

## HSGA RETEST TCM IMPORTANT DATES INSERT

### FALL 2017 ADMINISTRATION OF THE HIGH SCHOOL GRADUATION ASSESSMENTS (HSGA)

#### Important Dates

Initial ordering window for closes on:	Monday, September 25, 2017 (5pm MT)
Additional ordering window:	Monday, October 16 - Thursday, November 16, 2017 <i>(Be sure to order your test materials no later than November 10)</i>
Test materials ordered in the initial ordering window delivered to district test coordinators (DTCs)	Monday, October 23, 2017
<b>HSGA Reading and Mathematics Fall Retest Testing Administration Window</b>	<b>Monday, October 30 - Friday, November 17, 2017</b>
UPS Pickup Window of all HSGA Reading and Mathematics Fall Retest materials	Monday, November 13 - Wednesday, November 29, 2017

#### HSGA Reading and Mathematics UPS Pickup Information

UPS has been contracted by Measured Progress to pick up the HSGA Reading and Mathematics Fall Retest materials. When your materials are ready to be returned to Measured Progress, you may request a UPS pickup at <http://iservices.measuredprogress.org>.

- Select "New Mexico" from the dropdown menu and click "Enter."
- Select "UPS Pickup Request" on the left-hand side of the screen.
- In the "RS Tracking #" box, enter the tracking number printed on the UPS return service label that was included in your shipment of test materials. Then click "Login."
- Complete your contact information, the date you request UPS to pick up your test materials, the pickup location, and the total number of boxes you are returning. Select "Place Pickup Request" to submit the request.

UPS will **not** automatically pick up your test materials at the end of the test administration window. ***You must submit a request for a UPS pickup by Monday, November 27, 2017. All secure materials must be picked up for return to Measured Progress by Wednesday, November 29, 2017.***

You may also hand your box (es) to your regular UPS driver, if you have a regularly scheduled UPS pickup at your location. If you do not use the iServices link, you will need to notify the Measured Progress New Mexico Help Desk by phone or e-mail when boxes have been handed off to a regularly scheduled UPS driver.

#### HSGA Reading and Mathematics Fall Retest Contact Information

General Administration Questions	Policy Questions
Measured Progress New Mexico Help Desk  <b>Telephone:</b> 1-877-676-6722 <b>Email:</b> nmhelp@measuredprogress.org	New Mexico Public Education Department (PED) Assessment & Accountability Division**  <b>Telephone:</b> 505-827-5861 <b>Email:</b> ped.assessment@state.nm.us

*\*\*The PED should only be contacted by the DTC. Test administrators (TAs) should contact their school test coordinator (STC) or DTC with any questions or concerns.*