

SPRING

2019

Test Administration Manual (TAM)

**Paper-Based Tests (PBT) and Computer-Based Tests (CBT)
Grades 4, 7, and High School**

ENGLISH AND SPANISH SCIENCE



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

TABLE OF CONTENTS

PAPER-BASED TESTING	5
BEFORE PAPER-BASED TESTING	6
Test Security	6
General Directions for Administering	6
The 2019 Assessment	7
Science SBA	7
Testing Requirements	7
Preliminary Planning	7
PED Policy on Electronic Devices	8
Test Schedule	9
Testing Disruptions	10
Makeup Testing	10
Absences	10
Test Booklet and Answer Document Forms	11
List of Materials Needed by Session	11
Accommodations and Modifications	11
Special Requirements for Administering the Large-Print and Braille Versions of the Assessment	11
Administering the Large-Print Version of the Assessment	11
Student Responses	12
Administering the Braille Version of the Assessment	12
Student Responses	13
Typed Responses	13
Quick Reference Guide:	
Accommodations for Students With Disabilities	14
Quick Reference Guide:	
Accommodations for English Language Learners	14
SPECIFIC DIRECTIONS FOR ADMINISTERING THE ENGLISH VERSION OF THE SCIENCE SBA PBT	15
Completing Answer Documents	15
Script to Be Read to All Students at the Start of Testing	15
Science Session 1	16
Science Session 2	18
Science Session 3	20
SPECIFIC DIRECTIONS FOR ADMINISTERING THE SPANISH VERSION OF THE SCIENCE SBA PBT	22
Completing Answer Documents	22
Script to Be Read to All Students at the Start of Testing	22
Science Session 1 / Sesión 1, Ciencias	23
Science Session 2 / Sesión 2, Ciencias	25
Science Session 3 / Sesión 3, Ciencias	27

AFTER PAPER-BASED TESTING	29
Completing Student Information on the Biogrid	29
Rules for the Use of Pre-ID Labels	29
Purpose of Pre-ID Labels	29
Valid versus Invalid Pre-ID Labels	29
Valid Pre-ID Labels	29
Invalid Pre-ID Labels	29
Two Last Points	30
Science SBA English PBT Sample Biogrid	31
Rules for Completing English PBT Biogrids	33
Special Notice to BIE Schools	33
Directions for Each Box on the English PBT Biogrid	34
Science SBA Spanish PBT Sample Biogrid	35
Rules for Completing Spanish PBT Biogrids	37
Special Notice to BIE Schools	37
Directions for Each Box on the Spanish PBT Biogrid	38
SOME FINAL GUIDELINES	39
COMPUTER-BASED TESTING	41
BEFORE COMPUTER-BASED TESTING	42
Test Administrators' Responsibilities	42
Test Security	42
General Directions for Administering	43
The 2019 Assessment	43
Science SBA	43
Testing Requirements	43
Preliminary Planning	44
Test Administration Manuals	44
Preparation for Test Administration	44
PED Policy on Electronic Devices	45
Test Schedule	46
Testing Disruptions	47
Makeup Testing	47
Absences	47
Test Forms	47
List of Materials Needed by Session	47

Portal Roles Table	48
Accessibility Features, Accommodations and Modifications	48
Assigning Accessibility Features and Accommodations	49
Session Access Codes	53
SPECIFIC DIRECTIONS FOR ADMINISTERING THE ENGLISH VERSION OF THE SCIENCE SBA CBT	55
Monitoring Test Sessions	55
Script To Be Read to All Students at the Start of Testing	55
Science Session 1	56
Science Session 2	61
Science Session 3	66
SPECIFIC DIRECTIONS FOR ADMINISTERING THE SPANISH VERSION OF THE SCIENCE SBA CBT	71
Monitoring Test Sessions	71
Script To Be Read to All Students at the Start of Testing	71
Science Session 1 / Sesión 1, Ciencias	72
Science Session 2 / Sesión 2, Ciencias	77
Science Session 3 / Sesión 3, Ciencias	82
AFTER COMPUTER-BASED TESTING	87
Completing Student Information	87
Uploaded Student Information	87
Updated Student Information	87
Special Notice to BIE Schools Only	87
Homeschool Exemption	88
Spanish Parent Report	88
Final Reminders	89
APPENDIX A: SCIENCE SBA ENGLISH PBT SECURITY CHECKLIST	90
APPENDIX B: SCIENCE SBA SPANISH PBT SECURITY CHECKLIST	91
APPENDIX C: CHECKLIST FOR TEST ADMINISTRATORS	92

PAPER-BASED TESTING

BEFORE PAPER-BASED TESTING

Test Security

To maintain the validity of the tests administered in the statewide assessment program, keeping all test questions and test materials 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 (TAs) must follow these security guidelines before, during, and after testing.

- Receive training on test security and administration by the School Test Coordinator (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 PED website.)
- Ensure that test materials are stored in a central and locked, secure area when not in use.
- Follow the testing schedule established by the district for your school.
- Use the Security Checklist or a similar tracking tool daily, as provided by the STC, during test administration to check in and check out all test materials. See Appendices.
- 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,
 - o improper handling of test materials, such as
 - o someone keeping or reproducing any test materials or student responses;
 - o allowing any unauthorized access to test materials before, during, or after testing;
 - o leaving test materials unsecure when the TA or a proctor is not in the classroom; and
 - o improper test administration procedures, such as
 - o coaching students during testing,
 - o altering student responses in any way, or
 - o stray mark cleanup, including but not limited to erasing double-marked, lightly erased, or lightly marked answers.
- **School and district staff members are prohibited from studying or discussing 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 Standards Based Assessment (SBA), aides employed by the school or district (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 2019 Assessment

Science SBA

Since the spring 2012 SBA test administration, the Science SBA has served as an accountability assessment (A–F School Rating System) and meeting proficiency on the Science 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

All New Mexico students in grades 4, 7, and High School are expected to participate in the Science SBA. 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 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 (NMAPA).
- Students with a PED-approved medical exemption are not required to participate in the Science SBA.
- ELL students who are enrolled in U.S. public schools for their first year **must** participate in the Science Assessments, with appropriate accommodations provided as needed.
- 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.

High School Students: All eleventh-grade students in public schools, charter schools, and state educational institutions must take all three sessions of Science SBA for accountability purposes. The test should also be administered to students above eleventh grade who have not previously taken the high school Science SBA test. Eleventh-grade students with significant cognitive disabilities will take the New Mexico Alternate Performance Assessment (NMAPA).

For additional information about testing requirements, please contact the New Mexico Public Education Department (PED) Assessment & Accountability Help Desk via telephone at (505) 827-6494 or e-mail at ped.assessment@state.nm.us.

Preliminary Planning

Inform students of the importance of the Science 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 *Test Administration Manual (TAM)* 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 Science SBA test sessions. **No mechanical pencils are allowed.** Students may use highlighters to mark in the test booklets at grades 4, 7, and HS. Students may not use scratch paper on any session of the Science SBA. Students may work on problems on the **test booklet** pages. Calculators are **not allowed** for any session of the Science 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 Science 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 test 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 ¹	Total Number of Questions by Type ²
4	Science Session 1	60 minutes	14 MC, 3 SA, 1 OE
4	Science Session 2	60 minutes	13 MC, 3 SA, 1 OE
4	Science Session 3	60 minutes	14 MC, 3 SA, 1 OE
7	Science Session 1	60 minutes	14 MC, 2 SA, 2 OE
7	Science Session 2	60 minutes	14 MC, 2 SA, 2 OE
7	Science Session 3	60 minutes	15 MC, 2 SA, 1 OE
HS	Science Session 1	60 minutes	18 MC, 2 SA, 2 OE
HS	Science Session 2	60 minutes	18 MC, 2 SA, 1 OE
HS	Science Session 3	60 minutes	18 MC, 3 SA, 1 OE

¹ An additional 15 minutes should be added to each testing time for distributing materials and reading 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 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

There are four forms of the English test booklets and four forms of the English answer documents for grades 4, 7, and High School. There are two forms of the Spanish test booklets and Spanish answer documents. 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
Science	3	<ul style="list-style-type: none">• <i>Test Administration Manual (TAM)</i>, PBT and CBT, English and Spanish• Test booklets• Answer documents	<ul style="list-style-type: none">• A "Testing—Do Not Disturb" sign for the classroom door• Two (No. 2) pencils with erasers for each student

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 Science SBA 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 Science 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 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. 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.

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 Science 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 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 on page 13 under "Typed Responses."

Administering the Braille Version of the Assessment

Give students who are administered a Braille version of the Science 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 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 any combination of these options to answer the test questions.

- 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., Science 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.

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 Accomodation	15

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 Accomodation	28

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ENGLISH VERSION OF THE SCIENCE SBA PBT

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 and
 - only working in the current test session (not returning to previous test sessions or going beyond the session in which they are supposed to be working).
- 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.

Completing Answer Documents

- To ensure accurate processing of the answer documents, they should be marked properly and kept in good physical condition.
- Remind the students to
 - handle test booklets and answer documents with care;
 - record their answers with heavy, dark marks;
 - use only a No. 2 pencil (no mechanical pencils are allowed);
 - avoid making extra marks in the answer documents;
 - avoid folding answer document covers back;
 - leave extra space blank if answer boxes appear to be larger than necessary; and
 - remember that **only** what is darkened in the response circles and written in the answer boxes will be scored.

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

SAY Only No. 2 pencils may be used. Mechanical pencils may NOT be used.

Scratch paper is not used on the Science SBA. In the Science Assessment, you may work on problems for the multiple-choice questions on the test booklet pages. Avoid making extra marks and do not mark in the margins of the answer document. If you need to change your answer to a question, be sure to erase completely before marking or writing your new answer. Test materials 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 and read the directions to the students.

Materials Needed: test booklets, answer documents, and sharpened No. 2 pencils with erasers

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 soft-lead (No. 2) pencils with erasers and distribute two to each student.

Note: Calculators and scratch paper **may not** be used during the Science sessions. Spelling words for students is also 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 8.] 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 I will now give you your test booklet and answer document. Leave both closed until I tell you what to do. [Distribute the test booklets, answer documents, and two pencils to each student.]

SAY Look at the name boxes on the front covers of your test booklet and answer document. Print your first and last name neatly on the lines on each document. [Pause.]

SAY Open your test booklet to the Session 1 Science directions. Open your answer document to the first page that says “Session 1 Science.” Do not fold your answer document back during this test.

Walk around the room to make sure everyone has the booklets open to the correct pages. Answer documents should be open flat, not folded back.

SAY In this session, you will answer some questions by marking the A, B, C, or D bubbles in your answer document. Choose only one answer for each question. You may work out problems for these multiple-choice questions on the test booklet pages. You will answer other questions by writing your answers in the boxes provided in your answer document. 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 in your answer document. While you are working, be sure to erase completely any changes that you make and clearly fill in the bubble for your intended answer.

Look at the directions in the test booklet at the top of the page. Follow along as I read them aloud. “Directions: Read each question carefully. For each multiple-choice question, decide which is the best answer. Be sure to mark or write your answers in your answer document. Only answers and work written inside the answer boxes will be scored.”

Now look at the example. Follow along as I read it 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. Now find the section for Session 1 Science in your answer document. Look at the box marked “Example.” The bubble for the letter “B” has been marked because “B” is the letter of the correct answer. Are there any questions? [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. You may draw or write in your test booklet if this will help you answer the questions. Begin with question 1 in your test booklet and continue working until you see the stop sign. Do not work past the stop sign. Remember to mark or write all of your answers inside the answer boxes in the answer document. Anything written in the test booklet will NOT be scored.

When you are finished with this session, close your test booklet and answer document and insert your answer document into your test booklet. You may then sit quietly or quietly read a book at your desk. Do you have any questions? [If there are any procedural questions, reread the directions.]

SAY Start working now.

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 Science SBA has been assigned a unique symbol printed in the test booklet header. For example, the symbol assigned to Science 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 Science Session 2, 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 the next testing session.

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

Science Session 2

Recommended Session Time: 60 minutes

Allow an additional 15 minutes to distribute materials and read the directions to the students.

Materials Needed: test booklets, answer documents, and sharpened No. 2 pencils with erasers

On the day of Science Session 2, 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. Be sure that all student desks are cleared of books and other materials not needed for the test. Have a sufficient quantity of soft-lead (No. 2) pencils with erasers and distribute two to each student.

Note: Calculators and scratch paper **may not** be used during the Science sessions. Spelling words for students is also prohibited.

If you are not immediately continuing from the prior session,

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 8.] **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 I will now give you your test booklet and answer document. Leave both closed until I tell you what to do. [Distribute the test booklets, answer documents, and two pencils to each student.]

SAY Look at the front covers of your test booklet and answer document and check that your name is written on the lines. Raise your hand if someone else's name is written on the test booklet or answer document. [Pause. Redistribute test materials as necessary.]

For all students,

SAY Open your test booklet to the Session 2 Science directions. Open your answer document to the first page that says "Session 2 Science." Do not fold your answer document back during this test.

Walk around the room to make sure everyone has the booklets open to the correct pages. Answer documents should be open flat, not folded back.

SAY In this session, you will answer some questions by marking the A, B, C, or D bubbles in your answer document. Choose only one answer for each question. You may work out problems for these multiple-choice questions on the test booklet pages. You will answer other questions by writing your answers in the boxes provided in your answer document, just as you did in the last session. 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 in your answer document. While you are working, be sure to erase completely any changes that you make and clearly fill in the bubble for your intended answer.

Look at the directions at the top of the page in the test booklet. Follow along as I read them aloud. **“Directions: Read each question carefully. For each multiple-choice question, decide which is the best answer. Be sure to mark or write your answers in your answer document. Only answers and work written inside the answer boxes will be scored.” 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. You may draw or write in your test booklet if this will help you answer the questions. Begin with the first question in Session 2 in your test booklet and continue working until you see the stop sign. Do not work past the stop sign. Remember to mark or write all of your answers inside the answer boxes in the answer document. Anything written in the test booklet will **NOT** be scored.

When you are finished with this session, close your test booklet and answer document and insert your answer document into your test booklet. You may then sit quietly or quietly read a book at your desk. Do you have any questions? [If there are any procedural questions, reread the directions.]

SAY Start working now.

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 Science SBA has been assigned a unique symbol printed in the test booklet header. For example, the symbol assigned to Science 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 Science Session 3, 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 the next testing session.

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

Science Session 3

Recommended Session Time: 60 minutes

Allow an additional 15 minutes to distribute materials and read the directions to the students.

Materials Needed: test booklets, answer documents, and sharpened No. 2 pencils with erasers

On the day of Science Session 3, 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. Be sure that all student desks are cleared of books and other materials not needed for the test. Have a sufficient quantity of soft-lead (No. 2) pencils with erasers and distribute two to each student.

Note: Calculators and scratch paper **may not** be used during the Science sessions. Spelling words for students is also prohibited.

If you are not immediately continuing from the prior session,

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 8.] **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 I will now give you your test booklet and answer document. Leave both closed until I tell you what to do. [Distribute the test booklets, answer documents, and two pencils to each student.]

SAY Look at the front covers of your test booklet and answer document and check that your name is written on the lines. Raise your hand if someone else's name is written on the test booklet or answer document. [Pause. Redistribute test materials as necessary.]

For all students,

SAY Open your test booklet to the Session 3 Science directions. Open your answer document to the first page that says "Session 3 Science." Do not fold your answer document back during this test.

Walk around the room to make sure everyone has the booklets open to the correct pages. Answer documents should be open flat, not folded back.

SAY In this session, you will answer some questions by marking the A, B, C, or D bubbles in your answer document. Choose only one answer for each question. You may work out problems for these multiple-choice questions on the test booklet pages. You will answer other questions by writing your answers in the boxes provided in your answer document, just as you did in the last session. 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 in your answer document. While you are working, be sure to erase completely any changes that you make and clearly fill in the bubble for your intended answer.

Look at the directions at the top of the page in the test booklet. Follow along as I read them aloud. **“Directions: Read each question carefully. For each multiple-choice question, decide which is the best answer. Be sure to mark or write your answers in your answer document. Only answers and work written inside the answer boxes will be scored.” 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. You may draw or write in your test booklet if this will help you answer the questions. Begin with the first question in Session 3 in your test booklet and continue working until you see the stop sign. Do not work past the stop sign. Remember to mark or write all of your answers inside the answer boxes in the answer document. Anything written in the test booklet will **NOT** be scored.

When you are finished with this session, close your test booklet and answer document and insert your answer document into your test booklet. You may then sit quietly or quietly read a book at your desk. Do you have any questions? [If there are any procedural questions, reread the directions.]

SAY Start working now.

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 Science SBA has been assigned a unique symbol printed in the test booklet header. For example, the symbol assigned to Science 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 Program*. Follow the directions for completing student information on the biogrid and preparing test materials for return to Measured Progress beginning on page 29.

SPECIFIC DIRECTIONS FOR ADMINISTERING THE SPANISH VERSION OF THE SCIENCE SBA PBT

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 and
 - only working in the current test session (not returning to previous test sessions or going beyond the session in which they are supposed to be working).
- 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.

Completing Answer Documents

- To ensure accurate processing of the answer documents, they should be marked properly and kept in good physical condition.
- Remind the students to
 - handle test booklets and answer documents with care;
 - record their answers with heavy, dark marks;
 - use only a No. 2 pencil (no mechanical pencils are allowed);
 - avoid making extra marks in the answer documents;
 - avoid folding answer document covers back;
 - leave extra space blank if answer boxes appear to be larger than necessary; and
 - remember that **only** what is darkened in the response circles and written in the answer boxes will be scored.

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

SAY **Sólo pueden usar lápices número 2. NO pueden usar lápices mecánicos.**

No se usa papel de borrador para la evaluación de Ciencias de la SBA. En la evaluación de Ciencias, pueden desarrollar los problemas de las preguntas de opción múltiple en las páginas del folleto de prueba. Eviten hacer marcas de más, y no hagan marcas en los márgenes del documento de respuestas.

Si necesitan cambiar su respuesta para una pregunta, asegúrense de borrar bien antes de marcar o escribir su nueva respuesta. Los materiales de la prueba no se pueden sacar de la sala de pruebas, por ningún motivo.

Science Session 1 / Sesión 1, Ciencias

Recommended Session Time: 60 minutes

Allow an additional 15 minutes to distribute materials and read the directions to the students.

Materials Needed: test booklets, answer documents, and sharpened No. 2 pencils with erasers

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 soft-lead (No. 2) pencils with erasers and distribute two to each student.

Note: Calculators and scratch paper **may not** be used during the Science sessions. Spelling words for students is also prohibited.

SAY Tienen prohibido tener teléfonos celulares u otros dispositivos electrónicos durante la prueba. [Please refer to PED Policy on Electronic Devices on page 8.] Si tienen un teléfono celular o un dispositivo electrónico, apáguelos ahora y guárdenlos en su mochila; yo las colocaré en el frente de la sala durante las sesiones de la prueba.

Si se les encuentra un teléfono celular u otro dispositivo electrónico durante la prueba, les será confiscado y revisado.

SAY Ahora voy a entregarles su folleto de prueba y su documento de respuestas. Manténganlos cerrados hasta que yo les diga lo que van a hacer. [Distribute the test booklets, answer documents, and two pencils to each student.]

SAY Busquen los recuadros para escribir el nombre en la portada de su folleto de prueba y de su documento de respuestas. Escriban su nombre y apellido con claridad sobre la línea en cada uno de los documentos. [Pause.]

SAY Abran su folleto de prueba en las instrucciones de la Sesión 1 de Ciencias. Abran su documento de respuestas en la primera página, que dice “Sesión 1, Ciencias”. No doblen su documento de respuestas hacia atrás durante esta prueba.

Walk around the room to make sure everyone has the booklets open to the correct pages. Answer documents should be open flat, not folded back.

SAY En esta sesión, ustedes responderán algunas preguntas marcando los círculos A, B, C o D en su documento de respuestas. Elijan sólo una respuesta para cada pregunta. Los problemas para estas preguntas de opción múltiple los pueden resolver en las páginas del folleto de prueba. Otras preguntas las responderán escribiendo sus respuestas en los recuadros provistos en su documento de respuestas. Algunas preguntas tienen dos o más partes. Asegúrense de responder todas las partes. Para las preguntas abiertas y de respuesta corta, muestren o expliquen todo lo que hicieron usando números, palabras, oraciones o imágenes. Para las preguntas en las que tienen que escribir o dibujar su respuesta, utilicen sólo el espacio en los recuadros proporcionados para cada pregunta en su documento de respuestas. Mientras trabajan, asegúrense de borrar bien cualquier cambio que hagan y de rellenar claramente el círculo.

Lean las instrucciones del folleto de prueba al inicio de la página. Vayan siguiéndolas mientras yo las leo en voz alta. “Instrucciones: Lee con atención cada una de las preguntas. Para cada pregunta de opción múltiple decide cuál es la mejor respuesta. Asegúrate de marcar o escribir tus respuestas en tu documento de respuestas. Sólo se calificarán las respuestas y el trabajo escritos en los recuadros de respuestas”.

Ahora vean el ejemplo, mientras yo lo leo en voz alta. “¿Cuál de estos animales vive en el agua?” Ahora vean las opciones de respuesta. ¿Cuál es la respuesta? [Pause for replies.]

SAY Sí, “B. Delfín” es la respuesta correcta. Ahora busquen la sección de la Sesión 1 de Ciencias en su documento de respuestas. Busquen el recuadro que dice “Ejemplo”. Se marcó el círculo de la letra “B”, porque “B” es la letra de la respuesta correcta. ¿Tienen alguna pregunta? [If there are any procedural questions, reread the directions.]

SAY Ustedes tendrán todo el tiempo que necesiten para responder a las preguntas de esta sesión. Si no están seguros de la respuesta a una pregunta, hagan su mejor esfuerzo. Pueden dibujar o escribir en su folleto de prueba, si eso les ayuda a contestar las preguntas. Comiencen con la pregunta 1 de su folleto de prueba y continúen trabajando hasta que vean el simbolo de alto. No hagan nada más allá del simbolo de alto. Recuerden marcar o escribir todas sus respuestas en los recuadros proporcionados en su documento de respuestas. NO se calificará nada de lo que hayan escrito en el folleto de prueba.

Quando hayan terminado esta sesión, cierren su folleto de prueba y su documento de respuestas, y metan el documento de respuestas adentro del folleto de prueba. Luego, pueden sentarse en silencio o leer un libro en su escritorio sin hacer ruido. ¿Tienen 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 Science SBA has been assigned a unique symbol printed in the test booklet header. For example, the symbol assigned to Science 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 Science Session 2, 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 the next testing session.

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

Science Session 2 / Sesión 2, Ciencias

Recommended Session Time: 60 minutes

Allow an additional 15 minutes to distribute materials and read the directions to the students.

Materials Needed: test booklets, answer documents, and sharpened No. 2 pencils with erasers

On the day of Science Session 2, 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. Be sure that all student desks are cleared of books and other materials not needed for the test. Have a sufficient quantity of soft-lead (No. 2) pencils with erasers and distribute two to each student.

Note: Calculators and scratch paper **may not** be used during the Science sessions. Spelling words for students is also prohibited.

If you are not immediately continuing from the prior session,

SAY Tienen prohibido tener teléfonos celulares u otros dispositivos electrónicos durante la prueba. [Please refer to PED Policy on Electronic Devices on page 8.] Si tienen un teléfono celular o un dispositivo electrónico, apáguelos ahora y guárdenlos en su mochila; yo las colocaré en el frente de la sala durante las sesiones de la prueba.

Si se les encuentra un teléfono celular u otro dispositivo electrónico durante la prueba, les será confiscado y revisado.

SAY Ahora voy a entregarles su folleto de prueba y su documento de respuestas. Manténganlos cerrados hasta que yo les diga lo que van a hacer. [Distribute the test booklets, answer documents, and two pencils to each student.]

SAY Vean la portada de su folleto de prueba y de su documento de respuestas, y asegúrense de que su nombre esté escrito sobre la línea. Levanten la mano si el folleto de prueba o el documento de respuestas tienen escrito el nombre de otra persona. [Pause. Redistribute test materials as necessary.]

For all students,

SAY Abran su folleto de prueba en las instrucciones de la Sesión 2 de Ciencias. Abran su documento de respuestas en la primera página, que dice “Sesión 2, Ciencias”. No doblen su documento de respuestas hacia atrás durante esta prueba.

Walk around the room to make sure everyone has the booklets open to the correct pages. Answer documents should be open flat, not folded back.

SAY En esta sesión, ustedes responderán algunas preguntas marcando los círculos A, B, C o D en su documento de respuestas. Elijan sólo una respuesta para cada pregunta. Los problemas para estas preguntas de opción múltiple los pueden desarrollar en las páginas del folleto de prueba. Otras preguntas las responderán escribiendo sus respuestas en los recuadros proporcionados en su documento de respuestas, tal como lo hicieron en la sesión anterior. Algunas preguntas tienen dos o más partes. Asegúrense de responder todas las partes. Para las preguntas de respuesta corta y de desarrollo, muestren o expliquen todo el trabajo que hicieron usando números, palabras, oraciones o imágenes. Para las preguntas para las que tienen que escribir o dibujar su respuesta, utilicen sólo el espacio de los recuadros proporcionados para

cada pregunta en su documento de respuestas. Mientras trabajan, asegúrense de borrar bien cualquier cambio que hagan y de rellenar claramente el círculo de la respuesta que quieran dar.

Lean en silencio las instrucciones al inicio de la página en el folleto de prueba. Vayan siguiéndolas mientras yo las leo en voz alta. “Instrucciones: Lee con atención cada una de las preguntas. Para cada pregunta de opción múltiple decide cuál es la mejor respuesta. Asegúrate de marcar o escribir tus respuestas en tu documento de respuestas. Sólo se calificarán las respuestas y el trabajo escritos en los recuadros de respuestas”. ¿Todos entienden lo que tienen que hacer? [If there are any procedural questions, reread the directions.]

SAY Ustedes tendrán todo el tiempo que necesiten para responder a las preguntas de esta sesión. Si no están seguros de la respuesta a una pregunta, hagan su mejor esfuerzo. Pueden dibujar o escribir en su folleto de prueba, si eso les ayuda a contestar las preguntas. Comiencen con la primera pregunta de la Sesión 2 de su folleto de prueba y continúen trabajando hasta que vean el letrero de alto. No hagan nada más allá del letrero de alto. Recuerden marcar o escribir todas sus respuestas en los recuadros proporcionados en su documento de respuestas. NO se calificará nada de lo que hayan escrito en el folleto de prueba.

Quando hayan terminado esta sesión, cierren su folleto de prueba y su documento de respuestas, y metan el documento de respuestas adentro del folleto de prueba. Luego, pueden sentarse en silencio o leer un libro en su escritorio sin hacer ruido. ¿Tienen 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 Science SBA has been assigned a unique symbol printed in the test booklet header. For example, the symbol assigned to Science 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 Science Session 3, 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 the next testing session.

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

Science Session 3 / Sesión 3, Ciencias

Recommended Session Time: 60 minutes

Allow an additional 15 minutes to distribute materials and read the directions to the students.

Materials Needed: test booklets, answer documents, and sharpened No. 2 pencils with erasers

On the day of Science Session 3, 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. Be sure that all student desks are cleared of books and other materials not needed for the test. Have a sufficient quantity of soft-lead (No. 2) pencils with erasers and distribute two to each student.

Note: Calculators and scratch paper **may not** be used during the Science sessions. Spelling words for students is also prohibited.

If you are not immediately continuing from the prior session,

SAY Tienen prohibido tener teléfonos celulares u otros dispositivos electrónicos durante la prueba. [Please refer to PED Policy on Electronic Devices on page 8.] Si tienen un teléfono celular o un dispositivo electrónico, apáguelos ahora y guárdenlos en su mochila; yo las colocaré en el frente de la sala durante las sesiones de la prueba.

Si se les encuentra un teléfono celular u otro dispositivo electrónico durante la prueba, les será confiscado y revisado.

SAY Ahora voy a entregarles su folleto de prueba y su documento de respuestas. Manténganlos cerrados hasta que yo les diga lo que van a hacer. [Distribute the test booklets, answer documents, and two pencils to each student.]

SAY Vean la portada de su folleto de prueba y de su documento de respuestas, y asegúrense de que su nombre esté escrito sobre la línea. Levanten la mano si el folleto de prueba o el documento de respuestas tienen escrito el nombre de otra persona. [Pause. Redistribute test materials as necessary.]

For all students,

SAY Abran su folleto de prueba en las instrucciones de la Sesión 3 de Ciencias. Abran su documento de respuestas en la primera página, que dice “Sesión 3, Ciencias”. No doblen su documento de respuestas hacia atrás durante esta prueba.

Walk around the room to make sure everyone has the booklets open to the correct pages. Answer documents should be open flat, not folded back.

SAY En esta sesión, ustedes responderán algunas preguntas marcando los círculos A, B, C o D en su documento de respuestas. Elijan sólo una respuesta para cada pregunta. Los problemas para estas preguntas de opción múltiple los pueden desarrollar en las páginas del folleto de prueba. Otras preguntas las responderán escribiendo sus respuestas en los recuadros proporcionados en su documento de respuestas, tal como lo hicieron en la sesión anterior. Algunas preguntas tienen dos o más partes. Asegúrense de responder todas las partes. Para las preguntas de respuesta corta y de desarrollo, muestren o expliquen todo el trabajo que hicieron usando números, palabras, oraciones o imágenes. Para las preguntas para las que tienen que escribir o dibujar su respuesta, utilicen sólo el espacio de los recuadros proporcionados para cada pregunta en su documento de respuestas. Mientras trabajan, asegúrense de borrar bien cualquier cambio que hagan y de rellenar claramente el círculo de la respuesta que quieran dar.

Lean en silencio las instrucciones al inicio de la página en el folleto de prueba. Vayan siguiéndolas mientras yo las leo en voz alta. “Instrucciones: Lee con atención cada una de las preguntas. Para cada pregunta de opción múltiple decide cuál es la mejor respuesta. Asegúrate de marcar o escribir tus respuestas en tu documento de respuestas. Sólo se calificarán las respuestas y el trabajo escritos en los recuadros de respuestas”. ¿Todos entienden lo que tienen que hacer? [If there are any procedural questions, reread the directions.]

SAY Ustedes tendrán todo el tiempo que necesiten para responder a las preguntas de esta sesión. Si no están seguros de la respuesta a una pregunta, hagan su mejor esfuerzo. Pueden dibujar o escribir en su folleto de prueba, si eso les ayuda a contestar las preguntas. Comiencen con la primera pregunta de la Sesión 3 de su folleto de prueba y continúen trabajando hasta que vean el letrero de alto. No hagan nada más allá del letrero de alto. Recuerden marcar o escribir todas sus respuestas en los recuadros proporcionados en su documento de respuestas. **NO** se calificará nada de lo que hayan escrito en el folleto de prueba.

Quando hayan terminado esta sesión, cierren su folleto de prueba y su documento de respuestas, y metan el documento de respuestas adentro del folleto de prueba. Luego, pueden sentarse en silencio o leer un libro en su escritorio sin hacer ruido. ¿Tienen 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 Science SBA has been assigned a unique symbol printed in the test booklet header. For example, the symbol assigned to Science 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 Program*. Follow the directions for completing student information on the biogrid and preparing test materials for return to Measured Progress beginning on the next page.

AFTER PAPER-BASED TESTING

Completing Student Information on the Biogrid

With the exception of students who are taking alternate assessments, an answer document must be returned for **every** student who should have taken the Science SBA during the testing window, even if the student did not participate in the assessment or did not complete the testing.

The biogrid is located on the last two pages of the answer document. English and Spanish sample biogrids are provided for your reference on pages 31 and 35. Please refer to these pages when reviewing the rules below for completing the biogrid.

Rules for the Use of Pre-ID Labels

Purpose of Pre-ID Labels

Pre-ID labels simplify school personnel's task of completing student identification on the biogrid by eliminating the need to "bubble" all the demographic information for the student that is already stored in PED's STARS system or BIE's NASIS system. Bypassing the "hand bubbling" step helps ensure the accuracy of the demographic information associated with each student, such as gender, ethnicity, ELL status, etc. Of course, this means that school personnel **must** ensure the STARS/NASIS demographic information is accurate and kept up to date.

Pre-ID labels are provided for public schools, charter schools, state educational institutions, and BIE schools.

Valid versus Invalid Pre-ID Labels

Only valid Pre-ID labels may be used. A Pre-ID label is valid only if **all three essential identifiers are accurate**. These 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

Valid Pre-ID Labels

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.

Invalid Pre-ID Labels

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.

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.

Please refer to the Rules for Completing Biogrids tables on pages 33 and 37 of this manual.

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 pages 34 and 38 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.

Science SBA English PBT Sample Biogrid

Inside Back Cover of Paper-Based Answer Document

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

G TEST COMPLETION STATUS	
(Mark one bubble for each content)	
SC	
Withdrew Before Test Completion	<input type="radio"/> 1
Non-Allowed Modification	<input type="radio"/> 2
Language Exempt for Reading Only	
Medical Emergency	<input type="radio"/> 4
Parental Refusal	<input type="radio"/> 5
Other Non-Completion	<input type="radio"/> 6
Test Irregularities	<input type="radio"/> 7
Absent	<input type="radio"/> 8

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

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

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

K <input type="radio"/> Y SPANISH PARENT REPORT	
---	--

Section 2: HOMESCHOOL EXEMPTION: Box L 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.

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

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

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

N NOT FULL ACADEMIC YEAR	
<input type="radio"/> O	Not Full Academic Year School

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

Rules for Completing English PBT Biogrids

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

Personnel at all schools, please note:

- Box K (Spanish Parent Report)—Bubble this box **only if you are requesting a Parent Report in Spanish instead of a Parent Report in English.**
- Section 2: HOMESCHOOL EXEMPTION: Box L 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 M (NASIS ID).
- Bubble box N 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 M.

Directions for Each Box on the English PBT 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.

Box K. Spanish Parent Report—Mark this bubble if the student should receive a Spanish Parent Report instead of a Parent Report in English.

Section 2: HOMESCHOOL EXEMPTION: Box L 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 M must be completed for all students.

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

Box N. 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 Science 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.

Science SBA Spanish PBT Sample Biogrid

Inside Back Cover of Paper-Based Answer Document

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

G TEST COMPLETION STATUS (Mark one bubble for each content)	
SC	
Withdrew Before Test Completion	<input type="radio"/> 1
Non-Allowed Modification	<input type="radio"/> 2
Language Exempt for Reading Only	
Medical Emergency	<input type="radio"/> 4
Parental Refusal	<input type="radio"/> 5
Other Non-Completion	<input type="radio"/> 6
Test Irregularities	<input type="radio"/> 7
Absent	<input type="radio"/> 8

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

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

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

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

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

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.

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

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

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

Rules for Completing Spanish PBT Biogrids

	Sections 1 & 2: TESTING & HOMESCHOOL EXEMPTION	Section 3: BIE	Section 4: IDENTIFICATION
Public, charter, state educational institutions	Bubble Box(es)	Bubble Box(es)	Bubble Box(es)
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
BIE schools			
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 Spanish PBT 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 Science 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 13 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 13 of this manual.

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

COMPUTER-BASED TESTING

BEFORE COMPUTER-BASED TESTING

Test Administrators' Responsibilities

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

The TAs' primary responsibilities include

- reading the *Kiosk 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 School Test Coordinator (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 PED website.)
- Follow the testing schedule established by 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,
 - o improper handling of test materials, such as
 - o someone reproducing any student responses;
 - o allowing any unauthorized access to test materials before, during, or after testing; or
 - o 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 Standards Based Assessment (SBA), 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 2019 Assessment

Science SBA

Since the spring 2012 SBA test administration, Science SBA has served as an accountability assessment (A–F School Rating System) and meeting proficiency on the Science 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

All New Mexico students in grades 4, 7, and High School are expected to participate in the Science SBA. 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 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 (NMAPA).
- Students with a PED-approved medical exemption are not required to participate in the Science SBA.
- ELL students who are enrolled in U.S. public schools for their first year **must** participate in the Science Assessments, with appropriate accommodations provided as needed.
- 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.

High School Students: All eleventh-grade students in public schools, charter schools, and state educational institutions must take all three sessions of Science SBA for accountability purposes. The test should also be administered to students above eleventh grade who have not previously taken the high school Science SBA test. Eleventh-grade students with significant cognitive disabilities will take the New Mexico Alternate Performance Assessment (NMAPA).

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.

Preliminary Planning

Inform students of the importance of the Science 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 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 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 *Test Administration Manual*, Computer-Based Testing section 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 *Test Administration Manual (TAM)*, PBT and CBT, English and Spanish 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 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 a Portal User Guide, a Kiosk User Guide, and a Kiosk Installation Guide posted that provide 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 login 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 Science SBA. All scratch paper used for Science SBA testing must be collected and securely destroyed at the testing location. Calculators are **not allowed** for Science 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 Science 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 school. 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 below.) 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

Grade	Session	Recommended Session Time¹	Total Number of Questions by Type²
4	Science Session 1	60 minutes	14 MC, 3 SA, 1 OE
4	Science Session 2	60 minutes	13 MC, 3 SA, 1 OE
4	Science Session 3	60 minutes	14 MC, 3 SA, 1 OE
7	Science Session 1	60 minutes	14 MC, 2 SA, 2 OE
7	Science Session 2	60 minutes	14 MC, 2 SA, 2 OE
7	Science Session 3	60 minutes	15 MC, 2 SA, 1 OE
HS	Science Session 1	60 minutes	18 MC, 2 SA, 2 OE
HS	Science Session 2	60 minutes	18 MC, 2 SA, 1 OE
HS	Science Session 3	60 minutes	18 MC, 3 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 SBAs 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 Forms

There are four forms of the English test and two forms of the Spanish test for grades 4, 7, and High School. The student's form number can be found in the Test Sessions area in the Portal.

List of Materials Needed by Session

Subtest	Number of Sessions	Materials Provided by Measured Progress	Materials Provided by the School
Science	3	<ul style="list-style-type: none">• <i>Test Administration Manual (TAM)</i>, PBT and CBT, English and Spanish	<ul style="list-style-type: none">• A “Testing—Do Not Disturb” sign for the classroom door• Scratch paper• 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		ROLE			
		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) 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, e.g., assigning or removing test report codes as applicable; invalidating a test (must have both a test report code and the invalidate flag).	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.

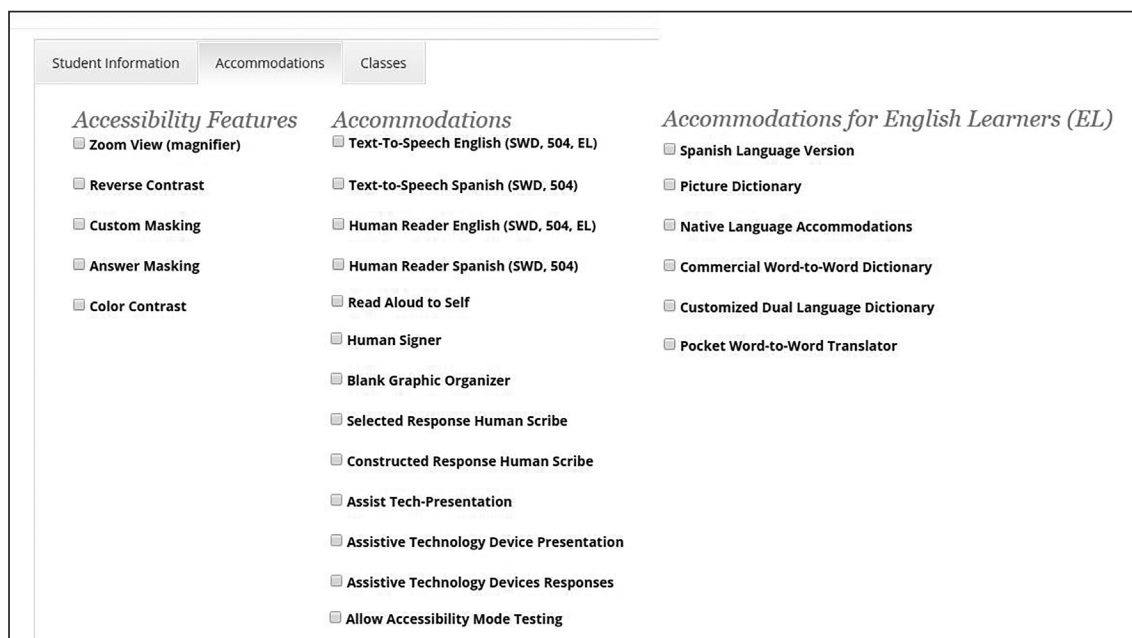
Prohibited **modifications** are changes in test administration that interfere with the comparability of scores. Examples of such modifications include giving students test administration directions that are not included in this manual. **Non-allowed modifications are strictly prohibited during Science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

Assigning 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 Administrator(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.

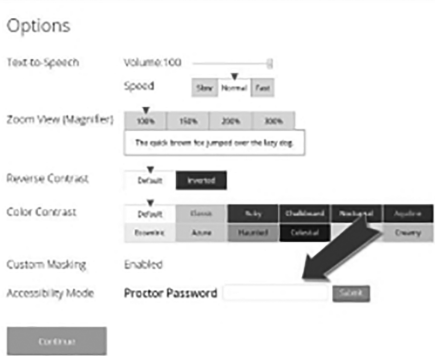








Student Information	Accommodations	Classes
<div> <div> <h3>Accessibility Features</h3> <ul style="list-style-type: none"> <input type="checkbox"/> Zoom View (magnifier) <input type="checkbox"/> Reverse Contrast <input type="checkbox"/> Custom Masking <input type="checkbox"/> Answer Masking <input type="checkbox"/> Color Contrast </div> <div> <h3>Accommodations</h3> <ul style="list-style-type: none"> <input type="checkbox"/> Text-To-Speech English (SWD, 504, EL) <input type="checkbox"/> Text-to-Speech Spanish (SWD, 504) <input type="checkbox"/> Human Reader English (SWD, 504, EL) <input type="checkbox"/> Human Reader Spanish (SWD, 504) <input type="checkbox"/> Read Aloud to Self <input type="checkbox"/> Human Signer <input type="checkbox"/> Blank Graphic Organizer <input type="checkbox"/> Selected Response Human Scribe <input type="checkbox"/> Constructed Response Human Scribe <input type="checkbox"/> Assist Tech-Presentation <input type="checkbox"/> Assistive Technology Device Presentation <input type="checkbox"/> Assistive Technology Devices Responses <input type="checkbox"/> Allow Accessibility Mode Testing </div> <div> <h3>Accommodations for English Learners (EL)</h3> <ul style="list-style-type: none"> <input type="checkbox"/> Spanish Language Version <input type="checkbox"/> Picture Dictionary <input type="checkbox"/> Native Language Accommodations <input type="checkbox"/> Commercial Word-to-Word Dictionary <input type="checkbox"/> Customized Dual Language Dictionary <input type="checkbox"/> Pocket Word-to-Word Translator </div> </div>		

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.










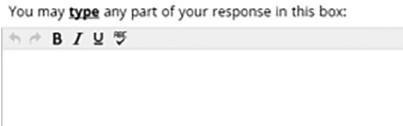



NM SCIENCE ASSESSMENT ONLINE PORTAL ACCESSIBILITY FEATURES & ACCOMMODATIONS CHART




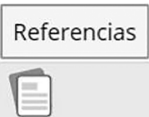



The following accessibility features and accommodations are available to some students.

Accommodation	Icon	Description/Action
Allow Accessibility Mode Testing		Allows students to use third party assistive technology software within the kiosk. The proctor will be required to enter the proctor password on the Options page to enable Accessibility Mode.
Color Contrast		Students can choose a text and background color from a set of 12 predefined color combinations. Use this tool to change the background color and text color of the test content.
Custom Masking		Provides the ability to mask certain parts of the test interface or question. It can be re-sized, and it is draggable.
Reverse Contrast		Inverts color values on the screen.
Text-to-Speech English (SWD, 504, EL)		Students can play, pause, skip, or stop audio. They can select specific text for on-demand audio, and the Gear icon allows students to change the volume or speed of the text being read aloud.
Text-to-Speech Spanish (SWD, 504)		Students can play, pause, skip, or stop audio. They can select specific text for on-demand audio, and the Gear icon allows students to change the volume or speed of the text being read aloud.
Zoom View (magnifier)		Students can magnify the entire screen in four increments: 100%, 150%, 200%, and 300%

NM SCIENCE ASSESSMENT ONLINE PORTAL UNIVERSAL TOOLS & NAVIGATION CHART

The following tools and navigation buttons are available to all students.

Navigation/ Universal Tool	Icon	Description/Action
Answer Masking	  between 4 and 6  between 7 and 10	The Answer Masking tool allows students to hide an answer option. This will help the students narrow down their correct answer. By clicking the eye icon again, it will display the answer option again.
Back/Regresar Button	 	Click the “Back” button to move to the previous test question
Bookmark		Bookmark or save items to come back to later by clicking the star icon. The Jump to Question icon is a picture of a down arrow. Click the down arrow to be taken to a test review screen to jump to another test question.
Clear/Borrar Button	 	Click the “Clear” button to clear an entire answer from the screen.
Constructed Responses Sketchpad/ Drawing Widget		Both open-ended and short answer constructed response items will have a series of drawing tools that are shown with the symbols for drawing.
Constructed Responses Writing Tools (rich text editor response option)		Both open-ended and short answer constructed response items will also have a series of writing tools that are shown with the symbols for undo, redo, bold, italicize, underline, and spell checker.
Finish / Terminar Button	 	Click the “Finish” button to submit your test; the “Finish” button is only active on the last item of the session.
Line Reader		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.

Localization Dropdown Menu		A localization dropdown will be available on the log-in page of the student desktop/laptop kiosk and mobile app. Available for English and Spanish versions of the test. Default is English language.
Notepad / Libreta		Use the Notepad tool to type notes in the notepad for each separate test question. Notes on a stimulus are viewable for all items pertaining to that stimulus. The notepad can be moved around on the screen and resized as desired.
Pause and Inactivity Timeout Tool		Students have the ability to pause their test. If a student pauses the test or is inactive for more than 20 minutes, the student must log in to the test and the proctor will be required to enter a proctor password.
Reference Sheet (Spanish Glossary of Science Terms)		Available to students taking the Spanish version of the test. Use this glossary to view additional information that may help the student answer the test questions.
Sketch		Use the Sketch tool to sketch, highlight, or underline text on the screen. This tool will only appear on items that do not have a sketchpad widget or rich text editor response option.
Text Highlight Tool		Use the Text Highlight tool to select text and highlight the selection.
Turn In / Entregar Button		Once students complete answering all questions and click the 'Finish' button, they are ready to click 'Turn in' to ensure all the answers are submitted and the test status will show as finished and completed.

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.

Options

Text-to-Speech

Volume:100

Speed

Slow

Normal

Fast

Zoom View (Magnifier)

100%

150%

200%

300%

The quick brown fox jumped over the lazy dog.

Reverse Contrast

Default

Inverted

Color Contrast

Default

Classic

Ruby

Chalkboard

Nocturnal

Aquiline

Eccentric

Azure

Haunted

Celestial

Antique

Creamy

Custom Masking

Enabled

Answer Masking

Enabled

Accessibility Mode

Proctor Password

Submit

Continue

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.

Home
Site Readiness
Students
Classes
Test Sessions
Pre-ID Management
Dashboard
emetric CustomerSupport
Help & Support
Logout

Test Sessions

District: Grand Canyon District
Administration: NM 2017-2018
Teacher: TestAdmin, Support
Class: TestAdmin, Support-Support Class-(Grade -HS)
Test Name: SBA Support Demo Test
Testing Window: 11/09/2018 to 01/31/2019

School : Grand Canyon Elementary School
Content Area: Science

Test is in progress. It ends on 01/31/2019. Students may log in and take the test using their username and password shown below.

Access Codes

Session Sequence	Session Name	Access Code
1	Session 1	3271479048
2	Session 2	2031047452
3	Session 3	3205681954

Back to Test Sessions

Session:
Choose a Session

1 login per page

Print selected logins
Print all logins (1)

Last Name	First Name	Username	Password	Form Name	Test Report Code	Status	Date/Time Started	Date/Time Completed
Doe	James	987654321	C3CC698F	SBA Test Form Support		Session 1:Not Started		
						Session 2:Not Started		

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

Teacher Name: TestAdmin, Support
Class Name: TestAdmin, Support-Support Class-(Grade -HS)
Test Name: SBA Support Demo Test
Testing Window: 11/09/2018 to 01/31/2019

Session Sequence	Session Name	Access Code
1	Session 1	3271479048
2	Session 2	2031047452
3	Session 3	3205681954

Student Name	Date of Birth	Username	Password	Accommodations
Doe, James	01/01/2000	987654321	C3CC698F	Text-To-Speech English SWD 504, Zoom View (magnifier), Reverse Contrast, Custom Masking, Line Reader, Color Contrast, Text-To- Speech English (ELL), Answer Masking

SPECIFIC DIRECTIONS FOR ADMINISTERING THE ENGLISH VERSION OF THE SCIENCE SBA CBT

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." 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. 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 45.] **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 NM Science icon on your desktop. Once the program opens, you will see a student login 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 login 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.

Hello, James Doe		
987654321 State Student ID	1/1/2000 Date of Birth	Male Gender
Grand Canyon Elementary School School Name	Support TestAdmin Teacher	HS Grade
The following tests have been scheduled for you:		
New Mexico Science Test		
Session 1	Session 2	Session 3

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. Students with accommodations will see the “Options” screen before they get to the Directions screen. The Options screen lets them experiment with and change accommodations settings.]

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. Example question A should be showing on your screen. Look at the buttons on the bottom right of the screen.

Clear	Pause Test	Back	Next	Finish
-------	------------	------	------	--------

SAY These are your navigation buttons. “Clear” 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 clear 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 you have a bookmarked question.) 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 A. 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.



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 Example question A. 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, Turn In your test. Then you may sit quietly or read a book 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 button in the upper-right corner.

Not James Doe? [Exit](#)

Hello, James Doe

987654321 State Student ID	1/1/2000 Date of Birth	Male Gender
Grand Canyon Elementary School School Name	Support TestAdmin Teacher	HS Grade

The following tests have been scheduled for you:

New Mexico Science 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 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 45.] **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 NM Science icon on your desktop. Once the program opens, you will see a student login 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 login 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.

The screenshot shows a login interface for a user named James Doe. At the top right, there is a small circular button labeled 'Exit' with the text 'Not James Doe?' next to it. The main heading is 'Hello, James Doe'. Below this, there is a table of user information:

987654321 State Student ID	1/1/2000 Date of Birth	Male Gender
Grand Canyon Elementary School School Name	Support TestAdmin Teacher	HS Grade

Below the table, it says 'The following tests have been scheduled for you:' followed by 'New Mexico Science Test'. At the bottom, there are three buttons: 'Session +', 'Session 2' (highlighted in blue), and 'Session 3'.

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. Students with accommodations will see the “Options” screen before they get to the Directions screen. The Options screen lets them experiment with and change accommodations settings.]

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.

The screenshot shows a row of five buttons: 'Clear', 'Pause Test', 'Back', 'Next', and 'Finish'.

SAY These are your navigation buttons. “Clear” 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 clear 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 you have a bookmarked question.) 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, Turn In your test. Then you may sit quietly or read a book 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 button in the upper-right corner.

Not James Doe? **Exit**

Hello, James Doe

987654321 State Student ID	1/1/2000 Date of Birth	Male Gender
Grand Canyon Elementary School School Name	Support TestAdmin Teacher	HS Grade

The following tests have been scheduled for you:

New Mexico Science 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 45.] **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 NM Science icon on your desktop. Once the program opens, you will see a student login 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.

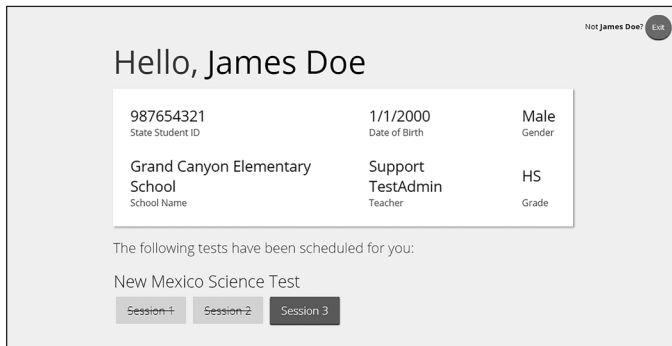
Work with students who need extra help opening the program. Remember, no other programs should be running with the testing program.

SAY You have been given a test ticket with your name and test login 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.



The screenshot shows a login interface for a user named James Doe. At the top right, it says "Not James Doe? Exit". The main heading is "Hello, James Doe". Below this is a table of user information:

987654321 State Student ID	1/1/2000 Date of Birth	Male Gender
Grand Canyon Elementary School School Name	Support TestAdmin Teacher	HS Grade

Below the table, it says "The following tests have been scheduled for you:" followed by "New Mexico Science Test". At the bottom, there are three buttons: "Session 1", "Session 2", and "Session 3".

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. Students with accommodations will see the “Options” screen before they get to the Directions screen. The Options screen lets them experiment with and change accommodations settings.]

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.



The screenshot shows a row of five buttons: "Clear", "Pause Test", "Back", "Next", and "Finish".

SAY These are your navigation buttons. “Clear” 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 clear 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 you have a bookmarked question.) 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.



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, Turn In your test. Then you may sit quietly or read a book 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 test. 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 button in the upper-right corner.

The screenshot shows a user interface for a student named James Doe. At the top right, there is a small red button labeled 'Exit' next to the text 'Not James Doe?'. The main heading is 'Hello, James Doe'. Below this, there is a table of student information:

987654321 State Student ID	1/1/2000 Date of Birth	Male Gender
Grand Canyon Elementary School School Name	Support TestAdmin Teacher	HS Grade

Below the table, it says 'The following tests have been scheduled for you:' followed by 'New Mexico Science Test'. At the bottom, there are three buttons: 'Session 1', 'Session 2', and 'Session 3'. The 'Session 3' button is crossed out with a grey background.

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 English version of the Science SBA online test administration.

SPECIFIC DIRECTIONS FOR ADMINISTERING THE SPANISH VERSION OF THE SCIENCE SBA CBT

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

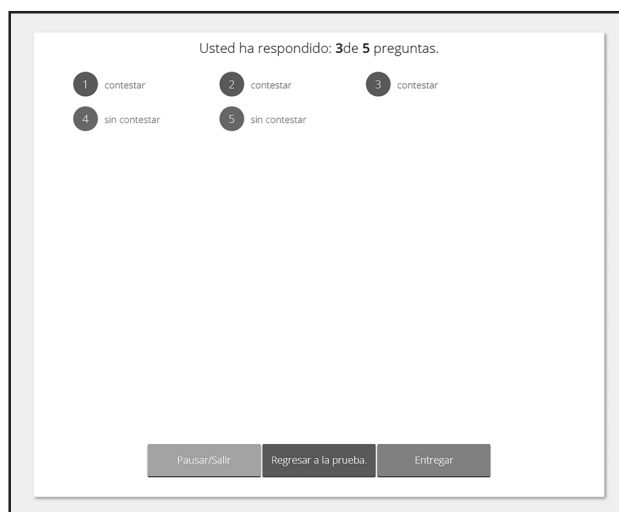
At the beginning of each session of the test, walk around the room to check that students are logged in correctly and that their names appear in the upper-right corner of the screen. During each test session, ensure they are working appropriately by clicking to the next item when necessary, typing or 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 "Entregar." Once a test is turned in, have the students click "Salir" 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 Se puede usar papel de borrador para la evaluación de Ciencias de la SBA. En la evaluación de Ciencias, pueden hacer los problemas de las preguntas de opción múltiple en papel de borrador. Las papeletas de acceso al sistema y el papel de borrador no se pueden sacar de la sala de pruebas, por ningún motivo.

Science Session 1 / Sesión 1, Ciencias

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 Tienen prohibido tener teléfonos celulares u otros dispositivos electrónicos consigo durante la prueba. [Please refer to PED Policy on Electronic Devices on page 45.] Si tienen un teléfono celular o un dispositivo electrónico, apáguelos ahora y guárdenlos en su mochila. Yo la colocaré al frente del salón durante las sesiones de la prueba.

Si se les encuentra un teléfono celular u otro dispositivo electrónico durante la prueba, les será confiscado y revisado.

SAY No toquen las computadoras sino hasta que se les indique. En esta sesión, ustedes responderán algunas preguntas seleccionando A, B, C o D en la pantalla de la computadora. Los problemas para estas preguntas de opción múltiple los pueden resolver en el papel de borrador. Otras preguntas las responderán escribiendo o dibujando sus respuestas en los recuadros provistos para ello en su pantalla. Algunas preguntas tienen dos o más partes. Asegúrense de responder todas las partes. Para las preguntas abiertas y de respuesta corta, muestren o expliquen todo lo que hicieron usando números, palabras, oraciones o imágenes. Para las preguntas en las que tienen que escribir o dibujar su respuesta, limitense al espacio en los recuadros dispuestos para cada pregunta en su pantalla. ¿Tienen alguna pregunta? [If there are any procedural questions, reread the directions.]

SAY Enciendan su computadora y esperen a que inicie. No abran ningún otro programa. El programa de la prueba no funcionará mientras estén abiertos otros programas. [Wait for workstations to boot up.]

SAY Ahora, pulsen dos veces el ícono de NM Science en su escritorio virtual o *desktop*. Una vez que abra el programa, verán una página de inicio de sesión para el estudiante.

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 Cada uno de ustedes debe estar viendo la página de inicio de sesión para el estudiante en su pantalla. Levanten la mano si no pueden ver la página de inicio de sesión.

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

SAY Ustedes recibieron una papeleta de prueba con su nombre y los datos para acceder al sistema. Revisen la papeleta para asegurarse de que sea la suya. Levanten la mano si aparece el nombre de otra persona en la papeleta.

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

SAY Tecleen cuidadosamente el nombre de usuario y la contraseña en la pantalla de inicio de sesión, tal y como aparecen en la papeleta. Luego pulsen el botón de Iniciar sesión. Conserven su papeleta de inicio de sesión sobre su escritorio, pues será recogida al terminar esta prueba.

SAY Si pudieron iniciar la sesión con éxito, verán la palabra “Hola”, seguida de su nombre. Verifiquen que su nombre, su número de identificación del estudiante para la prueba y su fecha de nacimiento sean correctos. Levanten la mano si la información que aparece en la pantalla es incorrecta.

901308877 Número de identificación del estudiante:	27/3/1996 Fecha de Nacimiento:	Masculino Género:
Grand Canyon Elementary School Nombre de la escuela:	Support TestAdmin Profesor(a):	HS Grado:

Usted debe tomar las siguientes evaluaciones:

New Mexico Science Test Spanish

Sesión 1 Sesión 2 Sesión 3

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

SAY Pulsen el botón azul que dice Sesión 1.

Ahora teclearán un código de acceso a la sesión en la casilla que dice “Código de acceso a la sesión”. El código es [read the Session Access Code to the students and direct them to the posted version]. Tecleen el código ahora y luego pulsen Enviar. No empiecen sino hasta que se les indique.

El día de hoy, tomarán una prueba de ciencias. Para esta prueba, responderán a preguntas de opción múltiple, de respuesta corta y de respuesta abierta. Algunas de las preguntas tienen más de una parte, y otras les pedirán que muestren su trabajo. Asegúrense de responder todas las partes de cada una de las preguntas.

La página en la que se encuentran debe llamarse “Sesión 1, Instrucciones”. [Pause to make sure students are on the correct screen. Students with accommodations will see the “Options” screen before they get to the Directions screen. The Options screen lets them experiment with and change accommodations settings.]

SAY Vayan siguiéndolas mientras que yo las leo en voz alta. “Instrucciones: Lee con atención cada una de las preguntas. Para cada pregunta de opción múltiple, decide cuál es la mejor respuesta. Selecciona tu respuesta en la pantalla. Para cada pregunta que te pida escribir tu respuesta, escribe o dibuja tu respuesta en el espacio que se proporciona en la pantalla. Sólo se calificarán las respuestas y el trabajo escritos en los recuadros de respuestas”.

La primera es una pregunta de ejemplo, para darles oportunidad de probar las herramientas disponibles y de navegar a través de la prueba. ¿Tienen alguna pregunta? [If there are any procedural questions, reread the directions.]

SAY Ahora, pulsen el botón de Continuar, y veremos algunas de las herramientas y las instrucciones de navegación juntos. Deben tener la Pregunta del ejemplo A en su pantalla. Vean los botones de la parte inferior derecha de la pantalla.



SAY Éstos son sus botones de navegación. El de Borrar borraré sus respuestas a las preguntas en la página. Si pulsan este botón, se les preguntará si están seguros de que quieren borrar esa pregunta. El de Pausar la prueba cerrará la sesión y tendrán que iniciarla de nuevo antes de poder continuar la prueba. Si pulsan este botón, se les preguntará si están seguros de que quieren poner en pausa la prueba. Pulsar el botón de Siguiente los llevará a la pregunta siguiente. Pulsen el botón de Siguiente ahora.

Pulsar el botón de Anterior los llevará a la pregunta anterior. Pulsen el botón de Anterior ahora. Ustedes pueden añadir a sus favoritos cualquier pregunta para regresar a ella más tarde pulsando la estrella que aparece enseguida del número de la pregunta en la parte superior izquierda de la pantalla. Pulsen la estrella ahora.

Otra manera de navegar por el formulario es utilizando el Mapa de la prueba. Ustedes pueden acceder al Mapa de la prueba pulsando la flecha que está apuntando hacia abajo enseguida del número de la pregunta en la parte superior izquierda de la pantalla. Pulsen la flecha ahora.

El Mapa de la prueba es una representación visual de todas las preguntas del examen. Las preguntas ya contestadas aparecerán en azul; las que ya han visto, pero que no han contestado, en rojo; las añadidas a sus favoritos tendrán una estrella amarilla a un lado; y las que no han visto aún aparecerán en gris (observen que tienen una pregunta añadida a sus favoritos). Al pulsar el número de una pregunta, eso los llevará directamente a esa pregunta de la prueba. También pueden hacer una pausa o regresar a la prueba desde el Mapa de la prueba.

Pulsen la letra A. Ahora están de regreso en la Pregunta de ejemplo. Pulsen la estrella de sus favoritos para borrarla.

En la esquina inferior izquierda encontrarán su caja de herramientas.



Pueden usar la herramienta de la libreta para escribir notas, planificar su respuesta o resolver las preguntas de ciencias. También pueden copiar y pegar el contenido de la libreta en el espacio de respuesta para las preguntas de desarrollo. Los apuntes hechos en la herramienta de la libreta NO se guardarán ni se calificarán, así que tienen que escribir o dibujar su respuesta en el espacio designado.

Pulsen la herramienta de la libreta ahora. Pueden mover la libreta pulsando la banda oscura que aparece al final de la página y arrastrándola a su nueva ubicación. También pueden cambiar el tamaño de la libreta pulsando la esquina derecha de la banda y arrastrándola hacia adentro o hacia afuera. Pulsen la “X” que aparece en la esquina superior derecha de la herramienta de la libreta para cerrarla. Los apuntes hechos en la herramienta de la libreta no se guardarán ni se calificarán. Ustedes tendrán que escribir o dibujar su respuesta en el espacio designado.

Ustedes seleccionarán A, B, C o D para todas las preguntas de opción múltiple.

Cuando lleguen a la última pregunta de la prueba, verán el botón de “Terminar” en la parte inferior derecha de la pantalla. Una vez que hayan contestado la última pregunta, pulsen Terminar para ir a la Página de resumen.



Esta página, al igual que la del Mapa de la prueba, identifica visualmente el número de preguntas contestadas, preguntas sin contestar y preguntas añadidas a sus favoritos. Pueden pulsar cualquiera de ellas para regresar directamente a esa pregunta específica, o Regresar a la prueba para volver a la última pregunta del examen.

Cuando hayan contestado todas las preguntas, pulsen “Entregar”.



¿Tienen alguna pregunta sobre las herramientas disponibles y la navegación? [If there are any procedural questions, reread the directions.]

SAY Vean la Pregunta del ejemplo A. Vayan siguiéndolo mientras yo leo el ejemplo en voz alta. “¿Cuál de estos animales vive en el agua?” Ahora vean las opciones de respuesta. ¿Cuál es la respuesta? [Pause for replies.]

SAY Sí, “B. Delfín” es la respuesta correcta. Pulsen la letra B. **¿Tienen alguna pregunta sobre cómo seleccionar su respuesta?** [If there are any procedural questions, reread the directions.]

SAY Pulsen el botón de Siguiente en la parte inferior derecha de su pantalla para pasar a la primera pregunta. Trabajen hasta llegar al final de esta sesión. Ustedes pueden regresar a cualquiera de las preguntas de esta sesión para revisar sus respuestas. **¿Todos entienden lo que tienen qué hacer?** [If there are any procedural questions, reread the directions.]

SAY Ustedes tendrán todo el tiempo que necesiten para responder a las preguntas de esta sesión. Si no están seguros de la respuesta a una pregunta, hagan su mejor esfuerzo.

Cuando hayan terminado con esta sesión, pulsen “Entregar”. Luego pueden sentarse en silencio o leer un libro en su escritorio sin hacer ruido. **¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]

SAY Pueden comenzar.

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 Con esto concluye la Sesión 1 de Ciencias. Si ya terminaron, asegúrense de haber pulsado Terminar y luego Entregar. Se les preguntará si están seguros de que quieren entregar su prueba. Pulsen Entregar si están seguros. Al pulsar “Entregar” garantizará que todas sus respuestas sean entregadas y su estatus de prueba se verá totalmente completo.

Si no han terminado, pueden tener tiempo adicional para terminar la prueba. Levanten la mano si necesitan más tiempo. [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 below.

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 Cuando hayan entregado su prueba, verán la pantalla de “Hola” nuevamente, con la Sesión 1 tachada. Ahora pulsen el botón de Salir que aparece en rojo en la esquina superior derecha.

Hi, DemoStudent One

No DemoStudent One? Salir

901308877 Número de identificación del estudiante:	27/3/1996 Fecha de Nacimiento:	Masculino Género:
Grand Canyon Elementary School Nombre de la escuela:	Support TestAdmin Profesor(a):	HS Grado:

Usted debe tomar las siguientes evaluaciones:

New Mexico Science Test Spanish

Sesión 1 Sesión 2 Sesión 3

Esperen en silencio en su asiento mientras recojo el papel de borrador, los lápices y las papeletas de acceso al sistema. [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 / Sesión 2, Ciencias

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 Tienen prohibido tener teléfonos celulares u otros dispositivos electrónicos consigo durante la prueba. [Please refer to PED Policy on Electronic Devices on page 45.] Si tienen un teléfono celular o un dispositivo electrónico, apáguelos ahora y guárdenlos en su mochila. Yo las colocaré al frente del salón durante las sesiones de la prueba.

Si se les encuentra un teléfono celular u otro dispositivo electrónico durante la prueba, les será confiscado y revisado.

SAY No toquen las computadoras sino hasta que se les indique. En esta sesión, ustedes responderán algunas preguntas seleccionando A, B, C o D en la pantalla de la computadora. Los problemas para estas preguntas de opción múltiple los pueden resolver en el papel de borrador. Otras preguntas las responderán escribiendo o dibujando sus respuestas en los recuadros provistos para ello en su pantalla. Algunas preguntas tienen dos o más partes. Asegúrense de responder todas las partes. Para las preguntas abiertas y de respuesta corta, muestren o expliquen todo lo que hicieron usando números, palabras, oraciones o imágenes. Para las preguntas para las que tienen que escribir o dibujar su respuesta, límitense al espacio de los recuadros dispuestos para cada pregunta en su pantalla. ¿Tienen alguna pregunta? [If there are any procedural questions, reread the directions.]

SAY Enciendan su computadora y esperen a que inicie. No abran ningún otro programa. El programa de la prueba no funcionará mientras estén abiertos otros programas. [Wait for workstations to boot up.]

SAY Ahora, pulsen dos veces el ícono de NM Science en su escritorio virtual o *desktop*. Una vez que abra el programa, verán una página de inicio de sesión para el estudiante.

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 Cada uno de ustedes debe estar viendo la página de inicio de sesión para el estudiante en su pantalla. Levanten la mano si no pueden ver la página de inicio de sesión.

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

SAY Ustedes recibieron una papeleta de prueba con su nombre y los datos para acceder al sistema. Revisen la papeleta para asegurarse de que sea la suya. Levanten la mano si aparece el nombre de otra persona en la papeleta.

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

SAY Tecleen cuidadosamente el nombre de usuario y la contraseña en la pantalla de inicio de sesión, tal y como aparecen en la papeleta. Luego pulsen el botón de Iniciar sesión. Conserve su papeleta de inicio de sesión sobre su escritorio, pues será recogida al terminar esta prueba.

SAY Si pudieron iniciar la sesión con éxito, verán la palabra “Hola”, seguida de su nombre. Verifiquen que su nombre, su número de identificación del estudiante para la prueba y su fecha de nacimiento sean correctos. Levanten la mano si la información que aparece en la pantalla es incorrecta.

901308877	27/3/1996	Masculino
Número de identificación del estudiante:	Fecha de Nacimiento:	Género:
Grand Canyon Elementary School	Support TestAdmin	HS
Nombre de la escuela:	Profesor(a):	Grado:

Usted debe tomar las siguientes evaluaciones:

New Mexico Science Test Spanish

[Sesión 1](#) [Sesión 2](#) [Sesión 3](#)

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

SAY Pulsen el botón azul que dice Sesión 2.

Ahora teclearán un código de acceso a la sesión en la casilla que dice “Código de acceso a la sesión”. El código es [read the Session Access Code to the students and direct them to the posted version]. Tecleen el código ahora y luego pulsen Enviar. No empiecen sino hasta que se les indique.

El día de hoy, harán una prueba de ciencias. Para esta prueba, responderán a preguntas de opción múltiple, de respuesta corta y de respuesta abierta. Algunas de las preguntas tienen más de una parte, y otras les pedirán que muestren su trabajo. Asegúrense de responder todas las partes de cada una de las preguntas.

La página en la que se encuentran debe llamarse “Sesión 2, Instrucciones”. [Pause to make sure students are on the correct screen. Students with accommodations will see the “Options” screen before they get to the Directions screen. The Options screen lets them experiment with and change accommodations settings.]

SAY Vayan siguiéndolas mientras que yo las leo en voz alta. “Instrucciones: Lee con atención cada una de las preguntas. Para cada pregunta de opción múltiple decide cuál es la mejor respuesta. Selecciona tu respuesta en la pantalla. Para cada pregunta que te pida escribir tu respuesta, escribe o dibuja tu respuesta en el espacio que se proporciona en la pantalla. Sólo se calificarán las respuestas y el trabajo escritos en los recuadros de respuestas”.

¿Tienen alguna pregunta? [If there are any procedural questions, reread the directions.]

SAY Ahora, pulsen el botón de Continuar, y veremos algunas de las herramientas y las instrucciones de navegación juntos. Deben tener la primera pregunta de la Sesión 2 en su pantalla. Vean los botones de la parte inferior derecha de la pantalla.



SAY Éstos son sus botones de navegación. El de Borrar borrará sus respuestas a las preguntas en la página. Si pulsan este botón, se les preguntará si están seguros de que quieren borrar esa pregunta. El de Pausar la prueba cerrará la sesión y tendrán que iniciarla de nuevo antes de poder continuar la prueba. Si pulsan este botón, se les preguntará si están seguros de que quieren poner en pausa la prueba. Pulsar el botón de Siguiente los llevará a la pregunta siguiente. Pulsen el botón de Siguiente ahora.

Pulsar el botón de Anterior los llevará a la pregunta anterior. Pulsen el botón de Anterior ahora. Ustedes pueden añadir a sus favoritos cualquier pregunta para regresar a ella más tarde pulsando la estrella que aparece enseguida del número de la pregunta en la parte superior izquierda de la pantalla. Pulsen la estrella ahora.

Otra manera de navegar por el formulario es utilizando el Mapa de la prueba. Ustedes pueden acceder al Mapa de la prueba pulsando la flecha que está apuntando hacia abajo enseguida del número de la pregunta en la parte superior izquierda de la pantalla. Pulsen la flecha ahora.

El Mapa de la prueba es una representación visual de todas las preguntas del examen. Las preguntas ya contestadas aparecerán en azul; las que ya han visto, pero que no han contestado, en rojo; las añadidas a sus favoritos tendrán una estrella amarilla a un lado; y las que no han visto aún aparecerán en gris (observen que tienen una pregunta añadida a sus favoritos). Al pulsar el número de una pregunta, eso los llevará directamente a esa pregunta de la prueba. También pueden hacer una pausa o regresar a la prueba desde el Mapa de la prueba.

Pulsen el número de la primera pregunta en su Mapa de la prueba. Ahora están de regreso en la primera pregunta de la Sesión 2. Pulsen la estrella de sus favoritos para borrarla.

En la esquina inferior izquierda encontrarán su caja de herramientas.



Pueden usar la herramienta de la libreta para escribir notas, planificar su respuesta o resolver las preguntas de ciencias. También pueden copiar y pegar el contenido de la libreta en el espacio de respuesta para las preguntas de desarrollo. Los apuntes hechos en la herramienta de la libreta NO se guardarán ni se calificarán, así que tienen que escribir o dibujar su respuesta en el espacio designado para ello.

Pulsen la herramienta de la libreta ahora. Pueden mover la libreta pulsando la banda oscura que aparece al final de la página y arrastrándola a su nueva ubicación. También pueden cambiar el tamaño de la libreta pulsando la esquina derecha de la banda y arrastrándola hacia adentro o hacia afuera. Pulsen la “X” que aparece en la esquina superior derecha de la herramienta de la libreta para cerrarla. Los apuntes hechos en la herramienta de la libreta no se guardarán ni se calificarán. Ustedes tendrán que escribir o dibujar su respuesta en el espacio designado.

Ustedes seleccionarán A, B, C o D para todas las preguntas de opción múltiple.

Cuando lleguen a la última pregunta de la prueba, verán el botón de “Terminar” en la parte inferior derecha de la pantalla. Una vez que hayan contestado la última pregunta, pulsen Terminar para ir a la Página de resumen.



Esta página, al igual que la del Mapa de la prueba, identifica visualmente el número de preguntas contestadas, preguntas sin contestar y preguntas añadidas a sus favoritos. Pueden pulsar cualquiera de ellas para regresar directamente a esa pregunta específica, o Regresar a la prueba para volver a la última pregunta del examen.

Cuando hayan contestado todas las preguntas, pulsen “Entregar”.



¿Tienen alguna pregunta sobre las herramientas disponibles y la navegación? [If there are any procedural questions, reread the directions.]

SAY Comiencen con la primera pregunta de la Sesión 2. Trabajen hasta llegar al final de esta sesión. Ustedes pueden regresar a cualquiera de las preguntas de esta sesión para revisar sus respuestas. **¿Todos entienden lo que tienen que hacer?** [If there are any procedural questions, reread the directions.]

SAY Ustedes tendrán todo el tiempo que necesiten para responder a las preguntas de esta sesión. Si no están seguros de la respuesta a una pregunta, hagan su mejor esfuerzo.

Cuando haya terminado con esta sesión, pulsen “Entregar”. Luego pueden sentarse en silencio o leer un libro en su escritorio sin hacer ruido. **¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]

SAY Pueden comenzar.

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 Con esto concluye la Sesión 2 de Ciencias. Si ya terminaron, asegúrense de haber pulsado Terminar y luego Entregar. Se les preguntará si están seguros de que quieren entregar su prueba. Pulsen Entregar si están seguros. Al pulsar “Entregar” garantizará que todas sus respuestas sean entregadas y su estatus de prueba se verá totalmente completo.

Si no han terminado, pueden tener tiempo adicional para terminar la prueba. Levanten la mano si necesitan más tiempo. [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 below.

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 Cuando hayan entregado su prueba, verán la pantalla de “Hola” nuevamente, con la Sesión 2 tachada. Ahora pulsen el botón de Salir que aparece en rojo en la esquina superior derecha.

No DemoStudent One? **Salir**

Hola, DemoStudent One

901308877 Número de identificación del estudiante:	27/3/1996 Fecha de Nacimiento:	Masculino Género:
Grand Canyon Elementary School Nombre de la escuela:	Support TestAdmin Profesor(a):	HS Grado:

Usted debe tomar las siguientes evaluaciones:

New Mexico Science Test Spanish

Sesión 1 Sesión 2 Sesión 3

Esperen en silencio en su asiento mientras recojo el papel de borrador, los lápices y las papeletas de acceso al sistema. [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 / Sesión 3, Ciencias

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 Tienen prohibido tener teléfonos celulares u otros dispositivos electrónicos consigo durante la prueba. [Please refer to PED Policy on Electronic Devices on page 45.] **Si tienen un teléfono celular o un dispositivo electrónico consigo, apáguelos ahora y guárdenlos en su mochila. Yo las colocaré al frente del salón durante las sesiones de la prueba.**

Si se les encuentra un teléfono celular u otro dispositivo electrónico durante la prueba, les será confiscado y revisado.

SAY No toquen las computadoras sino hasta que se les indique. En esta sesión, ustedes responderán algunas preguntas seleccionando A, B, C o D en la pantalla de la computadora. Los problemas para estas preguntas de opción múltiple los pueden resolver en el papel de borrador. Otras preguntas las responderán escribiendo o dibujando sus respuestas en los recuadros provistos para ello en su pantalla. Algunas preguntas tienen dos o más partes. Asegúrense de responder todas las partes. Para las preguntas abiertas y de respuesta corta, muestren o expliquen todo lo que hicieron usando números, palabras, oraciones o imágenes. Para las preguntas para las que tienen que escribir o dibujar su respuesta, límitense al espacio de los recuadros dispuestos para cada pregunta en su pantalla. ¿Tienen alguna pregunta? [If there are any procedural questions, reread the directions.]

SAY Enciendan su computadora y esperen a que inicie. No abran ningún otro programa. El programa de la prueba no funcionará mientras estén abiertos otros programas. [Wait for workstations to boot up.]

SAY Ahora, pulsen dos veces el ícono de NM Science en su escritorio virtual o *desktop*. Una vez que abra el programa, verán una página de inicio de sesión para el estudiante.

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 Cada uno de ustedes debe estar viendo en su pantalla la página de inicio de sesión para el estudiante. Levanten la mano si no pueden ver la página de inicio de sesión.

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

SAY Ustedes recibieron una papeleta de prueba con su nombre y los datos para acceder al sistema. Revisen la papeleta para asegurarse de que sea la suya. Levanten la mano si aparece el nombre de otra persona en la papeleta.

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

SAY Tecleen cuidadosamente el nombre de usuario y la contraseña en la pantalla de inicio de sesión, tal y como aparecen en la papeleta. Luego pulsen el botón de Iniciar sesión. Conserven su papeleta de inicio de sesión sobre su escritorio, pues será recogida al terminar esta prueba.

SAY Si pudieron iniciar la sesión con éxito, verán la palabra “Hola”, seguida de su nombre. Verifiquen que su nombre, su número de identificación del estudiante para la prueba y su fecha de nacimiento sean correctos. Levanten la mano si la información que aparece en la pantalla es incorrecta.

901308877	27/3/1996	Masculino
Número de identificación del estudiante:	Fecha de Nacimiento:	Género:
Grand Canyon Elementary School	Support TestAdmin	HS
Nombre de la escuela:	Profesor(a):	Grado:

Usted debe tomar las siguientes evaluaciones:

New Mexico Science Test Spanish

Sesión 1 Sesión 2 **Sesión 3**

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

SAY Pulsen el botón azul que dice Sesión 3.

Ahora teclearán un código de acceso a la sesión en la casilla que dice “Código de acceso a la sesión”. El código es [read the Session Access Code to the students and direct them to the posted version]. Tecleen el código ahora y luego pulsen Enviar. No empiecen sino hasta que se les indique.

El día de hoy, harán una prueba de ciencias. Para esta prueba, responderán a preguntas de opción múltiple, de respuesta corta y de respuesta abierta. Algunas de las preguntas tienen más de una parte, y otras les pedirán que muestren su trabajo. Asegúrense de responder todas las partes de cada una de las preguntas.

La página en la que se encuentran debe llamarse “Sesión 3, Instrucciones”. [Pause to make sure students are on the correct screen. Students with accommodations will see the “Options” screen before they get to the Directions screen. The Options screen lets them experiment with and change accommodations settings.]

SAY Vayan siguiéndolas mientras que yo las leo en voz alta. “Instrucciones: Lee con atención cada una de las preguntas. Para cada pregunta de opción múltiple decide cuál es la mejor respuesta. Selecciona tu respuesta en la pantalla. Para cada pregunta que te pida escribir tu respuesta, escribe o dibuja tu respuesta en el espacio que se proporciona en la pantalla. Sólo se calificarán las respuestas y el trabajo escritos en los recuadros de respuestas”.

¿Tienen alguna pregunta? [If there are any procedural questions, reread the directions.]

SAY Ahora, pulsen el botón de Continuar, y veremos algunas de las herramientas y las instrucciones de navegación juntos. Deben tener en su pantalla la primera pregunta de la Sesión 3. Vean los botones de la parte inferior derecha de la pantalla.



SAY Éstos son sus botones de navegación. El de Borrar borrará sus respuestas a las preguntas en la página. Si pulsan este botón, se les preguntará si están seguros de que quieren borrar esa pregunta. El de Pausar la prueba cerrará la sesión y tendrán que iniciarla de nuevo antes de poder continuar la prueba. Si pulsan este botón, se les preguntará si están seguros de que quieren poner en pausa la prueba. Pulsar el botón de Siguiente los llevará a la pregunta siguiente. Pulsen el botón de Siguiente ahora.

Pulsar el botón de Anterior los llevará a la pregunta anterior. Pulsen el botón de Anterior ahora. Ustedes pueden añadir a sus favoritos cualquier pregunta para regresar a ella más tarde pulsando la estrella que aparece enseguida del número de la pregunta en la parte superior izquierda de la pantalla. Pulsen la estrella ahora.

Otra manera de navegar por el formulario es utilizando el Mapa de la prueba. Ustedes pueden acceder al Mapa de la prueba pulsando la flecha que está apuntando hacia abajo enseguida del número de la pregunta en la parte superior izquierda de la pantalla. Pulsen la flecha ahora.

El Mapa de la prueba es una representación visual de todas las preguntas del examen. Las preguntas ya contestadas aparecerán en azul; las que ya han visto, pero que no hayan contestado, en rojo; las añadidas a sus favoritos tendrán una estrella amarilla a un lado; y las que no han visto aún aparecerán en gris (observen que tienen una pregunta añadida a sus favoritos). Al pulsar el número de una pregunta, eso los llevará directamente a esa pregunta de la prueba. También pueden hacer una pausa o regresar a la prueba desde el Mapa de la prueba.

Pulsen el número de la primera pregunta en su Mapa de la prueba. Ahora están de regreso en la primera pregunta de la Sesión 3. Pulsen la estrella de sus favoritos para borrarla.

En la esquina inferior izquierda encontrarán su caja de herramientas.



Pueden usar la herramienta de la libreta para escribir notas, planificar su respuesta o resolver las preguntas de ciencias. También pueden copiar y pegar el contenido de la libreta en el espacio de respuesta para las preguntas de desarrollo. Los apuntes hechos en la herramienta de la libreta NO se guardarán ni se calificarán, así que tienen que escribir o dibujar su respuesta en el espacio designado.

Pulsen la herramienta de la libreta ahora. Pueden mover la libreta pulsando la banda oscura que aparece al final de la página y arrastrándola a su nueva ubicación. También pueden cambiar el tamaño de la libreta pulsando la esquina derecha de la banda y arrastrándola hacia adentro o hacia afuera. Pulsen la “X” que aparece en la esquina superior derecha de la herramienta de la libreta para cerrarla. Los apuntes hechos en la herramienta de la libreta no se guardarán ni se calificarán. Ustedes tendrán que escribir o dibujar su respuesta en el espacio designado.

Ustedes seleccionarán A, B, C o D para todas las preguntas de opción múltiple.

Cuando lleguen a la última pregunta de la prueba, verán el botón de “Terminar” en la parte inferior derecha de la pantalla. Una vez que hayan contestado la última pregunta, pulsen Terminar para ir a la Página de resumen.



Esta página, al igual que la del Mapa de la prueba, identifica visualmente el número de preguntas contestadas, preguntas sin contestar y preguntas añadidas a sus favoritos. Pueden pulsar cualquiera de ellas para regresar directamente a esa pregunta específica, o Regresar a la prueba para volver a la última pregunta del examen.

Cuando hayan contestado todas las preguntas, pulsen “Entregar”.



¿Tienen alguna pregunta sobre las herramientas disponibles y la navegación? [If there are any procedural questions, reread the directions.]

SAY Comiencen con la primera pregunta de la Sesión 3. Trabajen hasta llegar al final de esta sesión. Ustedes pueden regresar a cualquiera de las preguntas de esta sesión para revisar sus respuestas. ¿Todos entienden lo que tienen qué hacer? [If there are any procedural questions, reread the directions.]

SAY Ustedes tendrán todo el tiempo que necesiten para responder a las preguntas de esta sesión. Si no están seguros de la respuesta a una pregunta, hagan su mejor esfuerzo.

Cuando hayan terminado con esta sesión, pulsen “Entregar”. Luego pueden sentarse en silencio o leer un libro en su escritorio sin hacer ruido. ¿Tienen alguna pregunta? [If there are any procedural questions, reread the directions.]

SAY Pueden comenzar.

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 Con esto concluye la prueba de Ciencias de la SBA. Si ya terminaron, asegúrense de haber pulsado Terminar y luego Entregar. Se les preguntará si están seguros de que quieren entregar su prueba. Pulsen Entregar si están seguros. Al pulsar “Entregar” garantizará que todas sus respuestas sean entregadas y su estatus de prueba se verá totalmente completo.

Si no han terminado, pueden tener tiempo adicional para terminar la prueba. Levanten la mano si necesitan más tiempo. [Explain to students how extended time is to be handled in your school.]

SAY Cuando hayan entregado su prueba, verán la pantalla de “Hola” nuevamente, con la Sesión 3 tachada. Ahora pulsen el botón de Salir que aparece en rojo en la esquina superior derecha.

901308877
Número de identificación del estudiante:

27/3/1996
Fecha de Nacimiento:

Masculino
Género:

Grand Canyon Elementary
School
Nombre de la escuela:

Support
TestAdmin
Profesor(a):

HS
Grado:

Usted debe tomar las siguientes evaluaciones:

New Mexico Science Test Spanish

Sesión 1 Sesión 2 Sesión 3

No DemoStudent One? Salir

Esperen en silencio en su asiento mientras recojo el papel de borrador, los lápices y las papeletas de acceso al sistema. [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 Spanish version of the Science SBA online test administration.

AFTER COMPUTER-BASED TESTING

Completing Student Information

With the exception of students who are taking alternate assessments, a computer-based test must be returned for **every** student who should have taken the Science SBA during the testing window, even if the student did not participate in the assessment or did not complete the testing.

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 March 29, 2019. 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 the last day of the current administration testing window** to ensure accuracy for reporting.

Special Notice to BIE Schools Only

- **For ALL students**, fill in a NASIS ID number.
- Indicate Full Academic Year (FAY) for all students.

Not Full Academic Year: Full Academic Year (FAY) is defined as enrolled from the prior year's 120th day to the current year's 120th day. These dates typically correspond with the Science SBA testing window. Choose the correct status.

- **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.

Student Information	Accommodations	Classes
Required Information:		
State Student ID: *	<input type="text"/>	
First Name: *	<input type="text"/>	
Middle Initial:	<input type="text"/>	
Last Name: *	<input type="text"/>	
Gender: *	<input type="text" value="Choose a value"/>	
Date of Birth: *	<input type="text"/>	
Grade: *	<input type="text" value="Choose a value"/>	
NASIS ID (BIE only)	<input type="text"/>	
Not Full Academic Year:	<input type="text" value="Full Academic Year"/>	
Home School Status:	<input type="text" value="No"/>	
Spanish Parent Report:	<input type="text" value="No"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

Spanish Parent Report

Select this option if the student should receive a Spanish Parent Report instead of a Parent Report in English. Spanish test takers will automatically receive a Spanish Parent Report.

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 (March 29, 2019.) 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 on April 3, 2019.**

APPENDIX A: SCIENCE SBA ENGLISH PBT SECURITY CHECKLIST



50 Education Way
Dover, NH 03820

New Mexico Student Assessment Program

Security Checklist

Ship To:

MP Ship Code:	000000000357225	Date Packed:	02/08/2019
Contract: 130300	Contract Name: New Mexico Science SBA	Administration:	2018-2019
County Code: 00	County Name: New Mexico County	SU Code:	Superintendent Unit Name:
District Code: 123	District Name: New Mexico Public Schools		
School Code: 456	School Name: New Mexico Elementary	Grade:	04

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 4 Test Booklet with AD inserted - English Science											77			
CPI	Booklet Numbers	Student name	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN
0505689	1301001733													
0505689	1303001995													
0505689	1304002026													
0505689	1302003921													
0505689	1301005713													
0505690	1301001563													
0505690	1303003756													
0505690	1304003890													
0505690	1304003979													
0505690	1302005764													
0505692	1303001993													
0505692	1304002017													
0505692	1302003932													
0505692	1302003939													
0505692	1301005522													

MP Ship Code:

000000000357225

Page: 1 of 4

APPENDIX B: SCIENCE SBA SPANISH PBT SECURITY CHECKLIST



50 Education Way
Dover, NH 03820

New Mexico Student Assessment Program

Security Checklist

Ship To:

MP Ship Code:	000000000357225		Date Packed: 02/08/2019
Contract: 130300	Contract Name: New Mexico Science SBA		Administration: 2018-2019
County Code: 00	County Name: New Mexico County	SU Code:	Superintendent Unit Name:
District Code: 123	District Name: New Mexico Public Schools		
School Code: 456	School Name: New Mexico Elementary		Grade: 04

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 4 Test Booklet with AD inserted - Spanish Science											77					
CPI	Booklet Numbers	Student name	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN
0505689	1301001733															
0505689	1303001995															
0505689	1304002026															
0505689	1302003921															
0505689	1301005713															
0505690	1301001563															
0505690	1303003756															
0505690	1304003890															
0505690	1304003979															
0505690	1302005764															
0505692	1303001993															
0505692	1304002017															
0505692	1302003932															
0505692	1302003939															
0505692	1301005522															

MP Ship Code:

000000000357225

Page: 1 of 4

APPENDIX C: 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 *Test Administration Manual, Computer-Based Testing* section.
- ☐ 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.

**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 Science 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/>