

New Mexico Help Desk

SBA Paper Based Test FAQ

The New Mexico Helpdesk line exists as a resource for contacts in New Mexico to call in and speak with someone directly when they have a specific question or problem. This document list of Frequently Asked Questions (FAQ) we have received via the Helpdesk phone and e-mail that will walk you through solutions to questions regarding paper based testing, or point you in the direction of folks who can assist.

Click a link to see the answer below:

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What are my District and School codes?

Please contact Measured Progress at nmhelp@measuredprogress.org or (877) 676-6722 (select Option 1)

What is my online ordering/reporting password?

Please contact Measured Progress at nmhelp@measuredprogress.org or (877) 676-6722 (select Option 1)

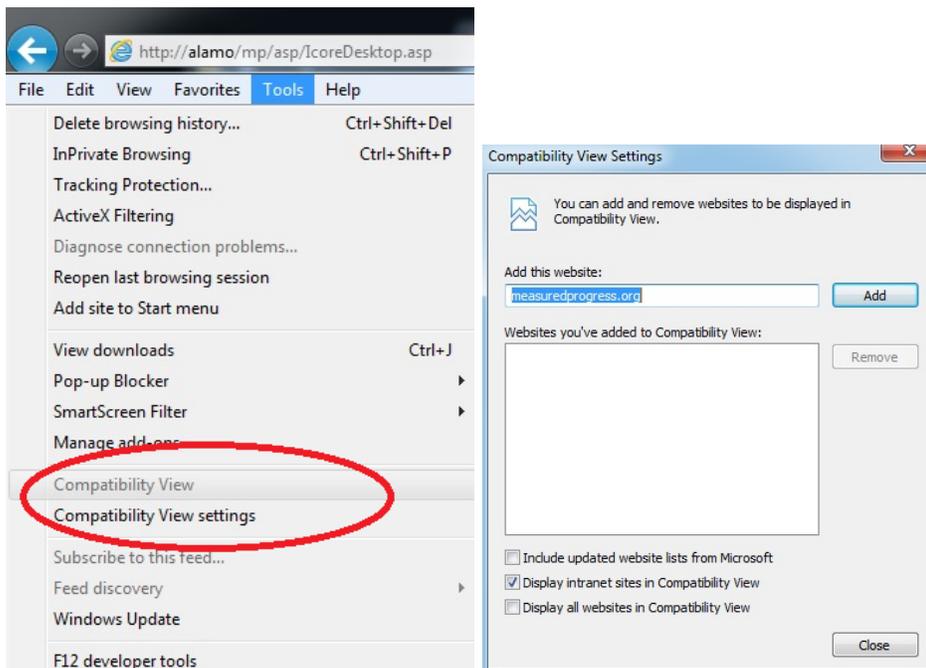
How do I access my reports online?

1. Go to <http://iservices.measuredprogress.org/>.
2. Choose **New Mexico** from the drop down list.
3. Choose **New Mexico Reporting**.

4. Log in using the school information (found in **iCore** as shown [above](#)).
5. Choose **Reporting** at the top of the page.
6. Choose the **Year, Administration, District, and School** (if applicable) from the drop down lists.
7. Check the reports that are needed under the **Report Name** section.
8. Click **Download**.

Please Note: If you are able to log in, but can't access the drop down lists in the **Reporting** screen please check the following:

- a. If you are able to use Google Chrome, try logging in with that.
- b. If you are using Internet Explorer go to **Tools** and choose **Compatibility View** or **Compatibility View settings** while on the reporting page and add the site if the list of "Websites you've added to Compatibility View".



How do I schedule a UPS pickup?

If a location calls asking for guidance on scheduling a UPS pickup for their PBT materials, you can direct them to the **Return Shipping Instructions** that should have arrived with their materials. If they cannot find these instructions or need further assistance, please walk them through the following steps:

1. Go to <http://iservices.measuredprogress.org/>.
2. Choose **New Mexico** from the drop-down menu and click **Enter**.
3. Select **UPS Pickup Request**.
4. Enter the tracking number on your RS Label. This number will start with "1ZOW876A..."
5. Click **Login** to bring up your pickup information page.
6. Enter the contact name, number, any special instructions, and a time and date for the pickup.
7. Confirm the pickup address is correct and make any changes if needed.
8. Enter the number of boxes you have being picked up and click **Place Pickup Request** button.

9. Make sure the box is taped up and the RS label is firmly attached before UPS arrives.

Please Note: If they have one, the box can be handed to the schools daily UPS driver without scheduling a pickup. Please have them let us know at nmhelp@measuredprogress.org if they do this.

I do not have/lost my UPS return label. What do I do?

If you did not receive or lost your UPS return service label, please contact us at nmhelp@measuredprogress.org or (877) 676-6722 (select Option 1). We can create a set of electronic labels. This will be sent via e-mail to be printed and attached to the box returning to us.

How do I indicate SWD or 504 Plan Accommodations for my PBT students?

Here is the list of accommodations that match up to the codes in the **Section I** biogrid.

Quick Reference List of Assessment Accommodations and Codes

Quick Reference Guide: Accommodations for Students With Disabilities	
Allowable Accommodation	Biogrid Code
Braille Version	01
Large Print	02
Signing of Test	03
Read Aloud Test Items	04
Read Aloud to Self	05
Assist Tech-Presentation	06
Color Overlays	07
Math Manipulatives	08
Manipulating Materials	09
Blank Graphic Organizer	10
Scribe-Selected Response	11
Scribe-Constructed Response	12
Assist Tech-Response	13
Audio Record Responses	14
PED-Approved Accommodation	15

How do I indicate accommodations for ELL PBT students?

Here is the list of ELL accommodations that match up to the codes in the **Section H** biogrid.

Quick Reference Guide: Accommodations for English Language Learners	
Allowable Accommodation	Biogrid Code
Read Aloud in English	20
Picture Dictionary	21
Spanish Language Version	22
Customized Dual Language Glossary	23
Commercial Word-To-Word Dictionary	24
Pocket Word-To-Word Translator	25
Read-Aloud Test Directions in Spanish	26
Read-Aloud Test Items in Spanish	27
PED-Approved Accommodation	28

How do I tell if the pre-ID label is valid?

Full details on how to use **Pre- ID** labels can be found in the **AFTER TESTING** section of the Directions for Administration (DFA). Here are some general guide lines for use.

The **three essential identifiers** are:

1. Student's last name, first name, and middle initial
2. Student's date of birth
3. Student's state identification number

If all three essential identifiers are valid, the label may be used. For each answer document, match the Pre-ID label with the name the student wrote on the front cover and apply it to the bottom right corner on the back cover. You do not need to bubble boxes A-F.

What do I do if information on the pre-ID label is not valid?

If **any** of the three essential identifiers are incorrect, the label is invalid and must be destroyed by shredding. In this case, school staff must hand-bubble boxes A-F of the biogrid and update STARS/NASIS with the correct information.

What do I do if I do not receive a pre-ID label for a student?

If you did not receive a Pre-ID label for a student, bubble boxes A-F and update STARS/NASIS with the correct student information.

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