Test Coordinator's Manual

Spring 2020

NM-ASR Census Field Test

Grades 5, 8, & 11

NEW MEXICO
Public Education Department

NM-ASR

NEW MEXICO ASSESSMENT
OF SCIENCE READINESS

PED and Vendor Contact Information

General Administration Questions	Policy Questions
Cognia New Mexico Customer Care Center & Help Desk Team	New Mexico Public Education Department Assessment Bureau Helpdesk*
Telephone: 877-676-6722 **Email:** nmhelp@cognia.org	**Telephone:** 505-827-5861 **Email:** ped.assessment@state.nm.us

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

Note: This manual is available online at newmexico.onlinehelp.cognia.org.

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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Spring 2020 NM-ASR Census Field Test Important Dates

Paper-Based Testing	
Initial ordering window	December 9, 2019–January 17, 2020
Test Coordinator's Manual and *Test Administrator's Manual* made available online	January 6, 2020
Additional ordering window	February 10, 2020–March 26, 2020
Test materials ordered in the initial ordering window delivered to districts/schools	February 17, 2020
Test administration window	**March 2–March 27, 2020**
UPS pickup window	March 9–April 3, 2020
UPS pickup scheduling must occur no later than	Wednesday, April 1, 2020
Computer-Based Testing	
Initial ordering window	December 9, 2019–January 17, 2020
Test Coordinator's Manual and *Test Administrator's Manual* made available online	January 6, 2020
Additional ordering window	February 10, 2020–March 26, 2020
Test materials ordered in the initial ordering window delivered to districts/schools	February 17, 2020
Training webinar for Technology Coordinators	February 4, 2020, 1:00 p.m. MT
Training webinar for District/School Test Coordinators	February 4, 2020, 3:30 p.m. MT
Practice testing in browser	24/7, year round
Full-length practice test available in browser	January 10, 2020
Online portal **opens** for full-length practice testing with demo students, user account updates, and kiosk downloads	January 21, 2020, 7 a.m. MT
Online portal **closes**, practice testing with demo students ends	January 30, 2020, 9 p.m. MT
Online portal **closes**, eMetric uploads original PED Pre-ID file	January 31, 2020
Online portal **re-opens** for district Pre-ID upload window (2 weeks)	February 3–14, 2020
Online portal **ready** for pre-testing administrative work *(i.e., create/edit/update users, inventory rosters, add students, enroll/unenroll students, assign accommodations, and create classes)*	February 18, 2020, 7 a.m. MT
Online portal **ready for test scheduling**	February 24, 2020, 7 a.m. MT
Test administration window begins	**March 2, 2020, 7 a.m. MT**
Test administration window ends	**March 27, 2020, 9 p.m. MT**
Post-testing administrative work window *(i.e., inventory roster to make sure every student who tested is accounted for; if anyone had absences, or other situations, use the correct Test Completion code)*	March 30–April 1, 2020

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1. Overview

1.1 About this Manual

This manual provides instructions for District Test Coordinators (DTCs) and School Test Coordinators (STCs) who are preparing for the spring 2020 New Mexico Assessment of Science Readiness (NM-ASR) Census Field Test. The manual includes the procedures and protocols for test administration as well as the policies related to test security and test administration that all school staff must follow. The DTC is responsible for all aspects of test administration and test security in an LEA. For a detailed description of the roles and responsibilities of DTCs and STCs, please see the NMPED *2019–20 District Test Coordinator Manual* (available at webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/).

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

1.2 About the Test

The 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 Census Field Test 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 About Roles

In addition to the following general overview, detailed descriptions of the roles and responsibilities of DTCs, STCs, TAs, and proctors are provided in the *2019–20 District Test Coordinator Manual* (available at webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/).

1.3.1 District Test Coordinator

The DTC serves as the primary liaison with the PED Assessment Bureau and the testing vendors, and is responsible for all forms that must be submitted to the PED. The DTC is the primary source of assessment information for district staff, school staff, parents, and community. It is the DTC's responsibility to keep the local educational agency (LEA) informed about current assessment policy and changes, and to provide teachers with available resources for content area assessments.

1.3.2 School Test Coordinator

The STC is appointed at the local level, and there is no need to inform PED. The STC's point of contact for matters relating to assessment is the DTC. In some smaller districts, the DTC serves as STC for one or more schools in the district. Some districts and some test vendors use the term Building Test Coordinator (BTC) but this manual uses the term STC.

1.3.3 Test Administrator

The TA administers the assessment to the students by following the procedures provided in the TA manual.

1.3.4 Proctor

Proctors assist TAs, but may not act as a TA. Proctors are generally Educational Assistants (EAs), but can be anyone who does not hold one of the approved PED licenses. No proctor should assist with a group that has a child who is a close relative (child, grandchild, niece/nephew, etc.).

2. Administration Policies

2.1 Security Guidelines

Before distributing any test materials to test administrators, DTCs and STCs must read all the directions in this manual and in the *2019–20 District Test Coordinator Manual* (available at webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/).

The following measures are required to preserve the security of the NM-ASR Census Field Test. District superintendents, charter directors, DTCs, STCs, building supervisors, TAs, and proctors are all charged with following these guidelines to preserve the integrity of the testing program.

2.1.1 Security of Test Materials

The New Mexico Statewide Assessment Program requires that the 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.

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. TAs should not receive a copy of the test booklet unless they are administering the read-aloud accommodation.

Test questions may not be taught in part or in whole prior to, during, or after testing. Test questions may only be presented to students during the test administration period via the standardized procedures described in this manual and the *Test Administrator's Manual* (TAM). The answers to questions may not be provided to students by any method (e. g., orally or in writing). Answers to test questions may not be deleted or altered by anyone except the student while taking the test. Reading test questions aloud to students, except in instances specified in this manual, is only permitted if the student qualifies for such an accommodation. Please see the list of prohibited activities in section 2.1.2. Additional guidance is on the PED website.

Confidentiality Agreement

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

Test Security Plan

All materials must be stored in a secure place before testing, at the end of each testing session, and after testing is complete. Materials should not leave the school except to be returned to a central location within the district. Test materials should not be taken off campus unless specifically authorized by the PED.

Test coordinators must use the serial number located on the front cover of each test booklet to keep records of all the test booklets. If a test booklet is missing following test administration, the DTC must ensure that a thorough search is undertaken to locate the booklet. If the booklet cannot be located, the DTC must report the loss within three business days to the Assessment Bureau of the PED and Cognia. This report must include all pertinent information regarding the incident. If the test booklet remains missing, the district will initiate a formal investigation into the loss and submit a comprehensive report of the incident to the PED.

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

2.1.2 Prohibited Activities

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

- allow students to share information during the test administration;
- provide assessment accommodations that do not have instructional relevance or are not connected to a specific skill deficit determined by the student's educational team (**Note:** Text-to-Speech is considered an accessibility feature for the 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.

2.1.3 Testing Irregularities and Security Breaches

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

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

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

2.1.4 Student Confidentiality

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

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

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

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

2.2 Administration Information

2.2.1 Testing Requirements

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) assessment.
- Students with a PED-approved medical exemption are not required to participate.
- Students who take assessments 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 505-827-5861 or e-mail at ped.assessment@state.nm.us.

2.2.2 Test Design

Grade(s)	Languages Available	Number of Sessions	Number of Questions	Estimated Duration (minutes)[1]	Question Types[2]
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

[1] 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.

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

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/).

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.

Practice Tests

A practice test for each grade (5, 8, 11) is available 24/7 and can be accessed at newmexico.onlinehelp.cognia.org/practice-tests/.

Currently the practice tests are single-session tests with 2 clusters, 2-3 MS-2 items, and 1 OE item per grade. In January 2020, the practice tests will be expanded to include more items of each type.

2.3 Technology Guidelines for Computer-Based Testing

There are two components of the NM-ASR Census Field Test online testing platform: the online Portal, used by school, district and state administrators for rostering students, assigning accommodations, creating classes and test sessions, and monitoring test status; and the Kiosk, used by students for testing. The technology specifications for each component are provided in the *Technology Guidelines* (available at newmexico.onlinehelp.cognia.org/guides-nm-asr/).

2.3.1 Student Kiosk and Online Portal

Also available at newmexico.onlinehelp.cognia.org/guides-nm-asr/ are the *Kiosk Installation Guide* and *Kiosk User Guide,* which provide detailed instructions for installing and using the Kiosk, and the *Portal User Guide*, which provides instructions for using the online Portal.

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, refer to the *2019–20 Assessment Accommodations & Accessibility Manual* (available at webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/).

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, select each accommodation used for each student in the accommodations area. **Note:** Computer-based test accommodations must be assigned before computer-based test sessions are scheduled.

Prohibited modifications are changes in test administration that interfere with the comparability of scores. Examples of such modifications include giving students test administration directions that are not included in this manual. **Non-allowed modifications are strictly prohibited on the NM-ASR Census Field Test.** Any science assessment in which non-allowed modifications are provided must be invalidated.

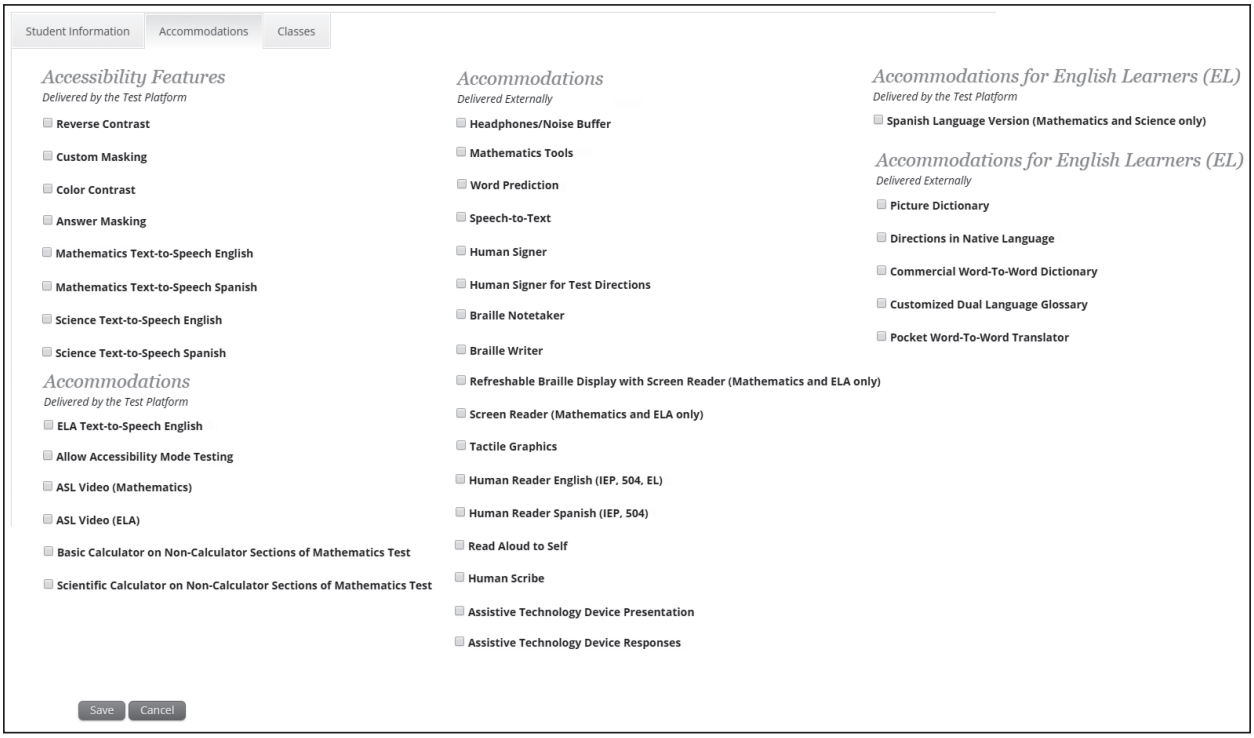
3.2 for Computer-Based Testing

3.2.1 Setting Accessibility Features and Accommodations

The DTC or STC **must** assign accessibility features and accommodations embedded in iTester system prior to the start of testing. TAs cannot perform this task. For example, the Text-to-Speech accessibility feature **must** be assigned prior to scheduling a test and **cannot** be assigned after the student has logged in to any session of any test without delaying your testing schedule. Other accommodations to be delivered locally are also documented in the Portal. Call the New Mexico Help Desk with any questions related to assigning accommodations in the iTester system.

To set accessibility features or accommodations, follow these steps:

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



Text-to-Speech

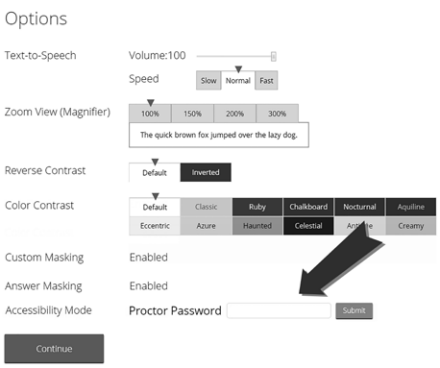
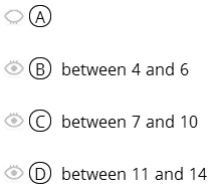
For Text-to-Speech, you must select the **Text-to-Speech** option appropriate and applicable to the student to enable this accommodation. Note that for the NM-ASR Census Field Test, Text-to-Speech is treated as an accessibility feature, not as an accommodation requiring SWD/504 documentation.

Spanish Language Version

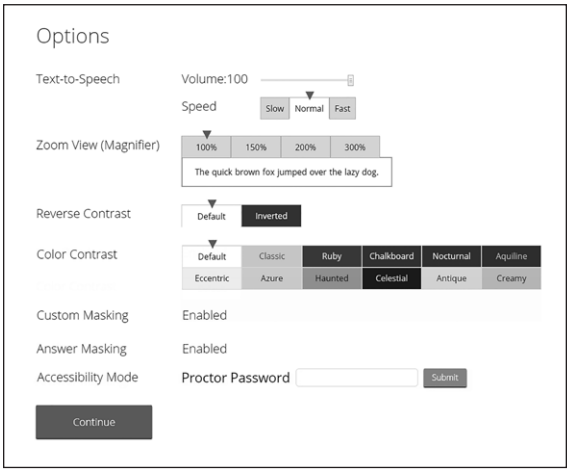
For students taking the Spanish version of the test, "Spanish Language Version" must be selected on the student accommodations menu, and the students must be scheduled for a Spanish test when scheduling test sessions.

3.2.2 Online Portal Accessibility Features and Accommodations Chart

The following accessibility features and accommodations are delivered in the online testing platform if they are assigned to the student in the online Portal.

Feature/ Accommodation	Icon	Description/Action
Allow Accessibility Mode Testing		Allows students to use third party assistive technology software within the portal. The proctor will be required to enter the proctor password on the Options page to enable Accessibility Mode.
Answer Masking		The Answer Masking tool allows students to hide an answer option. This will help the students narrow down their correct answer. By clicking the eye icon again, it will display the answer option again.
Color Contrast		Students can choose a text and background color from a set of 12 predefined color combinations. Use this tool to change the background color and text color of the test content.
Custom Masking		Provides the ability to mask certain parts of the test interface or question. It can be re-sized, and it is draggable.
Reverse Contrast		Inverts color values on the screen.
Text-to-Speech English		Students can play, pause, skip, or stop audio. They can select specific text for on-demand audio, and the Gear icon allows students to change the volume or speed of the text being read aloud.
Text-to-Speech Spanish		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.

Any accessibility features and accommodations delivered in the online testing platform and selected for the student will appear on the options page when the student logs into their test.



3.3 for Paper-Based Testing

DTCs and anyone else involved in administering these forms: Please read these directions carefully before you administer the test.

Refer also to the* 2019–20 District Test Coordinator Manual *(available at webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/).

3.3.1 Test Security

All security measures outlined in the *Test Administrator's Manual* (TAM) and 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:

- Test administrators should read the directions and scripts from the TAM 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. The TA and the student should consider the following options 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: All multiple-choice answers must be transcribed by the TA (or the proctor) 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:

- Test administrators should read the directions and scripts from the TAM the same way as for a standard administration. The TAs 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, the TA 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. The TA and the student should consider the following options 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.

The student's Braille responses and all other responses in the Braille test booklet **must** be transcribed **verbatim** into the student's answer document by the TA (or the proctor) at the end of each subtest or 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). For more information about this accommodation, refer to the *2019–20 Assessment Accommodations & Accessibility Manual* (available at webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/).

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

NOTE: All multiple-choice answers must be transcribed by the TA (or proctor) into the answer document.

4. Before Testing

4.1 Test Scheduling

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

4.1.1 Testing Disruptions

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

- Sudden student illness
- Emergency evacuation
- Fire drill

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

4.1.2 Makeup Testing

If a student misses a session due to illness or some other legitimate reason, a makeup session must be held before the end of the testing window. Makeup tests may be administered throughout the main testing window except during regular testing. Makeup tests are considered valid so schools and districts are not penalized for legitimate student absences.

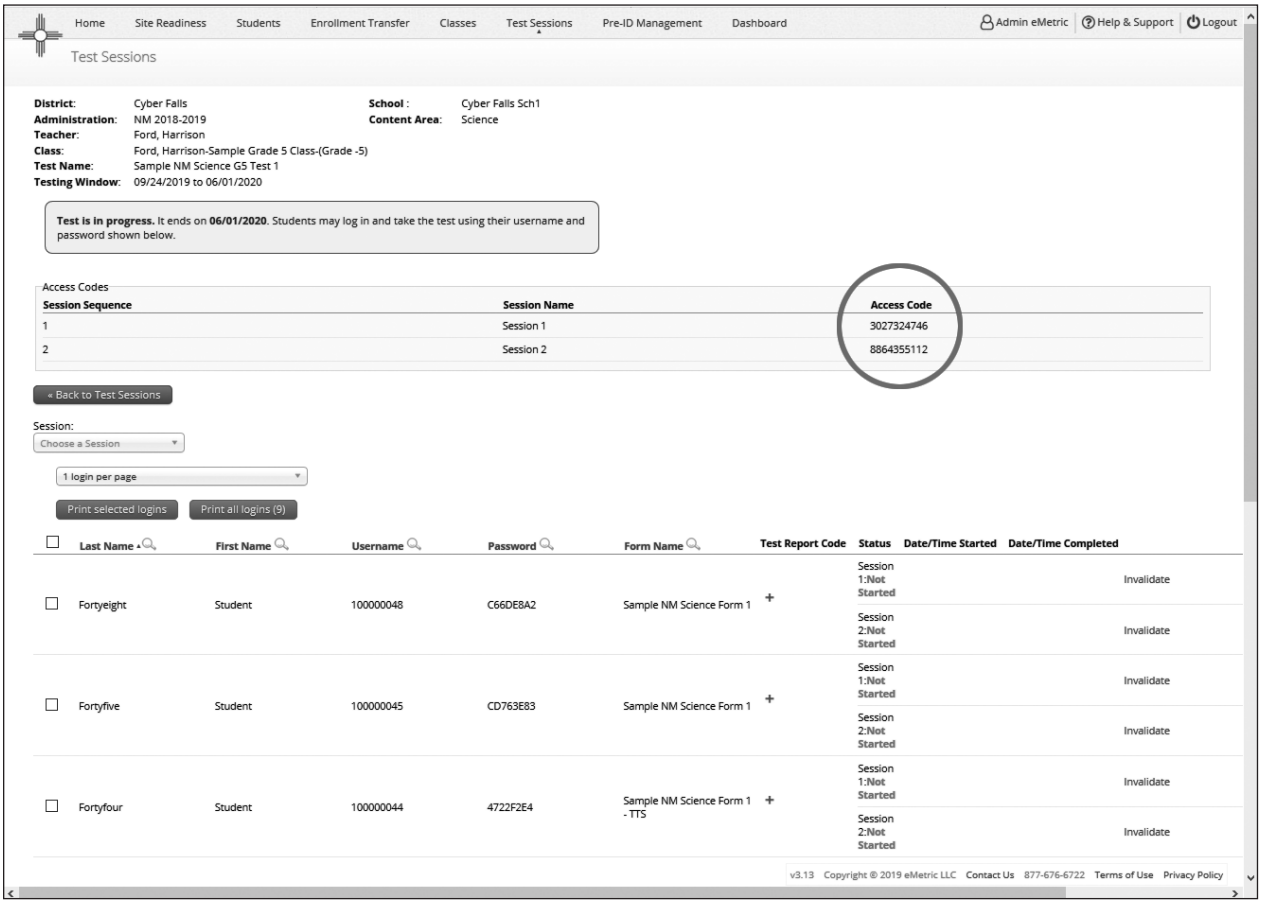
4.2 DTC & STC Task List

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

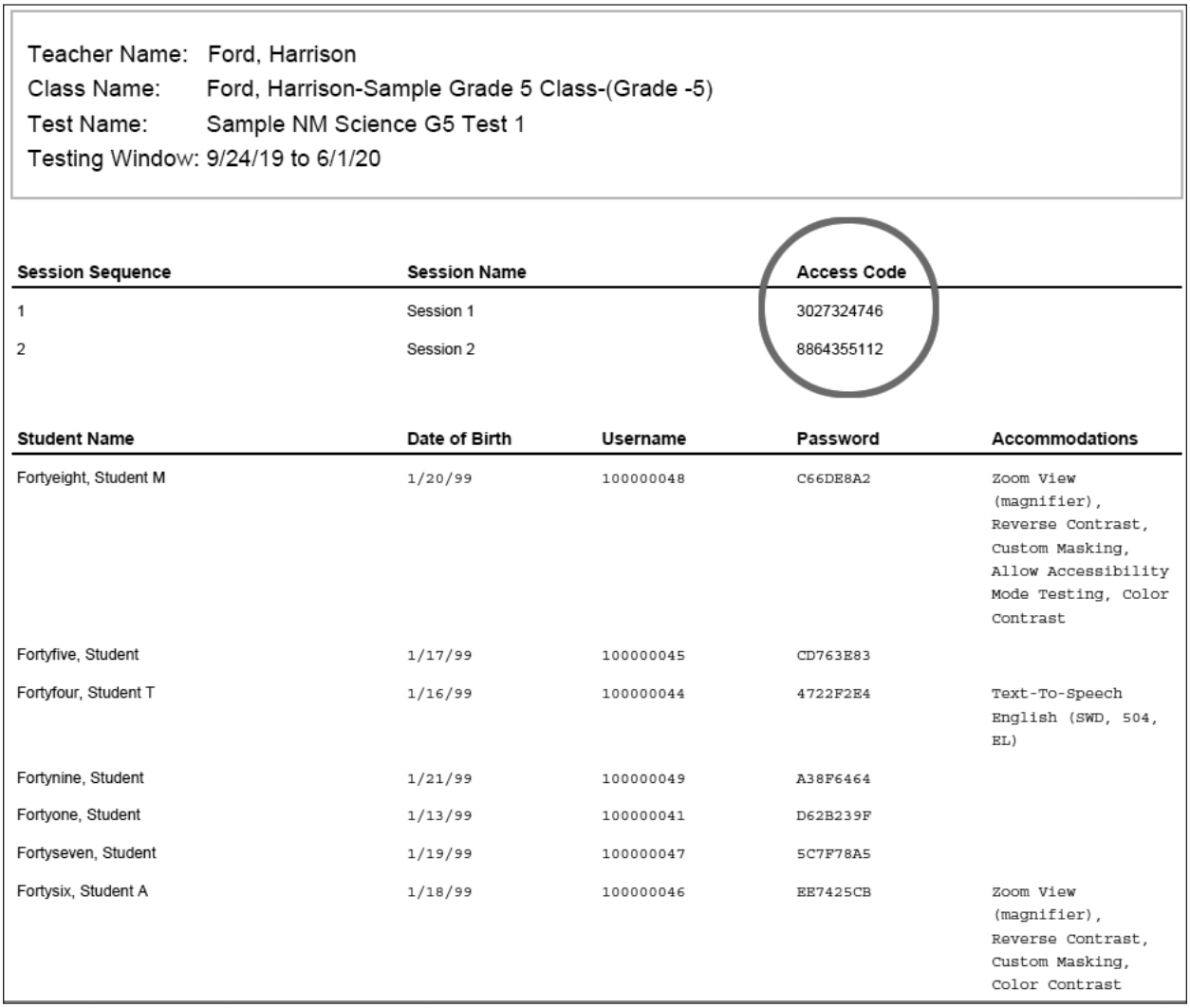
- Announce the test window in advance: March 2–27, 2020. Instruct TAs to prepare students by explaining the purpose of the NM-ASR Census Field Test.
- Provide training for all district personnel involved in test administration, preparation, and security in accordance with the PED regulation 6.10.7 NMAC.
- Review the *Test Administrator's Manual* (TAM), as applicable.
- Follow the testing schedule selected by the district for your school.
- Gather all the test materials needed for test administration, including the following:
  - *Test Administrator's Manual*
  - A "Testing—Do Not Disturb" sign (not included with test materials)
  - A Security Checklist or another documentation method for STCs and TAs to use daily during test administration to maintain a tracking log to account for collecting and securely destroying secure test materials, such as Student Login Tickets and scratch paper written on by students.

4.3 Session Access Codes for Computer-Based Testing

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



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



Teacher Name: Ford, Harrison
Class Name: Ford, Harrison-Sample Grade 5 Class-(Grade -5)
Test Name: Sample NM Science G5 Test 1
Testing Window: 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

5. During Testing

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

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

6. After Testing

6.1 for Computer-Based Testing

6.1.1 Applying Test Report Codes and Invalidating Tests

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

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

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

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

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

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

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

For example screenshots of the steps noted above, see the "Invalidating the Test and Adding Test Report Codes" section the *Portal User Guide* (available at newmexico.onlinehelp.cognia.org/guides-nm-asr/).

6.1.2 Dispose of Physical Test Materials

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

6.2 for Paper-Based Testing

6.2.1 Invalidating Tests

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

- cheating,
- moving ahead to the next session before being directed to do so,
- taking the test with a prohibited modification, and
- making no effort to complete the test.

The TA should consult with the STC and/or DTC to resolve questions about whether a test should be invalidated. The TA will mark the appropriate bubble in the Test Completion Status (TCS) field located on the biogrid on the next-to-last page of the PBT answer document to indicate that the science assessment should be invalidated. The invalidated subtest will not be scored, and the Student Report to Parents will indicate the proper TCS. Any questions related to invalidating a test should be directed to the PED.

6.2.2 Voiding Tests

If student responses have been transcribed to a new answer document, the original document must be voided. To void the PBT document, write VOID in large, dark print on the front cover and **fill in box J** on the biogrid. The voided document must be packed with the **used** test materials. There is no requirement to void a testing record in the online system. If the TA is uncertain whether a test should be voided, please contact the New Mexico Help Desk at 1-877-676-6722.

6.2.3 Preparing Paper-Based Materials for Return

Checking Answer Documents

NOTE: "Answer document" in this section refers to grades 5, 8, and 11 PBT answer documents.

1. **Only responses bubbled and written inside the answer document or typewritten responses to short-answer and open-ended questions will be scored.** After large-print or Braille testing is completed, the TA or proctor must confirm that 1) all biogrid information and responses to multiple-choice questions are completed in the answer document; 2) all typewritten responses are clearly labeled and prepared for return with the answer documents in the Special Handling envelope; and 3) any responses that have not been completed directly in the answer document or included on typewritten pages are transcribed exactly into the student's answer document. If responses in test booklets are not transcribed into the student's answer document, they will not be scored.
2. For PBT administration, Pre-ID labels have been provided for most students taking the NM-ASR Census Field Test based on a recent STARS file download. Check the Pre-ID labels to ensure the information is accurate. If any of the three essential identifiers are not accurate or the student did not participate in this administration, shred the label and do not use it. The presence of inaccurate information should indicate to you that the information in STARS or NASIS may need to be updated as they are the sources for the demographic information on the labels.
3. For each answer document, match the Pre-ID label with the name the student wrote on the front cover and apply the label to the bottom right corner on the back cover. Remember, if any of the three essential identifiers (student's name, date of birth, or state/NASIS identification number) on the label is inaccurate, do not use the label. Instead, determine whether STARS or NASIS should be updated. **Caution:** Make certain to apply the correct label to each answer document so the correct student will be given credit for participation in the NM-ASR Census Field Test.

4. If there is no label for a student, it is critical that a test coordinator verify all the bubbles are filled in accurately in section 4, boxes A–F on the back cover of the answer document. This includes the bubbles for the student's full name, the district code, the school code, the student's birth date, the state student ID or NASIS ID number, the student's gender, and the student's ethnicity and race. Without a Pre-ID label, these pieces of information are the vital link between the student's test scores and his or her demographic information. Ensuring all these fields are bubbled accurately gives the PED the best opportunity to match the test results to the student demographic information in STARS and NASIS, and therefore, to give the student credit for passing the NM-ASR Census Field Test.
5. Be sure to complete sections 1, 2, and 3 for all students, as applicable, on the inside back cover.

See the Rules for Completing Biogrids section of the TAM for more detailed instructions on completing the biogrid.

Returning Test Materials

1. **Do not** return test materials that are contaminated with biohazardous materials such as blood or vomit. Please contact the New Mexico Help Desk at Cognia by calling 1-877-676-6722 or by e-mailing nmhelp@cognia.org for directions or with any questions.
2. Place **all test booklets** including English, Spanish, Braille, and large-print versions, **whether used or unused**, in the bottom of the Cognia box(es) in which you received test materials.
3. Review the answer documents carefully, noting any damage such as tears or holes. Make separate piles for used and unused answer documents. Turn every page of the unused answer documents to make sure there is no student work in them. Pack unused English and Spanish answer documents inside the "Unused, Blank Answer Documents" envelope(s). Seal the envelope and pack it in the box on top of the test booklets.
4. Place only damaged, used answer documents or answer documents with typed pages in the white plastic envelope labeled "Special Handling." Please include a brief memo on district or school letterhead that explains why each used answer document is included in the Special Handling envelope to ensure that Cognia staff understands the situation and treats the answer document accordingly. (You may have nothing to return in this envelope.) Seal the Special Handling envelope and place it on top of the "Unused, Blank Answer Documents" envelope(s), even if there is nothing in the envelope.
5. Pack all of the undamaged used English and Spanish answer documents in the white plastic envelope labeled "Used, Partially Used, and Voided Answer Documents." Seal the envelope and pack it in the box on top of the Special Handling envelope.
6. The return address will be to a Cognia facility in New Hampshire. Seal the box(es) with packing tape and reinforce the box corners and the bottom seal. Apply the return shipping label provided with the shipment directly on top of the white delivery label. Please stack materials in the box in the following order, starting at the bottom with all test booklets, and working up to used answer documents.

Used, Partially Used, and Voided Answer Documents envelope(s)
Special Handling envelope – it may be empty
Unused, Blank Answer Documents envelope(s)
All test booklets including English, Spanish, Braille, and large-print versions

7. You should not return *Test Administrator's Manuals*, *Test Coordinator's Manuals*, or Spanish glossaries to Cognia. Please recycle these materials at your school or district. Do not save manuals for the next administration as directions may change.

8. UPS has been contracted by Cognia to pick up the NM-ASR Census Field Test paper-based test materials. When your materials are ready to be returned to Cognia, you may request a UPS pickup at http://iservices.cognia.org.
    - Select "New Mexico" from the drop-down menu and click "Enter."
    - Select "UPS Pickup Request" on the left-hand side of the screen.
    - In the "RS Tracking #" box, enter the tracking number printed on the UPS return service label that was included in your shipment of test materials. Then click "Login."
    - Complete your contact information, the date you request UPS to pick up your test materials, the pickup location, and the total number of boxes you are returning.
    - Select "Place Pickup Request" to submit the request.

UPS will not automatically pick up your test materials at the end of the test administration window. **You must submit a request for a UPS pickup during the secure materials pickup window of March 9–April 3, 2020. All secure materials must be picked up for return to Cognia no later than April 3, 2020.** You may also hand your box(es) to your regular UPS driver, if you have a regularly scheduled UPS pickup at your location. If you do not use the iServices link, you will need to notify the Cognia New Mexico Help Desk by phone or e-mail when boxes have been handed off to a regularly scheduled UPS driver. For assistance with submitting a UPS pickup request online, contact the NM Help Desk at 1-877-676-6722 or nmhelp@cognia.org.

6.3 Final Reminders

1. Please remember that student information you add or edit in the student tab (for new students or students whose uploaded demographic information is not valid) will not update or be automatically uploaded to STARS. Corrections to STARS must be made by school administrators. Be sure to make these corrections or updates before the close of the testing window (March 27, 2020) to ensure reporting accuracy.
2. Personnel at all schools—public and charter—need to conduct a final check of all the students' demographic data in the iTester system to verify that the information has been recorded accurately and the information has been applied before science assessment student data is transferred from the iTester portal for final scoring and reporting at 5 p.m. on April 1, 2020.

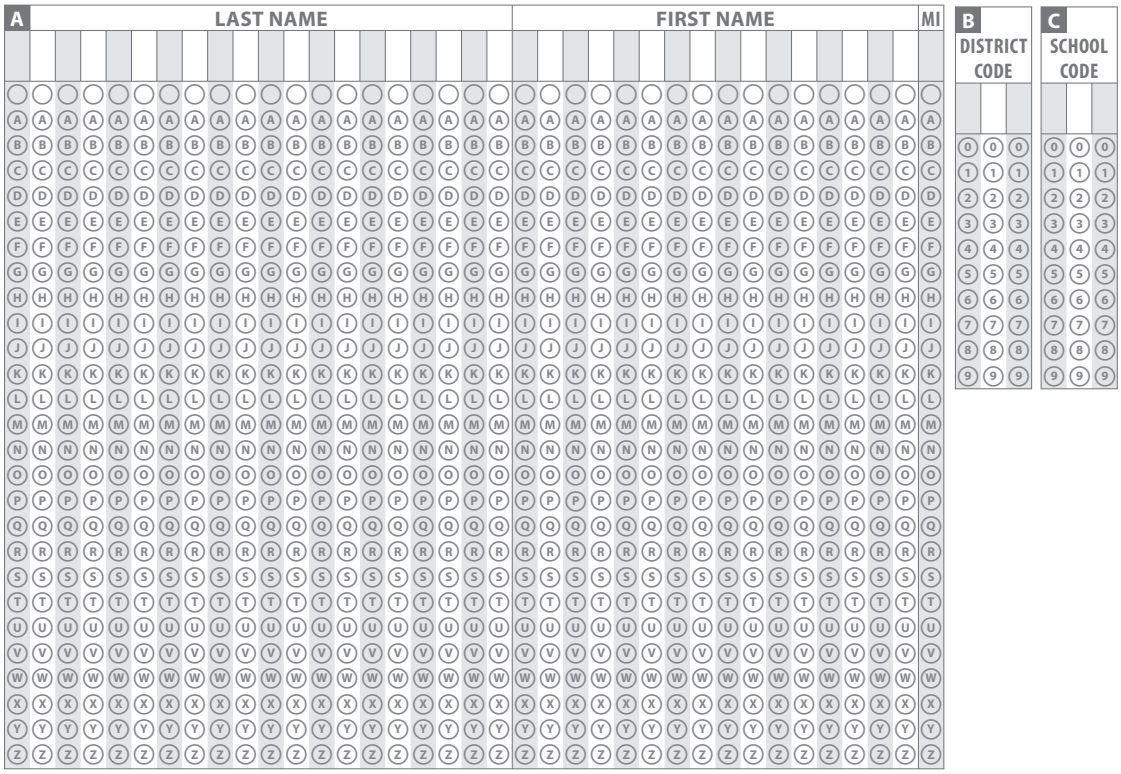
Appendix A: Important Resources & References

Resource	Location
Forms and Checklists	
Staff Confidentiality Agreement Form	webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/
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	newmexico.onlinehelp.cognia.org/guides-nm-asr/
Kiosk User Guide	
Portal User Guide	
Technical Guide for Spanish Language Support	
Technology Guidelines	
Other	
Spring 2020 Census Field Test Guide and Blueprint	newmexico.onlinehelp.cognia.org/public-blueprint/
Test Administrator's Manual (including test administration scripts)	newmexico.onlinehelp.cognia.org/manuals-nm-asr/
2019–20 District Test Coordinator Manual	webnew.ped.state.nm.us/bureaus/assessment-3/district-test-coordinator/
2019–20 Assessment Accommodations & Accessibility Manual	

Appendix B: NM-ASR Census FT English PBT Sample Biogrid

Last Page of Paper-Based 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.)



Next-to-Last Page of Paper-Based 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**. Bubbling 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
Language Exempt for Reading Only	
Medical Emergency	4
Parental Refusal	5
Other Non-Completion	6
Test Irregularities	7
Absent	8

H IEP/504 ACCOMODATIONS	
Human Reader English	◯
Human Reader Spanish	◯
Read Aloud to Self	◯
Human Signer	◯
Selected Response Human Scribe	◯
Constructed Response Human Scribe	◯
Assistive Technology Devices Presentation	◯
Assistive Technology Devices Responses	◯
Allow Accessibility Mode Testing	◯
Large-print	◯
Braille	◯

I EL ACCOMMODATIONS	
Spanish Language Version	◯
Picture Dictionary	◯
Directions in Native Language	◯
Commercial Word-to-Word Dictionary	◯
Customized Dual Language Glossary	◯
Pocket Word-to-Word Translator	◯

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

11

Appendix C: Sample Security Checklist for Paper-Based Testing

cognia™

50 Education Way
Dover, NH 03820

New Mexico Assessment of Science Readiness
Security Checklist

Ship To:

MP Ship Code:	000000000357225		**Date Packed:** XX/XX/2020
Contract: 130400	**Contract Name:** NM-ASR Census Field Test		**Administration:** 2019–2020
County Code: 00	**County Name:** New Mexico County	**SU Code:**	**Superintendent Unit Name:**
District Code: 123	**District Name:** New Mexico Public Schools		
School Code: 456	**School Name:** New Mexico School		**Grade:** 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**	**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: **Page: 1 of 4**

000000000357225

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OF SCIENCE READINESS