

SPANISH READING RETEST TCM IMPORTANT DATES INSERT

FALL 2017 ADMINISTRATION OF SPANISH READING SBA RETEST

Important Dates

Initial ordering window for Spanish Reading SBA Fall Retest materials closes on:	Monday, September 25, 2017 (5pm MT)
Test materials ordered in the initial ordering window delivered to district test coordinators (DTCs):	Monday, November 6, 2017
Additional ordering window for Spanish Reading SBA Fall Retest materials:	Monday, October 30 – Thursday, December 14, 2017 <i>(Be sure to order test materials no later than December 8)</i>
Spanish Reading SBA Fall Retest Testing Administration Window:	Monday, November 13 - Friday, December 15, 2017
UPS Pickup Window of all Spanish Reading SBA Fall Retest materials:	Monday, November 27 – Friday, January 5, 2018

Spanish Reading SBA Fall Retest UPS Pickup Information

UPS has been contracted by Measured Progress to pick up the Spanish Reading 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 Wednesday, January 3, 2018. All secure materials must be picked up for return to Measured Progress by Friday, January 5, 2018.***

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	Policy Questions
Measured Progress New Mexico Help Desk Telephone: 1-877-676-6722 Email: nmhelp@measuredprogress.org	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.*