

New Mexico Standards Based Assessment (SBA) / High School Graduation Assessment (HSGA)

Proctor Password Frequently Asked Questions

Revised March 2016

New Mexico SBA/HSGA Proctor Password Frequently Asked Questions (FAQ) provides answers to frequently asked questions about using the proctor password to restart a student's test that has been paused for 20 minutes or more.

For more information, visit the New Mexico SBA/HSGA Help & Support page:

www.measuredprogress.org/sba/onlinehelp

For additional questions relating to test administration, contact Measured Progress at nmhelp@measuredprogress.org or (877) 676-6722 (select option 1).

Click a link to see the answer below:

- [What is a proctor password?](#)
- [Where can I find the proctor password?](#)
- [Is it okay to leave the test open and running while the student goes to the nurse, bathroom, or other?](#)
- [If a student pauses the test for longer than 20 minutes, how does he or she get back in to the test?](#)
- [I need to use the proctor password to allow the student to continue testing. What do I do next?](#)

What is a proctor password?

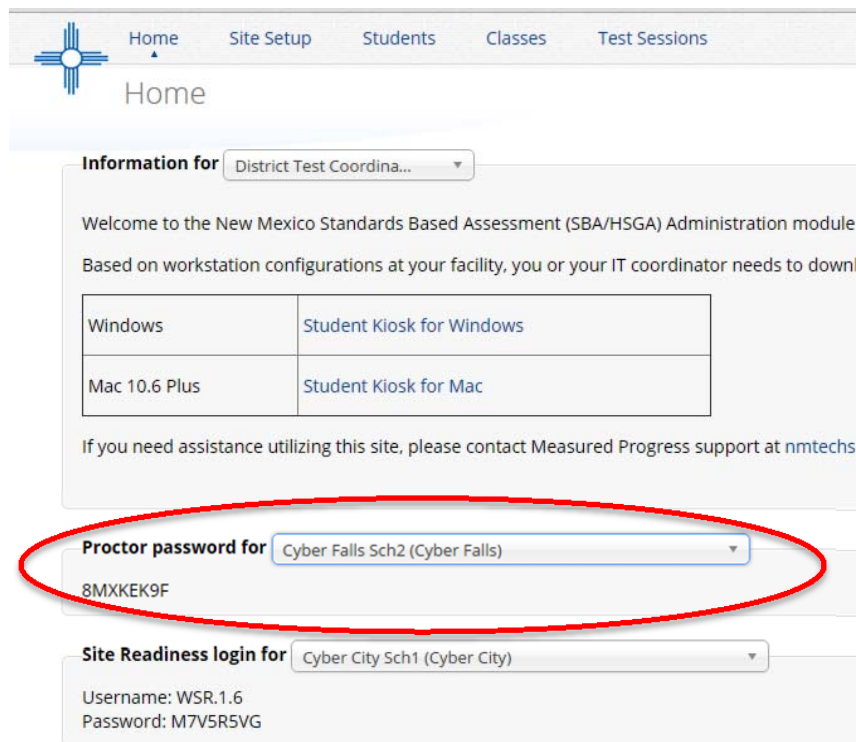
A proctor password is a password used to log students back in to a test that has been paused for over 20 minutes. **Testing sessions should always be completed in one sitting. In the event of an unplanned interruption (e.g., sudden illness, fire drill, evacuation), a proctor password is necessary to resume the testing session.**

Where can I find the proctor password?

Public Schools must contact their designated District Test Coordinator (DTC) to obtain the proctor password for their particular school. Dependent charter and BIE schools must contact Measured Progress at nmhelp@measuredprogress.org or (877) 676 6722 (select Option 1) in order to receive the proctor password, as these credentials are available only at the DTC user level. Independent charters have access to the DTC user level for each school.

Users with a DTC role designation in the iTester system can find the proctor password in the following location:

1. Log into the SBA Portal: <https://portal.nm.measuredprogress.org>
2. Click on "Administration"
3. Enter your school name in the first search box
4. Proctor password credentials for each location will appear between the student kiosk downloads and the Site Readiness logins.



The screenshot shows the SBA Portal Administration module interface. At the top, there is a navigation bar with links for Home, Site Setup, Students, Classes, and Test Sessions. Below the navigation bar, there is a section titled "Information for" with a dropdown menu set to "District Test Coordina...". The main content area displays a welcome message and a table of workstation configurations. The table has two columns: "Operating System" and "Download Link". The rows are: Windows (Student Kiosk for Windows) and Mac 10.6 Plus (Student Kiosk for Mac). Below the table, there is a link for support: "If you need assistance utilizing this site, please contact Measured Progress support at nmtechs". A red oval highlights the "Proctor password for" section, which shows a dropdown menu set to "Cyber Falls Sch2 (Cyber Falls)" and the password "8MXKEK9F". Below this, there is a "Site Readiness login for" section with a dropdown menu set to "Cyber City Sch1 (Cyber City)" and the login details: Username: WSR.1.6, Password: M7V5R5VG.

Operating System	Download Link
Windows	Student Kiosk for Windows
Mac 10.6 Plus	Student Kiosk for Mac

Measured Progress will direct the DTC as to where to locate the proctor password.

Is it okay to leave the test open and running while the student goes to the nurse, bathroom, or other?

No. This is a security breach. Prior to leaving his or her workstation, the student should pause the test.

If a student *pauses* the test for longer than 20 minutes, how does he or she get back in to the test?

If a test is paused for more than 20 minutes, the test proctor can restart it only with a proctor password, which is available from the school's designated District Test Coordinator. The DTC must contact Measured Progress at nmhelp@measuredprogress.org or (877) 676-6722 (select Option 1) to report who, when and why a proctor password was needed.

I need to use the proctor password to allow the student to continue testing. What do I do next?

If you are the test proctor:

1. Allow the student to log in with his or her user name and password.
2. At the prompt, only the proctor should enter the proctor password.

Important: Students should never have access to the proctor password. Only the person who is overseeing the test can enter the proctor password to allow the student to continue testing.

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