

## New Mexico Science Assessment

# Technical Guide for Spanish Language Support

### Technical Requirements

The New Mexico NM Science online test administration is available in Spanish. This guide explains how to set-up the Spanish language version of the test.

**NOTE:** The Spanish *Text-to-Speech* version of the test is only available on the following operating systems:

Windows®: Windows 7, 8.1, and 10

Macintosh®: OS X 10.12 — 10.14

For more information on technical requirements for the English version of the test, see the New Mexico Help & Support Page: <https://sba.onlinehelp.measuredprogress.org/guides/>. For additional technical questions about the installation of the NM Science Kiosk, contact Measured Progress at [nmtechsupport@measuredprogress.org](mailto:nmtechsupport@measuredprogress.org) or call (877) 676-6722.

### Hardware Preparation

In order for students to have a fully immersive testing experience, you can choose to localize the testing machines for Spanish. See the Language Setting portion of this guide for more information.

### Language pack

The Spanish version of the test uses the Text-To-Speech accommodation, which requires a Cepstral® Spanish language pack to be installed on the machine where the test will be taken.

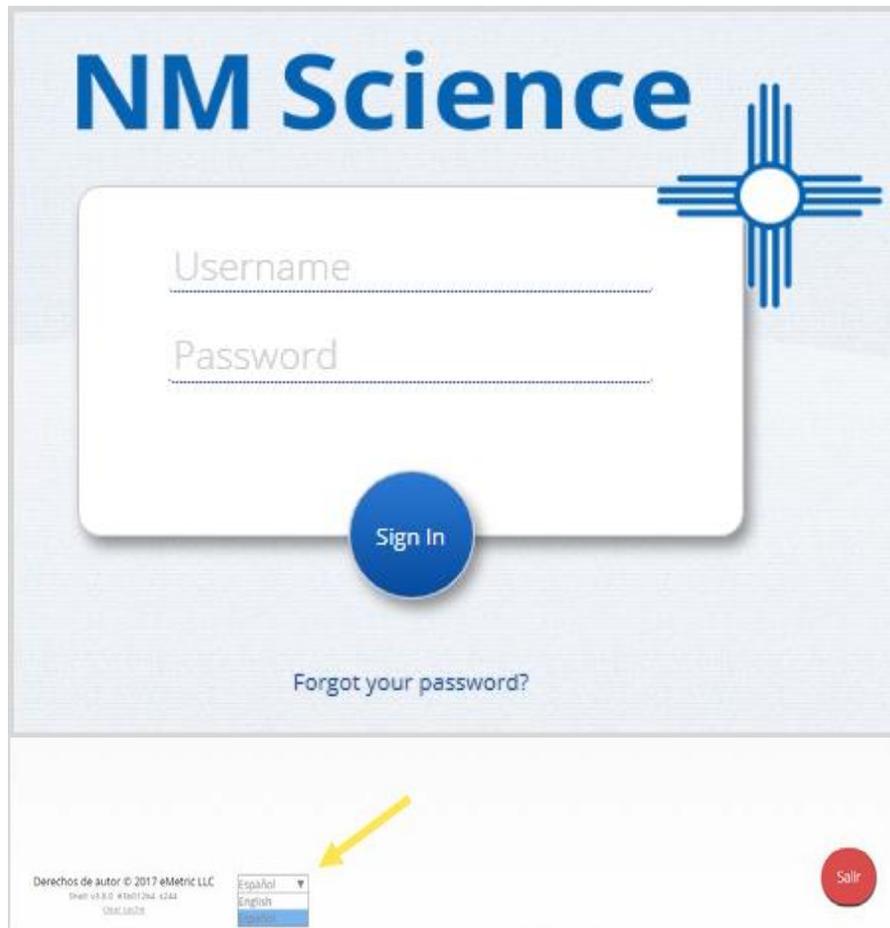
*Important: Licensing of this language pack is limited; so, plan to cycle the students with this accommodation through your testing space to avoid the need for multiple installations of this language pack.*

**Note:** For assistance, contact Measured Progress at [nmhelp@measuredprogress.org](mailto:nmhelp@measuredprogress.org) or call (877) 676-6722.

## Language setting

Change the NM Science Kiosk to the Spanish Language version. This will ensure the log in screen, navigation buttons and on-screen prompts are all Spanish. To do this:

1. Launch the NM Science Kiosk
2. On the Sign in Screen select “Español” from the localization drop-down list at the left bottom of the page.



You can also set up your language preferences manually on Windows and Mac workstations.

### Windows workstations

1. From the Control Panel, click Clock, Language, and Region, and then click Region and Language.

*Note: The Control Panel commands may differ slightly depending on which version of Windows you are using.*

2. On the Formats tab, from the Format drop-down list, select Spanish (United States). Click “Apply” and then click OK.



If you are prompted for an administrator password or confirmation, type the password or provide confirmation.

3. To change the keyboard setting, on the Keyboard and Languages tab. On the General tab, click Change keyboards, and then select Spanish (United States). Click Apply, and then click OK.
4. To restart your computer, click Restart now.

### *Mac workstations*

1. Choose Apple menu > System Preferences, then click Language & Region or International.
2. In the Language tab, choose Spanish.
3. In the Region menu, choose United States.
4. When you are done customizing formats, click OK.

## Test Session Preparation

Before students can take the Spanish version of a test, the School Test Coordinator (STC) must ensure that students are assigned the appropriate accommodations, create at least one class for Spanish testers, and schedule the class(s) for the Spanish-version test in the NM Science Portal.

### Assign accommodations

If a student requires a Spanish Text- To- Speech version of the test, you must assign the accommodation to the student's profile before you schedule the test session.

To assign the Text- To- Speech Spanish accommodation:

1. Go to <https://newmexico.measuredprogress.org> and log in
2. On the NM SCIENCE Portal home page, click Administration.
3. At the top of the Administration page, click Students.
4. From the drop-down menu at the top of the page, select the school where the student is currently enrolled.
5. Locate the student's name in the Student list and then click Edit.
6. Click the Accommodations tab to display the list of available accommodations, select Text- to- Speech Spanish.

*NOTE: Only the Text-to-Speech Spanish language accommodation should be selected for Text-To-Speech, please ensure that none of the English TTS accommodations are selected.*

7. Select any other accommodations required for the student.
8. When you are done, click Save.

## Create a class

To create a class for Spanish test takers:

1. Go to <https://newmexico.measuredprogress.org> and log in.
2. On the Portal home page, click Administration.
3. At the top of the Administration page, click Classes.
4. From the organization drop-down list select the school where the students who will be taking the Spanish test are currently enrolled.
5. Click Create Grade Level Class.
6. In the class name field, type the name of the new class for Spanish test takers.
7. Select the teacher or other Test Administrator from the Choose a Test Administrator drop-down list, and then select a grade from the Choose a Grade drop-down list.
8. In the Students in the Class section, filter the Student list by grade and/or class.

**Tip:** To further limit the results, select Show only students that are not assigned to a class.

9. To add students to the class, select one or more students from the students list. To select multiple students, press and hold Ctrl and then select student names from the list.
10. Click Add >> to move the students to the list on the right.  
  
Student names appear dimmed or grayed out in the list on the left when they have been added to the list on the right.
11. To remove students from the class, select one or more students from the list on the right, and then click << Remove.
12. When the class list is complete, click Save to create the class.

## Schedule a test

To schedule the class for the Spanish version of the test:

1. Go to <https://newmexico.measuredprogress.org> and log in.
2. On the Portal home page, click Administration.
3. At the top of the Administration page, click Test Sessions.
4. Click Schedule New Test Session.
5. To filter the list of available classes:
  - Select the grade appropriate Spanish version of the test from the Test drop- down list.
  - Select a school from the Search for Classes drop-down list
6. In the classes list, select the class of Spanish test takers you just created.
7. When you are done, click Schedule to save the test session.

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