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# Test Administrator's Manual

**Spring 2020**

**NM-ASR Census Field Test**  
Grades 5, 8, & 11

## PED and Vendor Contact Information

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\*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 [newmexico.onlinehelp.cognia.org/manuals-nm-asr/](http://newmexico.onlinehelp.cognia.org/manuals-nm-asr/).

## Spring 2020 NM-ASR Census Field Test Important Dates

Paper-Based Testing	
Test administration window	March 2–March 27, 2020
Computer-Based Testing	
Practice testing in browser	24/7, year round
Online portal <b>opens</b> for full-length practice testing with demo students, user account updates, and kiosk downloads	January 21, 2020, 7 a.m. MT
Online portal <b>closes</b> , practice testing with demo students ends	January 30, 2020, 9 p.m. MT
Test administration window begins	March 2, 2020, 7 a.m. MT
Test administration window ends	March 27, 2020, 9 p.m. MT



### Content and Copyright Information

This manual was developed by Cognia™ 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, Cognia is responsible for the editorial and technical content.

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# 1. Overview

## 1.1 About this Manual

This manual outlines the steps to be followed before, during, and after administration of the spring 2020 New Mexico Assessment of Science Readiness (NM-ASR) Census 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 NM-ASR was field tested in a subset of schools in spring 2019. The 2020 Census Field Test will be administered to all students in grades 5, 8, and 11 statewide in preparation for the operational assessment in spring 2021. The NM-ASR 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 NM-ASR Census 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 NM-ASR Census 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.
- For paper-based testing, the TA (and/or proctor) is also responsible for the test materials during test administration and must report any missing test booklets or answer documents to the STC.

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 NM-ASR Census Field Test receive the highest level of test security and accountability. The security of the NM-ASR Census Field Test materials must be maintained before, during, and after the test administration. Please follow the guidelines in this manual for distributing, collecting, and returning these materials. Be sure that all testing personnel have access to a central, locked storage space for safekeeping of test materials until the materials are returned to Cognia.

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—see link in [Appendix B](#).)
- 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.
- Ensure secure test materials are stored in a central and locked, secure area when not in use.
- Use the Security Checklist or a similar tracking tool daily, as provided by the STC, during test administration to check in and check out all test materials. See [Appendix C](#).
- 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 test materials (including computers being used for computer-based testing) 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, or
      - stray mark cleanup, including but not limited to erasing double-marked, lightly erased, or lightly marked answers.

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

### ***What Is Considered Secure Material?***

For paper-based test (PBT) administration,

- test booklets, answer documents, and periodic tables are secure.
- students are not permitted to use scratch paper.

For 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.
- 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.

It is important that students are not provided access to secure test materials except during test administration. Early exposure to secure test materials will invalidate the data results for the student's test.

### ***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 NM-ASR Census 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 2.1.3](#). 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 NM-ASR Census Field Test, New Mexico's Measures of Student Success and Achievement, Dynamic Learning Maps (DLM), 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 NM-ASR Census 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 NM-ASR Census 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 NM-ASR Census 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

New Mexico will administer the Census Field Test in 2020 to all eligible students enrolled in grades 5, 8, and 11. NM-PED will hold all schools accountable for participation in the Census Field Test.

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 Dynamic Learning Maps (DLM) are not required to participate.
- 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](mailto:ped.assessment@state.nm.us).

## 2.2.2 Test Design

Grade(s)	Languages Available	Number of Sessions	Number of Questions	Estimated Duration (minutes) <sup>1</sup>	Question Types <sup>2</sup>
5 and 8	English, Spanish	2	Session 1: 14 Session 2: 14 Total: 28	Session 1: 45 Session 2: 45 Total: 90	MS-1, MS-2, OE
11 (HS)	English, Spanish	2	Session 1: 17 Session 2: 17 Total: 34	Session 1: 52 Session 2: 53 Total: 105	MS-1, MS-2, OE

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

<sup>2</sup> 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

For more information about the test design, refer to the NM-ASR Spring 2020 Census Field Test Guide and Blueprint (available at [newmexico.onlinehelp.cognia.org/public-blueprint/](http://newmexico.onlinehelp.cognia.org/public-blueprint/)).

### Question types

The NM-ASR Census 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 worth one point each, and the MS-2s are worth two points each. The MS-1s and MS-2s 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 NM-ASR Census 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 NM-ASR Census Field Test administration so that the student will be comfortable with using it on the NM-ASR Census 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 NM-ASR Census Field Test, download the *Student Assessment Accommodations Manual* from the Assessment and Evaluation page of the PED website.

**For PBT administration**, fill in the bubble for each accommodation used for each student in accommodations boxes H and I on the next-to-last page of the PBT answer document, as applicable.

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

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 NM-ASR Census Field Test.** Any science assessment in which non-allowed modifications are provided must be invalidated.











### 3.2 Requirements for Computer-Based Testing

#### 3.2.1 Setting Accessibility Features and Accommodations

The DTC or STC **must** assign accessibility features and accommodations embedded in the 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
<b>Allow Accessibility Mode Testing</b>	Options Text-to-Speech Volume:100 Speed: Slow Normal Fast Zoom View (Magnifier) 100% 150% 200% 300% The quick brown fox jumped over the lazy dog. Reverse Contrast Default Inverted Color Contrast Default Classic Ruby Chalkboard Nocturnal Aquiline Eccentric Azure Haunted Celestial Apple Pie Creamy Custom Masking Enabled Answer Masking Enabled Accessibility Mode Proctor Password Submit 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.
<b>Answer Masking</b>	 A  B between 4 and 6  C between 7 and 10	The Answer Masking tool allows students to hide an answer option. This will help the students narrow down their correct answer. By clicking the eye icon again, it will display the answer option again.
<b>Color Contrast</b>		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.
<b>Custom Masking</b>		Provides the ability to mask certain parts of the test interface or question. It can be re-sized, and it is draggable.
<b>Reverse Contrast</b>		Inverts color values on the screen.
<b>Text-to-Speech English</b>	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.
<b>Text-to-Speech Spanish</b>	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.

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: Slow Normal Fast

Zoom View (Magnifier)

100% 150% 200% 300%

The quick brown fox jumped over the lazy dog.

Reverse Contrast

Default Inverted

Color Contrast

Default Classic Ruby Chalkboard Nocturnal Aquiline  
Eccentric Azure Haunted Celestial Antique Creamy

Custom Masking

Enabled

Answer Masking

Enabled

Accessibility Mode

Proctor Password  Submit

Continue

### 3.3 Requirements for Paper-Based Testing

*Please read these directions carefully before you administer the test.*

#### 3.3.1 Test Security

All security measures outlined in this manual are applicable and must be followed when testing with the large-print and Braille versions of the test. **Duplication or retention of any large-print or Braille test material is not permitted.**

#### 3.3.2 Administering the Large-Print Version

Students who are administered a large-print version of the NM-ASR Census Field Test must be given a large-print test material packet. The packet includes a large-print instructions sheet, a large-print test booklet, a standard-sized test booklet and answer document, and a large-print Spanish glossary (as applicable for the Spanish versions). Please consider the following when administering the large-print test:

- You should read the directions and scripts in this manual the same way as for a standard administration.
- The large-print test booklet is 11" × 17". It is recommended that these tests be administered to students at tables (perhaps library-sized) to allow for the booklet's size and to ensure student comfort.
- In addition to the materials in the large-print packet, students should also be provided with soft-lead No. 2 pencils.

#### **Student Responses**

Only responses bubbled and written in the answer document or typewritten responses to short-answer and open-ended questions will be scored. All responses to multiple-choice, short-answer, and open-ended questions that are not completed directly in the answer document or typewritten **must** be transcribed into an answer document prior to shipping. Consider the following options with the student to determine the best method for recording the student's responses:

- Students may use No. 2 soft-lead pencils to record their responses in the answer document. (Do not allow students to use mechanical pencils.)
- Students may respond to all questions in the large-print test booklet. **Answers in the large-print test booklet will not be scored. Therefore, answers written in the large-print test booklet must be copied into the answer document to be scored and reported. The scribe must be sure to transcribe exactly what the student has marked.**

- Students may type their responses with a word processor (without the aid of either a spelling or grammar check). **NOTE: You (or the proctor) must transcribe all multiple-choice answers into the answer document.**
- Students may use a scribe to write oral responses or fill in bubbles for multiple-choice questions in the answer document.

If typewritten responses to short-answer and open-ended questions are permitted as an accommodation, follow the instructions in [section 3.3.4](#).

### 3.3.3 Administering the Braille Version

Students who are administered a Braille version of the NM-ASR Census Field Test must be given a Braille test material packet. The packet includes a Braille instructions sheet, a Braille test booklet and test administrator notes, a standard test booklet, and a standard answer document. Please consider the following when administering the Braille test:

- You should read the directions and scripts in this manual the same way as for a standard administration. You may make adjustments to the specific directions for administering a test as needed to ensure that students taking the Braille version of the test understand the testing procedures. For example, you should tell students they do not need to read or pay attention to the copyright notice that appears in the Braille version.
- Various materials (e.g., Braille writers, slates and styluses, Cranmer modified abacuses, and word processors without the aid of spelling or grammar checks) may be required by the students and must be furnished prior to the appropriate subtest. Additionally, you should have available Braille paper and placeholders.

#### **Student Responses**

Only responses bubbled and written inside an answer document or typewritten responses to short-answer and open-ended questions will be scored. All responses to multiple-choice, short-answer, and open-ended questions that are not completed directly in the answer document or typewritten **must** be transcribed into an answer document prior to shipping. Consider the following options with the student to determine the best method for recording the student's responses. Students may use any combination of these options to answer test items.

- Students may record their responses using Braille on a separate Braille sheet of paper.
- Students may record their responses directly in the Braille version of the test booklet.
- Students may respond to the short-answer and open-ended questions using a word processor (without a spelling or grammar check) and respond to the multiple-choice questions directly in the Braille version of the test booklet.
- Students may use a scribe to write oral responses or fill in bubbles for multiple-choice questions in the answer document.

You (or the proctor) must transcribe the student's Braille responses and all other responses in the Braille test booklet **verbatim** into the student's answer document after testing is completed. **Only answers copied into the answer document will be scored and reported.**

If typewritten responses to the short-answer and open-ended questions are permitted as an accommodation, follow the instructions in [section 3.3.4](#).

### 3.3.4 Typed Responses for Paper-Based Testing

Typed responses to short-answer and open-ended questions may be submitted for those students who qualify for accommodation code 13 (Assistive Technology Devices). Refer to the *Student Assessment Accommodations Manual* for more information about this accommodation.

Each page of the typed response must contain the following information:

- Student's first and last name
- Student's state student ID number (which also appears on the student's ID label) or NASIS ID
- Unique answer document number found on each page inside the student's answer document
- District name
- School name
- Session name (e.g., Science Session 1)
- Question number (e.g., #6)

At the end of testing, staple all sheets of paper containing typewritten responses from an individual student once in the top left corner and provide them to the STC and DTC with the answer document at the end of testing. Never staple, tape, or glue typed response pages into an answer document.

**Note: You must transcribe all multiple-choice answers into the answer document.**

## 4. Before Computer-Based Testing

### 4.1 Preliminary Preparation

Inform students of the importance of the NM-ASR Census 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, multi-select, two-part, technology-enhanced, and open-ended questions. The NM-ASR 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 [newmexico.onlinehelp.cognia.org](http://newmexico.onlinehelp.cognia.org)); 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 NM-ASR Census 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 [newmexico.onlinehelp.cognia.org](http://newmexico.onlinehelp.cognia.org).

Students may use scratch paper on any session of the NM-ASR Census Field Test. All used scratch paper for the NM-ASR Census Field Test must be collected and securely destroyed at the testing location. Calculators are not allowed on the NM-ASR Census Field Test.

## 4.3.2 Materials Needed

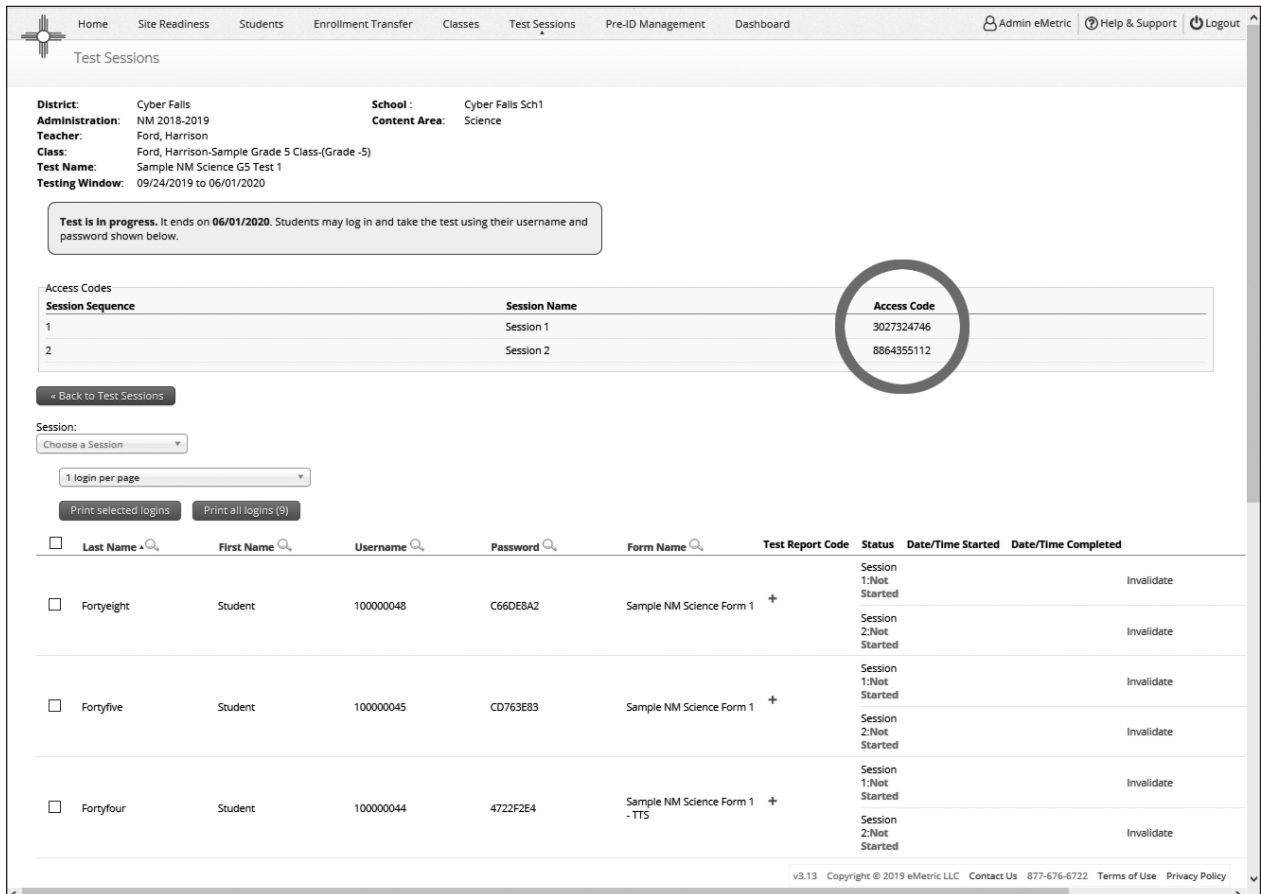
The following materials are needed for computer-based testing:

- 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.



**Test Sessions**

**District:** Cyber Falls  
**Administration:** NM 2018-2019  
**Teacher:** Ford, Harrison  
**Class:** Ford, Harrison-Sample Grade 5 Class-(Grade -5)  
**Test Name:** Sample NM Science G5 Test 1  
**Testing Window:** 09/24/2019 to 06/01/2020

**School:** Cyber Falls Sch1  
**Content Area:** Science

**Test is in progress.** It ends on 06/01/2020. Students may log in and take the test using their username and password shown below.

Session Sequence	Session Name	Access Code
1	Session 1	3027324746
2	Session 2	8864355112

[Back to Test Sessions](#)

Session:   
 Choose a Session   
 1 login per page   
[Print selected logins](#) [Print all logins \(9\)](#)

<input type="checkbox"/>	Last Name	First Name	Username	Password	Form Name	Test Report Code	Status	Date/Time Started	Date/Time Completed
<input type="checkbox"/>	Fortyeight	Student	100000048	C66DE8A2	Sample NM Science Form 1	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	Fortyfive	Student	100000045	CD763E83	Sample NM Science Form 1	+	Session 1:Not Started		Invalidate
<input type="checkbox"/>	Fortyfour	Student	100000044	4722F2E4	Sample NM Science Form 1 - TTS	+	Session 1:Not Started		Invalidate

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CBT



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

<b>Teacher Name:</b> Ford, Harrison <b>Class Name:</b> Ford, Harrison-Sample Grade 5 Class-(Grade -5) <b>Test Name:</b> Sample NM Science G5 Test 1 <b>Testing Window:</b> 9/24/19 to 6/1/20				
Session Sequence	Session Name	Access Code		
1	Session 1	3027324746		
2	Session 2	8864355112		
Student Name	Date of Birth	Username	Password	Accommodations
Fortyeight, Student M	1/20/99	100000048	C66DE8A2	Zoom View (magnifier), Reverse Contrast, Custom Masking, Allow Accessibility Mode Testing, Color Contrast
Fortyfive, Student	1/17/99	100000045	CD763E83	
Fortyfour, Student T	1/16/99	100000044	4722F2E4	Text-To-Speech English (SWD, 504, EL)
Fortynine, Student	1/21/99	100000049	A38F6464	
Fortyone, Student	1/13/99	100000041	D62B239F	
Fortyseven, Student	1/19/99	100000047	5C7F78A5	
Fortysix, Student A	1/18/99	100000046	EE7425CB	Zoom View (magnifier), Reverse Contrast, Custom Masking, Color Contrast



#### 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
<b>Answer Eliminator</b>	 	<p>The Answer Eliminator tool allows students to eliminate response option(s) by placing a strike though over the option. Students must click on the icon in the tool bar to activate the eliminator, and then click on the response options they wish to eliminate.</p> <p>To select a response option as their answer choice, the answer eliminator tool must be turned off before selecting the response option.</p> <p>Options that have been eliminated cannot be selected as an answer choice. To undo an eliminated response option, the student must turn on the answer eliminator, deselect the option, then turn off the answer eliminator tool and select their answer choice.</p>
<b>Back/Regresar Button</b>		<p>Click the "Back" button to move to the previous test question.</p>

Navigation/ Universal Tool	Icon	Description/Action
<b>Bookmark</b>		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.
<b>Clear/Borrar Button</b>		Click the “Clear” button to clear an entire answer from the screen.
<b>Constructed Responses Writing Tools (rich text editor response option)</b>		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.
<b>Finish/Terminar Button</b>		Click the “Finish” button to submit your test; the “Finish” button is only active on the last item of the session.
<b>Line Reader</b>		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.
<b>Notepad</b>		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.
<b>Pause and Inactivity Timeout Button</b>		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.
<b>Pop-Up Glossary</b>		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.
<b>Reference Sheet (Periodic Table for Grade 11)</b>		Available to grade 11 students only. Use the information in the periodic table to help answer some test questions.
<b>Sketch</b>		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.
<b>Text Highlight</b>		Use the Text Highlight tool to select text and highlight the selection.
<b>Turn In/Entregar Button</b>		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.
<b>Zoom View (magnifier)</b>		Students can magnify the entire screen in four increments: 100%, 150%, 200%, and 300%

## 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 NM-ASR Census 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. Login IDs and passwords are not required for the practice test. Users simply select the desired test from a drop-down menu.

#### ***Accessibility Features and Accommodations***

The practice test will be available in English and Spanish. All accessibility features and accommodations available on the NM-ASR Census Field Test are also available on the practice test including Text-to-Speech.

#### ***Scheduling***

The practice test comprises three sessions, each of which is estimated to take 35–40 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](https://nmpracticetest.measuredprogress.org/student/login). Instruct students to select the appropriate English version practice test—grade 5, 8, or 11—from the drop-down menu and click Go.

**SAY We will now begin a practice test for the New Mexico Assessment for Science Readiness (NM-ASR).**

**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 NM-ASR 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* [#].** [Say the number of the session you are administering: 1, 2, or 3.]

**Because this is a practice test, you should now see an Options screen showing different accessibility options. On the actual NM-ASR Census Field Test, you will only see this screen if you have been assigned an accessibility feature or accommodation.** [Pause to make sure students are on the correct screen. Note that for the operational Census Field Test, if a student has the Allow Accessibility Mode option, you will need to enter the proctor password on the options page.]

**SAY Click the *Continue* button. The page you are on should be titled “Session [#] Directions.” Follow along as I read them aloud.**

**“Welcome to the New Mexico Assessment of Science Readiness (NM-ASR) practice test!**

**This is Session [#]. 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.**

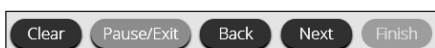
**Each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer.**

**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 [#] 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 the password “practice” 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 by selecting the correct practice test from the drop-down menu on the sign-in screen.

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 [#]. Click the bookmark star to remove the bookmark.

In the lower-left corner is your toolbox. There you will see several tools available to use on this test.



The Answer Eliminator tool looks like lines with an X over them. This tool allows you to put a red X through answer choices on multiple choice items. Click the tool to enable it. Click it again to disable it.



The Notepad tool looks like a pencil and a pad of paper. 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 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.





The Line Reader tool has the letters “abc.” This tool provides a small window that you can move up and down the page to cover some of the words to help with reading. You can also resize it to add more white space or more gray space.



The Sketch tool looks like a pencil. Clicking on it will open a toolbox containing several colored pencils, an eraser, and a highlighter. Use this tool to highlight parts of the passage or question that you want to stand out. Do not use it to write your answers. Click this tool now.

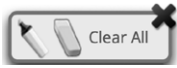


Now, click the yellow highlighter and highlight a word in the item.

Now click the blue pencil and circle a word in the item. You can erase the marks you just made by clicking the eraser and then clicking the mark. Click the “X” in the upper right corner of the tool to close the Sketch tool.



The Text Highlight tool looks like a highlighter. This tool will allow you to select specific words you want to highlight.



From the pop-up menu, you can choose to highlight text or use the eraser to remove some or all of the highlighted text.



[For Grade 11 only, say the following.] The References tool looks like a sheet of paper. Clicking on it will bring up a periodic table reference sheet that you may use as needed.

In addition to these tools, some words on the test 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.

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 [#]. 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 NM-ASR Census Field Test sessions, assistance will be limited to helping with technology issues and repeating directions. When students turn in the practice test, they will see their score and can select each item to see the correct answer. Constructed response items will not be scored.

If you are administering a subsequent session on the same day, instruct students to proceed to the next session; there is no need to re-read the directions from the beginning. If administering session 2 or 3 on a different day, you may re-read the instructions, inserting the relevant session number where appropriate.



### 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](https://nmpracticetest.measuredprogress.org/student/login).

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.



Next instruct students to select the appropriate Spanish version practice test—grade 5, 8, or 11—from the drop-down menu and click **Go**.



**SAY** **Ahora comenzaremos la prueba de práctica para La Evaluación de preparación en ciencias de Nuevo México (NM-ASR 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 NM-ASR.**

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

**Pulsen el botón azul que dice *Sesión* [#].** [Say the number of the session you are administering: 1, 2, or 3.]

**Debido a que esta es una prueba práctica, ahora deberías ver una pantalla de Opciones que muestra diferentes opciones de accesibilidad. En la prueba de práctica para La Evaluación de preparación en ciencias de Nuevo México (NM-ASR por sus siglas en inglés) propiamente dicha solo verás esta pantalla si se te ha asignado una función de accesibilidad o adaptación.** [Pause to make sure students are on the correct screen. Note that for the operational Census Field Test, if a student has the Allow Accessibility Mode option, you will need to enter the proctor password on the options page.]

**SAY** **Pulsa el botón Continuar.**

**La página en la que se encuentran debe llamarse “Sesión [#], Instrucciones”. 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 NM-ASR, por sus siglas en inglés)!**

**Esta es la Sesión [#]. 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 [#] debe aparecer en sus pantallas ahora. Vean los botones de la parte inferior derecha de la pantalla.



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 la clave “practice” 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 seleccionando la prueba de práctica correcta del menú desplegable en la pantalla de inicio de sesión.

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 [#]. Pulsen la estrella de sus favoritos para borrarla.

En la esquina inferior izquierda encontrarán su caja de herramientas. Allí verás varias herramientas disponibles para usar en esta prueba.



La herramienta para Eliminar la respuesta se parece a líneas con una X sobre ellas. Esta herramienta te permite poner una X en rojo en las opciones de respuesta en preguntas de opción múltiple. Pulsa la herramienta para habilitarla. Pulsa nuevamente para inhabilitarla.



La herramienta Bloc de notas se parece a un lápiz y un bloc de papel. 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 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.



La herramienta Regla de lectura tiene las letras "abc". Esta herramienta proporciona una pequeña ventana que puedes mover hacia arriba y hacia abajo de la página para cubrir algunas de las palabras y ayudar con la lectura. También puedes cambiar su tamaño para agregar más espacio en blanco o más espacio en gris.



La herramienta de Dibujo se parece a un lápiz. Al pusarla, se abrirá una caja de herramientas que contiene varios lápices de colores, un borrador y un marcador. Usa esta herramienta para resaltar partes del párrafo o pregunta que desees destacar. No la uses para escribir tus respuestas. Pulsa esta herramienta ahora.



Ahora, pulsa el resaltador amarillo y resalta una palabra en la pregunta. Ahora pulsa el lápiz azul y haz un círculo en una palabra de la pregunta. Puedes borrar las marcas que acabas de hacer al pulsar el borrador y luego pulsa la marca. Pulsa la "X" en la esquina superior derecha de la herramienta para cerrar la herramienta de Dibujo.



La herramienta Resaltar el texto se parece a un resaltador. Esta herramienta te permitirá seleccionar palabras específicas que desees resaltar.



Desde el menú emergente, puedes elegir resaltar el texto o usar el borrador para eliminar parte o la totalidad del texto resaltado.

➡ [For Grade 11 only, say the following.] La herramienta Referencias se parece a una hoja de papel. Al pusarla, aparecerá una hoja de referencia de la tabla periódica que puedes usar según sea necesario.

➡ Además de estas herramientas, algunas palabras en de la prueba pueden tener un pequeño libro al lado. Puede pulsar el libro para abrir un glosario emergente que te proporcionará la definición de la palabra.

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 [#]. 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 NM-ASR Census Field Test sessions, assistance will be limited to helping with technology issues and repeating directions. When students turn in the practice test, they will see their score and can select each item to see the correct answer. Constructed response items will not be scored.

If you are administering a subsequent session on the same day, instruct students to proceed to the next session; there is no need to re-read the directions from the beginning. If administering session 2 or 3 on a different day, you may re-read the instructions, inserting the relevant session number where appropriate.

## 5. During Computer-Based Testing

### 5.1 Directions for Test Administration

In [sections 5.3–5.6](#) below, the directions 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 exactly as written, using a natural tone and manner. If you make a mistake in reading a direction, 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.

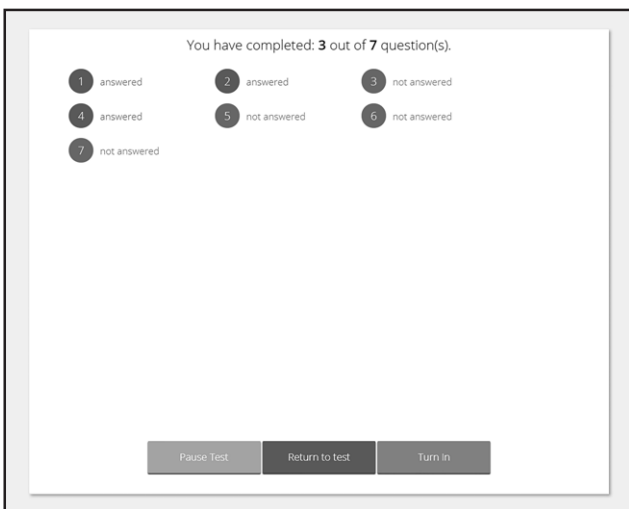


### 5.2 Monitoring Test Sessions

At the beginning of each session of the test, walk around the room to check that students are logged in correctly. 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.

If you encounter a technology problem during testing please call the Cognia Help Desk at 877-676-6722. Please be prepared to answer the following questions along with a description of the issue.

1. Is there an error message? If yes, what is the error message?
2. Is it affecting more than one student? If yes, how many?
3. What is the Operating system and version of the device experiencing the issue (Windows 10, Chrome OS 75, MacOS 10.14)?

**Note:** while restarting the student's test device may immediately resolve the issue, we recommend contacting the Help Desk prior to restarting the device. The Help Desk may be able to provide guidance that will prevent the issue from reoccurring during another student's test.

For more information and guidance on all Kiosk error messages please reference the New Mexico Science Assessment Kiosk User Guide at [newmexico.onlinehelp.cognia.org/guides-nm-asr/](http://newmexico.onlinehelp.cognia.org/guides-nm-asr/).



## 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 NM-ASR Census 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 2.1.2](#).] **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.]

**SAY If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**

**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-ASR 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 testing kiosk is being launched.

**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.



**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.

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.

Not James Doe? [Out](#)

Hello, James Doe

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

The following tests have been scheduled for you:

New Mexico Science Test

[Session 1](#) [Session 2](#)

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.

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 (NM-ASR) Census Field 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.**

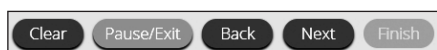
**Each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer.**

**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.



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 and the session access code. [If 20 minutes have elapsed, the proctor password will also be required.]

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 pause the test, return to the test or turn in your 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. There you will see several tools available to use on this test.



The Answer Eliminator tool looks like lines with an X over them. This tool allows you to put a red X through answer choices on multiple choice items. Click the tool to enable it. Click it again to disable it.



The Notepad tool looks like a pencil and a pad of paper. 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 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.



The Line Reader tool has the letters "abc." This tool provides a small window that you can move up and down the page to cover some of the words to help with reading. You can also resize it to add more white space or more gray space.



The Sketch tool looks like a pencil. Clicking on it will open a toolbox containing several colored pencils, an eraser, and a highlighter. Use this tool to highlight parts of the passage or question that you want to stand out. Do not use it to write your answers. Click this tool now.



Now, click the yellow highlighter and highlight a word in the item. Now click the blue pencil and circle a word in the item. You can erase the marks you just made by clicking the eraser and then clicking the mark. Click the "X" in the upper right corner of the tool to close the Sketch tool.



The Text Highlight tool looks like a highlighter. This tool will allow you to select specific words you want to highlight.



From the pop-up menu, you can choose to highlight text or use the eraser to remove some or all of the highlighted text.

[For Grade 11 only, say the following.] The References tool looks like a sheet of paper. Clicking on it will bring up a periodic table reference sheet that you may use as needed.

In addition to these tools, some words on the test 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.

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.

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.**

Not James Doe? Exit

## Hello, James Doe

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

The following tests have been scheduled for you:

New Mexico Science Test

Session 1 Session 2

**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 NM-ASR Census 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 2.1.2](#).] **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.]

**SAY If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**

**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-ASR 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 testing kiosk is being launched.

**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.

**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.

If you have successfully logged in, you will see the word "Hello" followed by your name. Verify that your name, student testing ID number, and date of birth are correct. If the information on the screen is not correct, raise your hand.

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

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

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

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.

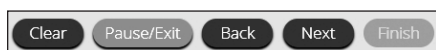
Each open-ended response question will be followed by a text box. Type your response in the box.

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."



**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.



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 and the session access code. [If 20 minutes have elapsed, the proctor password will also be required.]

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 pause the test, return to the test or turn in your 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. There you will see several tools available to use on this test.



The Answer Eliminator tool looks like lines with an X over them. This tool allows you to put a red X through answer choices on multiple choice items. Click the tool to enable it. Click it again to disable it.



The Notepad tool looks like a pencil and a pad of paper. 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 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.



The Line Reader tool has the letters “abc.” This tool provides a small window that you can move up and down the page to cover some of the words to help with reading. You can also resize it to add more white space or more gray space.



The Sketch tool looks like a pencil. Clicking on it will open a toolbox containing several colored pencils, an eraser, and a highlighter. Use this tool to highlight parts of the passage or question that you want to stand out. Do not use it to write your answers. Click this tool now.



Now, click the yellow highlighter and highlight a word in the item. Now click the blue pencil and circle a word in the item. You can erase the marks you just made by clicking the eraser and then clicking the mark. Click the “X” in the upper right corner of the tool to close the Sketch tool.



The Text Highlight tool looks like a highlighter. This tool will allow you to select specific words you want to highlight.



From the pop-up menu, you can choose to highlight text or use the eraser to remove some or all of the highlighted text.

[For Grade 11 only, say the following.] The References tool looks like a sheet of paper. Clicking on it will bring up a periodic table reference sheet that you may use as needed.

In addition to these tools, some words on the test 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.

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.

If a student sees the following error message when they attempt to turn in their test, please take the steps outlined in Appendix D or contact the Cognia Service Desk at 877-676-6722.

**Please raise your hand and notify your proctor.**

A connection to the network could not be established. Your test has been saved offline.

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.**

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

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

Below the table, it says: 'The following tests have been scheduled for you:'

New Mexico Science Test

At the bottom, there are two buttons: 'Session 1' and 'Session 2'. 'Session 2' is highlighted with a grey background.

**SAY**    **This completes the New Mexico Assessment of Science Readiness Census Field 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 NM-ASR Census 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 NM-ASR Census 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 2.1.2.](#)] **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.]

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

**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.]

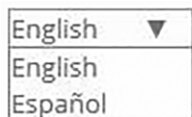
**SAY Ahora, pulsen dos veces el ícono de NM-ASR en su escritorio virtual o desktop. Una vez que abra el programa, verán una página de inicio de sesión para el estudiante.**

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 testing kiosk is being launched.

**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.

- 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.

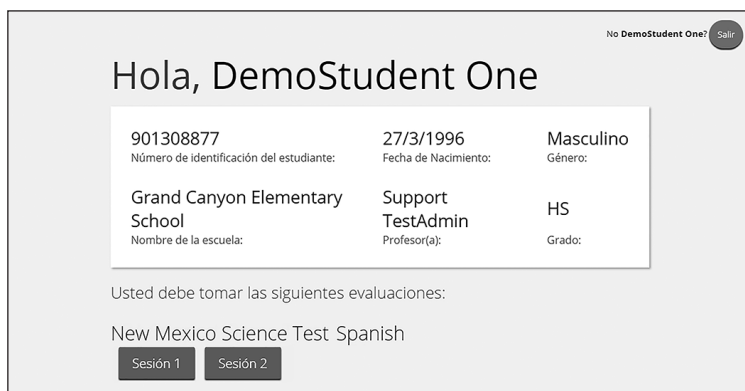
Distribute the Student Login Tickets. Post the Session 1 Access Code at the front of the room.

- 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. Conserve su papeleta de inicio de sesión sobre su escritorio, pues será recogida al terminar esta prueba.

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.]

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

“¡Te damos la bienvenida al examen de la Evaluación de preparación en ciencias de Nuevo México (o NM-ASR, 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.



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 y el código de acceso a la sesión. [If 20 minutes have elapsed, the proctor password will also be required.]

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. Puede parar la prueba, volver a la prueba o entregar tu 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. Allí verá varias herramientas disponibles para usar en esta prueba.



La herramienta para Eliminar la respuesta se parece a líneas con una X sobre ellas. Esta herramienta te permite poner una X en rojo en las opciones de respuesta en preguntas de opción múltiple. Pulsa la herramienta para habilitarla. Pulsa nuevamente para inhabilitarla.



La herramienta Bloc de notas se parece a un lápiz y un bloc de papel. 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 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.



La herramienta Regla de lectura tiene las letras "abc". Esta herramienta proporciona una pequeña ventana que puedes mover hacia arriba y hacia abajo de la página para cubrir algunas de las palabras y ayudar con la lectura. También puedes cambiar su tamaño para agregar más espacio en blanco o más espacio en gris.



La herramienta de Dibujo se parece a un lápiz. Al pulsarla, se abrirá una caja de herramientas que contiene varios lápices de colores, un borrador y un marcador. Usa esta herramienta para resaltar partes del párrafo o pregunta que deseas destacar. No la uses para escribir tus respuestas. Pulsa esta herramienta ahora.

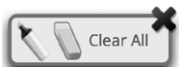




Ahora, pulsa el resaltador amarillo y resalta una palabra en la pregunta. Ahora pulsa el lápiz azul y haz un círculo en una palabra de la pregunta. Puedes borrar las marcas que acabas de hacer al pulsar el borrador y luego pulsa la marca. Pulsa la "X" en la esquina superior derecha de la herramienta para cerrar la herramienta de Dibujo.



La herramienta Resaltar el texto se parece a un resaltador. Esta herramienta te permitirá seleccionar palabras específicas que desees resaltar.



Desde el menú emergente, puedes elegir resaltar el texto o usar el borrador para eliminar parte o la totalidad del texto resaltado.

- ➞ [For Grade 11 only, say the following.] La herramienta Referencias se parece a una hoja de papel. Al pulsarla, aparecerá una hoja de referencia de la tabla periódica que puedes usar según sea necesario.
- ➞ Además de estas herramientas, algunas palabras en de la prueba pueden tener un pequeño libro al lado. Puede pulsar el libro para abrir un glosario emergente que te proporcionará la definición de la palabra.

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, 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.

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 NM-ASR Census 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 2.1.2.](#)] **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.]

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

**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.]

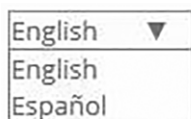
**SAY** **Ahora, pulsen dos veces el ícono de NM-ASR en su escritorio virtual o desktop. Una vez que abra el programa, verán una página de inicio de sesión para el estudiante.**

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 testing kiosk is being launched.

**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.

- 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.

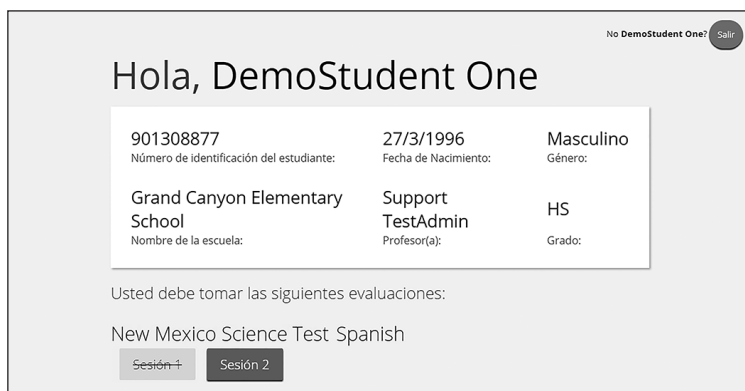
Distribute the Student Login Tickets. Post the Session 2 Access Code at the front of the room.

- 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. Conserve su papeleta de inicio de sesión sobre su escritorio, pues será recogida al terminar esta prueba.

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.]

**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.



**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 y el código de acceso a la sesión.** [If 20 minutes have elapsed, the proctor password will also be required.]

**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. Puede parar la prueba, volver a la prueba o entregar tu 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. Allí verá varias herramientas disponibles para usar en esta prueba.



La herramienta para Eliminar la respuesta se parece a líneas con una X sobre ellas. Esta herramienta te permite poner una X en rojo en las opciones de respuesta en preguntas de opción múltiple. Pulsa la herramienta para habilitarla. Pulsa nuevamente para inhabilitarla.



La herramienta Bloc de notas se parece a un lápiz y un bloc de papel. 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 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.



La herramienta Regla de lectura tiene las letras “abc”. Esta herramienta proporciona una pequeña ventana que puedes mover hacia arriba y hacia abajo de la página para cubrir algunas de las palabras y ayudar con la lectura. También puedes cambiar su tamaño para agregar más espacio en blanco o más espacio en gris.



La herramienta de Dibujo se parece a un lápiz. Al usarla, se abrirá una caja de herramientas que contiene varios lápices de colores, un borrador y un marcador. Usa esta herramienta para resaltar partes del párrafo o pregunta que desees destacar. No la uses para escribir tus respuestas. Pulsa esta herramienta ahora.



Ahora, pulsa el resaltador amarillo y resalta una palabra en la pregunta. Ahora pulsa el lápiz azul y haz un círculo en una palabra de la pregunta. Puedes borrar las marcas que acabas de hacer al pulsar el borrador y luego pulsa la marca. Pulsa la “X” en la esquina superior derecha de la herramienta para cerrar la herramienta de Dibujo.



La herramienta Resaltar el texto se parece a un resaltador. Esta herramienta te permitirá seleccionar palabras específicas que desees resaltar.



Desde el menú emergente, puedes elegir resaltar el texto o usar el borrador para eliminar parte o la totalidad del texto resaltado.

- ➞ [For Grade 11 only, say the following.] La herramienta Referencias se parece a una hoja de papel. Al pulsarla, aparecerá una hoja de referencia de la tabla periódica que puedes usar según sea necesario.

- ➞ Además de estas herramientas, algunas palabras en de la prueba pueden tener un pequeño libro al lado. Puede pulsar el libro para abrir un glosario emergente que te proporcionará la definición de la palabra.

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 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. 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 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.

If a student sees the following error message when they attempt to turn-in their test, please take the steps outlined in Appendix D or contact the Cognia Service Desk at 877-676-6722.

**Please raise your hand and notify your proctor.**

A connection to the network could not be established. Your test has been saved offline.

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.**

No DemoStudent One? **Salir**

## Hola, DemoStudent One

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

Usted debe tomar las siguientes evaluaciones:

New Mexico Science Test Spanish

**Sesión 1** **Sesión 2**

**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 NM-ASR online Census Field Test administration.



## 6. After Computer-Based 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.





## 7. Before Paper-Based Testing

### 7.1 Preliminary Preparation

Inform students of the importance of the NM-ASR Census 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 in which they select answers to multiple-choice questions and write their own answers to open-ended questions.

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

Carefully read through this manual, 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, 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 8.3–8.6](#)).

### 7.2 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, students must give their test booklets with inserted answer documents and all other test materials to you or the proctor. While the student is in the restroom, ensure that the remaining students are supervised and the test materials do not leave the classroom.

When students complete all the sessions scheduled for the day, collect their test booklets with inserted answer documents and instruct the students to sit quietly or quietly read a book at their desks until all students have finished. Reading is the only activity allowed.

#### 7.2.1 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.

#### 7.2.2 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 NM-ASR Census 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.

### 7.2.3 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.

## 7.3 Preparing for Administration

### 7.3.1 Preparing the Testing Environment

Prepare the testing room by ensuring the following:

- There is sufficient lighting and space between students' desks.
- 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.

### 7.3.2 Materials Required, Permitted, and Not Permitted

The following materials are required for paper-based testing:

- this manual, which includes English and Spanish administration scripts
- a "Testing—Do Not Disturb" sign for the classroom door
- two No. 2 pencils with erasers for each student
  - › **Mechanical pencils are not allowed.**
- test booklets
- answer documents
- (optional) highlighters
  - › Students may use highlighters to mark in the test booklets.

The following materials are **not** permitted for paper-based testing:

- mechanical pencils
- scratch paper
  - › Students may work problems directly on the test booklet pages.
- calculators



## 7.4 Administering the Paper-Based Practice Test

### 7.4.1 Overview

The practice test is intended to allow students to become familiar with the format and types of questions they will see on the NM-ASR Census Field Test. See [section 7.3.2](#) for the materials required, permitted, and not permitted on the practice test.

#### ***Security***

You may answer any questions the students have while they are working on the practice test. During the actual NM-ASR Census Field Test sessions, assistance will be limited to repeating directions and helping orient students to the test materials.

#### ***Accommodations***

The practice test will be available in English and Spanish.

#### ***Scheduling***

The practice test comprises three sessions, each of which is estimated to take 35–40 minutes. TAs should consult with STCs for appropriate scheduling.



## 7.4.2 Practice Test Directions and Scripts (English)

**Recommended Session Time:** **Grades 5 & 8:** 37 minutes\*

**Grade 11:** 38 minutes\*

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

**Materials Needed:** test booklets, answer documents, sharpened No. 2 pencils with erasers, (for grade 11 only) periodic table reference sheets

**Note:** On the actual NM-ASR Census Field Test, calculators and scratch paper **may not** be used, and spelling words for students is prohibited.

**SAY** **We will now begin a practice test for the New Mexico Assessment for Science Readiness (NM-ASR).**

**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 NM-ASR score.**

**I will now give you your test booklet and answer document. Leave both closed until I tell you what to do.** [For Grade 11 only, say the following.] **I will also give you a periodic table reference sheet for you to use as needed.**

[Distribute the test booklets, answer documents, and two pencils to each student. For grade 11 only, distribute a reference sheet to each student.]

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

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

**SAY** **Open your test booklet to the Session [#] Science directions.** [Say the number of the session you are administering: 1, 2, or 3.] **Open your answer document to the first page that says "Session [#] Science." Do not fold your answer document back during this test.**

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

**SAY** **In this session, each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer. You will answer other questions by writing your answers in the boxes provided in your answer document. Be sure to fit your answers within the boxes. Some questions have two or more parts. Be sure to answer all parts. While you are working, be sure to erase completely any changes that you make and clearly fill in the bubble for your intended answer.**

**Look at the directions in the test booklet at the top of the page. Follow along as I read them aloud. "Directions: Read each question carefully. For each multiple-choice question, decide which is the best answer. Be sure to mark or write your answers in your answer document. Only answers and work written inside the answer boxes will be scored." Are there any questions?** [If there are any procedural questions, reread the directions.]



**SAY    You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can. You may draw or write in your test booklet if this will help you answer the questions. Begin with the first question in this session and continue working until you see the stop sign. Do not work past the stop sign. Remember to mark or write all of your answers inside the answer boxes in the answer document. Anything written in the test booklet will NOT be scored.**

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

**SAY    You may begin.**

You may assist students during the practice test session. You may answer any questions the students have while they are working. During actual NM-ASR Census Field Test sessions, assistance will be limited to helping with material issues and repeating directions.

If you are administering a subsequent session on the same day, instruct students to proceed to the next session; there is no need to re-read the directions from the beginning. If administering session 2 or 3 on a different day, you may re-read the instructions, inserting the relevant session number where appropriate.



## 7.4.3 Practice Test Directions and Scripts (Spanish)

**Recommended Session Time:** **Grades 5 & 8:** 37 minutes\*

**Grade 11:** 38 minutes\*

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

**Materials Needed:** test booklets, answer documents, sharpened No. 2 pencils with erasers, (for grade 11 only) periodic table reference sheets

**Note:** On the actual NM-ASR Census Field Test, calculators and scratch paper **may not** be used, and spelling words for students is prohibited.

**SAY** **Ahora comenzaremos la prueba de práctica para La Evaluación de preparación en ciencias de Nuevo México (NM-ASR 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 NM-ASR.**

**Ahora voy a entregarles su folleto de prueba y su documento de respuestas.**

**Manténganlos cerrados hasta que yo les diga lo que van a hacer.** [For Grade 11 only, say the following.] **También voy a entregarles una hoja de referencia de la tabla periódica que puedes usar según sea necesario.**

[Distribute the test booklets, answer documents, and two pencils to each student. For grade 11 only, distribute a reference sheet to each student.]

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

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

**SAY** **Abran su folleto de prueba en las instrucciones de la Sesión [#] de Ciencias.** [Say the number of the session you are administering: 1, 2, or 3.] **Abran su documento de respuestas en la primera página, que dice “Sesión [#], Ciencias”. No doblen su documento de respuestas hacia atrás durante esta prueba.**

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

**SAY** **En esta sesión, cada pregunta tendrá instrucciones específicas explicando cómo responder. Para algunas preguntas, puede ser que necesites elegir más de una respuesta correcta. Otras preguntas las responderán escribiendo sus respuestas en los recuadros provistos en su documento de respuestas. Asegúrense de utilizar solo el espacio en los recuadros. Algunas preguntas tienen dos o más partes. Asegúrense de responder todas las partes. Mientras trabajan, asegúrense de borrar bien cualquier cambio que hagan y de rellenar claramente el círculo.**



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

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

**Cuando hayan terminado esta sesión, cierren su folleto de prueba y su documento de respuestas, y metan el documento de respuestas adentro del folleto de prueba. Luego, pueden sentarse en silencio o leer un libro en su escritorio sin hacer ruido. ¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]

**SAY    Pueden comenzar.**

You may assist students during the practice test session. You may answer any questions the students have while they are working. During actual NM-ASR Census Field Test sessions, assistance will be limited to helping with material issues and repeating directions.

If you are administering a subsequent session on the same day, instruct students to proceed to the next session; there is no need to re-read the directions from the beginning. If administering session 2 or 3 on a different day, you may re-read the instructions, inserting the relevant session number where appropriate.



## 8. During Paper-Based Testing

### 8.1 Directions for Test Administration

In [sections 8.3–8.6](#), the directions 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 exactly as written, using a natural tone and manner. If you make a mistake in reading a direction, stop and say, “No. That is wrong. Listen again.” Then read the direction again.

- Encourage the students to do their best.
- Check periodically to make sure that the students are recording their answers properly and are only working in the current test session.
- 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.

### 8.2 Completing Answer Documents

To ensure accurate processing of the answer documents, they should be marked properly and kept in good physical condition. Remind the students to

- handle test booklets and answer documents with care;
- record their answers with heavy, dark marks;
- use only a No. 2 pencil (no mechanical pencils are allowed);
- avoid making extra marks in the answer documents;
- avoid folding answer document covers back;
- leave extra space blank if answer boxes appear to be larger than necessary; and
- remember that only what is darkened in the response circles and written in the answer boxes will be scored.





## 8.3 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 and read the directions to the students.

**Materials Needed:** test booklets, answer documents, sharpened No. 2 pencils with erasers, (for grade 11 only) periodic table reference sheets

On the day(s) of the NM-ASR Census 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. Distribute two pencils to each student.

**Note:** Calculators and scratch paper **may not** be used. 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 2.1.2.](#)] **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.]

**SAY** **If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**

**I will now give you your test booklet and answer document. Leave both closed until I tell you what to do.** [For Grade 11 only, say the following.] **I will also give you a periodic table reference sheet for you to use as needed.**

[Distribute the test booklets, answer documents, and two pencils to each student. For grade 11 only, distribute a reference sheet to each student.]

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

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

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

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

**SAY** **In this session, each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer. You will answer other questions by writing your answers in the boxes provided in your answer document. Be sure to fit your answers within the boxes. Some questions have two or more parts. Be sure to answer all parts. While you are working, be sure to erase completely any changes that you make and clearly fill in the bubble for your intended answer.**

**Look at the directions in the test booklet at the top of the page. Follow along as I read them aloud. "Directions: Read each question carefully. For each multiple-choice question, decide which is the best answer. Be sure to mark or write your answers in your answer document. Only answers and work written inside the answer boxes will be scored." Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can. You may draw or write in your test booklet if this will help you answer the questions. Begin with the first question in this session and continue working until you see the stop sign. Do not work past the stop sign. Remember to mark or write all of your answers inside the answer boxes in the answer document. Anything written in the test booklet will NOT be scored.**

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

**SAY You may begin.**

Remain attentive and circulate throughout the room during the testing session. (Reading, grading papers, or doing other work is prohibited.) Ensure all students are working in the correct session and have not skipped to a different session.

Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

**Reminder:** You may not review the students' responses.

After 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 This completes Session 1.**

**If you will immediately continue with Session 2**, provide students with a short break and proceed to the directions in [section 8.4](#).

**If you will not immediately continue with Session 2**, collect the test booklets with inserted answer documents and the pencils with erasers from the students as they finish. Place all test materials in central, secure, and locked storage until the next testing session.

## 8.4 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 and read the directions to the students.

**Materials Needed:** test booklets, answer documents, sharpened No. 2 pencils with erasers, (for grade 11 only) periodic table reference sheets

On the day(s) of the NM-ASR Census 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. Distribute two pencils to each student.

**Note:** Calculators and scratch paper **may not** be used. Spelling words for students is prohibited.

If you are not immediately continuing from the prior session,

**SAY You are not allowed to have a cell phone or other electronic device during testing.** [Please refer to PED Policy on Electronic Devices in [section 2.1.2](#).] **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.]

**SAY If a cell phone or other electronic device is discovered during testing, it will be confiscated and subject to search.**

**I will now give you your test booklet and answer document. Leave both closed until I tell you what to do.** [For Grade 11 only, say the following.] **I will also give you a periodic table reference sheet for you to use as needed.**

[Distribute the test booklets, answer documents, and two pencils to each student. For grade 11 only, distribute a reference sheet to each student.]

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

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

For all students,

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

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

**SAY In this session, each question will have specific directions explaining how to answer. For some questions, you may need to choose more than one correct answer. You will answer other questions by writing your answers in the boxes provided in your answer document. Be sure to fit your answers within the boxes. Some questions have two or more parts. Be sure to answer all parts. While you are working, be sure to erase completely any changes that you make and clearly fill in the bubble for your intended answer.**

**Look at the directions in the test booklet at the top of the page. Follow along as I read them aloud. "Directions: Read each question carefully. For each multiple-choice question, decide which is the best answer. Be sure to mark or write your answers in your answer document. Only answers and work written inside the answer boxes will be scored." Are there any questions?** [If there are any procedural questions, reread the directions.]

**SAY You will have as much time as you need to answer the questions in this session. If you are not sure about the answer to a question, do the best you can. You may draw or write in your test booklet if this will help you answer the questions. Begin with the first question in this session and continue working until you see the stop sign. Do not work past the stop sign. Remember to mark or write all of your answers inside the answer boxes in the answer document. Anything written in the test booklet will NOT be scored.**

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

**SAY You may begin.**

Remain attentive and circulate throughout the room during the testing session. (Reading, grading papers, or doing other work is prohibited.) Ensure all students are working in the correct session and have not skipped to a different session.

Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

**Reminder:** You may not review the students' responses.

After 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 This completes the New Mexico Assessment of Science Readiness Census Field Test.**

This is the end of the English version of the NM-ASR Census Field Test administration.

Collect the test booklets with inserted answer documents and the pencils with erasers from the students. Follow the directions in [section 9.4](#) and [section 9.5](#) for completing student information on the answer document biogrids. Return all test booklets and answer documents to the STC.

## 8.5 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 and read the directions to the students.

**Materials Needed:** test booklets, answer documents, sharpened No. 2 pencils with erasers, (for grade 11 only) periodic table reference sheets

On the day(s) of the NM-ASR Census 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. Distribute two pencils to each student.

**Note:** Calculators and scratch paper **may not** be used. 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 2.1.2.](#)] **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.]

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

**Ahora voy a entregarles su folleto de prueba y su documento de respuestas. Manténganlos cerrados hasta que yo les diga lo que van a hacer.** [For Grade 11 only, say the following.] **Tambien voy a entregarles una hoja de referencia de la tabla periódica que puedes usar según sea necesario.**

[Distribute the test booklets, answer documents, and two pencils to each student. For grade 11 only, distribute a reference sheet to each student.]

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

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

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

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

**SAY** **En esta sesión, cada pregunta tendrá instrucciones específicas explicando cómo responder. Para algunas preguntas, puede ser que necesites elegir más de una respuesta correcta. Otras preguntas las responderán escribiendo sus respuestas en los recuadros provistos en su documento de respuestas. Asegúrense de utilizar solo el espacio en los recuadros. Algunas preguntas tienen dos o más partes. Asegúrense de responder todas las partes. Mientras trabajan, asegúrense de borrar bien cualquier cambio que hagan y de rellenar claramente el círculo.**

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

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

**Cuando hayan terminado esta sesión, cierren su folleto de prueba y su documento de respuestas, y metan el documento de respuestas adentro del folleto de prueba. Luego, pueden sentarse en silencio o leer un libro en su escritorio sin hacer ruido. ¿Tienen alguna pregunta?** [If there are any procedural questions, reread the directions.]

**SAY Pueden comenzar.**

Remain attentive and circulate throughout the room during the testing session. (Reading, grading papers, or doing other work is prohibited.) Ensure all students are working in the correct session and have not skipped to a different session.

Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

**Reminder:** You may not review the students’ responses.

After 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 Con esto concluye la Sesión 1.**

**If you will immediately continue with Session 2,** provide students with a short break and proceed to the directions in [section 8.6](#).

**If you will not immediately continue with Session 2,** collect the test booklets with inserted answer documents and the pencils with erasers from the students as they finish. Place all test materials in central, secure, and locked storage until the next testing session.



## 8.6 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 and read the directions to the students.

**Materials Needed:** test booklets, answer documents, sharpened No. 2 pencils with erasers, (for grade 11 only) periodic table reference sheets

On the day(s) of the NM-ASR Census 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. Distribute two pencils to each student.

**Note:** Calculators and scratch paper **may not** be used. Spelling words for students is prohibited.

If you are not immediately continuing from the prior session,

**SAY** **Tienen prohibido tener teléfonos celulares u otros dispositivos electrónicos consigo durante la prueba.** [Please refer to PED Policy on Electronic Devices in [section 2.1.2.](#)] **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.]

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

**Ahora voy a entregarles su folleto de prueba y su documento de respuestas. Manténganlos cerrados hasta que yo les diga lo que van a hacer.** [For Grade 11 only, say the following.] **Tambien voy a entregarles una hoja de referencia de la tabla periódica que puedes usar según sea necesario.**

[Distribute the test booklets, answer documents, and two pencils to each student. For grade 11 only, distribute a reference sheet to each student.]

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

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

For all students,

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

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

**SAY** En esta sesión, cada pregunta tendrá instrucciones específicas explicando cómo responder. Para algunas preguntas, puede ser que necesites elegir más de una respuesta correcta. Otras preguntas las responderán escribiendo sus respuestas en los recuadros provistos en su documento de respuestas. Asegúrense de utilizar solo el espacio en los recuadros. Algunas preguntas tienen dos o más partes. Asegúrense de responder todas las partes. Mientras trabajan, asegúrense de borrar bien cualquier cambio que hagan y de rellenar claramente el círculo.

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

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

Cuando hayan terminado esta sesión, cierren su folleto de prueba y su documento de respuestas, y metan el documento de respuestas adentro del folleto de prueba. Luego, pueden sentarse en silencio o leer un libro en su escritorio sin hacer ruido. ¿Tienen alguna pregunta? [If there are any procedural questions, reread the directions.]

**SAY** Pueden comenzar.

Remain attentive and circulate throughout the room during the testing session. (Reading, grading papers, or doing other work is prohibited.) Ensure all students are working in the correct session and have not skipped to a different session.

Remember that identifying and pointing out questions a student did not complete either during or after the test is not allowed. Remind students as part of the general instructions to complete all of the questions and to check to be sure they have completed this session.

**Reminder:** You may not review the students’ responses.

After 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** Con esto concluye el examen de la Evaluación de preparación en ciencias de Nuevo México.

This is the end of the Spanish version of the NM-ASR Census Field Test administration.

Collect the test booklets with inserted answer documents and the pencils with erasers from the students. Follow the directions in [section 9.4](#) and [section 9.5](#) for completing student information on the answer document biogrids. Return all test booklets and answer documents to the STC.



## 9. After Paper-Based Testing

### 9.1 Completing Student Information on the Biogrid

The biogrid is located on the last two pages of the answer document. A sample biogrid is provided for your reference in [section 9.3](#). Please refer to this section when reviewing the rules below for completing the biogrid.

**Do NOT ALLOW students to fill in any information in sections 1, 2, or 3 of the biogrid.**

Please remember that bubbling a field on the biogrid for new students or students whose Pre-ID label is not valid will not update or be automatically uploaded to STARS/NASIS. Corrections to STARS/NASIS must be made by school administrators. Be sure to make these corrections or updates before the close of the testing window to ensure reporting accuracy. Directions for bubbling each of the boxes on the biogrid are provided in [section 9.5](#) for reference, as needed.

**Personnel at all schools—public, charter, state supported, and BIE—need to conduct a final check of all the biogrids to verify that the information has been recorded accurately and the correct label has been applied before the materials are sent to the DTCs for shipping.**

### 9.2 Rules for the Use of Pre-ID Labels

#### 9.2.1 Purpose of Pre-ID Labels

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

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

#### 9.2.2 Valid versus Invalid Pre-ID Labels

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

1. Student's last name, first name, and middle initial
2. Student's date of birth
3. Student's state identification number

#### 9.2.3 Valid Pre-ID Labels

If all three essential identifiers are valid, the label may be used. For each answer document, match the Pre-ID label with the name the student wrote on the front cover and apply it to the bottom right corner on the back cover. You do not need to bubble boxes A–F.

#### 9.2.4 Invalid Pre-ID Labels

If any of the three essential identifiers are incorrect, the label is invalid and must be destroyed by shredding. In this case, school staff must hand-bubble boxes A–F of the biogrid and update STARS/NASIS with the correct information.

If you did not receive a Pre-ID label for a student, bubble boxes A–F and update STARS/NASIS with the correct student information.

Please refer to the Rules for Completing Biogrids table in [section 9.4](#).



### 9.3 Sample NM-ASR Census Field Test Biogrid

### Back cover of answer document

**SECTION 3: IDENTIFICATION:** Bubble Boxes **A–F** if this student's Pre-ID label is invalid. (See TAM section “Rules for Completing English PBT Biogrids” for clarification.)

[illegible]

D	BIRTH DATE					
MONTH	DAY		YEAR			
JAN ○						
FEB ○						
MAR ○	(0)	(0)	(0)	(0)	(0)	(0)
APR ○	(1)	(1)			(1)	(1)
MAY ○	(2)	(2)	(2)	(2)	(2)	(2)
JUN ○	(3)	(3)			(3)	(3)
JUL ○		(4)			(4)	(4)
AUG ○		(5)			(5)	(5)
SEP ○		(6)			(6)	(6)
OCT ○		(7)			(7)	(7)
NOV ○		(8)			(8)	(8)
DEC ○		(9)		(9)	(9)	(9)

[illegible]

<b>F</b>	<b>GENDER</b>
<input type="radio"/> Male	<input type="radio"/> Female

**NM-ASR  
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Spring 2020**

### Grade

8

PLACE  
LABEL  
HERE



N L P

12

1234567890

## Inside back cover of answer document

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

### **G TEST COMPLETION STATUS** (Mark one bubble for each content)

Withdrew Before Test Completion	①
Non-Allowed Modification	②
Medical Emergency	③
Parental Refusal	④
Other Non-Completion	⑤
Test Irregularities	⑥
Absent	⑦

### **H IEP/504 ACCOMODATIONS**

Human Reader English	<input type="radio"/>
Human Reader Spanish	<input type="radio"/>
Read Aloud to Self	<input type="radio"/>
Human Signer	<input type="radio"/>
Selected Response Human Scribe	<input type="radio"/>
Constructed Response Human Scribe	<input type="radio"/>
Assistive Technology Devices Presentation	<input type="radio"/>
Assistive Technology Devices Responses	<input type="radio"/>
Allow Accessibility Mode Testing	<input type="radio"/>
Large-print	<input type="radio"/>
Braille	<input type="radio"/>

### **I EL ACCOMMODATIONS**

Spanish Language Version	<input type="radio"/>
Picture Dictionary	<input type="radio"/>
Directions in Native Language	<input type="radio"/>
Commercial Word-to-Word Dictionary	<input type="radio"/>
Customized Dual Language Glossary	<input type="radio"/>
Pocket Word-to-Word Translator	<input type="radio"/>

### **J VOID-DO NOT SCORE**

ⓧ Void this answer document



**SECTION 2: BIE:** (BIE schools only.) Box **K** must be bubbled for ALL BIE students. Bubble Box **L** for BIE students that are Not Full Academic Year.

K NASIS ID									
0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
9	9	9	9	9	9	9	9	9	9

### **L NOT FULL ACADEMIC YEAR**

☐ Not Full Academic Year School

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

## 9.4 Rules for Completing English or Spanish PBT Biogrids

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

### Special Notice to BIE Schools

- **For ALL students**, bubble box K (NASIS ID).
- **For students who are new, who have no Pre-ID label, or whose Pre-ID label is incorrect**, bubble boxes A–F and box K.



## 9.5 Directions for Each Box on the English or Spanish PBT Biogrids

**NOTE:** The box letters are organized by biogrid section: 1, 2, or 3.

### Section 1: TESTING (All schools, as needed)

**Box G. Test Completion Status**—Mark the bubble corresponding to the student’s test completion status if the student was not tested in all sessions, or if a non-allowed modification/other testing irregularity occurs.

**Box H. IEP/504 Plan Accommodations**—Mark the bubble(s) that corresponds to the accommodation(s) that was used for any students who are Special Education and/or have a 504 Plan who participated in any part of this administration with an accommodation.

**Box I. EL Accommodations**—Mark the bubble(s) that corresponds to the accommodation(s) that was used for any students who are EL and participated in any part of this administration with an accommodation.

**Box J. Void–Do Not Score**—Mark this bubble if the answer document needs to be voided completely and not scored.

### Section 2: BIE—(BIE schools’ use only) Box K must be completed for all students.

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

### Section 3: IDENTIFICATION (Public school students, charter school students, BIE students, and students who attend state educational institutions whose Pre-ID label is not valid)

**Box A. Student Name**—Write in and mark the bubbles for the first 20 characters of the student’s last name, the first 16 characters of the first name, and the middle initial (MI).

**Box B. District Code**—Mark the bubbles with the correct district code.

**Box C. School Code**—Mark the bubbles with the correct school code.

**Box D. Birth Date**—Mark the bubble for the month of birth; then write in and mark the bubbles for the day and year of birth.

**Box E. State Student ID**—Write in and mark the bubbles for the nine-digit state student ID number.

**Box F. Gender**—Mark the bubble corresponding to the student’s gender.



## 9.6 Final Reminders

Check the answer documents and verify that

- the Pre-ID label is properly affixed to the correct answer document.
- each student's responses have been made with a black soft-lead (No. 2) pencil.
- any answer document that has been badly folded, crumpled, torn, or otherwise damaged is placed at the top of the stack of answer documents for inclusion in the Special Handling Envelope.

Check the large-print materials to

- verify that all of the answers written in the large-print test booklet were transcribed **exactly** into the student's answer document. Only answers in the answer document or typed responses will be scored.
- include any typewritten or handwritten pages as instructed in [section 3.3.4](#).

Check the Braille materials to

- verify that the student's answers were transcribed **exactly** into the student's answer document. (If the responses are not transcribed into the student's non-Braille answer document, they will **not** be scored.)
- include any typewritten or handwritten pages with the answer document as instructed in [section 3.3.4](#).

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



## Appendix A: Computer-Based Testing 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 Cognia 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	<a href="http://webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/">webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/</a>
Principal's Verification Form	
Superintendent's Verification Form	
Testing Irregularities Reporting Form	
Computer-Based Testing (CBT) Waiver	
DTC/STC/TA/Proctor Test Security Checklists	
Guides and Training	
Kiosk Installation Guide	<a href="http://newmexico.onlinehelp.cognia.org/guides-nm-asr/">newmexico.onlinehelp.cognia.org/guides-nm-asr/</a>
Kiosk User Guide	
Portal User Guide	
Technical Guide for Spanish Language Support	
Technology Guidelines	
Other	
Spring 2020 Census Field Test Guide and Blueprint	<a href="http://newmexico.onlinehelp.cognia.org/public-blueprint/">newmexico.onlinehelp.cognia.org/public-blueprint/</a>
Test Administrator's Manual (including test administration scripts)	<a href="http://newmexico.onlinehelp.cognia.org/manuals-nm-asr/">newmexico.onlinehelp.cognia.org/manuals-nm-asr/</a>
2019–20 District Test Coordinator Manual	<a href="http://webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/">webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/</a>
2019–20 Assessment Accommodations & Accessibility Manual	



## Appendix C: NM-ASR Security Checklist for Paper-Based Testing



50 Education Way  
Dover, NH 03820

### New Mexico Assessment of Science Readiness Security Checklist

#### Ship To:

<b>MP Ship Code:</b>	000000000357225		<b>Date Packed:</b> XX/XX/2020
<b>Contract:</b> 130400	<b>Contract Name:</b> NM-ASR Census Field Test		<b>Administration:</b> 2019–2020
<b>County Code:</b> 00	<b>County Name:</b> New Mexico County	<b>SU Code:</b>	<b>Superintendent Unit Name:</b>
<b>District Code:</b> 123	<b>District Name:</b> New Mexico Public Schools		
<b>School Code:</b> 456	<b>School Name:</b> New Mexico School		<b>Grade:</b> XX

Use the information in the table below to track the secure test materials. Retain this document for your records after testing has been completed.

Description																Qty Shipped			
Gr XX Test Booklets with ADs inserted																77			
CPI	Booklet Numbers	Student name	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	OUT	IN	
0505689	1301001733																		
0505689	1303001995																		
0505689	1304002026																		
0505689	1302003921																		
0505689	1301005713																		
0505690	1301001563																		
0505690	1303003756																		
0505690	1304003890																		
0505690	1304003979																		
0505690	1302005764																		
0505692	1303001993																		
0505692	1304002017																		
0505692	1302003932																		
0505692	1302003939																		
0505692	1301005522																		

MP Ship Code:


**\*000000000357225\***

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## Appendix D: Submitting a Test Offline

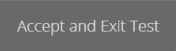
**Please raise your hand and notify your proctor.**  
A connection to the network could not be established. Your test has been saved offline.



Proctor, this student's test responses have been stored locally on this device. When network connection is restored, you must re-launch the kiosk or mobile app from this device in order to send the stored responses to the servers, or you can also try to send responses by clicking "Send Responses" button.

1 

**Do not move the student to a different device.**  
If you have any questions, please contact technical support immediately.

2 Proctor Password

3 

4  5 

### ***What happened and why did my student receive this message?***

Internet connectivity was lost after the student began testing and was not restored by the time the student completed the test. The student completed the test session and clicked "Turn in Test". The student's responses will be saved to the local folder configured when the NM Science Kiosk was initially installed.

### ***What do I do next?***

1. Read the instruction in the message and click *Send Responses*, you will be notified to wait 10 seconds to allow time for the kiosk to check for an internet connection. If internet connectivity was reestablished before clicking *Send Responses*, the stored responses on this device will be sent to the servers and the kiosk will submit and exit the test. If there is no internet connection, the *Send Response* button will show up again. From here you can try to establish internet connection and click *Send Responses* again or move on to step 2.
2. Enter the proctor password to acknowledge that you have read and understand the instructions.
3. Select *Accept and Exit Test*.
4. Reestablish the device's connection to the internet as soon as possible.
5. Relaunch the NM Science Kiosk from the same device that received the initial error. Student responses will be automatically sent as soon as the NM Science Kiosk is relaunched and the NM Science Kiosk will be available for another student's test.



