

Test Coordinator'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 Roles and Responsibilities	1
1.3.1 District Test Coordinator Tasks	1
1.3.2 School Test Coordinator Tasks.....	2
1.3.3 Test Administrator Tasks	2
2. Administration Policies.....	3
2.1 Security Guidelines.....	3
2.1.1 Security of Test Materials	3
2.1.2 Prohibited Activities.....	4
2.1.3 Testing Irregularities and Security Breaches	4
2.1.4 Student Confidentiality.....	4
2.2 Administration Information	5
2.2.1 Testing Requirements	5
2.2.2 Test Design	5
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.....	9
4. Before Testing	10
4.1 Test Scheduling	10
4.1.1 Testing Disruptions.....	10
4.1.2 Makeup Testing	10
4.2 Session Access Codes	11
4.3 DTC & STC Task List	12
5. During Testing	13
6. After Testing.....	14
6.1 Dispose of Physical Test Materials	14
6.2 Perform Online Test Closeout.....	14
6.2.1 Updating Student Information.....	14
6.2.2 Applying Test Report Codes and Invalidating Tests.....	14
6.3 Final Reminders.....	15
Appendix: Important Resources & References	16

1. Overview

1.1 About this Manual

This manual provides instructions for District Test Coordinators (DTCs) and School Test Coordinators (STCs) who are preparing for the spring 2019 online-only administration of the New Mexico Assessment of Science Readiness (NMASR) field test. The manual includes the procedures and protocols for test administration as well as the policies related to test security and test administration that all school staff must follow.

Administration instructions for Test Administrators (TAs) are included in the *Test Administrator's Manual* (TAM), which includes administration scripts.

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 Roles and Responsibilities

1.3.1 District Test Coordinator Tasks

The DTC is responsible for training STCs, TAs, and district personnel who handle testing materials in test security and administration procedures and overseeing test administration in a school district.

The DTC¹ performs the following tasks:

- Act as the main contact for Measured Progress and PED.
- Be completely knowledgeable of 6.10.7 NMAC.
- Attend any mandatory PED-sponsored trainings on assessment security and administration.
- Train the STCs, to include reviewing the STC/DTC Task List (see [section 4.3](#)).
- Be familiar with all of the information in this manual and in the TAM. Other staff may refer to sections of either manual as needed.
- Be knowledgeable regarding district/school-specific test administration and test security policies.
- Ensure that all personnel assigned to testing are adequately trained in the areas of proper test administration and test security and have signed the Staff Confidentiality Agreement available on the PED website (see link in [Appendix](#)).
- Ensure that all school principals sign and submit to the district the Test Security Training Verification Form (for Principals) available on the PED website (see link in [Appendix](#)).
- Ensure that the district superintendents/charter school directors/BIE school directors sign and submit to PED the Test Security Training Verification Form (for Superintendents) available on the PED website (see link in [Appendix](#)).

¹ The STC at a charter school, state educational institution, or BIE school may do the tasks assigned to the DTC in addition to STC tasks.

- Be responsible for coordinating the administration of the spring 2019 NMASR field test in all the selected schools within the selected district. Because the field test is online-only, there will be no need for the following pre-test activities, which are necessary for paper administrations:
 - › ordering original quantities of materials and additional materials later, if needed; and
 - › distributing and retrieving all test materials to and from the schools.

1.3.2 School Test Coordinator Tasks

The STC is responsible for managing and securing test materials and overseeing staff who administer tests in a school.

The STC performs the following tasks:

- Be completely knowledgeable of 6.10.7 NMAC.
- Be trained on test security and administration by the DTC.
- Provide training to TAs and Proctors twice a year and give clear instructions of what is/is not allowed.
- Disseminate materials and train TAs and Proctors.
- Be responsible for coordinating the administration of the spring 2019 NMASR field test at an assigned school.
- Be knowledgeable regarding proper test administration and test security.
- Be familiar with all of the information in this manual and in the TAM.
- Ensure that all personnel assigned to testing are adequately trained in the areas of proper test administration, accommodations (Section 504 Plans, IEPs, EL Plans) and test security and have signed the Staff Confidentiality Agreement available on the PED website (see link in [Appendix](#)).

1.3.3 Test Administrator Tasks

The TA performs the following tasks:

- Be trained on test security and administration by the STC/DTC.
- Sign and return to the STC the Staff Confidentiality Agreement available on the PED website (see link in [Appendix](#)).
- Complete the TA task checklist provided in Appendix A of the TAM.
- Be responsible for the actual administration of the spring 2019 NMASR field test.
- Read the scripts directly from the TAM.
- Understand how to provide necessary, approved accommodations and know which students will receive each accommodation.

2. Administration Policies

2.1 Security Guidelines

DTCs and STCs must read all the directions in this manual before distributing any test materials to TAs.

The following measures are required to preserve the security of the NMASR field test. District superintendents, DTCs, STCs, building supervisors, TAs, and proctors are all charged with following these guidelines to preserve the integrity of the testing program.

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.

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 Administrator's Manual* (TAM). 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 2.1.2](#). Additional guidance is on the PED website.

Confidentiality Agreement

All administrations of the tests are to be conducted under the standardized procedures described in this manual for DTCs and STCs and the TAM provided to TAs. The NM PED Staff Confidentiality Agreement, available on the PED website (see link in [Appendix](#)), must be completed and signed by any person who is likely to come in contact with standardized testing materials, including teachers, educational assistants, volunteers, proctors, and licensed and unlicensed office staff.

Test Security Plan

Districts are held responsible to the PED for all test materials; therefore, **all materials must be accounted for**. Each district is responsible for developing and implementing a test security plan that fully addresses security and assigns responsibilities to school staff to meet all the requirements of the test administration. STCs, TAs,

and proctors must be trained on all the test security requirements prior to the test administration. Make sure to follow the security plan developed for your district or school.

2.1.2 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.

2.1.3 Testing Irregularities and Security Breaches

All administrations of the tests are to be conducted under the standardized procedures described in the TAM provided to the DTCs, STCs, TAs, and proctors. 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. Invalidation of tests due to testing irregularities or security breaches shall be determined after a thorough investigation and consultation between the DTC, STC, district/school superintendent, and the PED. As required by state regulations, the DTC must inform the Assessment Bureau of the PED of a testing irregularity or security breach within three business days of the occurrence (see contact information on [page i](#)). Within ten business days, the DTC must complete the PED's Testing Irregularity Reporting Form (see link in [Appendix](#)). The report must detail the allegation(s), finding(s), and corrective action(s). Anonymous reports may be considered if specific factual information is provided that describes the alleged incident in detail, including names of anyone involved or any observer, and dates, times and locations.

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

2.1.4 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.

Select all accommodations used during CBT administration for each student in the accommodations area.

Note: Computer-based test accommodations must be assigned before computer-based test sessions are scheduled.

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.

To set accessibility features or accommodations, follow these steps:







- From the **Students** tab, select the student to set accommodations for by clicking **Edit**.
- On the **Accommodations** tab, click the check box next to each accessibility feature and/or accommodation you want to set.
- Click **Save**.

Note: For Text-to-Speech, you must select the **Text-to-Speech** option appropriate and applicable to the student to enable this accommodation. Note that for the NMA SR field test, Text-to-Speech is treated as an accessibility feature, not as an accommodation requiring SWD/504 documentation.

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

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	Options Text-to-Speech Volume:100 Speed Zoom View (Magnifier) Reverse Contrast Color Contrast Custom Masking Answer Masking Accessibility Mode Proctor Password Continue	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.

Options

Text-to-Speech

Volume:100

Speed

Zoom View (Magnifier)

Reverse Contrast

Color Contrast

Custom Masking

Answer Masking

Accessibility Mode

Proctor Password

Continue

4. Before Testing

4.1 Test Scheduling

There is no requirement to use a PED-approved schedule. Follow the scheduling guidelines to maintain standardized testing procedures and safeguard against a security breach. It is the DTC/STC's responsibility to inform TAs and proctors about the testing schedule established by the district or charter school.

4.1.1 Testing Disruptions

TAs must not begin testing if students will not be able to finish the session before their lunch break or the end of the school day. Once a testing session has begun, students must be allowed to finish. Students should be allowed to leave the testing room to use the restroom as needed during the test session, provided they are escorted to the facility. 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.

4.1.2 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.

4.2 Session Access Codes

DTCs or STCs schedule tests via the Test Sessions tab. After scheduling the test, DTCs/STCs will go to the “View Details/Student Logins” page for the applicable class scheduled for the test. On this page DTCs/STCs will see access codes for each session of the test.

Home
Site Readiness
Students
Classes
Test Sessions
Dashboard

Help & Support
Logout

Test Sessions

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

School: Cyber Valley Sch1
Content Area: Science

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
						Session 1: Not Started		Invalidate
ThreeEightyfive	Student	100000385	AF5E9D4A	Grade 11 English NMASR Practice Test F1 Demo		Session 2: Not Started		Invalidate
						Session 3: Not Started		Invalidate

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

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 DTC & STC Task List

DTCs and STCs are responsible for the following tasks (**Note:** Please review this list before you distribute any test materials to TAs.):

- Announce the test window in advance: April 8–26, 2019. Instruct TAs to prepare students by explaining the purpose of the NMASR field test.
- Provide training for all district personnel involved in test administration, preparation, and security in accordance with the PED regulation 6.10.7 NMAC.
- Review the *Test Administrator's Manual* (TAM), as applicable.
- Follow the testing schedule selected by the district for your school.
- Gather all the test materials needed for test administration, including the following:
 - › *Test Administrator's Manual*
 - › A "Testing—Do Not Disturb" sign (not included with test materials)
 - › A Security Checklist or another documentation method for STCs and TAs to use daily during test administration to maintain a tracking log to account for collecting and securely destroying secure test materials, such as Student Login Tickets and scratch paper written on by students.

5. During Testing

All TAs, STCs, and DTCs are responsible for knowing and applying the following general testing protocols:

- Minimally, there must be one TA in each testing room at all times.
- When more than 25 students are in one testing room, the ratio of students to TAs must not exceed 25 to 1. For example, when 26 students are in a testing room, there **must** be two TAs or a TA and a proctor.
- TAs and proctors must remain attentive in the room during the entire testing session. They should circulate throughout the room during the testing session. They are **not** to read, grade papers, or do other work.
- Identifying and pointing out test questions students did not complete either during or after the test session is **not** allowed. TAs should remind students as part of the general instructions to complete all of the test questions and to check to be sure they have completed each session.
- The DTC or the STC must train all TAs and proctors.
- The TA should be a certified staff member who has received training from the DTC/STC. In the event that schools require additional staff to administer the test, other staff members (who have received training and are certified) may be used to provide one-on-one accommodations. Please contact PED with questions.
- According to NMAC 6.10.7.12, TAs and proctors must **not** be assigned to a room in which a relative is being tested. In small districts, there may be only one teacher in a specified grade (e.g., fourth grade). This teacher may have his/her own child in the classroom because it is the only grade 4 classroom. In this case, it is important to make other arrangements for test administration to ensure the integrity of the test administration.

6. After Testing

6.1 Dispose of Physical Test Materials

All secure materials (including used scratch paper and Student Login Tickets) must be collected and securely shredded at the school immediately following testing.

6.2 Perform Online Test Closeout

6.2.1 Updating Student Information

Review the uploaded student information for accuracy. If not accurate, continue to test the student under their record, and update the STARS no later than April 26, 2019. A new file will be provided from these databases to clean up any discrepancies.

Personnel at all schools, please note the following:

You **must** manually enter any students who were not included in the student data uploaded into the iTester system. Test the students with the proper record and make appropriate updates in the STARS database **no later than the last day of the current administration testing window** to ensure accuracy for reporting.

6.2.2 Applying Test Report Codes and Invalidating Tests

The science assessment **must** be invalidated if there are unusual circumstances that prevent the proper completion of any test sessions or compromise a student's score. Circumstances that require test invalidation include, but are not limited to, students

- cheating,
- taking the test with a prohibited modification, and
- making no effort to complete the test.

The TA should consult with the STC and/or DTC to resolve questions about whether a test should be invalidated. To indicate that the science assessment should be invalidated for CBT, the STC/DTC will select the appropriate Test Report Code (TRC) (aka Test Completion Status Code used in PBT) from the list located in the Test Sessions details area within the Administration Portal. The invalidated subtest will **not** be scored, and the Student Report to Parents will indicate the proper TRC. Any questions related to invalidating a test should be directed to the PED.

Note: If a test needs to be invalidated, verify that a student has both a Test Completion Code and an Invalidate Flag.

If a student does not take or complete a scheduled test, **each session** of the test must be invalidated, and a test report code must be added to the student's test. When **both** of these steps have been completed, the student's test will not be scored and reported.

To add a test report code, locate the student in the list and click the plus sign under the **Test Report Code** field. Select **Withdrew Before Test Completion, Non-Allowed Modification, Language Exempt for Reading Only, Medical Emergency, Parental Refusal, Other Non-Completion, Test Irregularities**, or **Absent**, if applicable, and then click **Save**. You will be prompted that your changes were saved, then click **Close**. You will see the code you selected reflected in the test session.

To invalidate a test, locate the **Invalidate** link next to each test session for the student and click on it. Once selected you will be prompted to invalidate the session for the student. Click **Yes** and you will see the session is now invalidated. When you are done, click **Back to Test Sessions**.

For example screenshots of the steps noted above, see page 55 of the *Portal User Guide* (available at sba.onlinehelp.measuredprogress.org/guides).

6.3 Final Reminders

1. Please remember that student information you add or edit in the student tab (for new students or students whose uploaded demographic information is not valid) will not update or be automatically uploaded to STARS. Corrections to STARS must be made by school administrators. Be sure to make these corrections or updates before the close of the testing window (April 26, 2019) to ensure reporting accuracy.
2. Personnel at all schools—public and charter—need to conduct a final check of all the students' demographic data in the iTester system to verify that the information has been recorded accurately and the information has been applied before the iTester portal closes for administrative tasks on April 26, 2019.

Appendix: Important Resources & References

Resource	Location
Forms and Checklists	
Staff Confidentiality Agreement Form	webnew.ped.state.nm.us/bureaus/assessment/district-test-coordinator/
Principal's Verification Form	
Superintendent's Verification Form	
Testing Irregularities Reporting Form	
Computer-Based Testing (CBT) Waiver Spring 2019	
DTC/STC/TA/Proctor Test Security Checklists	
Guides and Training	
Kiosk Installation Guide	sba.onlinehelp.measuredprogress.org/guides/ or www.measuredprogress.org/sba/onlinehelp.com
Kiosk User Guide	
Portal User Guide	
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**