



FALL RETEST

**TEST  
COORDINATOR'S  
MANUAL**  
**for Paper-Based Test Administration**

**Reading & Mathematics**



This manual is not secure. Recycle this manual after the test administration window.



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# HSGA Important Dates and Contact Information

## Important Dates

Please refer to the Important Dates insert provided with materials shipment.

## HSGA Contact Information

### **Measured Progress (technical and administration questions)**

New Mexico Help Desk . . . . . (877) 676-6722  
*Choose option 2 for technical/computer questions. Choose option 1 for administrative questions.*  
. . . . . nmhelp@measuredprogress.org

### **New Mexico Public Education Department (PED)— Assessment & Accountability Division (policy questions)**

Joslyn Overby . . . . . (505) 827-6570 or joslyn.overby@state.nm.us  
Gabe Martinez. . . . . (505) 827-6509 or gabriel.martinez3@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.

# Test Security Guidelines

***District test coordinators (DTCs) and school test coordinators (STCs) must read all the directions in this manual before distributing any test materials to test administrators (TAs).***

The following measures are required to preserve the security of the New Mexico High School Graduation Assessment (HSGA). District superintendents, DTCs, STCs, building supervisors, TAs, and proctors are all charged with following these guidelines to preserve the integrity of the testing program.

## Security of Test Materials

The New Mexico Statewide Assessment Program requires the HSGA to receive the highest level of test security and accountability. The security of the HSGA test booklets and answer documents must be maintained before, during, and after the test administration. Please follow the guidelines in this manual for distributing, collecting, and returning these materials. Be sure that all testing personnel have access to a central, locked storage space for safekeeping of test materials until the materials are returned to Measured Progress.

The HSGA test booklets and answer documents are secure. It is important that students are not provided access to any of these test materials except during test administration. Early exposure to the test booklet or answer document will invalidate the data results for the student's test.

Unauthorized reproduction of test materials is a violation of the Federal Copyright Act and of the New Mexico Public Education Department (PED) regulation 6.10.7 NMAC, which addresses testing security and administration of the New Mexico Statewide Assessment Program. One requirement of this regulation is that signs be posted near school copy machines prior to and during the test administration window to notify individuals that HSGA test materials may not be photocopied or reproduced in any fashion, including paraphrasing.

The test materials may not be provided to any persons not coordinating and administering the test or being tested. Test administrators should not receive a copy of the test booklet unless they are administering the read-aloud accommodation.

Test questions may not be taught in part or in whole prior to, during, or after testing. Test questions may only be presented to students during the test administration period via the standardized procedures described in this manual and the *Directions for Administering* manuals. The answers to questions may not be provided to students by any method (e.g., orally or in writing). Answers to test questions may not be erased or altered by anyone except the student while taking the test. Reading test questions aloud to students, except in instances specified by the *Directions for Administering* manuals, is only permitted if the student qualifies for such an accommodation. Please see the list of prohibited activities on page 4. Additional guidance is available at the website below.

<http://www.ped.state.nm.us/AssessmentAccountability/AssessmentEvaluation/index.html>

All administrations of the tests are to be conducted under the standardized procedures described in this manual for DTCs and STCs and the *Directions for Administering* manual provided to TAs. The New Mexico Public Education Department Confidentiality Agreement, available on the Assessment and Evaluation page of the PED website listed above, must be completed and signed by any person who is likely to come in contact with standardized testing materials, including teachers, aides, educational assistants, substitutes, volunteers, and licensed and unlicensed office staff.

All materials must be stored in a secure place before testing, at the end of each testing session, and after testing is complete. Materials should not leave the school except to be returned to a central location within the district. Test materials should not be taken off campus unless specifically authorized by the assistant director of the Assessment and Accountability Division of the PED.

Districts are held responsible to the PED for all test materials; therefore, **all materials must be accounted for**. Test coordinators must use the serial number located on the front cover of each test booklet to keep records of all the test booklets. If a test booklet is missing following test administration, the DTC must ensure that a thorough search is undertaken to locate the booklet. If the booklet cannot be located, the DTC must report the loss within three business days to the assistant director of the Assessment and Accountability Division of the PED and Measured Progress. This report must include all pertinent information regarding the incident. If the test booklet remains missing, the district will be instructed by separate communication to initiate a formal investigation into the loss and to submit a comprehensive report of the incident to the PED, complete with a cover letter from the district superintendent. Each district is responsible for developing and implementing a test security plan that fully addresses security and assigns responsibilities to school staff to meet all the requirements of the test administration. TAs and proctors should be trained on all the test security requirements prior to the test administration.

### **Prohibited Activities**

It is unethical and shall be viewed as a violation of test security for any person to

- allow students to share information during the test administration.
- provide assessment accommodations that do not have instructional relevance or are not connected to a specific skill deficit determined by the student's educational team.
- give special assistance of any kind that could influence students' responses to test questions.
- direct a student to change responses to test questions or suggest that he or she should.
- allow students access to HSGA test questions prior to testing.
- change a student's response to a test question.
- clean up stray marks, including, but not limited to, erasing double-marked, lightly erased, or lightly marked answers.
- photocopy, transcribe, or in any way duplicate any part of the HSGA.
- allow students to have cell phones or electronic devices not medically necessary during test sessions.
- fail to return all used and unused secure test materials.
- review the test questions for any reason.
- discuss the test with students/colleagues during or after the test administration.
- participate in, direct, aid, counsel, assist in, encourage, or fail to report any violations of these test administration security measures.

**School and district staff are prohibited from studying or discussing test items in any manner, either among themselves or with students, before, during, or after testing.**

## Security and Students' Rights

Individual test scores, as well as all other aspects of a student's record, are confidential. Scores can only be released in instances of school staff having a need to know them, valid requests for transcripts, and the student enforcing his or her right to inspect and request explanations of his or her records. In some instances, a court order or subpoena may require the release of this information; however, the student/parent must be informed of this request before any information is released. Test scores may also be released to parents or guardians of all students enrolled in a New Mexico public school.

Researchers may obtain test scores from school districts provided the information requested is at the group or cohort level. No information may be reported for groups smaller than 10 students.

Those who work with student test scores are required to withhold confidential information unless proper release is granted by the caretaker of student records. School personnel are also charged with maintaining the results of standardized tests as part of student records.

## Reporting a Test Irregularity or a Breach of Security

All administrations of the tests are to be conducted under the standardized procedures described in the *Directions for Administering* manuals provided to the DTCs, STCs, TAs, and proctors. Individual irregularities, such as suspicion of cheating, should be reported immediately by the TA to the DTC or STC. Invalidation of a test due to a testing irregularity shall be determined after a thorough investigation and consultation between the DTC, STC, and district/school superintendent. As required by state regulations, the DTC must inform the assistant director of the Assessment and Accountability Division of the PED of a testing irregularity within three business days of the occurrence, and the DTC must follow up with a written response on the PED's Testing Irregularity Reporting Form about the investigation within a reasonable timeline.

Any suspected or actual breach of security must be reported immediately to the DTC. In turn, the DTC must report the suspected or actual breach by telephone to the assistant director of the Assessment and Accountability Division of the PED within three business days and follow up with a written report detailing the allegation(s), finding(s), and corrective action(s). Anonymous reports will be considered by the assistant director if specific factual information is provided that describes the alleged incident in detail, including names of anyone involved or any observer, and dates, times, and locations. Also, the names of anyone initiating a report may be held in confidence if the district superintendent feels it is best to do so.

**If any certified school employee is involved with any of the unauthorized activities mentioned in the "Test Security Guidelines" section of this manual, that employee is in jeopardy of possible license revocation by the PED.**

# General Instructions and Test Information

Consider the following information when preparing to distribute test materials:

- Measured Progress will refer to the DTC as the person who is responsible for receiving and distributing all test materials used in this test administration in his or her district. The DTC is responsible for contacting the New Mexico Help Desk at Measured Progress when assistance, such as needing to order additional materials or report problems with shipments, is needed.
- The STC(s) is/are responsible for receiving test materials at the school level. The STC must report any shortage of test materials or missing test booklets and answer documents to the DTC.
- TA(s) and/or proctor(s) is/are responsible for the test materials during the actual test administration. The TAs must report any missing test booklets and answer documents to the STC.

## HSGA Fall Retest Test Design and Item Information

Grade(s)	Languages Available	Number of Sessions	Estimated Time per Session (minutes)	Item Types*
READING	English Spanish	2	60	MC, SA, and OE
MATHEMATICS	English Spanish	3	60	MC, SA, and OE

\* MC = multiple-choice, 1 point each; SA = short-answer, 2 points each; OE = open-ended, 4 points each

### Number of Forms and Types of Testing Materials

For the HSGA Fall Retest, there is one form of the English and Spanish test booklets and answer documents. Mathematics reference sheets in both English and Spanish and Spanish Glossaries of Mathematics Terms are also provided for the test administration. Braille and large-print versions of the test are also available for students who qualify for these assessment accommodations.

### Number of Test Questions

The test design for the HSGA Fall Retest is the same as the Spring 2014 SBA/HSGA. That is, the HSGA Retest includes the same number of operational test questions as the Spring 2014 SBA/HSGA. Approximately 20% of the total number of questions are short answer and open-ended questions.

### Types of Test Questions

The HSGA Fall Retest is composed of a combination of multiple-choice (1-point), short-answer (2-point), and open-ended (4-point) questions. The *Directions for Administering* manual will specify the number of questions that are multiple-choice, short-answer, and open-ended.

### Who Is to Be Tested?

High School seniors on the career graduation option and H5+ students in the cohorts of 2012–2015 are eligible for the Reading and Mathematics SBA/HSGA, which will be available through 2020. The PARCC fall/winter block retest is available to seniors on the standard graduation option who have not met their primary demonstration of competency in reading, writing, and/or mathematics.

For additional information regarding participation requirements for the HSGA, please refer to the “High School Assessment” section of the *Directions for Administering* manual or contact Joslyn Overby at the PED. PED contact information is provided on page 2 of this manual.



## Security

The HSGA test materials are secure. Keep all such materials in central, locked storage until the DTC is ready to either send them to school testing sites or return them to Measured Progress. For more information on keeping test materials secure, please read the section entitled “Test Security Guidelines” beginning on page 3 of this manual.

## Number 2 Pencils Required for Paper-Based Testing

The scanner will only read marks from a soft-lead (No. 2) pencil. Failure to use a soft-lead (No. 2) pencil may result in a report of “no score.” **TAs must not allow students to use mechanical pencils.**

## Recommendation for Test Scheduling

There is no requirement to use a PED-approved schedule. Follow the scheduling guidelines to maintain standardized testing procedures and safeguard against a security breach. It is the STC’s responsibility to inform TAs and proctors about the testing schedule established by the district, charter, or BIE school.

The HSGA is an untimed test. The reading assessment consists of two sessions, and the mathematics assessment consists of three sessions. Science is not included within this assessment.

It is recommended that the schedule for each test session include 15 minutes for the TA to distribute the materials and read the test directions to the students. For scheduling purposes only, 60-minute session times have been recommended in the *Directions for Administering* manual. Students must be allowed to continue working as long as they are making progress.

## Testing Sessions May Not Be Interrupted

TAs must not begin testing if students will not be able to finish the session before their lunch break or the end of the school day. Once a testing session has begun, students must be allowed to finish. Except in the following circumstances, students are not allowed to stop in the middle of a session and resume at a later point.

- Sudden student illness
- Emergency evacuation
- Fire drill

In these circumstances, students may be allowed to complete the session later, but they **may not** change responses to any test questions already answered.

## Allowable Accommodations

Accommodations and participation decisions will be made by each student’s educational team. The team should have ensured that the student received the agreed-upon, allowable accommodation(s) in instruction and assessment in the content area for a sufficient amount of time prior to the HSGA Fall Retest administration so that the student will be comfortable with using it on the test. The use of each accommodation in daily instruction must have written documentation (in the IEP, 504, or ELL plan). Only students on IEP, 504, or ELL plans are eligible for accommodations. Students who have achieved fluent English proficiency are not eligible for ELL accommodations. For a complete list of accommodations allowed on the HSGA, download the *Student Assessment Accommodations Manual from the Assessment and Evaluation page of the PED website*. Fill in the bubble for all accommodations used during PBT administration for each student in accommodations boxes H and I on the inside back cover of the PBT answer document, as applicable.

Prohibited modifications are changes in test administration that interfere with the comparability of scores. **Non-allowed modifications are strictly prohibited on the HSGA.** Any reading or mathematics assessment in which non-allowed modifications are provided must be invalidated.

### Invalidating Tests

The reading or mathematics assessments **must** be invalidated if there are unusual circumstances that prevent the proper completion of any test sessions. Circumstances that require test invalidation include, but are not limited to, students

- cheating,
- moving ahead to the next session before being directed to do so,
- taking the test with a prohibited modification, and
- making no effort to complete the test.

The TA should consult with the STC and/or DTC to resolve questions about whether a test should be invalidated. The TA will mark the appropriate bubble in the Test Completion Status (TCS) field located on the biogrid on the inside back cover of the PBT answer document to indicate that the reading or mathematics assessment should be invalidated. The invalidated subtest will **not** be scored, and the District Summary Report will indicate the proper TCS. Any questions related to invalidating a test should be directed to the PED.

### Voiding Tests

If student responses have been transcribed to a new answer document, the original document must be voided. To void the answer document, write VOID in large, dark print on the front cover and **fill in box J** on the biogrid. The voided document must be packed with the **used** test materials. If the TA is uncertain whether a test should be voided, please contact the New Mexico Help Desk at 1-877-676-6722 and select option 1.

# Roles and Responsibilities

## ***The DTC\* must:***

- act as the main contact for Measured Progress.
- be completely knowledgeable of 6.10.7 NMAC.
- attend two PED-sponsored trainings on assessment security and administration.
- train the STCs, including reviewing the STC Checklist.
- be familiar with all of the information in this manual and in the *Directions for Administering* (DFA) manual. Other staff may refer to sections of either manual as needed.
- be knowledgeable regarding proper test administration and test security.
- ensure that all personnel assigned to testing are adequately trained in the areas of proper test administration and test security and have signed the New Mexico Public Education Department (PED) Confidentiality Agreement.
- ensure that all school principals sign and submit the Test Security Training Verification Form (for Principals).
- ensure that the district superintendent signs and submits the Test Security Training Verification Form (for Superintendents).
- be responsible for coordinating the administration of the fall HSGA Retest in all the schools within the district. This primarily involves
  - ordering original quantities of materials and additional materials later, if needed;
  - distributing and retrieving all test materials to and from the schools;
  - packaging all test booklets, answer documents, and any other secure materials and returning them to Measured Progress; and
  - tracking all of the secure materials.

**\*Note:** The STC at a charter school, state educational institution, or BIE school may do the tasks assigned to the DTC in addition to STC tasks.

## ***The STC must:***

- be completely knowledgeable of 6.10.7 NMAC.
- be trained on test security and administration by the DTC.
- complete the STC Checklist.
- disseminate and train TAs on the TA Checklist.
- be responsible for coordinating the administration of the fall HSGA Retest at an assigned school.
- be knowledgeable regarding proper test administration and test security.
- be familiar with all of the information in this manual and in the *Directions for Administering* (DFA) manual.
- ensure that all personnel assigned to testing are adequately trained in the areas of proper test administration and test security and have signed the New Mexico Public Education Department (PED) Confidentiality Agreement.

**The TA must:**

- be trained by the STC or the DTC on, and become knowledgeable regarding, test security and administration.
- sign the New Mexico Public Education Department (PED) Confidentiality Agreement and return it to the STC.
- complete the TA Checklist.
- be responsible for the actual administration of the fall HSGA Retest.
- read the scripts directly from the *Directions for Administering* (DFA) manual.
- understand how to provide necessary, approved accommodations and know which students will receive each accommodation.

All TAs, STCs, and DTCs are responsible for knowing and applying the following general testing information:

- Minimally, there must be one TA in each testing room at all times.
- When more than 25 students are in one testing room, the ratio of students to TAs must not exceed 25 to 1. For example, when 26 students are in a testing room, there **must** be two TAs or a TA and a proctor.
- TAs and proctors must remain attentive in the room during the entire testing session. They should circulate throughout the room during the testing session. They are **not** allowed to read, grade papers, or do other work.
- Identifying and pointing out test questions students did not complete either during or after the test session is **not** allowed. TAs should remind students as part of the general instructions to complete all of the test questions and to check to be sure they have completed each session.
- Stray mark cleanup is not permitted. The scripts that are read aloud to students in the *Directions for Administering* manuals include directions for students to avoid making extra marks in the answer document, to erase completely any changes that are made, and to clearly fill in their intended answers.
- The DTC or the STC must train all TAs and proctors.
- The TA should be a certified staff member who has received training from the DTC/STC. In the event that schools require additional staff to administer the HSGA, other staff members (who have received training and have been certified) may be used to provide one-on-one accommodations. Please contact PED with questions.
- TAs and proctors must **not** be assigned to a room in which a relative is being tested. In small districts, this situation may be unavoidable. In this case, it is important to place a proctor with the teacher to ensure the integrity of the test administration.

# Before Testing

***DTCs and STCs: Please review this section before you distribute any test materials to TAs.***

## Preparing for Testing

- Announce the test window in advance. Instruct TAs to prepare students by explaining the purpose of the test.
- Provide training for all district personnel involved in test administration, preparation, and security in accordance with the PED regulation 6.10.7 NMAC.
- Review the English or Spanish version of the *Directions for Administering* manual (as applicable).
- Follow the testing schedule selected by the district for your school.
- Gather all the test materials needed for test administration:
  - Sufficient soft-lead (No. 2) pencils with erasers to be able to provide two to each student—**DO NOT ALLOW STUDENTS TO USE MECHANICAL PENCILS DURING TESTING**
  - A sufficient number of test booklets with inserted answer documents
  - *Directions for Administering* manuals in English or Spanish
  - A “Testing—Do Not Disturb” sign (not included with test materials)
  - A sufficient number of Spanish glossaries, as applicable, for students taking a Spanish version of the HSGA
  - A Security Checklist or another documentation method for STCs and TAs to use daily during test administration to check in and check out all test materials

## Receiving Test Materials

Follow this procedure when preparing to distribute test materials:

- Use the Packing List(s) to verify receipt of the entire order of test materials and the Security Checklist or the Local Inventory Tool (LIT) to verify receipt of each secure test booklet and answer document. Inventory test materials *immediately* upon receiving them. Report any discrepancies, shortages, or issues to the New Mexico Help Desk at Measured Progress by calling 1-877-676-6722 (select option 1) or e-mailing the help desk at [nmhelp@measuredprogress.org](mailto:nmhelp@measuredprogress.org).
- Boxes will be packed by order (usually at the school level) and shipped to the requested address entered by the DTC in the online ordering system.
  - Test booklets and answer documents are shrink-wrapped in sets of five or single packages.
  - HSGA *Directions for Administering* manuals for PBT test administration.
  - SBA Pre-ID labels for use in PBT test administration if provided.
- **Keep the boxes in which the test materials were shipped to you so that you may use them to return test booklets and answer documents to Measured Progress.**

## Distributing Test Materials

The following information should be considered when preparing for the distribution of test materials:

- TAs will receive test materials from the STCs.
- Each STC will keep a record of the number of test booklets and answer documents assigned to each TA. The provided Security Checklist or the Local Inventory Tool (LIT) may be used for this purpose. (An example of the Security Checklist is provided in Appendix B.) Writing on or applying locally made labels to the covers of **test booklets** is permitted to aid in assigning and tracking them. Do not obscure barcodes already printed on the test booklets. **Caution:** Only the provided student Pre-ID label may be applied to the answer documents after the testing is complete. Do not locally create any labels for answer documents because they may interfere when the answer documents are scanned and possibly result in a “no score” report for a student.
- TAs, in cooperation with the STC, must be able to account for the security of all test materials before, during, and after the test administration.
- Upon receipt of test booklets and answer documents, the TA should count the number of each type of booklet received and confirm inventory of the number of booklets that have been delivered by the STC.
- **Any discrepancies in numbers of test materials must be reported immediately to the STC.**
- All test materials must be kept in a securely locked central storage facility when the test is not being administered.

# Special Requirements for Large-Print and Braille Versions of the Test Forms

*DTCs and anyone else involved in administering these forms: Please read these directions carefully before you administer the test.*

## Test Security

All security measures outlined in the *Directions for Administering* manual and in this manual are applicable and must be followed when testing with the large-print and Braille versions of the test.

**Duplication or retention of any large-print or Braille test material is not permitted.**

## Administering the Large-Print Version

Students who are administered a large-print version of the HSGA must be given a large-print test material packet. The packet includes large-print instructions sheet, a large-print test booklet, a standard-sized test booklet and answer document, a large-print mathematics reference sheet, and a large-print Spanish Glossary (as applicable for the Spanish versions). Please consider the following when administering the large-print test:

- Test administrators should read the directions and scripts from the *Directions for Administering* manual the same way as for a standard administration.
- The large-print test booklet is 11" × 17". It is recommended that these tests be administered to students at tables (perhaps library-sized) to allow for the booklet's size and to ensure student comfort.
- In addition to the materials in the large-print packet, students should also be provided with soft-lead No. 2 pencils.

## **Student Responses**

Only responses bubbled and written in the answer document or typewritten responses to short-answer and open-ended questions will be scored. All responses to multiple-choice, short-answer, and open-ended questions that are not completed directly in the answer document or typewritten **must** be transcribed into an answer document prior to shipping. The TA and the student should consider the following options to determine the best method for recording the student's responses:

- Students may use No. 2 soft-lead pencils to record their responses in the answer document. (Do not allow students to use mechanical pencils.)
- Students may respond to all questions in the large-print test booklet. **Answers in the large-print test booklet will not be scored. Therefore, answers written in the large-print test booklet must be copied into the answer document to be scored and reported. The scribe must be sure to transcribe exactly what the student has marked.**
- Students may type their responses with a word processor (without the aid of either a spelling or grammar check). **NOTE: All multiple-choice answers must be transcribed by the TA (or the proctor) into the answer document.**
- Students may use a scribe to write oral responses or fill in bubbles for multiple-choice questions in the answer document.

If typewritten responses to short-answer and open-ended questions are permitted as an accommodation, follow the instructions on page 15 under "Typed Responses."

## Administering the Braille Version

Students who are administered a Braille version of the HSGA must be given a Braille test material packet. The packet includes a Braille test booklet for each subtest, a standard test booklet, a standard answer document, a Braille mathematics reference sheet, test administration notes from the Braille translator, and an instructions sheet. Please consider the following when administering the Braille test:

- Test administrators should read the directions and scripts from the *Directions for Administering* manual the same way as for a standard administration. The TAs may make adjustments to the specific directions for administering a test as needed to ensure that students taking the Braille version of the test understand the testing procedures. For example, you should tell students they do not need to read or pay attention to the copyright notice that appears in the Braille version.
- Various materials (e.g., Braille writers, slates and styluses, Cranmer modified abacuses, and word processors without the aid of spelling or grammar checks) may be required by the students and must be furnished prior to the appropriate subtest. Additionally, the TA should have available Braille paper and placeholders.

### **Student Responses**

Only responses bubbled and written inside an answer document or typewritten responses to short-answer and open-ended questions will be scored. All responses to multiple-choice, short-answer, and open-ended questions that are not completed directly in the answer document or typewritten **must** be transcribed into an answer document prior to shipping. The TA and the student should consider the following options to determine the best method for recording the student's responses. Students may use any combination of these options to answer test items.

- Students may record their responses using Braille on a separate Braille sheet of paper.
- Students may record their responses directly in the Braille version of the test booklet.
- Students may respond to the short-answer and open-ended questions using a word processor (without a spelling or grammar check) and respond to the multiple-choice questions directly in the Braille version of the test booklet.
- Students may use a scribe to write oral responses or fill in bubbles for multiple-choice questions in the answer document.

The student's Braille responses and all other responses in the Braille test booklet **must** be transcribed **verbatim** into the student's answer document by the TA (or the proctor) at the end of each subtest or after testing is completed. **Only answers copied into the answer document will be scored and reported.**

If typewritten responses to the short-answer and open-ended questions are permitted as an accommodation, follow the instructions on page 15 under "Typed Responses."



## Typed Responses for Paper-Based Testing

Typed responses to short-answer and open-ended questions may be submitted for those students who qualify for accommodation code 13 (Assistive Technology Devices). Refer to the *Student Assessment Accommodations Manual* for more information about this accommodation.

Each page of the typed response must contain the following information:

- Student's first and last name
- Student's state student ID number (which also appears on the student's ID label) or NASIS ID
- Unique answer document number found on each page inside the student's answer document
- District name
- School name
- Session name (e.g., Reading Session 1)
- Question number (e.g., #6)

At the end of testing, the TA staples all sheets of paper containing typewritten responses from an individual student once in the top left corner and provides them to the STC and DTC with the answer document at the end of testing. The TA must never staple, tape, or glue typed response pages into an answer document.

**NOTE: All multiple-choice answers must be transcribed by the TA (or proctor) into the answer document.**

# Preparing Paper-Based Materials for Return

## Checking Answer Documents

**NOTE:** “Answer document” in this section refers to PBT answer documents.

1. **Only responses bubbled and written inside the answer document or typewritten responses to short-answer and open-ended questions will be scored.** After large-print or Braille testing is completed, the TA or proctor must confirm that 1) all biogrid information and responses to multiple-choice questions are completed in the answer document; 2) all typewritten responses are clearly labeled and prepared for return with the answer documents in the Special Handling envelope; and 3) any responses that have not been completed directly in the answer document or included on typewritten pages are transcribed exactly into the student’s answer document. If responses in test booklets are not transcribed into the student’s answer document, they will not be scored.
2. For PBT administration, Pre-ID labels have been provided for most students taking the HSGA. Check the Pre-ID labels to ensure the information is accurate. If any of the three essential identifiers are not accurate or the student did not participate in this administration, shred the label and do not use it. The presence of inaccurate information should indicate to you that the information in STARS or NASIS may need to be updated as they are the sources for the demographic information on the labels.
3. For each answer document, match the Pre-ID label with the name the student wrote on the front cover and apply the label to the bottom right corner on the back cover. Remember, if any of the three essential identifiers (student’s name, date of birth, or state/NASIS identification number) on the label is inaccurate, do not use the label. Instead, skip to step 4 and determine whether STARS or NASIS should be updated. **Caution:** Make certain to apply the correct label to each answer document so the correct student will be given credit for participation in the HSGA.
4. If there is no label for a student, it is critical that a test coordinator verify all the bubbles are filled in accurately in section 4, boxes A–F on the back cover of the answer document. This includes the bubbles for the student’s full name, the district code, the school code, the student’s birth date, the state student ID or NASIS ID number, and the student’s gender. Without a Pre-ID label, these pieces of information are the vital link between the student’s test scores and his or her demographic information. Ensuring all these fields are bubbled accurately gives the PED the best opportunity to match the test results to the student demographic information in STARS and NASIS, and therefore, to give the student credit for passing the HSGA.
5. Be sure to complete sections 1, 2, and 3 for all students, **as applicable**, on the inside back cover.

See the Rules for Completing Biogrids section of the Directions for Administering manual for more detailed instructions on completing the biogrid.

## Returning Test Materials

1. **Do not** return test materials that are contaminated with biohazardous materials such as blood or vomit. Please contact the New Mexico Help Desk at Measured Progress by calling 1-877-676-6722 (select 1) or by e-mailing [nmhelp@measuredprogress.org](mailto:nmhelp@measuredprogress.org) for directions or with any questions.
2. Place all test booklets including English, Spanish, Braille, and large-print versions, whether used or unused, in the bottom of the Measured Progress box(es) in which you received test materials.
3. Review the answer documents carefully, noting any damage such as tears or holes. Make separate piles for used and unused answer documents. Turn every page of the unused answer documents to make sure there is no student work in them. Pack unused English and Spanish answer documents inside the “Unused, Blank Answer Documents” envelope(s). Seal the envelope and pack it in the box on top of the test booklets.

4. Place only damaged, used answer documents or answer documents with typed pages in the white plastic envelope labeled “Special Handling.” Please include a brief memo on district or school letterhead that explains why each used answer document is included in the Special Handling envelope to ensure that Measured Progress staff understands the situation and treats the answer document accordingly. (You may have nothing to return in this envelope.) Seal the Special Handling envelope and place it on top of the “Unused, Blank Answer Documents” envelope(s), even if there is nothing in the envelope.
5. Pack all of the undamaged used English and Spanish answer documents in the white plastic envelope labeled “Used, Partially Used, and Voided Answer Documents.” Seal the envelope and pack it in the box on top of the “Special Handling” envelope.
6. The return address will be to a Measured Progress facility in New Hampshire. Seal the box(es) with packing tape and reinforce the box corners and the bottom seal. Apply the return shipping label provided with the shipment directly on top of the white delivery label. Please stack materials in the box in the following order, starting at the bottom with all test booklets, and working up to used answer documents.

Used, Partially Used, and Voided Answer Documents envelope(s)
Special Handling envelope – it may be empty
Unused, Blank Answer Documents envelope(s)
All test booklets including English, Spanish, Braille, and large-print versions

7. Do not return *Directions for Administering* manuals, *Test Coordinator Manuals*, mathematics reference sheets, and Spanish glossaries to Measured Progress. Please recycle these materials at your school or district. Do not save manuals for the next administration as directions may change.
8. UPS has been contracted by Measured Progress to pick up the HSGA test 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. All secure materials must be picked up for return to Measured Progress by the date specified in the “Important Dates for HSGA Reading & Mathematics Administration” handout. 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.

For assistance with submitting a UPS pickup request online, contact the NM Help Desk at 1-877-676-6722 (select 1) or [nmhelp@measuredprogress.org](mailto:nmhelp@measuredprogress.org).

**Thank you for your assistance with the administration of the HSGA.**

# Appendix A – Sample Biogrid

## Back Cover of Paper-Based Answer Document

Section 4: IDENTIFICATION: Bubble Boxes A–F if this student’s Pre-ID label is invalid. (See DFA section “Rules for Completing Biogrids” for clarification.)

A	LAST NAME	FIRST NAME	MI	B	C
				DISTRICT CODE	SCHOOL CODE
				0 0 0	0 0 0
				1 1 1	1 1 1
				2 2 2	2 2 2
				3 3 3	3 3 3
				4 4 4	4 4 4
				5 5 5	5 5 5
				6 6 6	6 6 6
				7 7 7	7 7 7
				8 8 8	8 8 8
				9 9 9	9 9 9

  

D	BIRTH DATE			E	STATE STUDENT ID								F	GENDER			
	MONTH	DAY	YEAR													<input type="radio"/> Male	<input type="radio"/> Female
	JAN				0	0	0	0	0	0	0	0	0	0	0	<input type="radio"/>	<input type="radio"/>
	FEB				1	1	1	1	1	1	1	1	1	1	1	<input type="radio"/>	<input type="radio"/>
	MAR				0	0										<input type="radio"/>	<input type="radio"/>
	APR				1	1	1	1	1	1	1	1	1	1	1	<input type="radio"/>	<input type="radio"/>
	MAY				2	2	2	2	2	2	2	2	2	2	2	<input type="radio"/>	<input type="radio"/>
	JUN				3	3										<input type="radio"/>	<input type="radio"/>
	JUL				4											<input type="radio"/>	<input type="radio"/>
	AUG				5											<input type="radio"/>	<input type="radio"/>
	SEP				6											<input type="radio"/>	<input type="radio"/>
	OCT				7											<input type="radio"/>	<input type="radio"/>
	NOV				8											<input type="radio"/>	<input type="radio"/>
	DEC				9											<input type="radio"/>	<input type="radio"/>

16 Digit Static Barcode

**Fall  
HSGA Reading  
and Math**

PLACE LABEL HERE

# Appendix A – Sample Biogrid

## Inside Back Cover of Paper-Based Answer Document

Section 1: TESTING: If student did not test all sessions, mark the appropriate Test Completion Status in Box G. Bubble accommodations used in Box H and Box I. Bubbling Box J will void the entire answer document. **Caution:** Filling in the bubble in Box J will result in all of the answer document not being scored.

G TEST COMPLETION STATUS		
	RD	MA
Non-Allowed Modification	<input type="radio"/> 1	<input type="radio"/> 1
Test Irregularities	<input type="radio"/> 2	<input type="radio"/> 2

H ELL ACCOMMODATIONS	
RD	MA
<input type="radio"/> 21	<input type="radio"/> 20
<input type="radio"/> 22	<input type="radio"/> 21
<input type="radio"/> 23	<input type="radio"/> 22
<input type="radio"/> 24	<input type="radio"/> 23
<input type="radio"/> 25	<input type="radio"/> 24
<input type="radio"/> 26	<input type="radio"/> 25
<input type="radio"/> 27	<input type="radio"/> 26
<input type="radio"/> 28	<input type="radio"/> 27
<input type="radio"/> 29	<input type="radio"/> 28

I SWD or 504 PLAN ACCOMMODATIONS	
RD	MA
<input type="radio"/> 01	<input type="radio"/> 01
<input type="radio"/> 02	<input type="radio"/> 02
<input type="radio"/> 03	<input type="radio"/> 03
<input type="radio"/> 04	<input type="radio"/> 04
<input type="radio"/> 05	<input type="radio"/> 05
<input type="radio"/> 06	<input type="radio"/> 06
<input type="radio"/> 07	<input type="radio"/> 07
<input type="radio"/> 08	<input type="radio"/> 08
<input type="radio"/> 09	<input type="radio"/> 09
<input type="radio"/> 10	<input type="radio"/> 10
<input type="radio"/> 11	<input type="radio"/> 11
<input type="radio"/> 12	<input type="radio"/> 12
<input type="radio"/> 13	<input type="radio"/> 13
<input type="radio"/> 14	<input type="radio"/> 14
<input type="radio"/> 15	<input type="radio"/> 15

J VOID-DO NOT SCORE
<input type="radio"/> Void this answer document

Section 2: HOMESCHOOL EXEMPTION: Box K must be bubbled for any homeschool student that does NOT meet the following rule: "...is regularly enrolled in one-half or more of the minimum course requirements approved by the department for public school students..." Section 22-8-2(M)(2) NMAC. Note that homeschooled students are tested at the discretion of the district office.

K <input type="radio"/> HOMESCHOOLED FULL TIME
--

Section 3: BIE: (BIE schools only.) Box L must be bubbled for ALL BIE students.

L NASIS ID									
<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0	<input type="radio"/> 0
<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1	<input type="radio"/> 1
<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2	<input type="radio"/> 2
<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3	<input type="radio"/> 3
<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4	<input type="radio"/> 4
<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5	<input type="radio"/> 5
<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6	<input type="radio"/> 6
<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7	<input type="radio"/> 7
<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8	<input type="radio"/> 8
<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9	<input type="radio"/> 9

For Internal Use Only					
A	<input type="radio"/> 1	<input type="radio"/> 2	<input type="radio"/> 3	<input type="radio"/> 4	<input type="radio"/> 5
B	<input type="radio"/> 6	<input type="radio"/> 7	<input type="radio"/> 8	<input type="radio"/> 9	<input type="radio"/> 10
C	<input type="radio"/> 11	<input type="radio"/> 12	<input type="radio"/> 13	<input type="radio"/> 14	<input type="radio"/> 15
D	<input type="radio"/> 16	<input type="radio"/> 17	<input type="radio"/> 18	<input type="radio"/> 19	<input type="radio"/> 20
E	<input type="radio"/> 21	<input type="radio"/> 22	<input type="radio"/> 23	<input type="radio"/> 24	<input type="radio"/> 25

# Appendix B – Sample Security Checklist



50 Education Way  
Dover, NH 03820

## New Mexico Student Assessment Program

### Security Checklist

**Ship To:**

<b>MP Ship Code:</b>	000000000357225	<b>Date Packed:</b>	10/10/15
<b>Contract:</b> 130002	<b>Contract Name:</b> New Mexico HSGA Reading & Mathematics Retest	<b>Administration:</b> 2015–2016	
<b>County Code:</b> 00	<b>County Name:</b> New Mexico County	<b>SU Code:</b>	<b>Superintendent Unit Name:</b>
<b>District Code:</b> 123	<b>District Name:</b> New Mexico Public Schools		
<b>School Code:</b> 456	<b>School Name:</b> New Mexico High School	<b>Grade:</b> High School	

Use the information in the table below to track the secure test materials. Retain this document for your records after testing has been completed.

Description													Qty Shipped			
HSGA Test Booklet - English Reading & Mathematics													77			
CPI	Booklet Numbers	Student name	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN
0505689	1301001733															
0505689	1303001995															
0505689	1304002026															
0505689	1302003921															
0505689	1301005713															
0505690	1301001563															
0505690	1303003756															
0505690	1304003890															
0505690	1304003979															
0505690	1302005764															
0505692	1303001993															
0505692	1304002017															
0505692	1302003932															
0505692	1302003939															
0505692	1301005522															

MP Ship Code:

**\*000000000357225\***

Page: 1 of 4





### **Content and Copyright Information**

This manual was developed by Measured Progress under a contract with the New Mexico Public Education Department (PED) to develop, administer, score, and create reports for the New Mexico Standards Based Assessment (SBA) and the High School Graduation Assessment (HSGA). While the PED has reviewed this manual and posted it on its website, Measured Progress is responsible for the editorial and technical content.

### **Note**

This manual is available at [www.ped.state.nm.us](http://www.ped.state.nm.us). Click on the A–Z directory to locate it under “Assessment and Evaluation,” SBA page.