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## The 2019 Assessment

### **Spanish Reading SBA**

Since the spring 2012 SBA test administration, the SBA has served a dual purpose as the accountability assessment (A–F School Rating System) and meeting proficiency on the SBA is required for high school graduation. Since spring 2015, English Language Arts/Literacy and Mathematics have been assessed by the Partnership for Assessment of Readiness for College and Careers (PARCC).

### **Testing Requirements**

The Spanish Reading SBA is intended for Spanish-speaking New Mexico students in grades 3–8 and High School who either have been in U.S. schools for less than three years or have a PED-approved Testing in English waiver in their fourth or fifth years in U.S. schools. Students participate either under standard testing conditions or with accommodations that do not interfere with the comparability of scores. Exceptions to the requirement for all students to participate in the Spanish Reading SBA 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 Assessments (NCSC and NMAPA).
- Students with a PED-approved medical exemption are not required to participate in the Spanish Reading SBA.
- ELL students who are enrolled in U.S. public schools for their first year may receive a language exemption for the Reading Assessment only. For these students, be sure to mark the bubble for “Language Exempt for Reading Only” in box G (Test Completion Status) of the biogrid on the inside back cover of the answer document. 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students, homeschooled students, expelled students who have refused educational services, and those students who have withdrawn from the school or district are not required to participate in the Spanish Reading SBA.

**High School Students:** All tenth- and eleventh-grade students in public schools, charter schools, and state educational institutions who qualify for testing in Spanish must take the Spanish Reading SBA for accountability purposes. The test should also be administered to students above eleventh grade who require a Spanish test and have not previously taken the high school Reading SBA.

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

## Preliminary Planning

Inform students of the importance of the Spanish Reading SBA 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 write their own answers to short-answer and open-ended questions.

Test administrators should become familiar with all administration procedures prior to testing. Read through this 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, as well as a list of students requiring accommodations and the accommodations each student requires.

Prepare the testing room by ensuring

- it has adequate lighting and space between students' desks;
- it has a "Testing—Do Not Disturb" sign on the door; and
- 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.

Students **must** use a No. 2 pencil on all Spanish Reading SBA test sessions. **No mechanical pencils are allowed.** Students may use highlighters to mark reading selections in the test booklets at grades 4–8 and High School **only**. Students may not use scratch paper on any session of the Spanish Reading SBA.

### 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 Spanish Reading Standards Based Assessment (SBA), Partnership for Assessment of Readiness for College and Careers (PARCC), New Mexico Alternate Performance Assessments (NMAPA), 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.

### Test Schedule

Administer each test session within the testing window scheduled by your district. Test sessions must be administered in the order in which they appear in the test booklet and 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 table 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 test booklets with inserted answer documents and all other test materials to you or the proctor. While the student is being escorted, ensure that the remaining students are supervised and the test materials do not leave the classroom.

When students complete all the sessions scheduled for the day, collect their test booklets with inserted answer documents 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.



## Recommended Session Times

| Grade | Session           | Recommended Session Time <sup>1</sup> | Total Number of Questions by Type <sup>2</sup> |
|-------|-------------------|---------------------------------------|--|
| 3–5   | Reading Session 1 | 60 minutes                            | 14 MC, 2 SA, 2 OE                              |
| 3–5   | Reading Session 2 | 60 minutes                            | 12 MC, 2 SA, 1 OE                              |
| 3–5   | Reading Session 3 | 60 minutes                            | 13 MC, 2 SA, 1 OE                              |
| 6–HS  | Reading Session 1 | 60 minutes                            | 15 MC, 2 SA, 2 OE                              |
| 6–HS  | Reading Session 2 | 60 minutes                            | 13 MC, 2 SA, 1 OE                              |
| 6–HS  | Reading Session 3 | 60 minutes                            | 14 MC, 2 SA, 1 OE                              |

<sup>1</sup> An additional 15 minutes should be added to each testing time for distributing materials and reading the session directions to students.

<sup>2</sup> 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 Spanish Reading SBA 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.

### Test Booklet and Answer Document Forms

The grade 3 test booklets contain both the test questions and answer spaces in one integrated booklet. There are two forms of the integrated test booklet. The test booklets have been deliberately collated. Do not reorder the tests before distributing them to the students to begin testing.

There are two forms of the Spanish test booklets and Spanish answer documents for grades 4–8 and High School. Matching forms of the answer documents have been pre-inserted in each test booklet. The test booklet forms with matching inserted answer documents have been deliberately collated. Do not remove the answer documents from the test booklets or reorder the test forms and answer documents before distributing the sets to students to begin testing. Always distribute, collect, and store each student’s test booklet and answer document together.

### List of Materials Needed by Session

| Subtest | Number of Sessions | Materials Provided by Measured Progress  | Materials Provided by the School  |
|---------|--------------------|--|---|
| Reading | 3                  | <ul style="list-style-type: none"> <li>• <i>Test Administration Manual</i></li> <li>• Test booklets</li> <li>• Answer documents</li> </ul> | <ul style="list-style-type: none"> <li>• A “Testing—Do Not Disturb” sign for the classroom door</li> <li>• Two (No. 2) pencils with erasers for each student</li> </ul> |

### Accommodations and Modifications

Accommodations and participation decisions will be made by each student’s educational team. The team should have ensured 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 Spanish Reading SBA test 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 an IEP, a 504, or an ELL plan are eligible for accommodations. Students of SAT or ELL students who have achieved fluent English proficiency are not eligible for accommodations. For a complete list of accommodations allowed on the Spanish Reading SBA, download the *Student Assessment Accommodations Manual* from the PED website. Fill in the bubble for all accommodations used during test administration for each student in the accommodations boxes H and I on the inside back cover of the answer document, as applicable.

Prohibited **modifications** are changes in test administration that interfere with the comparability of scores. An example of such modification would be giving students test administration directions that are not included in this manual. **Non-allowed modifications are strictly prohibited during Spanish Reading SBA testing administration.** The subtest for any content area in which non-allowed modifications are provided must be invalidated.

### Special Requirements for Administering the Large-Print and Braille Versions of the Assessment

#### **Administering the Large-Print Version of the Assessment**

Give students who are administered a large-print version of the Spanish Reading SBA a large-print test material packet. The packet includes a large-print instructions sheet, a large-print test booklet, a standard-sized test booklet and an answer document. Please consider the following when administering the large-print test:

- Read the directions and scripts from this 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, also provide students with soft-lead No. 2 pencils.

## Student Responses

Only responses bubbled and written inside 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. Consider the following options with the student to determine the best method for recording the student's responses.

- Students may use soft-lead No. 2 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. 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: You (or the proctor) must transcribe all multiple-choice answers 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 below under "Typed Responses."

## Administering the Braille Version of the Assessment

Give students who are administered a Braille version of the Spanish Reading SBA a Braille test material packet. The packet includes a Braille instructions sheet, a Braille test booklet and test administrator notes, a standard test booklet, and a standard answer document. Please consider the following when administering the Braille test:

- You must read the directions and scripts from this manual the same way as for a standard administration. You 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 test administration. Additionally, you 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.

You must transcribe the student's Braille responses and all other responses in the Braille test booklet **verbatim** into the student's answer document 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 below, under "Typed Responses."

### Typed Responses

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)
- 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, staple all sheets of paper containing typewritten responses from an individual student together once in the top left corner and provide them to the STC and DTC with the answer document. Never staple, tape, or glue typed response pages into an answer document.

**NOTE: You must transcribe all multiple-choice answers into the answer document.**

| <b>Quick Reference Guide:<br/>Accommodations for Students With Disabilities</b> |                     |
|---|---------------------|
| <b>Allowable Accommodation</b>  | <b>Biogrid Code</b> |
| 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 Accomodation   | 15                  |

| <b>Quick Reference Guide:<br/>Accommodations for English Language Learners</b> |                     |
|--|---------------------|
| <b>Allowable Accommodation</b>   | <b>Biogrid Code</b> |
| 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 Accomodation  | 28                  |





Miren las instrucciones en el folleto de prueba en la parte de arriba de la página. Léanlas en silencio mientras yo las leo en voz alta. “Instrucciones: Lee cada pasaje y después lee cada una de las preguntas que le siguen. Para cada una de las preguntas de opción múltiple, decide cuál es la mejor respuesta y marca el círculo correspondiente. Para cada una de las preguntas de respuesta corta y de desarrollo, escribe tu respuesta dentro del recuadro proporcionado”.

Ahora encuentren el pasaje de ejemplo justo debajo de las instrucciones. [Pause to make sure everyone has found the example passage.]

**SAY** Lean en silencio el pasaje. [Pause about two minutes while students read the example passage.]

**SAY** Ahora miren la primera pregunta de ejemplo, Ejemplo A. Lean en silencio el Ejemplo A, mientras yo lo leo en voz alta. “Según el artículo, ¿por qué se les llamó “perros calientes” a las salchichas “dachshund”? A. Era más fácil deletrear “perros calientes”. B. Las salchichas se sirvieron en un día frío. C. Era la primera vez que se vendían las salchichas. D. A la gente le gustó comer “perros calientes” en un partido de béisbol”. ¿Cuál es la respuesta correcta? [Pause for replies.]

**SAY** Sí, correcto. El pasaje dice que era más fácil deletrear “perros calientes”. Ahora encuentren la sección de Sesión 1 Lectura, en su documento de respuestas. Miren el cuadro que dice “Ejemplos”. Para el Ejemplo A, el círculo para “A” se marcó para mostrar que ésa es la respuesta correcta. ¿Todos entienden qué hay que hacer? [If there are any procedural questions, reread the directions.]

**SAY** Ahora miren el Ejemplo B. Lean en silencio la pregunta. Luego marquen el círculo para su respuesta. [Pause while students mark their answers.]

**SAY** ¿Qué círculo marcaron? [Pause for replies.]

**SAY** Sí, correcto. Deberían haber marcado el círculo para “B”. ¿Alguien tiene alguna pregunta sobre lo que hay que hacer? [If there are any procedural questions, reread the directions.]

**SAY** Pasen la página al primer pasaje en su folleto de prueba. Trabajen hasta que vean el signo de alto. No trabajen más allá del signo de alto.

¿Todos entienden qué hay que hacer? [If there are any procedural questions, reread the directions.]

**SAY** Tendrán cuanto tiempo necesiten para leer los pasajes y contestar las preguntas en esta sesión. Si no están seguros acerca de la respuesta a una pregunta, hagan lo mejor que puedan. Asegúrense de escribir o marcar sus respuestas en los recuadros en su documento de respuestas. Cualquier cosa que se escriba en el folleto de prueba NO se calificará.

Cuando hayan terminado esta sesión, cierren su folleto de prueba y su documento de respuestas e introduzcan su documento de respuestas en su folleto de prueba. Luego pueden quedarse sentados en silencio o leer un libro en su escritorio sin hacer ruido. ¿Alguien tiene alguna pregunta? [If there are any procedural questions, reread the directions.]



**SAY Comiencen a trabajar ahora.**

Remain attentive in the room during the entire testing session. Circulate throughout the room during the testing session. (**Reading, grading papers, or doing other work is prohibited.**) Each test session within the SBA has been assigned a unique symbol printed in the test booklet header. For example, the symbol assigned to Reading Session 1 is a circle. Ensure all students are working in the test session with circles at the top of each page.

Remember that identifying and pointing out questions a student did not complete either during or after the test session 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.

If you will not immediately continue with Reading Session 2, collect the test materials and the pencils with erasers from the students as they finish. Direct the students to sit quietly at their desks or quietly read a book. Place all test materials in central, secure, and locked storage until the next testing session.

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



preguntas de opción múltiple, decide cuál es la mejor respuesta y marca el círculo correspondiente. Para cada una de las preguntas de respuesta corta y de desarrollo, escribe tu respuesta dentro del recuadro proporcionado". [If there are any procedural questions, reread the directions.]

**SAY** Tendrán el tiempo que necesiten para leer los pasajes y contestar las preguntas en esta sesión. Si no están seguros acerca de la respuesta a una pregunta, hagan lo mejor que puedan. Después de leer el pasaje, empiezen con la primera pregunta en la sesión dos en sus materiales de prueba y sigan trabajando hasta que vean el signo de alto. No trabajen más allá del signo de alto. Asegúrense de escribir o marcar sus respuestas en los recuadros de respuesta en su documento de respuestas. Cualquier cosa que se escriba en el folleto de prueba NO se calificará.

Quando hayan terminado esta sesión, cierren sus materiales de prueba e introduzcan su documento de respuestas en su folleto de prueba. Luego pueden quedarse sentados en silencio o leer un libro en su escritorio sin hacer ruido. ¿Todos entienden qué hay que hacer? [If there are any procedural questions, reread the directions.]

**SAY** Comiencen a trabajar ahora.

Remain attentive in the room during the entire testing session. Circulate throughout the room during the testing session. (**Reading, grading papers, or doing other work is prohibited.**) Each test session within the SBA has been assigned a unique symbol printed in the test booklet header. For example, the symbol assigned to Reading Session 2 is a triangle. Ensure all students are working in the test session with triangles at the top of each page.

Remember that identifying and pointing out questions a student did not complete either during or after the test session 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.

If you will not immediately continue with Reading Session 3, collect the test materials and the pencils with erasers from the students as they finish. Direct the students to sit quietly at their desks or quietly read a book. Place all test materials in central, secure, and locked storage until the next testing session.

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



**escribe tu respuesta dentro del recuadro proporcionado.** [If there are any procedural questions, reread the directions.]

**SAY** Tendrán el tiempo que necesiten para leer los pasajes y contestar las preguntas en esta sesión. Si no están seguros acerca de la respuesta a una pregunta, hagan lo mejor que puedan. Después de leer el pasaje, empiezen con la primera pregunta en la sesión tres en sus materiales de prueba y sigan trabajando hasta que vean el signo de alto. No trabajen más allá del signo de alto. Asegúrense de escribir o marcar sus respuestas en los recuadros de respuesta en su documento de respuestas. Cualquier cosa que se escriba en el folleto de prueba NO se calificará.

**Cuando hayan terminado con esta sesión, cierren sus materiales de prueba e introduzcan su documento de respuestas en su folleto de prueba. Luego pueden quedarse sentados en silencio o leer un libro en su escritorio sin hacer ruido. ¿Todos entienden qué hay que hacer?** [If there are any procedural questions, reread the directions.]

**SAY** Comiencen a trabajar ahora.

Remain attentive in the room during the entire testing session. Circulate throughout the room during the testing session. (**Reading, grading papers, or doing other work is prohibited.**) Each test session within the SBA has been assigned a unique symbol printed in the test booklet header. For example, the symbol assigned to Reading Session 3 is a square. Ensure all students are working in the test session with squares at the top of each page.

Remember that identifying and pointing out questions a student did not complete either during or after the test session 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.

Collect the test booklets with inserted answer documents and the pencils with erasers from the students as they finish. Direct the students to sit quietly at their desks or quietly read a book. Place all test materials in central, secure, and locked storage until they are prepared for return to Measured Progress.

This is the end of the *New Mexico Standards Based Assessment Spanish Reading Test*. Follow the directions for completing student information on the biogrid and preparing test materials for return to Measured Progress beginning on the next page.



## Two Last Points

1. **Do NOT ALLOW students to fill in any information in sections 1, 2, 3, or 4 of the biogrid.**
2. Please remember that bubbling a field on the biogrid for new students or students whose Pre-ID label 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.

Directions for bubbling each of the boxes on the biogrid are provided on page 25 for reference, as needed.

**Personnel at all schools—public, charter, state supported, and BIE—need to conduct a final check of all the biogrids to verify that the information has been recorded accurately and the correct label has been applied before the materials are sent to the DTCs for shipping.**





# Sample Biogrid – Inside Back Cover of 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.

| <b>G TEST COMPLETION STATUS</b><br>(Mark one bubble for each content) |   |
|---|---|
| RD  |   |
| Withdrew Before Test Completion                                       | ① |
| Non-Allowed Modification  | ② |
| Language Exempt for Reading Only                                      | ③ |
| Medical Emergency   | ④ |
| Parental Refusal  | ⑤ |
| Other Non-Completion  | ⑥ |
| Test Irregularities   | ⑦ |
| Absent  | ⑧ |

| <b>H ILL ACCOMMODATIONS</b> |  |
|-----------------------------|--|
| RD                          |  |
| ⑳                           |  |
| ㉑                           |  |
| ㉒                           |  |
| ㉓                           |  |
| ㉔                           |  |
| ㉕                           |  |
| ㉖                           |  |
| ㉗                           |  |

| <b>I SWD or 504 PLAN ACCOMMODATIONS</b> |  |
|---|--|
| RD                                      |  |
| ①                                       |  |
| ②                                       |  |
| ③                                       |  |
| ④                                       |  |
| ⑤                                       |  |
| ⑥                                       |  |
| ⑦                                       |  |
| ⑧                                       |  |
| ⑨                                       |  |
| ⑩                                       |  |
| ⑪                                       |  |
| ⑫                                       |  |
| ⑬                                       |  |
| ⑭                                       |  |
| ⑮                                       |  |

| <b>J VOID-DO NOT SCORE</b> |                           |
|----------------------------|---------------------------|
| <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.

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

Section 3: BIE: (BIE schools only.) Box L must be bubbled for ALL BIE students. Bubble Box M for BIE students that are Not Full Academic Year.

| <b>L NASIS ID</b> |   |   |   |   |   |   |   |   |   |
|-------------------|---|---|---|---|---|---|---|---|---|
| 0                 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1                 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2                 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 | 2 |
| 3                 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 | 3 |
| 4                 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 | 4 |
| 5                 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 |
| 6                 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 | 6 |
| 7                 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 | 7 |
| 8                 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 | 8 |
| 9                 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 | 9 |

| <b>M NOT FULL ACADEMIC YEAR</b> |                               |
|---------------------------------|-------------------------------|
| <input type="radio"/>           | Not Full Academic Year School |

| For Internal Use Only |    |    |    |    |    |
|-----------------------|----|----|----|----|----|
| A                     | 1  | 2  | 3  | 4  | 5  |
| B                     | 6  | 7  | 8  | 9  | 10 |
| C                     | 11 | 12 | 13 | 14 | 15 |
| D                     | 16 | 17 | 18 | 19 | 20 |
| E                     | 21 | 22 | 23 | 24 | 25 |

## Rules for Completing Biogrids

|  | <b>Sections 1 &amp; 2:<br/>TESTING &amp;<br/>HOMESCHOOL<br/>EXEMPTION</b> | <b>Section 3:<br/>BIE</b> | <b>Section 4:<br/>IDENTIFICATION</b> |
|--|---|---------------------------|--------------------------------------|
| <b>Public, charter, state educational institutions</b> | <b>Bubble Box(es)</b>   | <b>Bubble Box(es)</b>     | <b>Bubble Box(es)</b>                |
| 1. Pre-ID label has 3 correct identifiers.             | Any that apply  | Leave blank               | Leave blank                          |
| 2. Pre-ID label has 1 or more incorrect identifiers.   | Any that apply  | Leave blank               | A–F                                  |
| 3. Student does not have a Pre-ID label.               | Any that apply  | Leave blank               | A–F                                  |
| 4. Student is new.                                     | Any that apply  | Leave blank               | A–F                                  |
| <b>BIE schools</b>                                     |   |                           |                                      |
| 1. Pre-ID label has 3 correct identifiers.             | Any that apply  | L                         | A–F                                  |
| 2. Pre-ID label has 1 or more incorrect identifiers.   | Any that apply  | L                         | A–F                                  |
| 3. Student does not have a Pre-ID label.               | Any that apply  | L                         | A–F                                  |
| 4. Student is new.                                     | Any that apply  | L–M                       | A–F                                  |

Personnel at all schools, please note:

**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.

### **Special Notice to BIE Schools**

- **For ALL students**, bubble box L (NASIS ID).
- Bubble box M only for students who have **NOT** been enrolled the Full Academic Year (FAY).
- **For students who are new, who have no Pre-ID label, or whose Pre-ID label is incorrect**, bubble boxes A–F and box L.

## Directions for Each Box on the Biogrid

**NOTE: The box letters are organized by biogrid section: 1, 2, 3, or 4.**

### **Section 1: TESTING** (All schools, as needed)

**Box G. Test Completion Status**—Mark the bubble corresponding to the student’s test completion status if the student was not tested in all sessions, or if a non-allowed modification/other testing irregularity occurs.

**Box H. ELL Accommodations**—Mark the bubble(s) with the code that corresponds to the accommodation(s) that was used for any students who are ELL and participated in any part of this administration with an accommodation.

**Box I. SWD or 504 Plan Accommodations**—Mark the bubble(s) with the code that corresponds to the accommodation(s) that was used for any students who are Special Education and/or have a 504 Plan who participated in any part of this administration with an accommodation.

**Box J. Void—Do Not Score**—Mark this bubble if the answer document needs to be voided completely and not scored.

**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.

**Section 3: BIE**—(BIE schools’ use only) Box L must be completed for all students.

**Box L. NASIS ID**—Write in and mark the bubbles for the nine-digit NASIS student ID number.

**Box M. Not Full Academic Year**—Full Academic Year (FAY) is defined as enrolled from the prior year’s 120th school day to the current year’s 120th school day. These dates typically correspond with the SBA testing window. Mark the bubble if the student is **not** FAY. If a student is FAY, leave the bubble blank.

**Section 4: IDENTIFICATION** (Public school students, charter school students, BIE students, and students who attend state educational institutions whose Pre-ID label is not valid)

**Box A. Student Name**—Write in and mark the bubbles for the first 20 characters of the student’s last name, the first 16 characters of the first name, and the middle initial (MI).

**Box B. District Code**—Mark the bubbles with the correct district code.

**Box C. School Code**—Mark the bubbles with the correct school code.

**Box D. Birth Date**—Mark the bubble for the month of birth; then write in and mark the bubbles for the day and year of birth.

**Box E. State Student ID**—Write in and mark the bubbles for the nine-digit state student ID number.

**Box F. Gender**—Mark the bubble corresponding to the student’s gender.

## SOME FINAL GUIDELINES

Check the answer documents and verify that

- the Pre-ID label is properly affixed to the correct answer document.
- each student's responses have been made with a black soft-lead (No. 2) pencil.
- any answer document that has been badly folded, crumpled, torn, or otherwise damaged is placed at the top of the stack of answer documents for inclusion in the Special Handling Envelope.

Check the large-print materials to

- verify that all of the answers written in the large-print test booklet were transcribed **exactly** into the student's answer document. Only answers in the answer document or typed responses will be scored.
- include any typewritten or handwritten pages as instructed on page 10 of this manual.

Check the Braille materials to

- verify that the student's answers were transcribed exactly into the student's answer document. (If the responses are not transcribed into the student's non-Braille answer document, they will not be scored.)
- include any typewritten or handwritten pages with the answer document as instructed on page 10 of this manual.

**Return all test booklets and answer documents to the School Test Coordinator at the completion of testing.**

# APPENDIX: 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>    | 03/29/2019                       |
| <b>Contract:</b><br>130309   | <b>Contract Name:</b><br>New Mexico Spanish Reading SBA | <b>Administration:</b> | 2018–2019                        |
| <b>County Code:</b><br>00    | <b>County Name:</b><br>New Mexico County                | <b>SU Code:</b>        | <b>Superintendent Unit Name:</b> |
| <b>District Code:</b><br>123 | <b>District Name:</b><br>New Mexico Public Schools      |                        |                                  |
| <b>School Code:</b><br>456   | <b>School Name:</b><br>New Mexico Elementary            | <b>Grade:</b>          | 05                               |

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 |    |
|---|-----------------|--------------|-----|----|-----|----|-----|----|-----|----|-------------|----|
| Gr 5 Test Book with AD inserted - Spanish Reading |                 |              |     |    |     |    |     |    |     |    | 77          |    |
| CPI   | Booklet Numbers | Student name | 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 Spanish Reading Standards Based Assessment (SBA). 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/>