# SBA

## Standards Based Assessment

# 2018

# DIRECTIONS FOR ADMINISTERING

## Computer-Based Tests (CBT)

## ENGLISH SCIENCE

**NM PED**

# CHECKLIST FOR TEST ADMINISTRATORS

**Please note:** This checklist is provided as a summary only. It is essential that you thoroughly read this entire manual in order to ensure the proper administration and security of the online test.

## Before testing:

❑ Read the *Directions for Administering Computer-Based Tests manual*.

❑ Have students take tutorials and practice test to become familiar with iTester interface and tools.

❑ Meet with the School Test Coordinator (STC) to review the testing schedule and the procedures in this manual.

❑ Obtain Student Login Tickets from the STC for all students assigned to you.

❑ Secure scratch paper and pencils with erasers for each student you will be testing.

❑ Log on to the Portal and go to the Test Session area to obtain and post the Test Access Code before administering each session of the test.

❑ Remember to charge laptops prior to testing.

## During testing:

❑ Post a "Testing—Please do not disturb" sign on your classroom/lab door.

❑ Be sure that all students have comfortable and adequate computer workstations.

❑ Post the Test Access Code for the test session at the front of the room.

❑ Monitor students to ensure they have logged on successfully and answer any procedural questions in accordance with the policies of this manual.

❑ Speak with your technology coordinator and/or the Measured Progress Technical Support group (1-877-676-6722) about any technology-related issues that arise.

## After testing:

❑ Instruct students to close and log out of the test session at their workstations.

❑ Collect the Student Login Tickets and scratch paper.

# TABLE OF CONTENTS

# BEFORE TESTING

## Test Administrators' Responsibilities

Test administrators (TAs) are vital to the success of the New Mexico Science Standards Based Assessment (SBA) Fall Retest. For this reason, the instructions given in this manual must be followed exactly by each test administrator.

The TAs' primary responsibilities include

- reading the *New Mexico Science SBA Portal User Guide* (available at www.measuredprogress.org/sba/onlinehelp) and this manual,

- meeting with the School Test Coordinator (STC) to review the testing schedule,

- reviewing testing procedures in the manuals and in the webinar presentations available on the Measured Progress Help & Support page (www.measuredprogress.org/sba/onlinehelp),

- ensuring a standardized test environment by following the directions and scripts in this manual, and

- testing the group of students assigned to you according to the instructions in this manual.

## Test Security

To maintain the validity of the tests administered in the statewide assessment program, keeping all test questions secure is absolutely necessary. If security is breached or compromised, the assessment results may not be valid. If one student, school, or district has advantages not awarded to another, the test administration is no longer standardized and loses the important distinction of being appropriate for program accountability.

Test administrators must follow these security guidelines before, during, and after testing.

- Receive training on test security and administration by the STC or the District Test Coordinator (DTC).

- Complete the New Mexico Public Education Department (PED) Confidentiality Agreement and return it to the STC. The Confidentiality Agreement form is available on the Assessment and Evaluation page of the PED website.

- Follow the testing schedule established by the district for your school.

- Ensure that you are **not** assigned to a classroom in which a relative is being tested.

- Carry out standard examination procedures.

- Report any possible breaches of security to the STC immediately.

  - Examples of security breaches include, but are not limited to,
    - improper handling of test materials, such as
      - someone reproducing any student responses;
      - allowing any unauthorized access to test materials before, during, or after testing; or
      - leaving computer-based tests visible or computers unsecured when the TA or a proctor is not in the classroom; and

- o improper test administration procedures, such as
  - o coaching students during testing, or
  - o altering student responses in any way.
- **School and district staff members are prohibited from studying or discussing online test questions in any manner, either among themselves or with students, before, during, or after testing.**

## General Directions for Administering

**The TA must be a certified staff member who has received training from the STC or DTC.** In the event that schools require additional staff to administer the New Mexico Science SBA Fall Retest, other staff members (who have received training and have signed the PED Confidentiality Agreement) may be used to provide one-on-one accommodations. Please contact PED with questions.

## The 2018 Science SBA Fall Retest Assessment

Demonstrating proficiency on Science SBA is required for high school graduation. The 2018 Science SBA Fall Retest is being administered to all grade 12 or grade 12+ students who did not achieve a passing science score (1138) in the spring 2018 SBA Science assessment. Since spring 2015, English Language Arts/Literacy and Mathematics have been assessed by the Partnership for Assessment of Readiness for College and Careers (PARCC). Grade 12 or grade 12+ students may also need to take the PARCC Fall Retest(s), as applicable, to fulfill graduation requirements.

**For additional information about testing requirements, please contact New Mexico Public Education Department (PED) via telephone at (505) 827-5861 or e-mail at ped.assessment@state.nm.us.**

## Preliminary Planning

Inform students of the importance of the Science SBA Fall Retest and of the testing schedule before testing begins. Be sure that students are familiar and comfortable with standardized test procedures and test-taking strategies. Ensure students are prepared to take tests in which they select an answer to multiple-choice questions and type or draw their own answers to short-answer and open-ended questions. For short-answer questions, students have approximately six lines or space for 100 words for their answers. For open-ended questions, students have 12 lines or space for 200 words to be typed. Short-answer and open-ended questions also have a drawing response box, in which students may draw their response to a question. These answer spaces in the online mode of the test match the amount of space available on the paper-based answer document.

Test administrators should become familiar with all administration procedures prior to testing. Read through this *Directions for Administering Computer-Based Tests* (DFA CBT) manual carefully. Review the testing schedule established by the district and gather materials for each session before the start of testing. You should have a list of the students who will be testing in your classroom and their printed Student Login Tickets, as well as a list of students requiring accommodations and the accommodations each student requires. Please review the session scripts that you will read to students during testing.

## Test Administration Manuals

The DFA CBT outlines all of the steps to be followed before, during, and after test administration. Understanding of and compliance with each of these steps is vital for a successful New Mexico Science SBA Fall Retest CBT administration. Please read this manual to become familiar with the test administration procedures before testing begins.

The Measured Progress Help & Support page (www.measuredprogress.org/sba/onlinehelp) will have both a Portal User Guide and a Kiosk Installation Guide posted that provides details about the various components of the online testing. This includes working within the Portal and working in the iTester Kiosk (student workstation).

## Preparation for Test Administration

Prepare the testing room by ensuring that

- student workstations are ready for testing; this includes making sure computers or laptops are fully charged.
- computer monitors are positioned to prevent students from seeing each other's work.
- any displayed materials in the classroom or on student workstations that would interfere with proper test administration have been removed or covered.
- you have obtained scratch paper and pencils for each student you will be testing.
- you have obtained your log-in information for each testing session.
- you are familiar with the functionality of the iTester system.
- you have obtained or printed Student Login Tickets for each student assigned to you for testing.
- the room has adequate lighting.
- the room has a "Testing—Do Not Disturb" sign on the door.
- nothing is visible that would give clues to any of the answers on the test, such as rubrics, writing guides, word walls, hundreds charts, fact tables, etc.

If you have questions about student computers, see your technology coordinator. If you have questions about Student Login Tickets or any other facet of administering the tests, see the STC or refer to selections from the suite of training materials available at www.measuredprogress.org/sba/onlinehelp.

Students may use scratch paper on any session of the online Science SBA Fall Retest. All scratch paper used for Science SBA Fall Retest testing must be collected and securely destroyed at the testing location. Calculators are **not allowed** for any session of the Science SBA Fall Retest.

## PED Policy on Electronic Devices

Under direction of the Public Education Department, schools must enforce this strict cell phone policy during standardized testing to maintain test security. This policy applies to administrations of the Standards Based Assessment (SBA), Science SBA Fall Retest, Partnership for Assessment of Readiness for College and Careers (PARCC), New Mexico Alternate Performance Assessments (NCSC and NMAPA), Alternate Assessment for High School Graduation (AAHSG), ACCESS for ELLs, Alternate ACCESS for ELLs, W-APT, and End-of-Course Exams (EoCs). If parents or family members need to contact a student during testing days, they may call the school office.

The term *electronic device* includes any personal, non-educational device with an on-off switch *excepting medical equipment*, most commonly:

- Cell phones
- Smart phones
- MP3 players, iPods, or other music players
- iPads, tablets, laptops, or other computers
- Pagers

***Schools must clearly inform students that:***

- ***Bringing an electronic device into the testing area violates school and state policy.***
- ***Violation of this policy is grounds for confiscation and a search of the device.***

The following procedures must be implemented when test materials are distributed.

- Students who are testing should not bring electronic devices to school.
- Electronic devices must be turned completely off. They may not be on "silent" or "vibrate" modes.
- Electronic devices may not be on a student's body. This includes in pockets or otherwise stored in clothing.
- If brought to school, electronic devices must be stored in a secure location away from students. Acceptable storage includes in a bag, desk, locker, or central location in a classroom or school office.

If an electronic device is found on a student during testing, schools must adhere to the following procedures:

- Confiscate the electronic device.
- Check the device for pictures, texts, transmissions by applications (such as Facebook), and any other recent use.
- If possible, run a data recovery program that is compatible with the device's operating system (commonly Windows, Android, Apple, and Blackberry) to determine recent use of the device.
- ***Continue testing the student.***
- Contact STC, Principal, and/or DTC.
- At the completion of a testing session, interview the student regarding use of the device.
- Enforce school/district disciplinary action.

- Fill out Testing Irregularity Reporting Form and submit to the PED.

- Students caught with electronic devices during testing may have assessments invalidated by the PED. This could have severe consequences for high school students testing to meet graduation requirements.

## Testing and Environmental Considerations

Grade 12 and grade 12+ students that have not achieved a passing score must participate in the Science SBA Fall Retest either under standard testing conditions or with accommodations that do not interfere with the comparability of scores. Exceptions to this requirement are permitted only in the following circumstances:

- Students with significant cognitive disabilities who meet the eligibility criteria established by the PED may participate in the New Mexico Alternate Performance Assessment (NMAPA).

- Students with a PED-approved medical exemption are not required to participate in the Science SBA Fall Retest.

- ELL students who are enrolled in U.S. public schools for their first year must participate in the Science SBA Fall Retest, with appropriate accommodations provided as needed. Translation of test questions is not an allowable accommodation.

- Foreign exchange students, private school students, homeschooled students, expelled students who have refused educational services, and those students who have withdrawn from the school or district are not required to participate in the Science SBA Fall Retest.

## Test Schedule

Administer each test session during the October 29 – November 16, 2018 testing window as scheduled by your district. Test sessions must be administered in accordance with PED test schedule guidelines. None of the test sessions are timed. Recommended session times have been provided to assist with establishing an administration schedule. (See the Recommended Session Times chart on the next page.) The schedule should provide sufficient time to ensure that each test session will be completed before lunch or afternoon dismissal. If it is estimated that students cannot finish a session before dismissal, the students should not begin the session and the session should be rescheduled for a makeup day.

Breaks of at least 15 minutes should be provided between sessions. Students should be allowed to leave the testing room to use the restroom as needed during the testing session, provided they are escorted to the facility. Before leaving the classroom, the students must give their login tickets and scratch paper to you, or the proctor. While the student is being escorted, ensure that the remaining students are supervised and login tickets and scratch paper do not leave the classroom.

When students complete all the sessions scheduled for the day, collect their used scratch paper and instruct the students to sit quietly or quietly read a book at their desks until all students have finished. Reading is the only activity allowed. Test administrators should not activate any other session of the test at this time.

**Recommended Session Times**

| Session | Recommended Session Time[1] | Total Number of Questions by Type[2] |
|---|---|---|
| Science Session 1 | 60 minutes | 18 MC, 2 SA, 1 OE |
| Science Session 2 | 60 minutes | 12 MC, 2 SA, 1 OE |
| Science Session 3 | 60 minutes | 17 MC, 2 SA, 1 OE |

[1] An additional 15 minutes should be added to each testing time to have the students log on to the system and to read the session directions to students.

[2] MC = multiple-choice, SA = short-answer, and OE = open-ended

## Testing Disruptions

A testing disruption may occur due to student illness, emergency evacuation, a fire drill, or other unforeseen circumstances that prevent the session from being administered as scheduled. In these circumstances, students may be allowed to complete the session at a later time, but they may not change responses to any test questions already answered.

Parents and guardians should be urged in advance of testing to avoid making medical appointments or planning trips for their child on a scheduled testing day. If a student is unable to take a test session(s) on the scheduled testing day(s) due to illness, a medical appointment that cannot be rescheduled, or unforeseen circumstances, the student may be administered the test session(s) that was missed on a makeup testing day.

## Makeup Testing

If a student misses a session due to illness or some other legitimate reason, a makeup session must be held before the end of the testing window. Makeup tests may be administered throughout the main testing window except during regular testing. Makeup tests are considered valid so schools and districts are not penalized for legitimate student absences.

## Absences

As a TA, you must keep a record of all student absences for each session of the regular and makeup Science SBA Fall Retest that you administer and then forward this record to the STC. In turn, the STC must keep a record of all students who miss both the regular and makeup administrations of any test session.

## List of Materials Needed by Session

| Subtest | Number of Sessions | Materials Provided by Measured Progress | Materials Provided by the School |
|---|---|---|---|
| Science | 3 | • *Directions for Administering Computer-Based Tests* | • A "Testing—Do Not Disturb" sign for the classroom door<br>• Scratch paper<br>• Two pencils with erasers for each student |

## Portal Roles Table

The following table lists the tasks that District Test Coordinators (DTC), Test Coordinators of Charters and BIEs (STC), Test Administrators (TA), and Technology Coordinators (ITC) must complete in the portal before, during, and after testing.

| | PORTAL TASK/ACTIVITY | DTC | STC | ITC | TA |
|---|---|---|---|---|---|
| **Prior to Testing** | Create or update user accounts | X | X | | |
| | Review student roster | X | X | | |
| | Assign student accommodations | X | X | | |
| | Create classes | X | X | | |
| | Schedule test | X | X | | |
| | Print out student login tickets | X | X | | |
| | Download new student kiosk | X | X | X | |
| | Run workstation readiness test | X | X | X | |
| | Complete site certification | X | X | X | |
| **During Testing** | Distribute student login tickets for each student assigned to you for testing | | | | X |
| | Post the Test Access Code for the test session at the front of the room | | | | X |
| | Monitor students to ensure they have logged on successfully and answer any procedural questions | | | | X |
| | Speak with your technology coordinator and/or Measured Progress Technical Support (1-877-676-6722, option 2) about any technology-related issues that arise | | | | X |
| | If a student needs to leave the test room for any reason, be sure an escort is available to accompany the student to and from the test room | | | | X |
| **After Testing** | Collect the student login tickets and scratch paper at the end of the testing session | | | | X |
| | Student data adjustments, cleanup | X | X | | |

## Accessibility Features, Accommodations and Modifications

A student's educational team decides which accessibility features and accommodations will be provided to the student. The team should have ensured the student received the agreed-upon, allowable accessibility feature(s) and accommodation(s) in instruction prior to the Science SBA administration so that the student will be comfortable with using it on the test. Unlike accessibility features, the use of each accommodation in daily instruction must have written documentation (in the IEP, 504, or ELL plan). Only students with an IEP, 504 Plan or ELL status are eligible for accommodations. ELL students who have achieved fluent English proficiency are not eligible for accommodations. For a complete list of accessibility features and accommodations allowed on the Science SBA download the *Student Assessment Accommodations Manual* from the PED website.

Prohibited **modifications** are changes in test administration that interfere with the comparability of scores. Examples of such modifications include giving students test administration directions that are not included in this manual. **Non-allowed modifications are strictly prohibited during Science SBA test administration.** A test during which non-allowed modifications are provided must be invalidated.

## Setting Accessibility Features and Accommodations

The DTC or STC **must** assign accessibility features and accommodations embedded in *iTester* system prior to the start of testing. Test Adminstrator(s) cannot perform this task. For example, the Text-to-Speech accommodation **must** be assigned prior to scheduling a test and **cannot** be assigned after the student has logged in to any session of any test without delaying your testing schedule. Other accommodations to be delivered locally are also documented in the Portal. Call the New Mexico Help Desk with any questions related to assigning accommodations in the iTester system.

1) From the Students tab, select the student to set accommodations for by clicking **Edit**.

2) On the **Accommodations** tab, click the check box next to each accessibility feature and/or accommodation you want to set.

3) Click Save

**NOTE:** For Text-to-Speech, you must select the **Text-to-Speech** option appropriate and applicable to the student to enable this accommodation.

Depending on student testing needs, you can assign the **Text-to-Speech** accommodation and one or more of the accessibility features listed below. Only the Text-to-Speech accommodation needs to be documented in an IEP.

| Accessibility Feature | Icon | Description/Action |
|---|---|---|
| **Text-to-Speech** | Text-to-Speech ▶ ▶▶ ■ <br><br> Text-to-Speech ‖ ■ | Students can play, pause, skip, or stop audio. |
| **Answer masking** | ◯ Ⓐ <br> 👁 Ⓑ between 4 and 6 <br> 👁 Ⓒ between 7 and 10 | Answer masking is available on multiple choice items and can be used to "hide" one or more answer choices. |
| **Color Contrast** | A | Students can choose a text and background color from a set of 12 predefined color combinations. |
| **Custom Masking** | ▢ | Provides the ability to mask certain parts of the test interface or question, it can be resized and it is draggable. |
| **Line Reader** | abc | The line reader can be used to assist in reading by raising and lowering the tool for each line of text onscreen it is resizable and draggable. |
| **Reverse Contrast** | ◐ | Inverts color values on the screen. |
| **Zoom View (magnifier)** | Screen Zoom: ▬ 🔍 ↻ | Students can magnify the entire screen up to 150%. This is a full vector zoom of the entire screen. Default text is set to 100% and can be enlarged in four increments: 112%, 125%, 137%, 150%. |

If selected in the Portal, accessibility features and the Text-to-Speech accommodation will appear and can be adjusted on the student's test interface.



## Session Access Codes

District or School Test Coordinators schedule tests via the Test Sessions tab. After scheduling the test, Test Administrators will go to the "View Details/Student Logins" page for the applicable class scheduled for the test. On this page the Test Administrator will see access codes for each session of the test.

The session access codes also display on the PDF with student test tickets.

Test Administrator Name:   TestAdmin, Support
Class Name:       TestAdmin, Support-Support HS-(Grade -HS)
Test Name:        SBA Support Test
Testing Window: 11/10/2016 to 12/31/2016

| Session Sequence | Session Name | Access Code |
|---|---|---|
| 1 | Session 1 | 3736477 |
| 2 | Session 2 | 7472955 |
| 3 | Session 3 | 1120943 |

| Student Name | Date of Birth | Username | Password | Accommodations |
|---|---|---|---|---|
| One Hundred and Eight, DemoStudent A | 1/31/1993 | 909453039 | EE237C24 | Zoom View (magnifier) |
| One Hundred and Eighteen, DemoStudent A | 6/10/1998 | 901311632 | FBEF6E68 | Masking, Line Reader |
| One Hundred and Eighty, DemoStudent A | 11/10/1999 | 913503115 | 246F3AFC | Reverse Contrast |
| One Hundred and Eighty Eight, DemoStudent A | 9/2/1990 | 914477239 | 88DA369F | |

# SPECIFIC DIRECTIONS FOR ADMINISTERING

The following directions and sample questions that are to be read aloud are in **bold** print. Directions to you interspersed within the script are in regular print and in brackets. Read the directions for students and the sample questions exactly as written, using a natural tone and manner. If you make a mistake in reading a direction or sample question, stop and say, "No. That is wrong. Listen again." Then read the direction or question again.

- Encourage the students to do their best.

- Check periodically to make sure that the students are recording their answers properly.

- Ensure that the students work until they reach the end of each testing session.

- Remember that you are prohibited from spelling words for students during all testing sessions.

## Monitoring Test Sessions

At the beginning of each session of the test, walk around the room to check that students are logged in correctly and that their names appear in the upper-right corner of the screen. During each test session, ensure they are working appropriately by clicking to the next item when necessary, typing or drawing their answers in the appropriate answer boxes, and not spending too much time on any one item. If you have a concern or are unsure how to proceed, please contact the STC.

---

**IMPORTANT REMINDERS FOR TEST ADMINISTRATORS:**

You may not help students in any way, except during the general instructions or as specified in this manual. **You may assist a student if a technology issue occurs.** Under no circumstances are students to be prompted to revise, edit, or complete any test questions during or after testing.

Test administrators may not view student responses.

When a student has reached the test map which shows which items have been completed, instruct the student to re-check his or her online responses for unintentionally skipped items before asking the student to click "Turn In." It is important to note that the student must click "Turn In" in order for the test to be completed and submitted. Once a test is turned in, have the students click "Exit" in the upper-right corner before allowing the student to sit quietly and/or read a book at his or her desk.



---
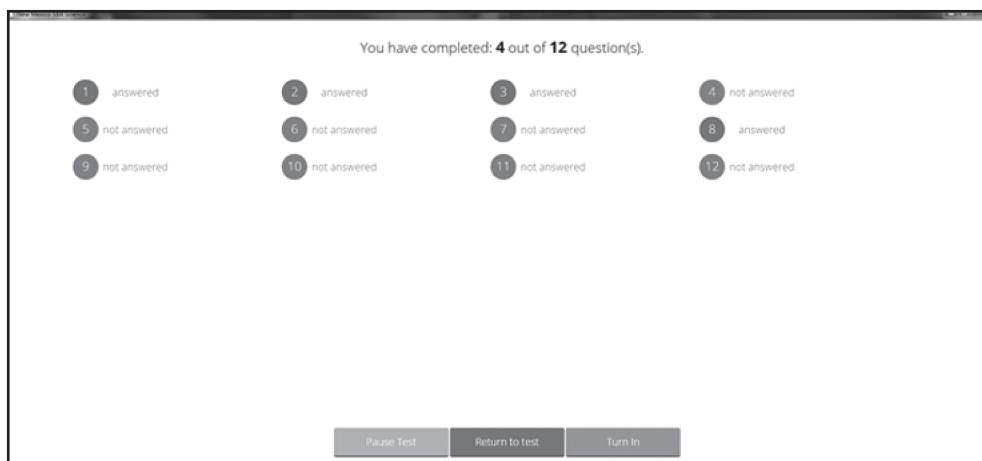
## Script to Be Read to All Students at the Start of Testing

**SAY** **Scratch paper can be used on the Science SBA Fall Retest. In the Science Assessment, you may work on problems for the multiple-choice questions on scratch paper. Login tickets and scratch paper may not be taken out of the testing room for any reason.**

# Science Session 1

**Recommended Session Time: 60 minutes**

**Allow an additional 15 minutes to distribute materials, have the students log on to the system, and read the directions to the students.**

**Materials Needed:** Student Login Tickets, sharpened pencils with erasers, and scratch paper

On the day(s) of the Science Assessment, be sure to remove or cover up any visible classroom materials used in the instruction of New Mexico Science Content Standards, such as student work, posters, maps, charts, etc. The Science Assessment consists of three sessions. Be sure that all student desks are cleared of books and other materials not needed for the test. Have a sufficient quantity of pencils with erasers and scratch paper. Distribute two pencils and two sheets of scratch paper to each student.

**Note:** Spelling words for students is prohibited.

**SAY** **You are not allowed to have a cell phone or other electronic device during testing.** [Please refer to PED Policy on Electronic Devices on page 5.] **If you have a cell phone or an electronic device in your possession, turn it off now and place it in your backpack, and I will store it at the front of the testing room during the testing sessions.**

**If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**

**SAY** **Do not touch the computers until you are instructed to do so. In this session, you will answer some questions by selecting A, B, C, or D on the computer screen. You may work out problems for these multiple-choice questions on the scratch paper. You will answer other questions by writing or drawing your answers in the boxes provided on your screen. Some questions have two or more parts. Be sure to answer all parts. For short-answer and open-ended questions, show or explain all of your work by using numbers, words, sentences, or pictures. For questions requiring you to write or draw your answers, fit your answers within the boxes provided for each question on your screen. Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY** **Turn on your computer and wait for it to boot up. Do not open any other programs. The testing program will not work while other programs are running.** [Wait for workstations to boot up.]

**SAY** **Now double-click the New Mexico Science SBA icon on your desktop. Once the program opens, you will see a student log-in page.**

Wait for everyone to have the student sign-in page displaying on their screens. Work with students who need extra help opening the program. Remember, no other programs should be running with the testing program.

**SAY** **Each of you should see the student sign-in page on your screen. Raise your hand if you do not see the sign-in page.**
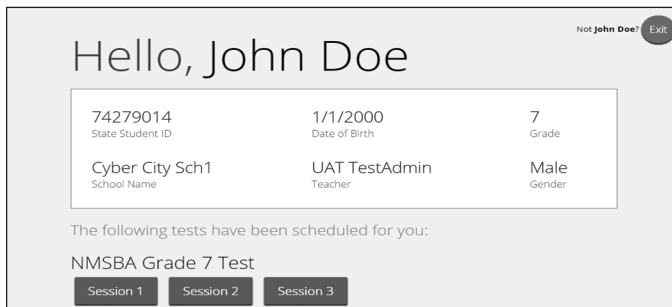
Work with students who need extra help opening the program. Remember, no other programs should be running with the testing program.

**SAY** **You have been given a test ticket with your name and test log-in information. Check the ticket to be sure you have your own. If someone else's name is on the ticket, raise your hand.**

If any students have the wrong ticket, make the correction.

**SAY** **Carefully type the username and password in the sign-in screen exactly as it appears on the ticket. Then click the Sign In button. Keep your login ticket on your desk. It will be collected at the end of this test.**

**SAY** **If you have successfully logged in, you will see the word "Hello" followed by your name. Verify that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.**



Work with any students who may need extra help logging in to the program.

**SAY** **Click the blue button that says Session 1.**

**You will now enter a Session Access Code in the box labeled "Session Access Code." The code is** [read the Session Access Code to the students and direct them to the posted version]**. Enter the code now, and then click Submit. Do not go on until you are instructed to do so.**

**Today you will take a test in science. For this test, you will answer multiple-choice, short-answer, and open-response questions. Some questions have more than one part, and some questions will ask you to show your work. Be sure to answer all parts of each question.**

**The page you are on should be titled "Session 1 Directions."** [Pause to make sure students are on the correct screen.]

**SAY** **Follow along as I read them aloud. "Directions: Read each question carefully. For each multiple-choice question, decide which is the best answer. Select your answer on your screen. For each question that asks you to type your answer, type or draw your answer in the space provided on your screen. Only answers and work inside the answer boxes will be scored."**

**The first question is an example question. It is available to give you an opportunity to try out the tools available and to practice navigating through the test. Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY** **Now click the Continue button and we will go over some tools and navigation instructions together. The Example question should be showing on your screen. Look at the buttons on the bottom right of the screen.**

**SAY**  These are your navigation buttons. Reset will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to reset the current question. Pause Test will log you out and require you to log back in before continuing the test. If you click this button, you will be asked if you are sure you want to pause the test. Clicking the Next button will take you to the next question. Click the Next button now.

Clicking the Back button will take you to the previous item. Click the Back button now. You can bookmark any item to go back to later by clicking on the star next to the item number in the upper left of the screen, next to the question number. Click this star now.

Another way to navigate through the form is by using the Test Map. You can access the Test Map by clicking the down arrow next to the question number at the top left of the screen. Click this arrow now.

The Test Map is a visual representation of all of the questions on the test. Answered questions will appear blue; questions you have viewed, but not answered are red; bookmarked questions have a yellow star next to them; and questions that have not been visited are gray. (Notice that question number one is bookmarked.) Clicking a question number will take you directly to that question on the test. You can also pause or return to the test from the Test Map.

Click number 1. You are now back to the Example question. Click the bookmark star to remove the bookmark.

In the lower-left corner is your toolbox.

You can use the notepad tool to make notes, plan your response, or work out science questions. You can also copy and paste from the notepad into the constructed-response answer space. Notes typed in the notepad tool will NOT be saved or scored, so you must type or draw your answer in the designated answer space.

Click the notepad tool now. You can move the notepad by clicking in the dark band at the bottom and dragging to the new location. You can also resize the notepad by clicking the right corner of the band and dragging out or in. Click the "X" in the upper-right corner of the notepad tool to close it. Notes typed in the notepad tool will not be saved or scored. You must type or draw your response in the designated answer space.

You will select A, B, C, or D for all multiple-choice questions.

When you come to the last item in the test, you will see the Finish button on the bottom right of the screen. Once you have answered the last item, click Finish to be taken to the Summary Page.

Finish

The Summary Page, like the Test Map, visually identifies the number of completed questions, unanswered questions, and bookmarked questions. You may click any question to return directly to that specific question or click Return to test to go back to the last question in the test.

**When you have answered all of the questions, click Turn In.**

Turn In

**Are there any questions about available tools and navigation?** [If there are any procedural questions, reread the directions.]

**SAY** **Look at the Example question. Follow along as I read the example aloud. "Which animal lives in water?" Now look at your answer choices. What is the answer?** [Pause for replies.]

**SAY** **Yes, "B. Dolphin" is the correct answer. Click the letter B. Are there any questions on how to select your answer?** [If there are any procedural questions, reread the directions.]

**SAY** **Click the Next button on the bottom right of your screen to move to the first question. Work until you reach the end of this session. You may go back to any of the questions in this session to review your answers. Does everyone understand what to do?** [If there are any procedural questions, reread the directions.]

**SAY** **You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can.**

**When you are finished with this session, you may sit quietly or read a book quietly at your desk. Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY** **You may begin.**

Remain attentive in the room during the entire testing session. (**Reading, grading papers, or doing other work is prohibited.**) Circulate throughout the room during the testing session. Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

Reminder: You may not review the students' responses.

After a majority of students have finished (approximately 60 minutes):

**SAY** **This completes Science Session 1. If you have finished, make sure you have clicked Finish and then Turn In. You will be asked if you are sure you want to turn in your test. Click Turn In if you are sure. By clicking "Turn In" you will ensure all of your answers are submitted and your test status will show as finished and completed. If you have not finished, you may have additional time to complete the test. Raise your hand if you need additional time.** [Explain to students how extended time is to be handled in your school.]

If you will immediately continue with Science Session 2, provide students with a short break and continue reading the directions on the next page.

If you will not immediately continue with Science Session 2, instruct the students to log out of their computers, and shut off their computers, if appropriate. Laptops should be moved to a charging cart or otherwise plugged in. Store the Student Login Tickets in central, secure, and locked storage until the next testing session.

**SAY** **When you have successfully turned in your test, you will see the "Hello" screen again, with Session 1 crossed out. Now click the red Exit in the upper-right corner.**



**Wait quietly at your seat while I collect the scratch paper, pencils, and Student Login Tickets.** [Collect the scratch paper, pencils, and tickets from the students. Give all the used scratch paper to the STC at the end of testing.]

# Science Session 2

**Recommended Session Time: 60 minutes**

**Allow an additional 15 minutes to distribute materials, have the students log on to the system, and read the directions to the students.**

**Materials Needed:** Student Login Tickets, sharpened pencils with erasers, and scratch paper

On the day(s) of the Science Assessment, be sure to remove or cover up any visible classroom materials used in the instruction of New Mexico Science Content Standards, such as student work, posters, maps, charts, etc. The Science Assessment consists of three sessions. Be sure that all student desks are cleared of books and other materials not needed for the test. Have a sufficient quantity of pencils with erasers and scratch paper. Distribute two pencils and two sheets of scratch paper to each student.

**Note:** Spelling words for students is prohibited.

**SAY** **You are not allowed to have a cell phone or other electronic device during testing.** [Please refer to PED Policy on Electronic Devices on page 5.] **If you have a cell phone or an electronic device in your possession, turn it off now and place it in your backpack, and I will store it at the front of the testing room during the testing sessions.**

   **If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**

**SAY** **Do not touch the computers until you are instructed to do so. In this session, you will answer some questions by selecting A, B, C, or D on the computer screen. You may work out problems for these multiple-choice questions on the scratch paper. You will answer other questions by writing or drawing your answers in the boxes provided on your screen. Some questions have two or more parts. Be sure to answer all parts. For short-answer and open-ended questions, show or explain all of your work by using numbers, words, sentences, or pictures. For questions requiring you to write or draw your answers, fit your answers within the boxes provided for each question on your screen. Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY** **Turn on your computer and wait for it to boot up. Do not open any other programs. The testing program will not work while other programs are running.** [Wait for workstations to boot up.]

**SAY** **Now double-click the New Mexico Science SBA icon on your desktop. Once the program opens, you will see a student log-in page.**

Wait for everyone to have the student sign-in page displaying on their screens. Work with students who need extra help opening the program. Remember, no other programs should be running with the testing program.

**SAY** **Each of you should see the student sign-in page on your screen. Raise your hand if you do not see the sign-in page.**

Work with students who need extra help opening the program. Remember, no other programs should be running with the testing program.

**SAY** **You have been given a test ticket with your name and test log-in information. Check the ticket to be sure you have your own. If someone else's name is on the ticket, raise your hand.**

If any students have the wrong ticket, make the correction.

**SAY** **Carefully type the username and password in the sign-in screen exactly as it appears on the ticket. Then click the Sign In button. Keep your login ticket on your desk. It will be collected at the end of this test.**

**SAY** **If you have successfully logged in, you will see the word "Hello" followed by your name. Verify that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.**



Work with any students who may need extra help logging in to the program.

**SAY** **Click the blue button that says Session 2.**

**You will now enter a Session Access Code in the box labeled "Session Access Code." The code is** [read the Session Access Code to the students and direct them to the posted version]**. Enter the code now, and then click Submit. Do not go on until you are instructed to do so.**

**Today you will take a test in science. For this test, you will answer multiple-choice, short-answer, and open-response questions. Some questions have more than one part, and some questions will ask you to show your work. Be sure to answer all parts of each question.**

**The page you are on should be titled "Session 2 Directions."** [Pause to make sure students are on the correct screen.]

**SAY** **Follow along as I read them aloud. "Directions: Read each question carefully. For each multiple-choice question, decide which is the best answer. Select your answer on your screen. For each question that asks you to type your answer, type or draw your answer in the space provided on your screen. Only answers and work inside the answer boxes will be scored."**

**Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY** **Now click the Continue button and we will go over some tools and navigation instructions together. The first question in Session 2 should be showing on your screen. Look at the buttons on the bottom right of the screen.**

**SAY**  These are your navigation buttons. Reset will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to reset the current question. Pause Test will log you out and require you to log back in before continuing the test. If you click this button, you will be asked if you are sure you want to pause the test. Clicking the Next button will take you to the next question. Click the Next button now.

Clicking the Back button will take you to the previous item. Click the Back button now. You can bookmark any item to go back to later by clicking on the star next to the item number in the upper left of the screen, next to the question number. Click this star now.

Another way to navigate through the form is by using the Test Map. You can access the Test Map by clicking the down arrow next to the question number at the top left of the screen. Click this arrow now.

The Test Map is a visual representation of all of the questions on the test. Answered questions will appear blue; questions you have viewed, but not answered are red; bookmarked questions have a yellow star next to them; and questions that have not been visited are gray. (Notice that question number one is bookmarked.) Clicking a question number will take you directly to that question on the test. You can also pause or return to the test from the Test Map.

Click the first question number on your test map. You are now back to the first question in Session 2. Click the bookmark star to remove the bookmark.

In the lower-left corner is your toolbox.

 You can use the notepad tool to make notes, plan your response, or work out science questions. You can also copy and paste from the notepad into the constructed-response answer space. Notes typed in the notepad tool will NOT be saved or scored, so you must type or draw your answer in the designated answer space.

Click the notepad tool now. You can move the notepad by clicking in the dark band at the bottom and dragging to the new location. You can also resize the notepad by clicking the right corner of the band and dragging out or in. Click the "X" in the upper-right corner of the notepad tool to close it. Notes typed in the notepad tool will not be saved or scored. You must type or draw your response in the designated answer space.

You will select A, B, C, or D for all multiple-choice questions.

When you come to the last item in the test, you will see the Finish button on the bottom right of the screen. Once you have answered the last item, click Finish to be taken to the Summary Page.



The Summary Page, like the Test Map, visually identifies the number of completed questions, unanswered questions, and bookmarked questions. You may click any question to return directly to that specific question or click Return to test to go back to the last question in the test.

**When you have answered all of the questions, click Turn In.**

Turn In

**Are there any questions about available tools and navigation?** [If there are any procedural questions, reread the directions.]

**SAY**  **Begin with the first question in Session 2. Work until you reach the end of this session. You may go back to any of the questions in this session to review your answers. Does everyone understand what to do?** [If there are any procedural questions, reread the directions.]

**SAY**  **You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can.**

**When you are finished with this session, you may sit quietly or read a book quietly at your desk. Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY**  **You may begin.**

Remain attentive in the room during the entire testing session. (**Reading, grading papers, or doing other work is prohibited.**) Circulate throughout the room during the testing session. Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

Reminder: You may not review the students' responses.

After a majority of students have finished (approximately 60 minutes):

**SAY**  **This completes Science Session 2. If you have finished, make sure you have clicked Finish and then Turn In. You will be asked if you are sure you want to turn in your test. Click Turn In if you are sure. By clicking "Turn In" you will ensure all of your answers are submitted and your test status will show as finished and completed. If you have not finished, you may have additional time to complete the test. Raise your hand if you need additional time.** [Explain to students how extended time is to be handled in your school.]

If you will immediately continue with Science Session 3, provide students with a short break and continue reading the directions on the next page.

If you will not immediately continue with Science Session 3, instruct the students to log out of their computers, and shut off their computers, if appropriate. Laptops should be moved to a charging cart or otherwise plugged in. Store the Student Login Tickets in central, secure, and locked storage until the next testing session.

**SAY**     **When you have successfully turned in your test, you will see the "Hello" screen again, with Session 2 crossed out. Now click the red Exit in the upper-right corner.**

Hello, John Doe

Not **John Doe?**  Exit

| 74279014 | 1/1/2000 | 7 |
| State Student ID | Date of Birth | Grade |
| Cyber City Sch1 | UAT TestAdmin | Male |
| School Name | Teacher | Gender |

The following tests have been scheduled for you:

NMSBA Grade 7 Test

~~Session 1~~   ~~Session 2~~   Session 3

**Wait quietly at your seat while I collect the scratch paper, pencils, and Student Login Tickets.** [Collect the scratch paper, pencils, and tickets from the students. Give all the used scratch paper to the STC at the end of testing.]

# Science Session 3

**Recommended Session Time: 60 minutes**

**Allow an additional 15 minutes to distribute materials, have the students log on to the system, and read the directions to the students.**

**Materials Needed:** Student Login Tickets, sharpened pencils with erasers, and scratch paper

On the day(s) of the Science Assessment, be sure to remove or cover up any visible classroom materials used in the instruction of New Mexico Science Content Standards, such as student work, posters, maps, charts, etc. The Science Assessment consists of three sessions. Be sure that all student desks are cleared of books and other materials not needed for the test. Have a sufficient quantity of pencils with erasers and scratch paper. Distribute two pencils and two sheets of scratch paper to each student.

**Note:** Spelling words for students is prohibited.

**SAY** **You are not allowed to have a cell phone or other electronic device during testing.** [Please refer to PED Policy on Electronic Devices on page 5.] **If you have a cell phone or an electronic device in your possession, turn it off now and place it in your backpack, and I will store it at the front of the testing room during the testing sessions.**

**If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**

**SAY** **Do not touch the computers until you are instructed to do so. In this session, you will answer some questions by selecting A, B, C, or D on the computer screen. You may work out problems for these multiple-choice questions on the scratch paper. You will answer other questions by writing or drawing your answers in the boxes provided on your screen. Some questions have two or more parts. Be sure to answer all parts. For short-answer and open-ended questions, show or explain all of your work by using numbers, words, sentences, or pictures. For questions requiring you to write or draw your answers, fit your answers within the boxes provided for each question on your screen. Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY** **Turn on your computer and wait for it to boot up. Do not open any other programs. The testing program will not work while other programs are running.** [Wait for workstations to boot up.]

**SAY** **Now double-click the New Mexico Science SBA icon on your desktop. Once the program opens, you will see a student log-in page.**

Wait for everyone to have the student sign-in page displaying on their screens. Work with students who need extra help opening the program. Remember, no other programs should be running with the testing program.

**SAY** **Each of you should see the student sign-in page on your screen. Raise your hand if you do not see the sign-in page.**
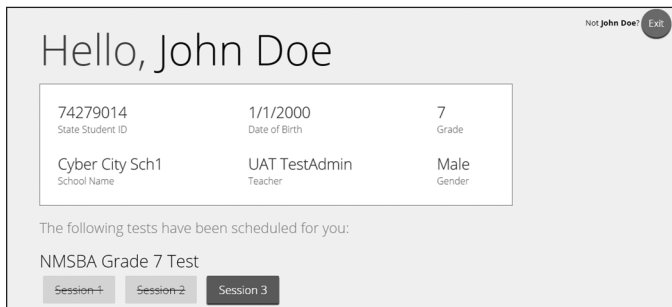
Work with students who need extra help opening the program. Remember, no other programs should be running with the testing program.

**SAY** **You have been given a test ticket with your name and test log-in information. Check the ticket to be sure you have your own. If someone else's name is on the ticket, raise your hand.**

If any students have the wrong ticket, make the correction.

**SAY** **Carefully type the username and password in the sign-in screen exactly as it appears on the ticket. Then click the Sign In button. Keep your login ticket on your desk. It will be collected at the end of this test.**

**SAY** **If you have successfully logged in, you will see the word "Hello" followed by your name. Verify that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.**



Work with any students who may need extra help logging in to the program.

**SAY** **Click the blue button that says Session 3.**

**You will now enter a Session Access Code in the box labeled "Session Access Code." The code is** [read the Session Access Code to the students and direct them to the posted version]**. Enter the code now, and then click Submit. Do not go on until you are instructed to do so.**

**Today you will take a test in science. For this test, you will answer multiple-choice, short-answer, and open-response questions. Some questions have more than one part, and some questions will ask you to show your work. Be sure to answer all parts of each question.**

**The page you are on should be titled "Session 3 Directions."** [Pause to make sure students are on the correct screen.]

**SAY** **Follow along as I read them aloud. "Directions: Read each question carefully. For each multiple-choice question, decide which is the best answer. Select your answer on your screen. For each question that asks you to type your answer, type or draw your answer in the space provided on your screen. Only answers and work inside the answer boxes will be scored."**

**Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY** **Now click the Continue button and we will go over some tools and navigation instructions together. The first question in Session 3 should be showing on your screen. Look at the buttons on the bottom right of the screen.**

**SAY** These are your navigation buttons. Reset will clear your answers for the questions on the page. If you click this button, you will be asked if you are sure you want to reset the current question. Pause Test will log you out and require you to log back in before continuing the test. If you click this button, you will be asked if you are sure you want to pause the test. Clicking the Next button will take you to the next question. Click the Next button now.

Clicking the Back button will take you to the previous item. Click the Back button now. You can bookmark any item to go back to later by clicking on the star next to the item number in the upper left of the screen, next to the question number. Click this star now.

Another way to navigate through the form is by using the Test Map. You can access the Test Map by clicking the down arrow next to the question number at the top left of the screen. Click this arrow now.

The Test Map is a visual representation of all of the questions on the test. Answered questions will appear blue; questions you have viewed, but not answered are red; bookmarked questions have a yellow star next to them; and questions that have not been visited are gray. (Notice that question number one is bookmarked.) Clicking a question number will take you directly to that question on the test. You can also pause or return to the test from the Test Map.

Click the first question number on your test map. You are now back to the first question in Session 3. Click the bookmark star to remove the bookmark.

In the lower-left corner is your toolbox.

 You can use the notepad tool to make notes, plan your response, or work out science questions. You can also copy and paste from the notepad into the constructed-response answer space. Notes typed in the notepad tool will NOT be saved or scored, so you must type or draw your answer in the designated answer space.

Click the notepad tool now. You can move the notepad by clicking in the dark band at the bottom and dragging to the new location. You can also resize the notepad by clicking the right corner of the band and dragging out or in. Click the "X" in the upper-right corner of the notepad tool to close it. Notes typed in the notepad tool will not be saved or scored. You must type or draw your response in the designated answer space.

You will select A, B, C, or D for all multiple-choice questions.

When you come to the last item in the test, you will see the Finish button on the bottom right of the screen. Once you have answered the last item, click Finish to be taken to the Summary Page.

Finish

The Summary Page, like the Test Map, visually identifies the number of completed questions, unanswered questions, and bookmarked questions. You may click any question to return directly to that specific question or click Return to test to go back to the last question in the test.

**When you have answered all of the questions, click Turn In.**

Turn In

**Are there any questions about available tools and navigation?** [If there are any procedural questions, reread the directions.]

**SAY**  **Begin with the first question in Session 3. Work until you reach the end of this session. You may go back to any of the questions in this session to review your answers. Does everyone understand what to do?** [If there are any procedural questions, reread the directions.]

**SAY**  **You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can.**

**When you are finished with this session, make sure to Turn In your test. Then you may sit quietly or read a book quietly at your desk. Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY**  **You may begin.**

Remain attentive in the room during the entire testing session. (**Reading, grading papers, or doing other work is prohibited.**) Circulate throughout the room during the testing session. Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

Reminder: You may not review the students' responses.

After a majority of students have finished (approximately 60 minutes):

**SAY**  **This completes the Science SBA Fall Retest. If you have finished, make sure you have clicked Finish and then Turn In. You will be asked if you are sure you want to turn in your test. Click Turn In if you are sure. By clicking "Turn In" you will ensure all of your answers are submitted and your test status will show as finished and completed. If you have not finished, you may have additional time to complete the test. Raise your hand if you need additional time.** [Explain to students how extended time is to be handled in your school.]

**SAY**    **When you have successfully turned in your test, you will see the "Hello" screen again, with Session 3 crossed out. Now click the red Exit in the upper-right corner.**

Hello, John Doe

Not **John Doe?** Exit

| 74279014 | 1/1/2000 | 7 |
|---|---|---|
| State Student ID | Date of Birth | Grade |
| Cyber City Sch1 | UAT TestAdmin | Male |
| School Name | Teacher | Gender |

The following tests have been scheduled for you:

NMSBA Grade 7 Test

~~Session 1~~   ~~Session 2~~   ~~Session 3~~

**Wait quietly at your seat while I collect the scratch paper, pencils, and Student Login Tickets.** [Collect the scratch paper, pencils, and tickets from the students. Give all the used scratch paper to the STC at the end of testing.]

This is the end of the New Mexico Science SBA Fall Retest online test administration.

# AFTER TESTING

## Completing Student Information

Please be sure to check the student information tab to ensure student demographics that were manually loaded are correct. Any accommodations used during testing should also be marked as appropriate.

## Uploaded Student Information

Review the uploaded student information for accuracy. If not accurate, continue to test the student under their record, and update the STARS or NASIS system no later than November 16, 2018. A new file will be provided from these databases to clean up any discrepancies.

## Updated Student Information

Personnel at all schools, please note the following:

- You **must** manually enter any students who were not included in the student data uploaded into the iTester system. Student data that was preloaded into the iTester system **cannot** be edited. Test the students with the proper record, and make appropriate updates in the STARS or NASIS database **no later than November 16, 2018** to ensure accuracy for reporting.

- "Home School Exemption" must be selected 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 home schooled students are tested at the discretion of the district office.

### Special Notice to BIE Schools Only

- **For ALL students,** fill in a NASIS ID number.

- **For students who are new and have no student data uploaded into the iTester system,** enter them as a new student within your school.

## Homeschool Exemption

**Homeschool Exemption:** Homeschool must be selected 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. Select this option if appropriate.



*Note: Test administrator role will not see the Student Information tab.*

## Final Reminders

**1. Make sure that the students click "TURN IN" once they complete a test session. By clicking "Turn In" the students will ensure all of their answers are submitted and their test status will show as finished and completed.**

**2. Please remember that student information you add or edit in the student tab (for new students or students whose uploaded demographic information is not valid) will not update or be automatically uploaded to STARS/NASIS. Corrections to STARS/NASIS must be made by school administrators. Be sure to make these corrections or updates before the close of the testing window to ensure reporting accuracy.**

**3. Personnel at all schools—public, charter, state supported, and BIE—need to conduct a final check of all the students demographic data in the iTester system to verify that the information has been recorded accurately and the information has been applied before the iTester portal closes for administrative tasks.**

**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 Science SBA Fall Retest. 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 https://webnew.ped.state.nm.us/bureaus/assessment/standards-based-assessment-sba/