

SPRING 2020 ADMINISTRATION OF NM-ASR CENSUS FT

NM-ASR Paper-Based Testing Important Dates

Initial Ordering Window:	Monday, December 9, 2019 – Friday, January 17, 2020
Additional Ordering Window:	Monday, February 10, 2020 - Thursday, March 26, 2020
PBT Test Materials ordered in the initial ordering window and printed manuals delivered to districts/schools two weeks prior to testing	Monday, February 17, 2020
Testing Administration Window for PBT and CBT:	Monday, March 2 – Friday, March 27, 2020
UPS Pickup Window	Monday, March 9 – Friday, April 3, 2020
UPS Pickup Scheduling must occur no later than	Wednesday, April 1, 2020

NM-ASR Computer-Based Testing Important Dates

Initial Ordering Window:	Monday, December 9, 2019 – Friday, January 17, 2020
Additional Ordering Window:	Monday, February 10, 2020 - Thursday, March 26, 2020
Test Materials ordered in the initial ordering window and printed manuals delivered to districts/schools	Monday, February 17, 2020
CBT Training Webinar for Technology Coordinators:	February 6, 2020 – 1:00 PM MT
CBT Training Webinar for DITCs/STCs:	February 6, 2020 – 3:30 PM MT
Practice Testing in Browser:	24/7, all year round
Full-Length Practice Test Available in Browser mode	January 13, 2020
<i>Online portal OPENS for Full-Length Practice Testing with demo students, user account updates and kiosk downloads:</i>	Tuesday, January 21, 2020, 7AM MT

Online portal CLOSSES for Practice Testing with Demo Students ends.	Thursday, January 30, 2020, 9PM MT
Online portal is CLOSED for loading of student data: <i>(iTester portal is unavailable during this time)</i>	Friday, January 31 2020
eMetric uploads original PED Pre-ID file into iTester <i>(includes all students for science and math and ELA)</i>	Friday, January 31, 2020
Portal RE-OPENS for District Pre-ID Upload Window (2 weeks) – <i>Reminder: what districts upload will override data already in system</i>	February 3 – 14, 2020
Manual Roster updates	February 17 – end of test administration window
Online portal ready for administrative work pre-online testing window <i>(i.e., create/edit/update users, inventory rosters, add students, enroll/unenroll students, assign accommodations, and create classes):</i>	Tuesday, February 18, 2020, 7AM MT
Online portal ready for test scheduling:	Monday, February 24, 2020, 7AM MT
Testing Administration Window begins	Monday, March 2, 2020, 7AM MT
Testing Administration Window ends	Friday, March 27, 2020, 9PM MT
Post-Online testing Administrative work window <i>(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)</i>	Monday, March 30 – April 1, 2020
Online portal closes for NM-ASR related tasks	Wednesday, April 1, 2020, 5PM MT
Online portal remains open for NM-MSSA testing	April 6 – May 8, 2020

Spring 2020 NM-ASR Census FT Contact Information

General Administration Questions	Policy Questions
Cognia New Mexico Customer Care Center / Help Desk Team *Telephone: 1-877-676-6722 *Email: nmtechsupport@cognia.org	New Mexico Public Education Department (PED) Assessment Bureau Helpdesk *Telephone: 505-827-5861 *Email: ped.assessment@state.nm.us

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