



Test Administrator's Manual

Spring 2019

NMASR Online Field Test

Grades 5, 8, & 11



NEW MEXICO ASSESSMENT
OF SCIENCE READINESS

PED and Vendor Contact Information

General Administration Questions	Policy Questions
Measured Progress New Mexico Help Desk	New Mexico Public Education Department Assessment & Accountability Division*
Telephone: (877) 676-6722 Email: nmhelp@measuredprogress.org	Telephone: (505) 827-6494 Email: ped.assessment@state.nm.us

*The PED should only be contacted by the district test coordinator (DTC). Test administrators (TAs) should contact their school test coordinator (STC) or DTC with any questions or concerns.

Note: This manual is available online at sba.onlinehelp.measuredprogress.org/test-administration/.

Spring 2019 NMASR Online Field Test Important Dates

NMASR Practice Test – Browser-Based (Single User Login)	
Practice testing window	March 11–April 26, 2019
NMASR Field Test – Kiosk-Based	
Field test administration window	April 8–26, 2019



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 Assessment of Science Readiness. While the PED has reviewed this manual and posted it on its website, Measured Progress is responsible for the editorial and technical content.

Copyright © 2019 by New Mexico Public Education Department

Table of Contents

PED and Vendor Contact Information	i
Spring 2019 NMASR Online Field Test Important Dates.....	i
1. Overview.....	1
1.1 About this Manual	1
1.2 About the Test	1
1.3 Test Administrator Responsibilities.....	1
2. Administration Policies.....	2
2.1 Security Guidelines.....	2
2.1.1 Security of Test Materials	2
2.1.2 Electronic Device Policy	3
2.1.3 Prohibited Activities.....	4
2.1.4 Testing Irregularities and Security Breaches	4
2.1.5 Student Confidentiality.....	5
2.2 Administration Information	5
2.2.1 Testing Requirements	5
2.2.2 Test Design	6
3. Accessibility Features and Accommodations	7
3.1 Overview and Policies	7
3.2 Preparing for Testing	7
3.2.1 Setting Accessibility Features and Accommodations.....	7
3.2.2 Online Portal Accessibility Features and Accommodations Chart.....	8
4. Before Testing	9
4.1 Preliminary Preparation	9
4.2 Test Scheduling	9
4.2.1 Testing Disruptions.....	9
4.2.2 Absences	10
4.2.3 Makeup Testing	10
4.3 Preparing for Administration	10
4.3.1 Preparing the Testing Environment	10
4.3.2 Materials Needed	10
4.3.3 Session Access Codes.....	11
4.3.4 Online Portal Universal Tools and Navigation Features.....	12
4.4 Administering the Practice Test	13
4.4.1 Overview	13
4.4.2 Practice Test Directions and Scripts (English)	14
4.4.3 Practice Test Directions and Scripts (Spanish).....	17

Table of Contents *continued*

5. During Testing	20
5.1 Directions for Test Administration.....	.20
5.2 Monitoring Test Sessions20
5.3 Session 1 Directions and Scripts (English)21
5.4 Session 2 Directions and Scripts (English)26
5.5 Session 1 Directions and Scripts (Spanish).....	.31
5.6 Session 2 Directions and Scripts (Spanish).....	.37
6. After Testing.....	43
6.1 Final Reminders.....	.43
Appendix A: Checklist for Test Administrators	44
Appendix B: Important Resources & References	45

1. Overview

1.1 About this Manual

This manual outlines the steps to be followed before, during, and after administration of the New Mexico Assessment of Science Readiness (NMASR) field test. Understanding of and compliance with each of these steps is vital for a successful administration. Please read this manual to become familiar with the test administration procedures before testing begins.

1.2 About the Test

The 2019 NMASR field test is the first step in the transition from the Science Standards Based Assessments (SBA). The NMASR will be based on New Mexico's new STEM Ready! Science standards, which combine the NGSS and New Mexico's six specific standards. The new standards focus on important disciplinary core ideas, scientific and engineering practices (e.g., asking questions, developing and using models), and crosscutting concepts (e.g., patterns, cause and effect, stability and change) that apply across scientific disciplines.

The new assessments will provide information regarding each student's progress toward achievement of essential knowledge and skills that will help them explain and make sense of phenomena in the world around them, solve problems, and apply their scientific literacy to understand the scientific dilemmas they may face as adults.

1.3 Test Administrator Responsibilities

Test administrators (TAs) are vital to the success of the NMASR field test. For this reason, the instructions given in this manual must be followed exactly by each test administrator.

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 NMASR field test, 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 TA's primary responsibilities include

- reading this manual,
- meeting with the School Test Coordinator (STC) to review the testing schedule,
- preparing the test environment so that nothing is visible that would provide aid in answering any of the questions on the test,
- ensuring a standardized test environment by following the directions and scripts in this manual, and
- testing the assigned group(s) of students according to the instructions in this manual.

A TA task checklist is provided in [Appendix A](#).

2. Administration Policies

2.1 Security Guidelines

2.1.1 Security of Test Materials

The New Mexico Statewide Assessment Program requires that the NMASR field test receive the highest level of test security and accountability. The security of the NMASR field test materials must be maintained before, during, and after the test administration. Because the NMASR field test is online-only, there will be no need to return secure materials to Measured Progress as would be required for paper-based testing.

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.

TAs must follow these security guidelines before, during, and after testing:

- Receive training on test security and administration by the STC or the DTC.
- Complete the New Mexico PED Confidentiality Agreement and return it to the STC. (The Confidentiality Agreement form is available on the PED website at webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinator/.)
- 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,
 - improper handling of test materials, such as
 - someone reproducing any student responses;
 - allowing any unauthorized access to test materials before, during, or after testing; or
 - leaving computer-based tests visible or computers unsecured when the TA or a proctor is not in the classroom; and
 - improper test administration procedures, such as
 - coaching students during testing, or
 - 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.

What Is Considered Secure Material?

In a computer-based test (CBT) administration, the Student Login Tickets, periodic tables written on by students (if locally printed), scratch paper written on by students, and human reader scripts (if applicable) are secure. It is important that students are not provided access to these test materials except during test administration. Early exposure to secure test materials will invalidate the data results for the student's test.

During online testing, students may be provided with scratch paper for their use on the test. All scratch paper must be collected and securely shredded at the school immediately following testing.

Reproduction or Unauthorized Distribution of Secure Materials

Unauthorized reproduction of test materials is a violation of the Federal Copyright Act and of the New Mexico Public Education Department (PED) regulation 6.10.7 NMAC, which addresses testing security and administration of the New Mexico Statewide Assessment Program. One requirement of this regulation is that signs be posted near school copy machines prior to and during the test administration window to notify individuals that NMASR field test materials may not be reproduced in any fashion, including paraphrasing.

The test materials may not be provided to any persons not coordinating and administering the test or being tested.

Test questions may not be taught in part or in whole prior to, during, or after testing. Test questions may only be presented to students during the test administration period via the standardized procedures described in this manual and the *Test Coordinator's Manual (TCM)*. The answers to questions may not be provided to students by any method (e. g., orally or in writing). Answers to test questions may not be deleted or altered by anyone except the student while taking the test. Reading test questions aloud to students, except in instances specified in this manual, is only permitted if the student qualifies for such an accommodation. Please see the list of prohibited activities in section 2.2.2. Additional guidance is on the PED website.

2.1.2 Electronic Device Policy

Under direction of the PED, schools must enforce a strict cell phone policy during standardized testing to maintain test security. This policy applies to administrations of the NMASR field test, the Standards-Based Transition Assessment of Math and ELA, New Mexico Alternate Performance Assessments (NMAPA), ACCESS for ELs, Alternate ACCESS for ELs, 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.

What is Considered an Electronic Device?

The term electronic device includes any personal, non-educational device with an on-off switch excepting medical equipment. This includes the following common devices:

- cell phones
- smart phones
- MP3 players, iPods, or other music players
- iPads, tablets, laptops, or other computers
- pagers

Before Testing Begins

Schools must clearly inform students that

- **bringing an electronic device into the testing area violates school and state policy, and**
- **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:

- 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.

During Testing

If an electronic device is found on a student during testing, schools must proceed as follows:

- 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 the STC, Principal, and/or the 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.

2.1.3 Prohibited Activities

It is unethical and shall be viewed as a violation of test security for any person to

- allow students to share information during the test administration;
- provide assessment accommodations that do not have instructional relevance or are not connected to a specific skill deficit determined by the student's educational team (**Note:** Text-to-Speech is considered an accessibility feature for the NMASR field test.);
- give special assistance of any kind that could influence students' responses to test questions;
- direct a student to change responses to test questions or suggest that he or she should;
- allow students access to NMASR field test questions prior to testing;
- change a student's response to a test question;
- photocopy, transcribe, or in any way duplicate any part of the NMASR field test;
- allow students to have cell phones or electronic devices not medically necessary during test sessions;
- fail to return all used and unused secure test materials;
- review the test questions for any reason;
- discuss the test with students/colleagues during or after the test administration; or
- fail to report any violations of these test administration security measures.

School and district staff are prohibited from studying or discussing test items in any manner, either among themselves or with students, before, during, or after testing.

2.1.4 Testing Irregularities and Security Breaches

All administrations of the tests are to be conducted under the standardized procedures described in this manual. Testing irregularities, such as potential cheating, and any suspected or actual breach of security should be reported immediately by the TA to the DTC or STC.

If any certified school employee is involved with any of the unauthorized activities cited in the Security Guidelines section (section 2.1) of this manual, that employee is in jeopardy of possible license revocation by the PED.

2.1.5 Student Confidentiality

The Family Education Rights and Privacy Act (FERPA) requires that access to individual students' information be restricted to the student, his/her parents/guardians, and authorized school personnel. All superintendents, principals, DTCs, STCs, and education line officers (ELO) are responsible for maintaining the privacy and security of all student records.

Individual test scores, as well as all other aspects of a student's record, are confidential. Scores can only be released in instances of school staff having a need to know them, valid requests for transcripts, and the student/parent enforcing his or her right to inspect and request explanations of his or her records. In some instances, a court order or subpoena may require the release of this information; however, the student/ parent must be informed of this request before any information is released. Test scores may also be released to parents or guardians of all students enrolled in a New Mexico public school.

Researchers may obtain test scores from school districts provided the information requested is at the group or cohort level. No information may be reported for groups smaller than 10 students.

Those who work with student test scores are required to withhold confidential information unless proper release is granted by the caretaker of student records. School personnel are also charged with maintaining the results of standardized tests as part of student records.

2.2 Administration Information

2.2.1 Testing Requirements

Field testing of grades 5 and 8 is mandatory only in schools selected and notified in November 2018. In addition, some other schools volunteered to participate in grades 5, 8, and 11. Schools participating will receive partial data reports of field test results.

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 and participate in the New Mexico Alternate Performance Assessments (NMAPA).
- Students with a PED-approved medical exemption are not required to participate.
- Students who take assessment on paper per their IEP or 504 are not required to participate.
- EL students who are enrolled in U.S. public schools for their first year must participate, 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.

For additional information about testing requirements, please contact the PED via telephone at (505) 827-6494 or e-mail at ped.assessment@state.nm.us.

2.2.2 Test Design

Grade(s)	Languages Available	Number of Sessions	Number of Questions	Estimated Session Duration (minutes) ¹	Question Types ²
5 and 8	English, Spanish	2	14	45	MS-1, MS-2, OE
11 (HS)	English, Spanish	2	17	Session 1: 52 Session 2: 53	MS-1, MS-2, OE

¹ This estimated session duration does not include the additional 15 minutes normally recommended for TA to distribute materials and read directions to the students.

² MS-1 = machine-scored, 1-point, multiple-choice; MS-2 = machine-scored, 2-point, two-part (including multi-select and technology-enhanced interaction types); OE = open-ended response

Question types

The NMASR field test is composed of a variety of question types. Some questions are grouped together in clusters that correspond to a shared stimulus (a passage), while other questions are standalones. There are open-ended response questions (OEs), which are human-scored, and one- and two-part, machine-scored questions (MS-1s and MS-2s). The MS-1s are multiple-choice questions worth one point each. The MS-2s are worth two points each and include multiple-choice, multi-select, and various technology-enhanced interaction types, including the following:

- drag-drop
- fill in the blank
- graphing (bar, point/line)
- hot spot
- inline choice
- matching

Testing Time

The NMASR field test is an untimed test, which consists of two sessions per grade. It is estimated that grades 5 and 8 sessions 1 and 2 will take approximately 45 minutes each, whereas grade 11 session 1 is estimated to take 52 minutes and session 2 approximately 53 minutes. These are approximate times, not time limits. Students must be allowed to continue working as long as they are making progress.

It is recommended that the schedule for each test session include 15 minutes for the TA to distribute the materials and read the test directions to the students.

3. Accessibility Features and Accommodations

3.1 Overview and Policies

Accommodations and participation decisions will be made by each student's educational team. The team should have ensured that the student received the agreed-upon, allowable accommodation(s) in instruction and classroom assessments in the content area for a sufficient amount of time prior to the NMASR field test administration so that the student will be comfortable with using it on the NMASR field test. Unlike accessibility features, the use of each accommodation in daily instruction must have written documentation (in the IEP, 504, or EL plan). Only students on IEP, 504, or EL plans are eligible for accommodations. Students who have achieved fluent English proficiency are not eligible for EL accommodations.

For a complete list of accommodations allowed on the NMASR field test, download the *Student Assessment Accommodations Manual* from the Assessment and Evaluation page of 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 on the NMASR field test.** Any science assessment in which non-allowed modifications are provided must be invalidated.

3.2 Preparing for Testing

3.2.1 Setting Accessibility Features and Accommodations

The DTC or STC **must** assign accessibility features and accommodations embedded in iTester system prior to the start of testing. TAs cannot perform this task. For example, the Text-to-Speech accessibility feature **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.

3.2.2 Online Portal Accessibility Features and Accommodations Chart

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

Feature/ Accommodation	Icon	Description/Action
Allow Accessibility Mode Testing		Allows students to use third party assistive technology software within the portal. 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	Text-to-Speech:	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	Texto a Voz:	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)	Zoom	Students can magnify the entire screen in four increments: 100%, 150%, 200%, and 300%

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

The screenshot shows the 'Options' page with various accessibility settings. At the top, there are sliders for 'Volume:100' and 'Speed' (Slow, Normal, Fast). Below that is a 'Zoom View (Magnifier)' section with a dropdown menu showing '100%', '150%', '200%', and '300%'. A preview window shows the text 'The quick brown fox jumped over the lazy dog.' at 150%. Under 'Color Contrast', there are two tabs: 'Default' and 'Inverted'. Below them is a grid of 12 color combinations labeled: Default, Classic, Ruby, Chalkboard, Nocturnal, Aquiline, Eccentric, Azure, Haunted, Celestial, Antique, and Creamy. The 'Inverted' tab is selected. Further down are sections for 'Custom Masking' (Enabled), 'Answer Masking' (Enabled), and 'Accessibility Mode' (with a 'Proctor Password' field and a 'Submit' button). At the bottom is a 'Continue' button.

4. Before Testing

4.1 Preliminary Preparation

Inform students of the importance of the NMASR field test 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 containing questions with a variety of interaction types, including multiple-choice, multiple-select, two-part, technology-enhanced, and open-ended questions. The NMASR practice test will provide an opportunity for students to become familiar with these interaction types as well as the features and tools available in the online testing portal.

Test administrators should become familiar with all administration procedures prior to testing.

Carefully read through this manual and the *Kiosk User Guide* (available at www.measuredprogress.org/sba/onlinehelp); review the testing schedule established by the district/school; and be sure to 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 (see sections 5.3–5.6).

4.2 Test Scheduling

Plan to 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 section 2.2.2).

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 in the restroom, 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.

4.2.1 Testing Disruptions

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.

Except in the following circumstances, students are not allowed to stop in the middle of a session and resume at a later point.

- Sudden student illness
- Emergency evacuation
- Fire drill

In these circumstances, students may be allowed to complete the session later, but they **may not** change responses to any test questions already answered.

4.2.2 Absences

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.

As a TA, you must keep a record of all student absences for each session of the regular and makeup NMASR field test sessions 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.

4.2.3 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.

4.3 Preparing for Administration

4.3.1 Preparing the Testing Environment

Prepare the testing room by ensuring the following:

- 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.
- You have obtained scratch paper and pencils for each student you will be testing.
- You have obtained or printed Session Access Codes.
- 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 DTC 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 NMASR field test. All used scratch paper for the NMASR field test must be collected and securely destroyed at the testing location. Calculators are not allowed on the NMASR field test.

4.3.2 Materials Needed

The following materials are needed for computer-based testing:

- this manual, which includes English and Spanish administration scripts
- a "Testing—Do Not Disturb" sign for the classroom door
- scratch paper
- two pencils with erasers for each student
- student login tickets

4.3.3 Session Access Codes

DTCs or STCs schedule tests via the Test Sessions tab. Please check with your DTC or STC for your local policies and procedures for obtaining Session Access Codes.

In some schools, after the test has been scheduled, TAs may go to the "View Details/Student Logins" page for the applicable class scheduled for the test. On this page the TA will see access codes for each session of the test.

The screenshot shows the 'Test Sessions' page with the following details:

District: Cyber Valley
Administration: NM 2018-2019
Teacher: TA, Support
Class: TA, Support-ASR Test G11 English Class1-(Grade -HS)
Test Name: ENGLISH G11 NMASR Demo Test
Testing Window: 03/04/2019 to 05/31/2019

A message box states: "Test is in progress. It ends on 05/31/2019. 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	1191285938
2	Session 2	3260083062
3	Session 3	6367086847

[« Back to Test Sessions](#)

Session: Choose a Session

1 login per page

[Print selected logins](#) [Print all logins \(5\)](#)

Last Name	First Name	Username	Password	Form Name	Test Report Code	Status	Date/Time Started	Date/Time Completed
ThreeEightyfive	Student	100000385	AF5E9D4A	Grade 11 English NMASR Practice Test F1 Demo	+ Session 1:Not Started	Invalidate		
ThreeEightyfour	Student	100000384	2FD394E3		+ Session 2:Not Started	Invalidate		
ThreeEightyone	Student	100000381	B6D4376C		+ Session 3:Not Started	Invalidate		

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

The PDF student test ticket includes the following information:

Teacher Name: TA, Support
Class Name: TA, Support-ASR Test G11 English Class1-(Grade -HS)
Test Name: ENGLISH G11 NMASR Demo Test
Testing Window: 3/4/19 to 5/31/19

Session Sequence **Session Name** **Access Code**

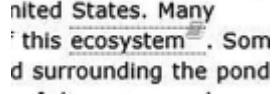
1	Session 1	1191285938
2	Session 2	3260083062
3	Session 3	6367086847

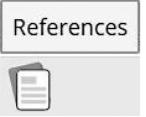
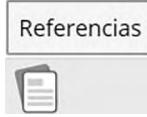
Student Name **Date of Birth** **Username** **Password** **Accommodations**

ThreeEightyfive, Student	10/28/99	100000385	AF5E9D4A	
ThreeEightyfour, Student	10/27/99	100000384	2FD394E3	
ThreeEightyone, Student	10/24/99	100000381	B6D4376C	Text-To-Speech English (SWD, 504, EL)
ThreeEightysix, Student	10/29/99	100000386	96DB2E5E	
ThreeEightythree, Student	10/26/99	100000383	9D938925	

4.3.4 Online Portal Universal Tools and Navigation Features

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

Navigation/Universal Tool	Icon	Description/Action
Answer Masking	  	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 Writing Tools (rich text editor response option)	<p>You may type any part of your response in this box:</p> 	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.
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 Button		This button allows the student to exit the test (log out and close the kiosk) or pause the test, in which case they will have a timer that will allow them to re-enter the test from the pause timer screen using only their password if they return in less than 20 minutes.
Pop-Up Glossary		Students can view definitions of pre-selected words by selecting words with a book icon to launch a pop-up screen with the word's definition.

Navigation/Universal Tool	Icon	Description/Action
Reference Sheet (Periodic Table for Grade 11)	 	Available to grade 11 students only. Use the information in the periodic table to help answer some test questions.
Sketch Tool		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.

4.4 Administering the Practice Test

4.4.1 Overview

The practice test is intended to allow students to become familiar with both the online testing interface and the question types. The format of the practice tests closely resembles the format of the NMASR field test, so students who have taken the former should feel comfortable taking the latter.

Security

The practice test will be accessed using a web browser. There will be a single user login ID and password. Student Login Tickets and Session Access Codes will not be required.

Accessibility Features and Accommodations

The practice test will be available in English and Spanish, and a text-to-speech practice test is available as well, if required for students with that accommodation. All accessibility features and accommodations available on the NMASR field test are also available on the practice test.

Scheduling

The practice test is estimated to take 35 minutes. TAs should consult with STCs for appropriate scheduling.

4.4.2 Practice Test Directions and Scripts (English)

For the Spanish-language version of the practice test, turn to [section 4.4.3](#).

Instruct students to open their browsers and navigate to the sign-in screen at nmpracticetest.measuredprogress.org/student/login. Post the single-user login credentials at the front of the room and instruct students to sign in to the appropriate practice test using the credentials.

SAY We will now begin a practice test for the New Mexico Assessment for Science Readiness (NMASR).

The practice test has the same kinds of questions that you will see on the real test, but your answers to questions on this practice test do not count toward your NMASR score.

Additionally, this practice test will allow you to use the online tools that you will see on the real test.

SAY Click the blue button that says Session 1.

The page you are on should be titled “Session 1 Directions.” [Pause to make sure students are on the correct screen. For the practice test, all students will see the “Options” screen before they get to the Directions screen. The “Options” screen lets them experiment with and change accommodations and accessibility settings. However, during the NMASR field test, only students who have been assigned accessibility features or accommodations will be able to see the “Options” screen.]

SAY Follow along as I read them aloud.

“Welcome to the New Mexico Assessment of Science Readiness (NMASR) practice test!

This is Session 1. You should complete all items in this session.

Use the navigation buttons to move to the next question or to go back to the previous question in each session.

Each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer.

Each open-ended response question will be followed by a text box. Type your response in the box.

Sometimes information you will need to answer questions will be shown on the left side of the screen. Be sure to read all the information, then answer the questions on the right side of the screen. Sometimes you will need to use the scroll bar to see all the content in a question. Be sure that you have seen the entire question before you respond.”

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 1 should be showing on your screen. Look at the buttons on the bottom right of the screen.



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/Exit will take you to another screen, where you will have the option to pause the test, exit the test, or cancel. If you select *Pause Test*, a timer will begin to count down from 20 minutes. To return to your test within that 20 minutes, enter your password and click *Resume*. Any sketch or highlighting you did before pausing will still be there when you resume. If you do not return within 20 minutes after pausing, or if you select *Exit Test*, you will be exited from the test. Any sketch or highlighting will be deleted. To resume testing, you will need to log in again using your username and password.

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 1. 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.

Some words may have a small book next to them. You can click on the book to open a pop-up glossary that will provide you with the definition of the word.

- ☞ [For Grade 11 only, say the following.] A periodic table reference sheet will be available for you to use as needed.

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*.



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 1. 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.

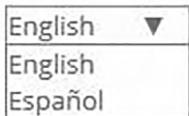
You may assist students during the practice test session. Be sure that students in your group clearly understand how to navigate between questions, answer the different types of questions, bookmark and unbookmark questions, and use the rest of the basic tools.

During this session, you may answer any questions the students have while they are working. During actual NMASR field test sessions, assistance will be limited to helping with technology issues and repeating directions.

4.4.3 Practice Test Directions and Scripts (Spanish)

Instruct students to open their browsers and navigate to the sign-in screen at nmpracticetest.measuredprogress.org/student/login. Post the single-user login credentials at the front of the room and instruct students to sign in to the appropriate practice test using the credentials.

Instruct students to select **Español** from the drop-down box in the lower left corner of the sign-in screen. This must be selected before the students log into the Spanish version of the practice test.



SAY Ahora comenzaremos la prueba de práctica para La Evaluación de preparación en ciencias de Nuevo México (NMASR por sus siglas en inglés).

La prueba de práctica tiene el mismo tipo de preguntas que verán en el examen real pero sus respuestas a estas preguntas en esta prueba no afectarán su calificación en la evaluación de NMASR.

Además, esta prueba de práctica les permitirá usar las herramientas en línea que verán en el examen real.

SAY Pulsen el botón azul que dice Sesión 1.

La página en la que se encuentran debe llamarse “Sesión 1, Instrucciones”. [Pause to make sure students are on the correct screen. For the practice test, all students will see the “Options” screen before they get to the Directions screen. The “Options” screen lets them experiment with and change accommodations and accessibility settings. However, during the NMASR field test, only students who have been assigned accessibility features or accommodations will be able to see the “Options” screen.]

SAY Vayan siguiéndolas mientras que yo las leo en voz alta.

“¡Te damos la bienvenida al examen de práctica de la Evaluación de preparación en ciencias de Nuevo México (o NMASR, por sus siglas en inglés)!

Esta es la sesión 1. Debes completar todas las preguntas de esta sesión.

Usa los botones de navegación para pasar a la siguiente pregunta o para volver a la pregunta anterior en cada sesión.

Cada pregunta tendrá instrucciones específicas explicando cómo responder. Para algunas preguntas, puede ser que necesites elegir más de una respuesta correcta.

Cada pregunta de respuesta abierta tendrá un recuadro de texto. Escribe tu respuesta en el recuadro.

Algunas veces la información que necesitarás para responder a las preguntas se mostrará en el lado izquierdo de la pantalla. Asegúrate de leer toda la información, luego responde a las preguntas en el lado derecho de la pantalla. Algunas veces necesitarás usar la barra de desplazamiento para ver todo el contenido en una pregunta. Asegúrate de que hayas visto toda la pregunta antes de responder.”

¿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. La primera pregunta en la Sesión 1 debe aparecer en sus pantallas ahora. 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.

Los botones de *Pausar/Salir* los llevarán a otra pantalla, donde tendrán la opción de pausar, salir de o cancelar la prueba. Si seleccionan *Pausar la prueba*, un cronómetro comenzará a contar 20 minutos hacia atrás. Para volver a la prueba dentro de esos 20 minutos, ingresen su contraseña y pulsen *Reanudar*. Cualquier bosquejo o dibujo que hayan hecho o texto que hayan resaltado antes de parar la prueba premanecerá cuando continúes. Si no vuelven a la prueba dentro de los 20 minutos en que pararon la prueba, o si seleccionan *Salir de la prueba*, saldrán de la prueba. Cualquier bosquejo o dibujo que hayan hecho o texto que hayan resaltado se borrará. Para reanudar la prueba, deberán iniciar su sesión nuevamente usando su nombre de usuario y contraseña.

Pulsar el botón de *Siguiente* los llevará a la pregunta siguiente. Pulsen el botón de *Siguiente* ahora. Pulsar el botón de *Regresar* los llevará a la pregunta anterior. Pulsen el botón de *Regresar* 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 ya está otra vez en la primera pregunta de la Sesión 1. 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.

Algunas palabras puede que tengan un librito junto a ellas. Pueden pulsar en el librito para abrir un glosario que le dará la definición de la palabra.

- ➡ [For Grade 11 only, say the following.] **Se les dará una tabla periódica de referencia para que la usen si la necesitan.**

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 en la Sesión 1. 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.

You may assist students during the practice test session. Be sure that students in your group clearly understand how to navigate between questions, answer the different types of questions, bookmark and unbookmark questions, and use the rest of the basic tools.

During this session, you may answer any questions the students have while they are working. During actual NMASR field test sessions, assistance will be limited to helping with technology issues and repeating directions.

5. During Testing

5.1 Directions for Test Administration

In sections 5.3–5.6 below, the directions and sample questions that are to be read aloud to students are in **bold** font. Directions to you are interspersed within the script and are in regular font 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.

5.2 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 return to the final item and click the “Finish” (“Terminar”) button and then click “Turn In” (“Entregar”).

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.

5.3 Session 1 Directions and Scripts (English)

Recommended Session Time: **Grades 5 & 8:** 45 minutes*

Grade 11: 52 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 NMASR field test, 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 assessment consists of two 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 in section 2.2.2.] **If you have a cell phone or an electronic device in your possession, turn it off now and raise your hand.** [Collect and store students' devices according to the procedure at your school.]

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 your responses on the computer screen. You may work out problems on scratch paper. You will answer other questions by writing your answers in the boxes provided on your screen. Some questions have two or more parts. Be sure to answer all parts. For open-ended questions, show or explain all of your work by using numbers, words, or sentences. For questions requiring you to write your answers, type 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 **Make sure your computer is turned on. Do not open any other programs.** [If necessary, 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 accessing the portal. Remember, no other programs should be running while the portal is being accessed.

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 accessing the sign-in page. Remember, no other programs should be running while the students are launching the kiosk.

Distribute the Student Login Tickets. Post the Session 1 Access Code at the front of the room.

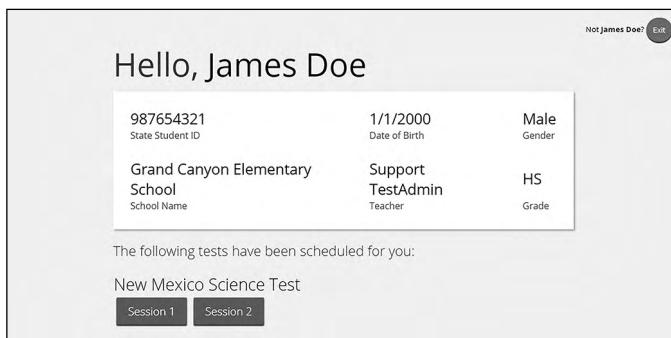
Session 1 – ENGLISH

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.



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.

SAY 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.

“Welcome to the New Mexico Assessment of Science Readiness (NMASR) test!

This is Session 1. You should complete all items in this session.

Use the navigation buttons to move to the next question or to go back to the previous question in each session.

Each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer.

Each open-ended response question will be followed by a text box. Type your response in the box.

Session 1 – ENGLISH

Sometimes information you will need to answer questions will be shown on the left side of the screen. Be sure to read all the information, then answer the questions on the right side of the screen. Sometimes you will need to use the scroll bar to see all the content in a question. Be sure that you have seen the entire question before you respond.”

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 1 should be showing on your screen. Look at the buttons on the bottom right of the screen.



- 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/Exit will take you to another screen, where you will have the option to pause the test, exit the test, or cancel. If you select *Pause Test*, a timer will begin to count down from 20 minutes. To return to your test within that 20 minutes, enter your password and click *Resume*. Any sketch or highlighting you did before pausing will still be there when you resume. If you do not return within 20 minutes after pausing, or if you select *Exit Test*, you will be exited from the test. Any sketch or highlighting will be deleted. To resume testing, you will need to log in again using your username and password.

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 1. 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.

Session 1 – ENGLISH

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.

Some words may have a small book next to them. You can click on the book to open a pop-up glossary that will provide you with the definition of the word.

- ☞ [For Grade 11 only, say the following.] **A periodic table reference sheet will be available for you to use as needed.**

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*.



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 1. Work until you reach the end of this session.

You may go back to any of the questions in this session to review your answers. Does everyone understand what to do? [If there are any procedural questions, reread the directions.]

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

When you are finished with this session, make sure 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 you will not be able to access this session again. When you have successfully turned in your test, you will see the “Hello” screen again, with Session 1 crossed out. 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.

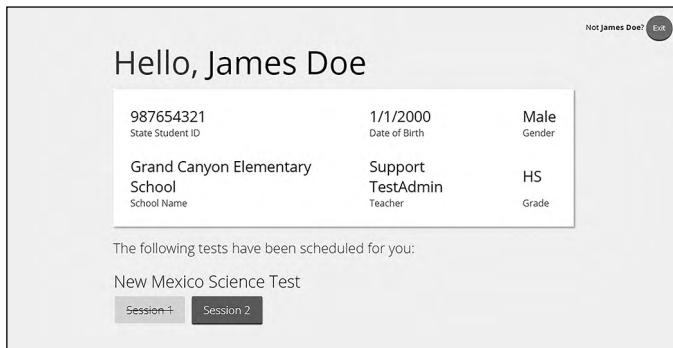
Reminder: You may not review the students' responses.

Session 1 – ENGLISH

After students have finished (approximately 45 minutes for grades 5 & 8, 52 minutes for grade 11), continue reading the following script.

SAY 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 Now click the red *Exit* button in the upper-right corner.



SAY This completes Session 1. Please 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 tickets and used scratch paper to the STC at the end of testing.]



If you will immediately continue with Session 2, provide students with a short break and proceed to the directions in section 5.4, on the next page.

If you will not immediately continue with 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.

5.4 Session 2 Directions and Scripts (English)

Recommended Session Time: **Grades 5 & 8:** 45 minutes*

Grade 11: 53 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 NMASR field test, 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 assessment consists of two 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 in section 2.2.2.] **If you have a cell phone or an electronic device in your possession, turn it off now and raise your hand.** [Collect and store students' devices according to the procedure at your school.]

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 your responses on the computer screen. You may work out problems on scratch paper. You will answer other questions by writing your answers in the boxes provided on your screen. Some questions have two or more parts. Be sure to answer all parts. For open-ended questions, show or explain all of your work by using numbers, words, or sentences. For questions requiring you to write your answers, type 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 **Make sure your computer is turned on. Do not open any other programs.** [If necessary, wait for workstations to boot up.]

SAY **Now double-click the NM Science icon on your desktop. Once the portal 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 accessing the portal. Remember, no other programs should be running while the portal is being accessed.

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 accessing the sign-in page. Remember, no other programs should be running while students are launching the kiosk.

Distribute the Student Login Tickets. Post the Session 2 Access Code at the front of the room.

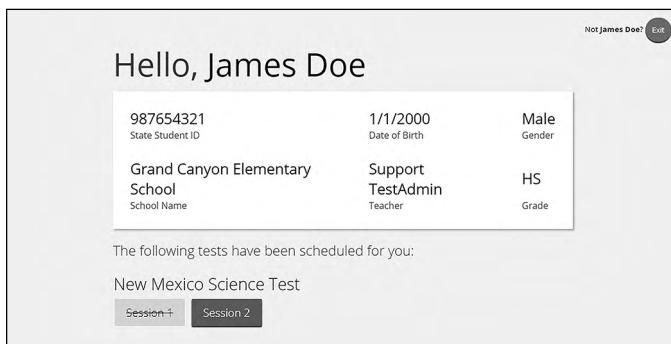
Session 2 – ENGLISH

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.



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.

SAY 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.

“This is Session 2. You should complete all items in this session.

Use the navigation buttons to move to the next question or to go back to the previous question in each session.

Each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer.

Each open-ended response question will be followed by a text box. Type your response in the box.

Sometimes information you will need to answer questions will be shown on the left side of the screen. Be sure to read all the information, then answer the questions on the right side of the screen. Sometimes you will need to use the scroll bar to see all the content in a question. Be sure that you have seen the entire question before you respond.”

Session 2 – ENGLISH

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

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



SAY These are your navigation buttons. *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/Exit will take you to another screen, where you will have the option to pause the test, exit the test, or cancel. If you select *Pause Test*, a timer will begin to count down from 20 minutes. To return to your test within that 20 minutes, enter your password and click *Resume*. Any sketch or highlighting you did before pausing will still be there when you resume. If you do not return within 20 minutes after pausing, or if you select *Exit Test*, you will be exited from the test. Any sketch or highlighting will be deleted. To resume testing, you will need to log in again using your username and password.

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.

Session 2 – ENGLISH

Some words may have a small book next to them. You can click on the book to open a pop-up glossary that will provide you with the definition of the word.

- ☞ [For Grade 11 only, say the following.] A periodic table reference sheet will be available for you to use as needed.

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**.



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, 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 you will not be able to access this session again. When you have successfully turned in your test, you will see the “Hello” screen again, with Session 2 crossed out. 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.

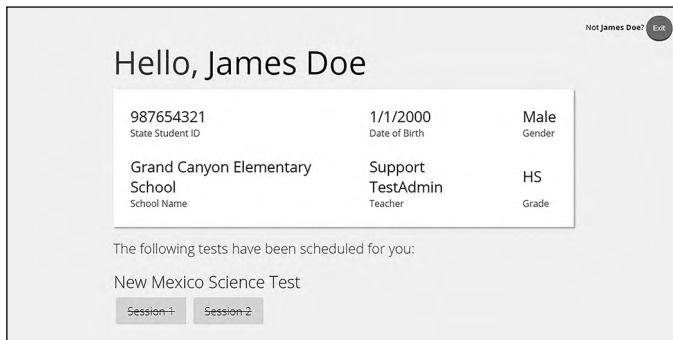
Reminder: You may not review the students' responses.

Session 2 – ENGLISH

After students have finished (approximately 45 minutes for grades 5 & 8, 53 minutes for grade 11), continue reading the following script.

SAY 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 Now click the red *Exit* button in the upper-right corner.



SAY This completes New Mexico Assessment of Science Readiness test. Please 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 tickets and used scratch paper to the STC at the end of testing.]



This is the end of the English version of the NMASR online field test administration.

5.5 Session 1 Directions and Scripts (Spanish)

Recommended Session Time: **Grades 5 & 8:** 45 minutes*

Grade 11: 52 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 NMASR field test, 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 assessment consists of two 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 in section 2.2.2.] **Si tienen un teléfono celular o un dispositivo electrónico, apáguelo ahora y levanten la mano.** [Collect and store students' devices according to the procedure at your school.]
- 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 responderán algunas preguntas seleccionando sus respuestas en la pantalla de su computadora. Pueden resolver los problemas en el papel en blanco. Responderán otras preguntas escribiendo sus respuestas en las cajas provistas en la pantalla. Algunas preguntas tienen dos o más partes. Asegúrense de contestar todas las partes. Para las preguntas de respuesta elaborada, muestren o expliquen todo su trabajo usando números, palabras o frases. Para preguntas que le requieran escribir las respuestas, escriban sus respuestas en las cajas provistas para cada pregunta en su pantalla. ¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]
- SAY** **Asegúrense de que su computadora está encendida. No abran ningún otro programa.** [If necessary, 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.**

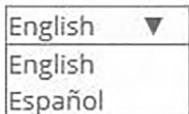
Wait for everyone to have the student sign-in page displaying on their screens. Work with students who need extra help accessing the portal. Remember, no other programs should be running while the portal is being accessed.

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 accessing the sign-in page. Remember, no other programs should be running while students are launching the kiosk.

Session 1 – SPANISH

SAY En la esquina inferior izquierda de la pantalla de inicio de sesión, hay un cuadro desplegable que dice “English” con una flecha al lado. Pulsen en la flecha y luego seleccionen “Español”. Las palabras en la pantalla de inicio de sesión ahora deben estar en español. Levanten la mano si en su pantalla no ven texto en español.



Work with students who need help changing the language to Spanish.

Distribute the Student Login Tickets. Post the Session 1 Access Code at the front of the room.

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.



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.

SAY 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.]

Session 1 – SPANISH

SAY Vayan siguiéndolas mientras que yo las leo en voz alta.

“¡Te damos la bienvenida al examen de práctica de la Evaluación de preparación en ciencias de Nuevo México (o NMASR, por sus siglas en inglés)! ”

Esta es la sesión 1. Debes completar todas las preguntas de esta sesión.

Usa los botones de navegación para pasar a la siguiente pregunta o para volver a la pregunta anterior en cada sesión.

Cada pregunta tendrá instrucciones específicas explicando cómo responder. Para algunas preguntas, puede ser que necesites elegir más de una respuesta correcta.

Cada pregunta de respuesta abierta tendrá un recuadro de texto. Escribe tu respuesta en el recuadro.

Algunas veces la información que necesitarás para responder a las preguntas se mostrará en el lado izquierdo de la pantalla. Asegúrate de leer toda la información, luego responde a las preguntas en el lado derecho de la pantalla. Algunas veces necesitarás usar la barra de desplazamiento para ver todo el contenido en una pregunta. Asegúrate de que hayas visto toda la pregunta antes de responder.”

¿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. The first question in Session 1 should be showing on your screen. 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.

Los botones de *Pausar/Salir* los llevarán a otra pantalla, donde tendrán la opción de pausar, salir de o cancelar la prueba. Si seleccionan *Pausar la prueba*, un cronómetro comenzará a contar 20 minutos hacia atrás. Para volver a la prueba dentro de esos 20 minutos, ingresen su contraseña y pulsen *Reanudar*. Cualquier bosquejo o dibujo que hayan hecho o texto que hayan resaltado antes de parar la prueba premanecerá cuando continúes. Si no vuelven a la prueba dentro de los 20 minutos en que pararon la prueba, o si seleccionan *Salir de la prueba*, saldrán de la prueba. Cualquier bosquejo o dibujo que hayan hecho o texto que hayan resaltado se borrará. Para reanudar la prueba, deberán iniciar su sesión nuevamente usando su nombre de usuario y contraseña.

Pulsar el botón de *Siguiente* los llevará a la pregunta siguiente. Pulsen el botón de *Siguiente* ahora. Pulsar el botón de *Regresar* los llevará a la pregunta anterior. Pulsen el botón de *Regresar* 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.

Session 1 – SPANISH

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 ya está otra vez en la primera pregunta de la Sesión 1. 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.

Algunas palabras puede que tengan un librito junto a ellas. Pueden pulsar en el librito para abrir un glosario que le dará la definición de la palabra.

➡ [For Grade 11 only, say the following.] **Se les dará una tabla periódica de referencia para que la usen si la necesitan.**

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*.



Session 1 – SPANISH

¿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 en la Sesión 1. 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, 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 no podrán regresar y tener acceso a esta sesión nuevamente. Cuando hayan entregado su prueba, verán la pantalla de “Hola” nuevamente, con la Sesión 1 tachada. ¿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.

Session 1 – SPANISH

After students have finished (approximately 45 minutes for grades 5 & 8, 52 minutes for grade 11), continue reading the following script.

SAY 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 Ahora pulsen el botón de Salir que aparece en rojo en la esquina superior derecha.



SAY Con esto concluye la Sesión 1. 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 tickets and used scratch paper to the STC at the end of testing.]



If you will immediately continue with Session 2, provide students with a short break and proceed to the directions in section 5.6, on the next page.

If you will not immediately continue with 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.

5.6 Session 2 Directions and Scripts (Spanish)

Recommended Session Time: **Grades 5 & 8:** 45 minutes*

Grade 11: 53 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 NMASR field test, 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 assessment consists of two 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 in section 2.2.2.] **Si tienen un teléfono celular o un dispositivo electrónico, apáguelo ahora y levanten la mano.** [Collect and store students' devices according to the procedure at your school.]
- 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 responderán algunas preguntas seleccionando sus respuestas en la pantalla de su computadora. Pueden resolver los problemas en el papel en blanco. Responderán otras preguntas escribiendo sus respuestas en las cajas provistas en la pantalla. Algunas preguntas tienen dos o más partes. Asegúrense de contestar todas las partes. Para las preguntas de respuesta elaborada, muestren o expliquen todo su trabajo usando números, palabras o frases. Para preguntas que le requieran escribir las respuestas, escriban sus respuestas en las cajas provistas para cada pregunta en su pantalla. ¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]
- SAY** **Asegúrense de que su computadora está encendida. No abran ningún otro programa.** [If necessary, 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.**

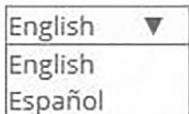
Wait for everyone to have the student sign-in page displaying on their screens. Work with students who need extra help accessing the portal. Remember, no other programs should be running while the portal is being accessed.

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 accessing the sign-in page. Remember, no other programs should be running while students are launching the kiosk.

Session 2 – SPANISH

SAY En la esquina inferior izquierda de la pantalla de inicio de sesión, hay un cuadro desplegable que dice “English” con una flecha al lado. Pulsen en la flecha y luego seleccionen “Español”. Las palabras en la pantalla de inicio de sesión ahora deben estar en español. Levanten la mano si en su pantalla no ven texto en español.



Work with students who need help changing the language to Spanish.

Distribute the Student Login Tickets. Post the Session 2 Access Code at the front of the room.

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.



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.

SAY 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.]

Session 2 – SPANISH

SAY Vayan siguiéndolas mientras que yo las leo en voz alta.

“**Esta es la sesión 2. Debes completar todas las preguntas de esta sesión.**

Usa los botones de navegación para pasar a la siguiente pregunta o para volver a la pregunta anterior en cada sesión.

Cada pregunta tendrá instrucciones específicas explicando cómo responder. Para algunas preguntas, puede ser que necesites elegir más de una respuesta correcta.

Cada pregunta de respuesta abierta tendrá un recuadro de texto. Escribe tu respuesta en el recuadro.

Algunas veces la información que necesitarás para responder a las preguntas se mostrará en el lado izquierdo de la pantalla. Asegúrate de leer toda la información, luego responde a las preguntas en el lado derecho de la pantalla. Algunas veces necesitarás usar la barra de desplazamiento para ver todo el contenido en una pregunta. Asegúrate de que hayas visto toda la pregunta antes de responder.”

¿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. La primera pregunta en la Sesión 2 debe aparecer en sus pantallas ahora. 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.

Los botones de *Pausar/Salir* los llevarán a otra pantalla, donde tendrán la opción de pausar, salir de o cancelar la prueba. Si seleccionan *Pausar la prueba*, un cronómetro comenzará a contar 20 minutos hacia atrás. Para volver a la prueba dentro de esos 20 minutos, ingresen su contraseña y pulsen *Reanudar*. Cualquier bosquejo o dibujo que hayan hecho o texto que hayan resaltado antes de parar la prueba premanecerá cuando continúes. Si no vuelven a la prueba dentro de los 20 minutos en que pararon la prueba, o si seleccionan *Salir de la prueba*, saldrán de la prueba. Cualquier bosquejo o dibujo que hayan hecho o texto que hayan resaltado se borrará. Para reanudar la prueba, deberán iniciar su sesión nuevamente usando su nombre de usuario y contraseña.

Pulsar el botón de *Siguiente* los llevará a la pregunta siguiente. Pulsen el botón de *Siguiente* ahora. Pulsar el botón de *Regresar* los llevará a la pregunta anterior. Pulsen el botón de *Regresar* 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.

Session 2 – SPANISH

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 ya está otra vez 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.

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.

Algunas palabras puede que tengan un librito junto a ellas. Pueden pulsar en el librito para abrir un glosario que le dará la definición de la palabra.

- ➡ [For Grade 11 only, say the following.] **Se les dará una tabla periódica de referencia para que la usen si la necesitan.**

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*.



Session 2 – SPANISH

¿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 en 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 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, asegúrense de haber pulsado *Terminar* y luego *Entregar*. Se les preguntará si están seguros de que quieren entregar su prueba. Pulse *Entregar* si están seguros. Al pulsar *Entregar* garantizará que todas sus respuestas sean entregadas y no podrán regresar y tener acceso a esta sesión nuevamente. Cuando hayan entregado su prueba, verán la pantalla de “Hola” nuevamente, con la Sesión 2 tachada. ¿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.

Session 2 – SPANISH

After students have finished (approximately 45 minutes for grades 5 & 8, 53 minutes for grade 11), continue reading the following script.

SAY 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 Ahora pulsen el botón de Salir que aparece en rojo en la esquina superior derecha.

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

SAY Con esto concluye el examen de la Evaluación de preparación en ciencias de Nuevo México. 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 tickets and used scratch paper to the STC at the end of testing.]



This is the end of the Spanish version of the NMASR online field test administration.

6. After Testing

6.1 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. All used scratch paper and student login tickets must be collected and securely shredded at the school immediately following testing.

Appendix A: 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.

Test Administrator Task Checklist	
Before Testing	
	Read the <i>Test Administrator's Manual</i> (TAM).
	Have students take the practice test to become familiar with the portal interface and tools as well as the various question types.
	Meet with the School Test Coordinator (STC) to review the testing schedule and the procedures in this manual.
	Obtain Student Login Tickets and Session Access Codes from the STC for all students assigned to you.
	Secure scratch paper and pencils with erasers for each student you will be testing.
	Remember to charge laptops prior to testing.
During Testing	
	Post a "Testing—Do Not Disturb" sign on your classroom/lab door.
	Be sure that all students have comfortable and adequate computer workstations.
	Distribute student login tickets for each student assigned to you for testing.
	Post the Session 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.
	Speak with your technology coordinator and/or Measured Progress Technical Support [(877) 676-6722, option 2] about any technology-related issues that arise.
	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.
After Testing	
	Instruct students to exit the NM Science testing kiosk at their workstations.
	Collect the Student Login Tickets and scratch paper.
	Remove (erase) the posted Session Access Code.

Appendix B: Important Resources & References

Resource	Location
Forms and Checklists	
Staff Confidentiality Agreement Form	
Principal's Verification Form	
Superintendent's Verification Form	webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinator/
Testing Irregularities Reporting Form	
Computer-Based Testing (CBT) Waiver Spring 2019	
DTC/STC/TA/Proctor Test Security Checklists	
Guides and Training	
Kiosk Installation Guide	
Kiosk User Guide	
Portal User Guide	sba.onlinehelp.measuredprogress.org/guides/ or www.measuredprogress.org/sba/onlinehelp.com
Technical Guide for Spanish Language Support	
Technology Guidelines	
Other	
Test Administration Scripts	<i>Test Administrator's Manual</i> sba.onlinehelp.measuredprogress.org/test-administration/
Student Assessment Accommodations Manual 2018–2019	webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinator/



**NEW MEXICO ASSESSMENT
OF SCIENCE READINESS**