piles:
- student testing tickets
  - proctor testing tickets, if applicable
  - printed Mathematics reference sheets for grades 5–8, if applicable
  - used scratch paper
  - unused scratch paper
35. Complete appropriate tracking documents, as instructed by your test coordinator.
36. Immediately return **all** test materials and the list of students to your test coordinator.

## Administering Session 2 of the Mathematics Tests

### E Recommended Scripts to Read for a Supervised Lunch or Restroom Break

1. **For students who will be escorted to a SUPERVISED LUNCH**, if your test coordinator has instructed you to do so, read the following recommended script to students:

**“It is now time for lunch. You will be able to continue testing after lunch, and you will have until the end of the school day to finish your work, but you should not need that much time.**

**You will be going to \_\_\_\_\_ (location) after your supervised lunch to finish testing, and your test materials will be brought there for you. Your cell phone or other electronic devices must remain off during lunch, and you may not access them until the test administrator gives you permission to do so. Also, you may not have conversations during your lunch break.”**

If your test coordinator has directed you to follow a different procedure to ensure that students have a supervised lunch and security is maintained, do so at this time.

RIDE recommends signing students out of TestNav and then locking their tests by clicking the arrow next to the student’s test status and selecting “Lock.”

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	Gr	Sess.
<input type="checkbox"/>	1111111111	LAST	FIRST	M	1111111111	● SESSION		Active 
								 Lock

To unlock a student’s test when the student has returned, click the arrow next to the student’s test status and select “Unlock.”

<input type="checkbox"/>	SASID	Last Name	First Name	Middle Name	Username	Session	Gr	Sess.
<input type="checkbox"/>	1111111111	LAST	FIRST	M	1111111111	● SESSION		 Active 
								 Unlock

Be sure to complete appropriate tracking documents and follow your test coordinator’s instructions for maintaining the security of test materials for these students.

2. **For students who ask to use the RESTROOM during the test session**, if your test coordinator has instructed you to do so, read or point to this recommended script:

**“You may not retrieve or access your cell phone or any prohibited materials while you are out of the room.”**

If your test coordinator has directed you to follow a different procedure, do so at this time. Make sure that the student’s screen is not visible to anyone else while the student is out of the room.



FPO STATIC BARCODE