New Mexico Summative Assessments

Kiosk Installation Guide

Spring 2020

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Introduction

Purpose

This document is intended for technology personnel responsible for setting up the New Mexico Summative Assessments online-testing environment in participating districts and schools.

There are two components of the New Mexico Summative Assessments online testing system: the online **New Mexico Summative Assessments Portal**, used by school and district administrators, and the **New Mexico Summative Assessments Kiosk**, used by students for testing on individual test devices. This document contains instructions for installing the New Mexico Summative Assessments Kiosk and conducting Site Readiness testing on devices used for online testing.

Note: The New Mexico Summative Assessments Kiosk is a version of the iTester[™] student testing kiosk application that has been tailored for the New Mexico Summative Assessments tests. Some technical documentation may refer to the New Mexico Summative Assessments Kiosk as iTester.

For more information on working with the online Portal, see the *New Mexico Summative Assessments Portal User Guide*, which is available on the New Mexico Summative Assessments Help & Support page:

http://newmexico.onlinehelp.cognia.org/

Technical Support

If you experience any difficulty downloading or installing the iTester New Mexico Summative Assessments Kiosk, contact Cognia Technical Support at nmtechsupport@cognia.org or (877) 676-6722.

For technical questions about the installation of the kiosk or other assessment information	Cognia Technical Support Toll free: 1 (877) 676-6722 Email: <u>nmtechsupport@cognia.org</u>
For general questions about testing administration	Cognia Help Desk Toll free: 1 (877) 676-6722 Email: <u>nmhelp@cognia.org</u>
For questions or information regarding New Mexico Summative Assessments policy and testing procedures	New Mexico Public Education Department Website: <u>https://webnew.ped.state.nm.us</u>

Testing Environment

Overview

The New Mexico Summative Assessments Kiosk refers to the software application used for online testing. The kiosk is a cross-platform, rich internet application that employs the industry's highest standards in security, reliability, and usability for high-stakes assessment. The kiosk runs seamlessly on Windows° and Mac° operating systems, iPad° tablets; with and without external keyboards, and Chromebook™ notebook computers.

Process

The testing environment for a school is installed and set up by an IT Coordinator (ITC) or a School Test Coordinator (STC) acting as an ITC.

Note: An STC has the same level of access as an ITC for the school.

Important: After your District Test Coordinator sets up your ITC or STC account, you will receive your user account information via email. If you have not received your account information with your login credentials:

- **Public school**: Contact your DTC.
- **BIE school or charter school**: Contact the Cognia Help Desk at nmtechsupport@cognia.org or (877) 676-6722.

To install and set up the kiosks for your school:

- 1. Review the Technology Guidelines to ensure that you have the correct equipment for student testing.
- 2. Configure your network to support student testing on the kiosk:
 - <u>Thin-Client Environments</u>
 - <u>Network Connectivity</u>
 - <u>Bandwidth</u>
 - <u>Testing Environment Setup</u>
 - Monitor Settings
 - Spanish Language Support
- 3. Download and install the appropriate kiosk to each student testing device:
 - <u>Windows OS</u>
 - <u>Mac OS</u>
 - iPad application
 - <u>Chromebook application</u>

4. Complete the <u>Site Readiness tests</u>, which perform a system check and provide a testing simulation scenario for each device or device configuration.

Tip: To ensure that the testing environment is ready for students on time, we recommend that you run the Site Readiness tests directly after installing the test device kiosks

5. When all of the configurations to be used for student testing are ready, <u>certify that your</u> <u>site</u> is ready for student testing.

Testing Environment Setup

The Kiosk can be installed on the network or on an individual student testing device. The advantages and disadvantages for each are listed in the table below.

	Individual Device Installation	Network installation
Advantages	No impact on LAN traffic during initial application launch.	Time spent on application installation and configuration would be considerably less. Centralized location for application updates and configuration.
Disadvantages	Application installation and configuration will take more time.	Downloading the application from the network folder to the test taker's testing device could introduce single point of failure during application launch. Initial application launch could be delayed depending on the LAN traffic and bandwidth.

Note: We recommend a local installation to avoid network connection issues.

Network Connectivity

All student testing devices used for student testing should have access to the Internet and should be able to access the servers using HTTP/HTTPS protocols on ports 80 and 443.

- 1. Whitelist the following sites on ports 80 and 443 in content filtering proxies or other locally used proxy software:
 - <u>https://newmexico.measuredprogress.org</u>
 - <u>https://nmpracticetest.measuredprogress.org</u>
 - fonts.googleapis.com/
 - themes.googleusercontent.com/
 - googleusercontent.com/
 - <u>https://cognito-identity.us-west-2.amazonaws.com</u>
 - <u>https://cognito-identity.us-east-1.amazonaws.com</u>
 - <u>https://eventsapi.emetric.net/nmprod/router</u>
 - app.getsentry.com

- <u>dc.services.visualstudio.com</u>
- az416426.vo.msecnd.net

Note: It is critical that districts and buildings using web content filters perform site readiness testing to confirm the Student Interface Test content can be downloaded to student kiosk clients without any issue.

- 2. If you are working with sandboxing applications (such as Faronics Deep Freeze[™]), do one of the following while installing the kiosk:
 - Choose network folder location for local caching.
 - Make sure the default location, such as C:\Users*user*\AppData\Local\eMetric (%localappdata%/emetric) and its contents are not deleted by these applications.

Note: Student-testing data, including encrypted responses, will be saved to the indicated location only if the network connection or Internet connection is lost during the test. Students will be able to continue testing without interruption, but their testing data will be saved in the indicated folder.

- 3. School with low internet bandwidth:
 - We recommend that schools with an Internet download speed of less than 1.5 Mbps or less than 256 Kbps stagger students starting the test.

Bandwidth

The ability of a school's network to support a given volume of on-line testers is a function of the available bandwidth between the student's test device and the data center serving the test content, the number of students who will be downloading tests, and size of the test content. The <u>Site Readiness</u> test's Connection Capacity test will measure the bandwidth between a student's test device and the data center and determine the volume of tests that can be downloaded simultaneously. Use the results of this test to gauge the impact your bandwidth will have on testers.

Thin-Client Environments

When using thin-client environments, such as Terminal Services, Citrix[®], or LTSP[®], make sure that there is enough memory, CPU, and bandwidth on the server to accommodate multiple student test sessions. The application requires a minimum of 80 MB of memory per client session and performance can vary depending on the size and type of the test. Allowing multiple sessions on an improperly sized thin-client environment will lead to poor performance.

Additionally, schools using thin clients need to be cautious when there is 1 GB or less of physical memory on the student testing device. In this case, we highly recommend that you use a local installation. As a rule, if you can use Chrome[™] browser to access web-based email or web-based streaming services all student testing devices simultaneously, then testing should go well.

In thin-client environments, the accounts students use to log in to the student testing devices must be unique for each student. Also, each account must have its own dedicated user profile.

Note: If kiosks in your thin-client deployment experience performance issues, such as graphics not rendering, fuzzy screens, or screen flickering, we recommend disabling or adjusting the hardware graphics acceleration.

For assistance, contact Cognia Technical Support at <u>nmtechsupport@cognia.org</u> or (877) 676-6722.

Monitor Settings

Ensure that all monitors used for testing are set to the default color settings. If a student requires a zoom accessibility feature, review the recommended screen resolutions in the table below.

Required Zoom Level for Student	Recommended Screen Resolution
100% (No Zoom)	1024 x 768 (or higher)
150%	1920 x 1080 (or higher)
200%	1920 x 1080 (or higher)
300%	1920 x 1080 (or higher)

Note: These are only recommended screen resolutions. Use the screen resolution you feel the student would be most comfortable with.

The student or proctor may set the zoom level within the Kiosk when the student logs in using his or her unique username and password at the time of testing.

Spanish Language Support

The New Mexico Summative Assessments online test administration is also available in Spanish.

The Spanish Text-to-Speech version of the test is not available on iPads, but is supported on the following systems:

- Windows[°]: Windows 8.1, and 10
- Macintosh: OS X 10.13 10.15
- Chrome OS[™] 77 79

For instructions on localizing the testing machines for Spanish and adding accommodations for the students requiring a Spanish text-to-speech version of the test, see the *New Mexico Summative Assessments Technical Guide for Spanish Language Support*, which is available on the New Mexico Summative Assessments Help & Support page:

http://newmexico.onlinehelp.cognia.org/

Default Voice Settings for Text-to-Speech Accommodations

The voice used by the New Mexico Summative Assessments Kiosk for text-to-speech is the voice set as the default on the device the student is using for testing. Ensure that the desired voice is set as the default for the operating system installed on the device.

To update the default voice for Windows 8.1:

- 1. Click the Start button. (Right-click the Start button if using Windows[®] 8.1 touch)
- 2. Click Control Panel.

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- 3. Click Ease of Access.
- 4. Click Ease of Access Center
- 5. Click Use the computer without a display.
- 6. Click Set up Text to Speech.
- 7. Click the voice you want to use in the **Voice Selection** box.

To update the default voice for Windows[®] 10[°]

- 1. Click the Windows[®] button.
- 2. Click Settings.
- 3. Click **Time & Language**.
- 4. Click **Speech** under the time & language menu on the left side of the screen.
- 5. Select the voice you want to use in the **Voice Selection** box.

To update the default voice for Mac 10.13-10.15:

- 1. Click System Preferences.
- 2. Click Accessibility
- 3. Click **Speech**
- 4. Select the voice you want to use in the System Voice box.

New Mexico Summative Assessments Kiosk Installation

Windows® OS

Follow the steps below to install the kiosk on all student testing devices running Windows°.

Step 1: Set up your school testing environment

Review Testing Environment in detail.

Step 2: Download the New Mexico Summative Assessments Kiosk

After your District Test Coordinator sets up your IT Coordinator (ITC) or School Test Coordinator (STC) account, you will receive your user account information via email.

When you have your login credentials, you are ready to download the New Mexico Summative Assessments Kiosk:

- 1. Go to the New Mexico Summative Assessments Portal at http://newmexico.measuredprogress.org and log in with your user name and password.
- 2. On the portal home page, click Administration.

The Administration home page appears.

3. Click Student Kiosk for Windows®.

You see a Download progress bar at the bottom of the page.

Home Site R	eadiness Students Enrollment Transfer Classes	Test Sessions Dashboard	C DTC Support Help & Support	U Logo
Home				
Information for Dis	strict Test Coordina *			
Welcome to the New	Mexico Summative Assessments Administration portal. This site pr	ovides access to student information and test session details.		
Based on device conf appropriate app stor		load and install the appropriate student klosk utilizing the links in the table below. Apps for iPads	and Chromebooks will need to be downloaded from the	
Windows	Student Kiosk for Windows			
Mac	Student Kiosk for Mac			
If you need assistanc	e utilizing this site, please contact Cognia support at nmtechsuppor	t@cognia.org or by calling toll-free (877) 676-6722.	Ec	dit
AWB2CU5E	Cyber Falls Sch1 (Cyber Falls) v		Chang	ge
Site Readiness logir	for Cyber City Sch1 (Cyber City) *			
Username: WSR.1.6 Password: M7V5R5V0	_			

Step 3: Install the downloaded Kiosk

When the download completes:

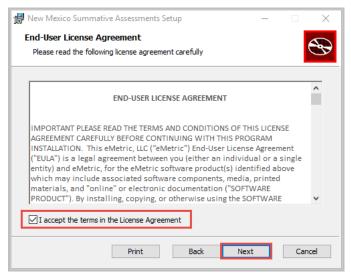
1. Click the installation file in the Download Bar at the lower-left corner of the Administration home page.

	Site Readiness	Students	Enrollment Transfer	Classes	Test Sessions	Pre-ID Management	Dashb
Home							
Information fo	r District Test Co	ordina 🔻					
Welcome to the	New Mewice Curr	mative Assess	nante Administration nort	al. This site or	ouidos ossoss to stu	dent information and test	cossion d
						ident information and test appropriate student kiosk	
	m the appropriat		ou or your in coordinator	need to down		appropriate student klosk	uunzing u
Windows	Student Kio	sk for Windows		7			
WINGOWS	Student Rio.			_			
Mac	Student Kio:	sk for Mac					
		i:			••••••		
If you need assis	stance utilizing th	is site, please co	ontact Cognia support at r	mtechsuppor	t@cognia.org or by	calling toll-free (877) 676-6	5722.
Proctor passwo	ord for Output Cit						
Proctor passwo	ord for Cyber Cit	y Sch1 (Cyber Cit	y)	Ŧ			
Proctor passwo M663ZX4H	ord for Cyber Cit	y Sch1 (Cyber Cit	y)	¥			
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2. Read the instructions and click **Next** to continue.

👷 New Mexico Summative Assessments Setup — 🗆 🗙				
S	Welcome to the New Mexico Summative Assessments Setup Wizard			
	The Setup Wizard will install New Mexico Summative Assessments on your computer. Click Next to continue or Cancel to exit the Setup Wizard.			
	Back Next Cancel			

3. Read the End-User License Agreement and check I accept the terms in the License Agreement check box. Click Next to continue.

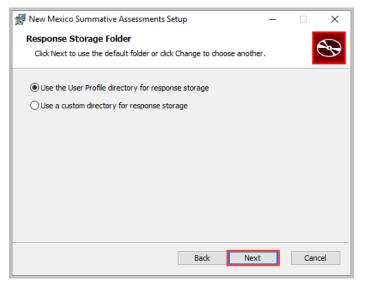


4. Type the destination folder in the space provided and click **Next** to continue.

🖟 New Mexico Summative Assessments Setup 🛛 —		×
Destination Folder		
Click Next to install to the default folder or click Change to choose another.		B
Install New Mexico Summative Assessments to:		
C:\Program Files (x86)\eMetric\New Mexico Summative Assessments\		-
Change		
Back Next	Can	cel

Note: You can choose to install the kiosk in a shared network folder or a local folder on the student testing device. We recommend a local installation to avoid network connection issues (see <u>Network Connectivity</u>).

5. Select the directory to store student responses and click **Next** to continue.



- **Important**: This is the failover location for saving student responses in the event network connectivity is lost.
- Use the User Profile directory for caching

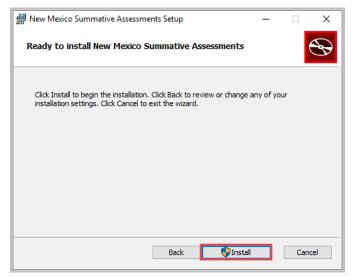
During kiosk installation, if you choose the default option to store the stored response files in the user profile, these files will have names like this format:

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$\leftrightarrow \rightarrow \checkmark \uparrow $ \rightarrow This PC > 1	Local Disk (C:) > Users > mbernal > AppData > Local	> eMetric > NMSA > storag	5 v 5	Search sto 🔎
📌 Quick access	Name	Date modified	Туре	Size
	HBiTesterSync_2228189	11/20/2015 9:37 AM	File	1 KB
Cheblive	iTesterSync_2228189	11/20/2015 9:37 AM	File	15 KB
This PC	testUserID_2228189	11/20/2015 9:37 AM	File	1 KB
> 📃 Desktop				
> 🗄 Documents				
h Music				
E Pictures				
Videos				
Local Disk (C:)				
Network				
items				8== 0

• Use a custom directory for caching

If you select **Save in the following directory**, you must manually enter the alternate path.

6. Confirm that you are ready to install the kiosk, and then click Install.



7. Click **Finish** to complete the installation.

😹 New Mexico Summative As	🛃 New Mexico Summative Assessments Setup — 🗆 🗙			×
Ð	Completed the New Mexi Assessments Setup Wiza		nmativ	'e
	Click the Finish button to exit the Set	up Wizard	Ι.	
	Back Finis	sh	Cano	cel

When you are ready to test the kiosk installation for this configuration, see <u>Site Readiness</u> <u>Testing and Site Certification</u>.

Windows® MSI Package Scripted Installation

Network administrators can install the iTester 3 New Mexico Summative Assessments Kiosk via an installation script to be executed by an Admin account on the machine. The script can be written to run without any human interaction (quiet switch) and to install in the default directory (C:\Program Files) or any target directory of choice. Uninstalling the Client can also be scripted.

Below are generic scripts that can be used for installation and uninstallation.

Script Examples

<Source> = Complete path to the New Mexico Summative Assessments Kiosk MSI installation file, including .msi installation file name. Example: C:\Downloads\NewMexicoSummativeAssessments.msi

<Target> = Complete path to the location where kiosk should be installed other than the default location (C:\Program Files). Example: C:\ NewMexicoSummativeAssessments \Installation_Dir

<APPDATALOCATION> = Complete path to the location for storing the cache and encrypted student responses created due to network interruptions. Example: D:\Cache.

Note: Ensure that this location is excluded from system restore software, like Deep Freeze.

Installation script

msiexec /I "<Source>" /quiet INSTALLDIR="<Target>" ITESTERAPPDATALOCATION="<APPDATALOCATION>" INSTALLLEVEL=2

Example: msiexec /I "C:\Downloads\NMScience.msi" /quiet INSTALLDIR="C:\ NewMexicoSummativeAssessments" ITESTERAPPDATALOCATION="D:\Cache" INSTALLLEVEL=2

Warning: If you do not specify ITESTERAPPDATALOCATION, then the Local Application Data folder located in the User Profile of the actively logged-in user will be used by default. If you do not specify INSTALLLEVEL=2, then the configuration required for setting the <APPDATALOCATION> will not be created.

Uninstallation script

msiexec /X "<Source>" /quiet

Example: msiexec /X "C:\Downloads\ NewMexicoSummativeAssessments.msi" /quiet

Windows[®] MSI Package Installation via Group Policy

Network administrators can use Microsoft Active Directory Group Policy to distribute the New Mexico Summative Assessments Kiosk MSI package seamlessly to all client computers.

Follow the step-by-step instructions described in the following Knowledge Base article: <u>http://support.microsoft.com/kb/816102</u>.

Note: Default installation locations will be used when using Group Policy to distribute the New Mexico Summative Assessments Kiosk. This option will also not allow systematically specifying a network location for caching and storing encrypted student responses created due to network interruptions. The local Application Data folder located in the User Profile of the actively logged-in user will be used by default.

Windows[®] Network Kiosk Installation

To install the kiosk on a network:

- 1. Complete the local kiosk installation listed above on the machine that will host the application.
- 2. Configure the stored response location to network share or leave as default during installation.
- 3. Locate and distribute the shortcut in the installation folder to the student testing devices used for testing. This will be labeled "Shortcut to New Mexico Summative Assessments" and should point to Networklaunch.exe. In a Network Installation the Networklaunch.exe must be used for testing.
- 4. Ensure that users have read/write/modify access to stored response directory configured in Step 2.
- 5. Ensure that users have read/write/modify permission to their own user profile, where the application will be copied to and run from.

Individual student testing devices require read/write/modify permissions to %TEMP%\eMetric as the program is copied into the local %TEMP% profile by default on firsttime launch from a network location. Devices without the specified read and write permissions to %TEMP%\eMetric will experience a Windows° Error Code 1260 upon first-time launch in a Network Kiosk Installation.

Mac OS

Follow the steps below to install the kiosk on all student-testing Mac devices.

Step 1: Set up your school testing environment

Review <u>Testing Environment</u> in detail.

Step 2: Download the New Mexico Summative Assessments Kiosk

After your District Test Coordinator sets up your IT Coordinator (ITC) or School Test Coordinator (STC) account, you will receive your user account information via email.

When you have your login credentials, you are ready to download the New Mexico Summative Assessments Kiosk:

- 1. Go to the New Mexico Summative Assessments Portal at http://newmexico.measuredprogress.org and log in with your username and password.
- 2. On the Portal home page, click Administration.

The Administration home page appears.

NMP	Home Site	Readiness Students Enrollment Transfer Classes Test Sessions Dashboard		Help & Support	0 Logout
Y	Home				
	Information for	District Test Coordina *			
	Welcome to the Nev	w Mexico Summative Assessments Administration portal. This site provides access to student information and test session details.			
	Based on device cor appropriate app sto	nfigurations at your facility, you or your IT coordinator need to download and install the appropriate student klosk utilizing the links in the table below. Apps for iPads and Chromebooks w ore.	ill need to be dowr	nloaded from the	
	Windows	Student Klosk for Windows			
	Mac	Student Klosk for Mac			
	If you need assistan	nce utilizing this site, please contact Cognia support at nmtechsupport@cognia.org or by calling toil-free (877) 676-6722.		E	Edit
	Proctor password	for Cyber City Sch1 (Cyber City)			
	DSZXBWVR			Char	nge
	Site Readiness logi	jin for Cryber City Sch1 (Cyber City)			
	Username: WSR.1.6 Password: M7V5R5\				

3. Click Student kiosk for Mac.

Follow the instructions to download the kiosk software to the device.

Step 3: Install the downloaded kiosk

Upon completion of the download process:

1. Navigate to the file location you specified during the File Save process.

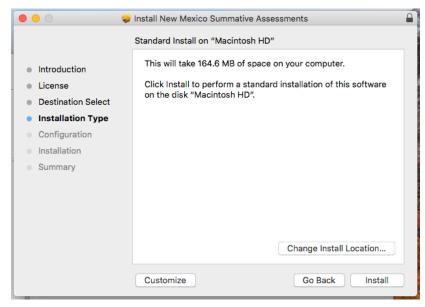
2. The package will run a program to determine if the software can be installed. **Click Continue.**

\circ	Ins	stall New Mexico Su	Immative Assessr	nents	
		determine if the To keep your comp programs or install you're not sure abo	ill run a program software can b uter secure, you shck software from a trus ut his software's sc program and the ins Cancel	e installed. ould only run sted source. If ource, click	
				Go Back	Continue

3. Read the instructions and click **Continue**.

	Install New Mexico Summative Assessments	
	Welcome to the New Mexico Summative Assessments Installer	
Introduction	You will be guided through the steps necessary to install this software.	
License		
Destination Select		
Installation Type		
 Configuration 		
Installation		
Summary		
		-
	Go Back Continue	

4. Verify the installation type.



5. When you are ready, click Install.

• • •	🤿 Install New Mexico Summative Assessments 🔒
 Introduction License Destination Select Installation Type Configuration Installation Summary 	Install New Mexico Summative Assessments Installer is trying to install new software. Enter your password to allow this. User Name: Apple Developer Password: Cancel Install Software
	Change Install Location Customize Go Back Install

Note: You may be required to enter a password.



6. Indicate where you would like to store student responses, and then click **Continue**.

	Install New Mexico Summative Assessments	
 Introduction License Destination Select Installation Type Configuration Installation Summary 	Install New Mexico Summative Assessments Configuration Please select a location for stored responses: Users' Home Directory Custom Location	
	Go Back Continue	

• User's Home Directory

During kiosk installation, if you choose the default option to store the stored response files in the user profile, these files will have names similar to this format:

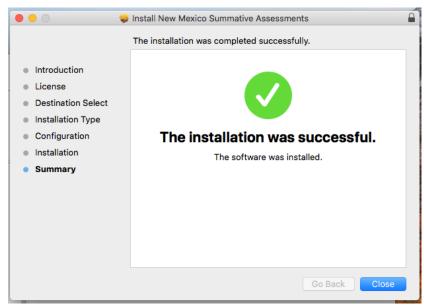
~/.iTester/storage/iTesterSync_AD849G-DA56-19F3-73K39823DJS3

• Custom location

If you select **Save in the following directory**, you must manually enter the alternate path.

Important: This is the failover location for saving student responses in the event network connectivity is lost. For more information, contact Measured Progress Technical Support at <u>nmtechsupport@cognia.org</u> or (866) 629-0220.

7. When the installation is complete, click **Close**.



When you are ready to test the Kiosk installation for this configuration, see <u>Site Readiness</u> <u>Testing and Site Certification</u>.

Disabling Siri

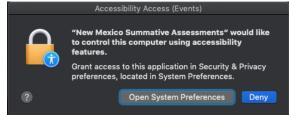
Any Apple device running macOS 10.13 will need to disable Siri for the New Mexico Summative Assessments Kiosk to launch. If Siri is enabled, a message will appear indicating that Siri will need to be closed.

To disable Siri:

- 1. Launch System Preferences.
- 2. Select Siri from the Control Panel options.
- 3. Uncheck the box next to Enable Siri.
- 4. Uncheck the box next to Show Siri in menu bar.
- 5. Close System Preferences.

Accessibility Access on macOS 10.14

Mobile Device Management (MDM) software allows IT administrators to configure and manage the New Mexico Summative Assessments Kiosk across multiple devices. For Apple devices running macOS Mojave (10.14.x) and not utilizing MDM software, there will be an accessibility warning when launching the New Mexico Summative Assessments Kiosk:



To allow accessibility of the New Mexico Summative Assessments Kiosk:

- 1. Open System Preferences
- 2. Select Security and Privacy
- 3. In Security and Privacy, click the Privacy tab
- 4. Select Accessibility

		Security 8	k Privacy		Q Search	
	General	FileVault	Firewall	Privacy		
I Location Servi	ces	Allow the a	pps below	to control your	computer.	
Contacts				a		
Calendars		✓ Ÿ	New Mexic	co Summative A	Assessments	
Reminders						
Photos						
Camera		<u> </u>				
Microphone		+ -				
Accessibility						
Full Disk Acces	55					
Click the lock to p	revent further cl	hanges.			Advanced	

- 5. Click the lock to make changes and click the + to add the New Mexico Summative Assessments Kiosk to the **Allow the apps below to control your computer** menu.
- 6. Select the app's checkbox.

iPad Application Installation

Download the iTester app from the Apple App Store

Starting with the 2019-2020 school year, iTester's iPad application will be a Single Instance application. Technology Coordinators will select the state during initial setup of the app. Technology Coordinators will need to remove the previous year's New Mexico Summative Assessments app from their devices to avoid confusion for students. The iTester app is available as a free download from the Apple App Store.

If you do not already have the iTester app on your iPad, download it from the Apple App Store:

8. Open the **App Store** on the iPad.



9. Search for *iTester*.

10. When you locate the iTester app, click \bigcirc to download it to the iPad.

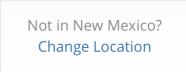


- 11. Launch the iTester app
- 12. Choose your location from the Drop-Down and then click **Go**. You will be directed to the student sign in screen for your state.



8:27 AM Thu Nov 14		⋧75%,,
	Choose your location: Maine New Mexico Oklahoma Maryland Cognia Interim Assessments	
Powered by eMetric		

Note: If you select the wrong location, please choose Change Location on the iTester login page.



When you are ready to test the kiosk installation for this configuration, see <u>Site Readiness</u> <u>Testing and Site Certification</u>.

Automatic Assessment Configuration

Beginning in iOS 9.3.2, Apple has provided a new feature to support assessments on iPad called Automatic Assessment Configuration (AAC). When a user launches the New Mexico Summative Assessments App, logs into a test, and then logs into a test session, AAC will automatically prompt the user to enter single app mode and will disable auto correction, define, spell check, predictive keyboard, and some keyboard shortcuts. This feature helps ensure a secure test environment without requiring IT coordinators to use Mobile Device Manager Software or manually turn on guided access and change keyboard settings. AAC is the preferred method of securing the New Mexico Summative Assessments App and should be used in place of guided access. If guided access is on, it will override AAC; therefore, guided access should be turned-off to allow AAC to function. No additional set-up is necessary to enable AAC.

Chromebook[™] Application Installation

Managed Chromebooks[™]

These instructions are for technology coordinators who have access to their Chromebook™ device management console to administer and manage their Chromebook™ devices.

To install the New Mexico Summative Assessments app:

- 1. As the Chromebook[™] administrator, log in to your Chrome OS[™] management console (<u>https://admin.google.com</u>).
- 2. Navigate to **Device Management**, and then select **Chrome management**.
- 3. Click on Device Settings

≡ Google Admin Q Search for users or	settings	8	?	
Device management > Chrome				
	Chrome Management			
	Devices View and manage Chrome devices			
	Managed browsers View and manage Chrome browsers			
	User & browser settings Manage use-based settings on Chrome browsers and Chrome devices			
	Apps & extensions Manage Android apps and Chrome apps and extensions			
	Managed guest session settings Manage settings for managed guest sessions on Chrome devices			
	Device settings Manage Chrome device settings			
	Android application reports View Android application reports			
	Browser extensions list View the aggregate list of Chrome browser estensions			

4. In the **Device Settings** section, scroll to **User Data** (Erase all local user info, settings, and state after each sign-out) field, select **Do not erase all local data** from the drop-down list.

User data	Erase all local user info, settings, and state after each sign-out
Locally applied 🔻	Do not erase local user data 🤝





Note: This setting is crucial to allow Chrome local storage to be used to store student responses if network connectivity is lost.

5. On the Device Settings page, scroll down to the **Kiosk Settings** section:

Ensure that Managed guest session is set to Do not allow managed guest sessions

Kiosk settings		
The new apps & extensions pa	ge centralizes all app & extension provisioning:	
 Configure kiosk apps 		
 Set an app to auto-laund 	h	
 Configure additional set 	tings on the auto-launched app, such as	
 Device health more 	litoring	
 Device system log 	upload	
 Screen rotation 		
Managed guest session Locally applied 💌	Do not allow managed guest sessions 👻 Before enabling this feature, set a session display name on the managed guest session settings page.	
Kiosk device status alerting delivery Locally applied 💌	Receive alerts via Receive alerts via email SMS	
Kiosk device status alerting contact info Locally applied w	Alerting emails	
Locally applied	Email addresses (e.g. user@example.com), one per line	
	Alerting mobile phones	
	Phone numbers (e.g. +1XXXYYYZZZZ, +1AAABBBCCCC), one per line	

6. Navigate back to the **Chrome Management** screen and select **Apps & Extensions**.



≡ Google Admin	Q. Search for users or settings	8 7 11
Device management > Chrome		
	Chrome Management	
	Devices View and manage Chrome devices	
	Managed browsers View and manage Chrome browsers	
	User & browser settings Manage user-based settings on Chrome browsers and Chrome devices	
	Apps & extensions Manage Android apps and Chrome apps and extensions	
	Managed guest session settings Manage settings for managed guest sessions on Chrome derices	
	Device settings Manage Chrome device settings	
	Android application reports Wew Android application reports	
	Browser extensions list View the aggregate list of Ohome browser extensions	

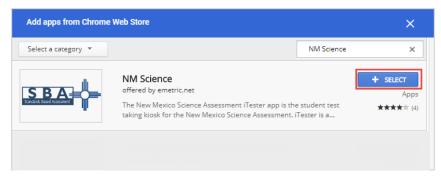
7. Select the **Kiosks** tab.

≡ Google Admin	Q. Search for users or settings			8 9
Device management > Chrome > Ap	ps & extensions			WHAT'S NEW
Search for organizational units	USERS & BROW	SERS	KIOSKS	MANAGED GUEST SESSIONS
✓ emetric.net	+ Search or add a filter			
 child.emetric.net 	App	Installation policy		
	Auto-launch app	None 👻 Locally applied 👻		
	eMetric Assessments 6 cicpeijilimiphmhiecpgipemjbadeb	Not installed v Locally added		

8. Expand the yellow + in the bottom-right corner and select Add from Chrome Web Store.



- 9. To add the New Mexico Summative Assessments app, in the search box, type *New Mexico Summative Assessments* and press **Enter**.
- 10. When you see the New Mexico Summative Assessments app, click Select.



The New Mexico Summative Assessments app appears in the Kiosks list, and the New Mexico Summative Assessments app settings are displayed.

	USERS & BROWSERS		KIOSKS		MANAGED GUEST SESSIONS		
		+ Search or add a filter	CLEAR FILTERS	NM Science	Î	(†	×
Арр		Installation policy		Kiosk Settings			
Auto	launch app	None v Locally applied v		Allow App to Manage Power Inherited from Google default Enable Unified Desktop (BETA)			
÷	NM Science ghbpncljflfgmommhidfaophjegonaec	Installed Locally added		Inherited from Google default Allow Virtual Keyboard Inherited from Google default			
				Enable Plug-ins Inherited from Google default			-
				Set Keyboard Top Row as FN Keys Inherited from Google default			
						+	
Rows	s per page: 10 💌	I< Page 1	of1 < >			-	

When these steps are completed, the New Mexico Summative Assessments application will appear on all Chromebook[™] devices that are in your domain.



Important Note: Verify in Kiosk Settings that "Allow App to manage power" is **disabled**. To do this click on **Chrome Management** under **Device Settings** and select **App Management**.



Click on the **New Mexico Summative Assessments** app name and check to make sure the setting **Allow app to manage power** is **disabled** (slider is moved to the left and not green).

When you are ready to test the Kiosk installation for this configuration, see <u>Site Readiness</u> <u>Testing and Site Certification</u>.



Important: Students should <u>not</u> log into Chromebooks[™] to take an operational test. When the Chromebooks[™] are turned on, simply click the **Apps** link in the bottom row and select the **New Mexico Summative Assessments** app. The secure browser will open in full-screen mode.

eMetric Candidate ~	
MM Science Shut down H Appn O Showse as Glasst O Add Person	

For more information, see the following links:

• <u>Use Chromebooks™ for Student Assessments</u>.

Important: Read "Scenario 1: School sets up ChromebookTM to run as a Single App Kiosk running the exam app." Do <u>not</u> follow the instructions for Scenarios 2 and 3.

 <u>Manage Device Settings</u>, which provides general information for managed Chromebooks.

Non-Managed Chromebooks[™]

These instructions are for installing the New Mexico Summative Assessments app onto individual, non-managed Chromebooks[™]. Please note that only the admin user on a non-managed Chromebook[™] may install kiosk applications.

To install the New Mexico Summative Assessments app:

1. Using the Chromebook[™], search for New Mexico Summative Assessments in the Chrome Web Store and click into the New Mexico Summative Assessments for Chrome

application.

<u></u>	chrome v	veb store	۵
	Home →	Apps > NM Science	
	*	NM Science Offered by: emetric.net	Add to Chrome
		★★★★ 4 Teacher & Admin Tools Second Seco	

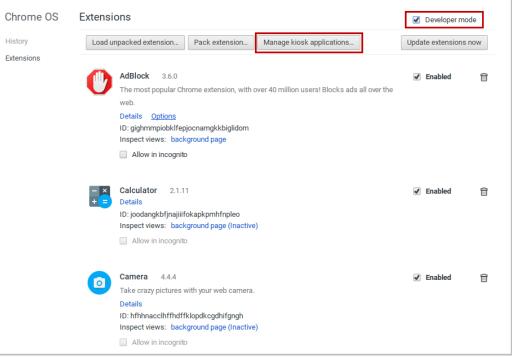
 Once the New Mexico Summative Assessments detail page comes up, use CTRL + C on your keyboard to copy the URL of the application. Do <u>not</u> click the "Add to Chrome" button.

🔒 NM Science - Chrome Web Store 🗙 🕂			-	×
← → C ☆ 🔒 https://chrome.go	oogle.com/webstore/detail/nm-science/ghbpncljflfgmommhidfaophjegonaec?hl=en-US	Q ☆	20	:
🚡 chrome v	web store			
Home >	Apps > NM Science			
*	NM Science Offered by: emetric.net ****** 4 Extensions @ Runs offline			
	Overview Reviews Related			
	A MA Science Scont Son In Parcel Parcel			
	• • • • •			

3. Open a separate tab and type **chrome://extensions** into the search bar.



4. At the top of the page, select "Developer mode" followed by the Manage kiosk applications.

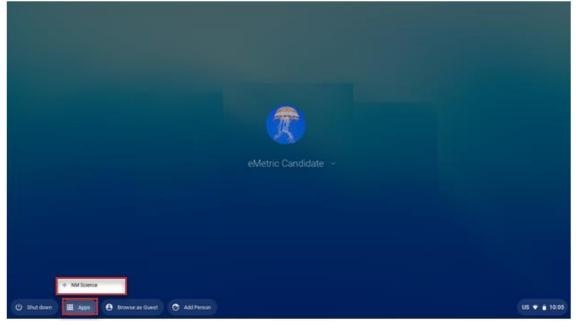


5. In the Manage Kiosk Application window, paste the URL from step 2 into the "Add kiosk application:" box and click **Add** to add the application to the Chromebook™.

Manage Kiosk Applications	×
+ NM Science	
Add kiosk application: Enter application id or webstore URL. A	dd

6. Sign out of the Chromebook[™] to return to the main login screen.

7. On the login screen and prior to logging in, click **Apps** at the bottom left of the screen.



8. To launch the app, select **New Mexico Summative Assessments**.

When you are ready to test the Kiosk installation for this configuration, see <u>Site Readiness</u> <u>Testing and Site Certification</u>.

Note: Any unmanaged Chromebooks released 2017 or later will not have the ability to test in kiosk mode. To run Chromebooks released after 2017 in kiosk mode, you will need a Chrome Management License. For more information please follow the link listed below:

https://support.google.com/chromebook/answer/3134673?hl=en

Managed Chromebooks: Turn off auto-update

Newer versions of Chrome OS[™] may be released during the testing window, but these newer versions will not be supported until compatibility testing is complete. Therefore, it is highly recommended that auto-update be turned off on all managed Chromebook[™] devices until after the testing window is closed.

To turn off auto-update:

- 1. As the Chromebook[™] administrator, log in to your Chrome management console (<u>https://admin.google.com</u>).
- 2. Navigate to Device Management, click **Chrome Management** and then select **Device Settings**.

Chrome Management	:
User settings Manage user-based settings on Chrome browsers and Chrome devices	
Google Play Store settings Manage access to the Google Play Store and Android Apps for users and Chrome devices	
Public session settings Manage public session settings on Chrome devices	
Device settings Manage Chrome device settings	
Devices View and manage Chrome devices	
App Management Find and Manage Chrome apps	

3. On the Device Settings page, scroll down to the Auto Update Settings section within Device Update Settings:

Ensure that Auto Updates is set to **Stop auto-updates**.

Auto Update Settings ②	Auto Update	
	Stop auto-updates	*

Note: Non-managed Chromebooks^M do not have an option to turn off auto-update. Therefore, use of these devices once they have updated to a non-supported version of Chrome OS^M is at the district's own risk.

Site Readiness Testing and Site Certification

Purpose

The Site Readiness Test provides a means to identify potential technical problems prior to student testing.

The ITC or STC will launch the kiosk on each device or device configuration being used for testing and then will run the Site Readiness Test, which is designed to verify that student test devices meet the minimum requirements and have been properly configured.

The Site Readiness Test includes the System Set-up Test, which checks bandwidth to the test server, connectivity to the local stored response folder, screen resolution, and audio on the student test device, and the Student Interface Test, which simulates a test scenario and will allow you to confirm that test tools and interactions are usable from the device.

Note: The Site Readiness Test must be conducted on the secure kiosk and apps installed on a mobile device. The test does not need to be conducted on browsers used for the practice test.

Important: While Site Readiness testing is not required for student testing, it is highly recommended.

Site Readiness Testing

It is crucial that the Site Readiness tests be performed on **every** device or device configuration that will be used for testing.

To test every device configuration in the site:

- 1. Find the Site Readiness account information.
- 2. <u>Authenticate every device or device configuration to be used for testing</u>.

Note: The results for each device tested will be captured and displayed on the Site Setup page within the New Mexico Summative Assessments Portal.

Step 1: Find the Site Readiness account information

1. Log in to the <u>New Mexico Summative Assessment Portal</u> with your user name and password.

Public Education Department Summative Assessments	
Username	
Password	
Sign In	
Forgot your password?	

2. On the Portal home page, click Administration.

The Site Readiness account information appears at the bottom of the Administration home page.

Home				
1101110				
Information for Dis	strict Test Coordina *			
Welcome to the New	Mexico Summative Assessments Administration portal. This site provides access to student information and test session details.			
Based on device confi appropriate app store	figurations at your facility, you or your IT coordinator need to download and install the appropriate student kiosk utilizing the links in the table below. Apps for e.	or iPads and Chromebooks will need to be down	loaded from the	
Windows	Student Klosk for Windows			
Mac :	Student Klosk for Mac			
if you need assistance	e utilizing this site, please contact Cognia support at nmtechsupport@cognia.org or by calling toll-free (877) 676-6722.		Edi	it
Proctor password fo	or Cyber City Sch1 (Cyber City) *		Change	_
DSZXBWVR			chong	
Site Readiness login	n for Cyber City Sch1 (Cyber City) *			
Username: WSR.1.6 Password: M7V5R5VG	G			

Make a note of the username and password for your school, which you will use to log in to the Kiosk.

Step 2: Authenticate every device or device configuration to be used for testing

1. Launch the New Mexico Summative Assessments Kiosk on the device.

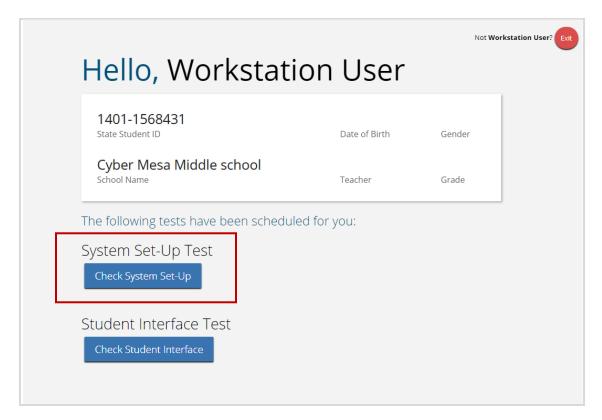


2. Log in to the Kiosk with the Site Readiness username and password provided for your school.

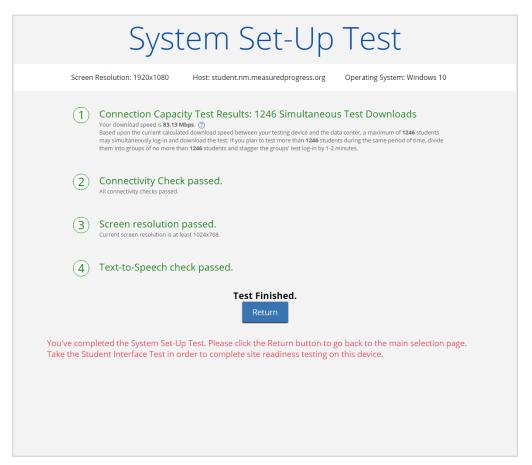
Important: Use the Site Readiness login credentials exclusively for Site Readiness testing in your school only. Do not use the site readiness credentials for any other purpose or for any other school.

Public Education Department Summative Assessments	
Student Sign In	
Username	
Password	
Sign In	
Access the Practice Test	

3. Verify your school name at the top of the page. In the **System Set-Up Test** page, click the **Check System Set-Up** to begin the test.



The screen resolution, host URL, and operating system for the device are listed at the top of the System Set-Up Test page. The results of each test appear as soon as it is completed.



4. The Connection Capacity Test evaluates your site's capacity for simultaneous test downloads. It provides you with your current download speed between the testing device and the testing servers (data center) and based on that speed, it supplies you with the maximum number of students that may simultaneously **log-in** and **download** a test session.

If you plan to test more students than the number of simultaneous test downloads listed during the same period, we recommend dividing them into groups no greater than the number of simultaneous test downloads provided and stagger the groups' test log-in by 1-2 minutes. This will ensure that test content is downloaded without interruption.

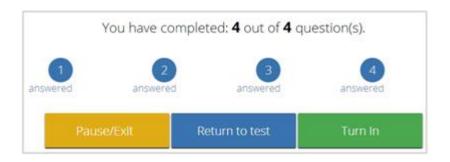
- 5. The Connectivity Check is designed to ensure that the testing device has access to both the kiosk's local storage folder where student responses will be saved if the test device losses internet connectivity, and the testing servers.
 - If the Connectivity Check fails with a message that says "The connectivity check failed. Please check your read and write permissions to the storage folders and try again or contact Support for further assistance. Error Code: 6004 StorageWriteFail", this means that the New Mexico Summative Assessments Kiosk does not have the proper permissions to the storage folder. The kiosk requires the read, write, and modify permissions on Windows and Read & Write on Mac.
 - If the test fails for any other reason other than "Storage location written," please contact the Help Desk immediately.

- 6. The screen resolution test will ensure that the testing device meets the required screen size and resolution for an optimal testing experience. If this test fails, adjust the screen resolution of the device.
- 7. In the **Text-to-Speech** field, click the **Test Text-to-Speech** to play a voice sample.
 - If you can hear the voice sample, click **Yes**.
 - If you cannot hear the voice sample, click **No** and fix your audio connection. Please ensure that there is a voice package installed on your machine, that there is an audio playback device connected to the testing device (internal speakers, external speakers, headphones, etc.), the volume is not muted and is audible, and that the desired audio playback device is set as the default device.
- 8. When you are done, click **Return** to return to the Site Readiness page.
 - If all the system checks succeed, you are ready to begin the next Site Readiness test.
 - If one or more system checks fail, adjust your configuration as needed and rerun the System Set-Up test.
- 9. When the System Set-Up test is completed, click the blue Check Student Interface session button.

Hello, Workstati	on User	
1401-1568431 State Student ID	Date of Birth	Gender
Cyber Mesa Middle school School Name	Teacher	Grade
The following tests have been schedule	ed for you:	
System Set-Up Test Check System Set-Up		
Student Interface Test		

- 10. Read the instructions on the page, and then click **Continue**.
- 11. Answer each of the test questions, using the navigation buttons on the right. Ensure you can effectively use text and drawing response tools.
- 12. From the last test question page, click Finish.
- 13. From the Test Review page, click **Turn In** to submit your test.





14. To confirm, click **Turn In** again.

You return to the Site Readiness page, where the test session is grayed out.

15. To exit the Site Readiness tests, click **Exit** in the top-right corner of the page.

1401-1568431		
State Student ID	Date of Birth	Gender
Cyber Mesa Middle school School Name	Teacher	Grade
The following tests have been schedule	ed for you:	
The following tests have been schedule System Set-Up Test Check System Set-Up	ed for you:	
System Set-Up Test	d for you:	

16. To close the Kiosk, click **Exit** at the bottom of the page.

Site Certification

After all devices or device configurations for your school have successfully completed the Site Readiness testing, the ITC or STC will certify the site for testing.

1. Log in to the New Mexico Summative Assessments Portal with your username and password.

Public Education Department Summative Assessments	
Username	
Password	
Sign In Forgot your password?	

- 2. Click Administration.
- 3. Click **Site Readiness** at the top of the page.



4. On the Site Readiness page, locate the school to be certified, and then click View **Details**.

Home Site Readiness	S			ADTC Support @Help & Support U Logout
Site Readiness				
Cyber City Sch1 (Cyber Cit	y) *			
School 🔍	Number of Devices Tested 🔍	Date and Time 🔍	Certified By 🔍	
Cyber City Sch1	1			View Details
"Date and time is in Mountain Standard	d Time.	-1 of 1		



The Site Details page appears.

Home Site Readiness				Help & Support	
Site Readiness Details					
Cyber City Sch1 (Cyber City)	¥				
Device Name 🔍	os 🔍	Screen Size 🔍	Date and Time ${\mathbb Q}_{\mathfrak s}$		
emetric-114	Windows 10	1424×1008	12/20/19 9:27:15 AM		
Site Certification	St	iowing 1 - 1 of 1			
I certify that Site Readiness tests hav	e been performed on the above machines and any	noted issues have been resolved.			
*Date and time is in Mountain Standard Time.					
« Back					

- 5. Verify that all the devices or device configurations for this location have successfully taken the Site Readiness Test.
- 6. Click **Certify Site Readiness** and click **Yes** to confirm.

Site Certific	ation
I certify that Site	Readiness tests have been performed on the above machines and any noted issues have been resolved.
Certify Site Re	adiness
*Date and time is in M	ountain Standard Time.

The **Site Certification** section updates with the date and time when the site was certified and username of the user who certified the site for testing.

Home Site Readiness						Help & Support	🖒 Logout
Site Readiness							
Cyber City Sch1 (Cyber City)	*						
School 🔍	Number of Devices Tested 🔍		Date and Time 🔍	Certified By 🔍			
Cyber City Sch1	1		12/20/19 10:52:28 AM	mbernal-adm	View D	etails	
*Date and time is in Mountain Standard Tim	۵.	Showing 1 - 1 of 1					