

SCIENCE RETEST TCM IMPORTANT DATES INSERT

FALL 2017 ADMINISTRATION OF SCIENCE SBA RETEST

PBT and CBT Important Dates

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

Online Testing Only Important Dates

Online portal opens for Science SBA Fall Retest Non-kiosk (web-) based Practice Testing <i>(kiosk-based practice testing unavailable for 2017 fall retest):</i>	Monday, October 9, 2017, 7AM MT
Online portal opens for administrative work pre-online testing window <i>(i.e., create/edit/update users, inventory rosters, add students, enroll/unenroll students, assign accommodations, create classes):</i>	Monday, October 9, 2017, 7AM MT
Online Portal ready for test scheduling:	Monday, October 16, 2017, 7AM MT
Online portal opens for testing:	Monday, October 30, 2017, 7AM MT
Online portal closes for testing:	Friday, November 17, 2017, 7PM MT
Post-Online testing Administrative work <i>(i.e., inventory roster to make sure every student who tested is accounted for; if anyone had absences, or other situations, use the correct Test Completion code):</i>	Monday, November 20 – Wednesday, November 22, 2017
Online portal closes for administrators:	Wednesday, November 22, 2017, 5PM MT

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2017 Fall Science SBA Retest UPS Pickup Information

UPS has been contracted by Measured Progress to pick up the Science SBA 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.

Science SBA Fall Retest Contact Information

General Administration Questions

Measured Progress New Mexico Help Desk

Telephone: 1-877-676-6722

Email: nmhelp@measuredprogress.org

Policy Questions

New Mexico Public Education Department (PED)
Assessment & Accountability Division**

Telephone: 505-827-5861

Email: 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.*